Word Processing Skills: Editing

Aim:	**Success Criteria:**	**Resources:**
Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of using a word processing application to edit the text in a simple fairy tale. I can edit text.	I can use backspace to remove the character before the cursor. I can use delete to remove the character after the cursor. I can use the arrow keys to move around the text.	**Lesson Pack** Desktop computers/laptops Word processor A visualiser/webcam
	Key/New Words: Keyboard, key, shift, space bar, symbol, save, folder, backspace, delete, arrow key.	**Preparation:** Ensure word processor is easily launched on the computers. Prepare the texts for editing and make them easily available to the children. *(Possibly ask the technician to create shortcuts on the desktop.)*

Prior Learning: Children will have used a word processing application to type symbols and save their work in lesson 2.

Learning Sequence

	Editing Text: Can You Edit the Spellings in This Text? Type a sentence on the interactive whiteboard with errors. Ask the children how they would edit the sentence, to correct the spellings. Ask for a volunteer to come and make the corrections. Notice and explain how they use the keyboard. Use a visualiser / webcam to show them using the keyboard. Arrange the text and video side by side on the screen so the children can see both. *(Use the windows + arrow keys to snap the windows left and right.)*	
	Backspace or Delete: Demonstrate how to: • Use backspace to remove the character in front of the cursor. • Use delete to remove the character after the cursor. • How to move around the text with a cursor. **The Arrow Keys:** Introduce the arrow keys and have to use them to move around the text. Remind the children how to save their files in their folder.	
	Can You Correct the Given Text? Children open a prepared text. Ask them to make the required editing. *(A set of **Texts for Editing** is available in the **Lesson Pack**.)* They will need to be placed in a shared folder so they can be accessed by as many children as need. When they finish the corrections, ask them to get a partner to check that they've made all the corrections. After this, the children continue the text and then save their work. Use the simpler text and support children to help spot errors. Use the main text. Use the more challenging text.	
	I Can... Ask the children what skills they have learnt in this unit. With which skills are they most confident? Which skills do they feel they need to practise?	

Task*it*

***Type*it:** The children can practise correcting different texts on computers or portable devices.

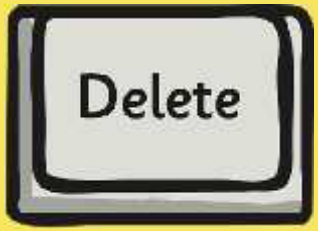
***Challenge*it:** Use the for extension activities.

Computing

Word Processing Skills

Regent Studies | www.regentstudies.com

Editing



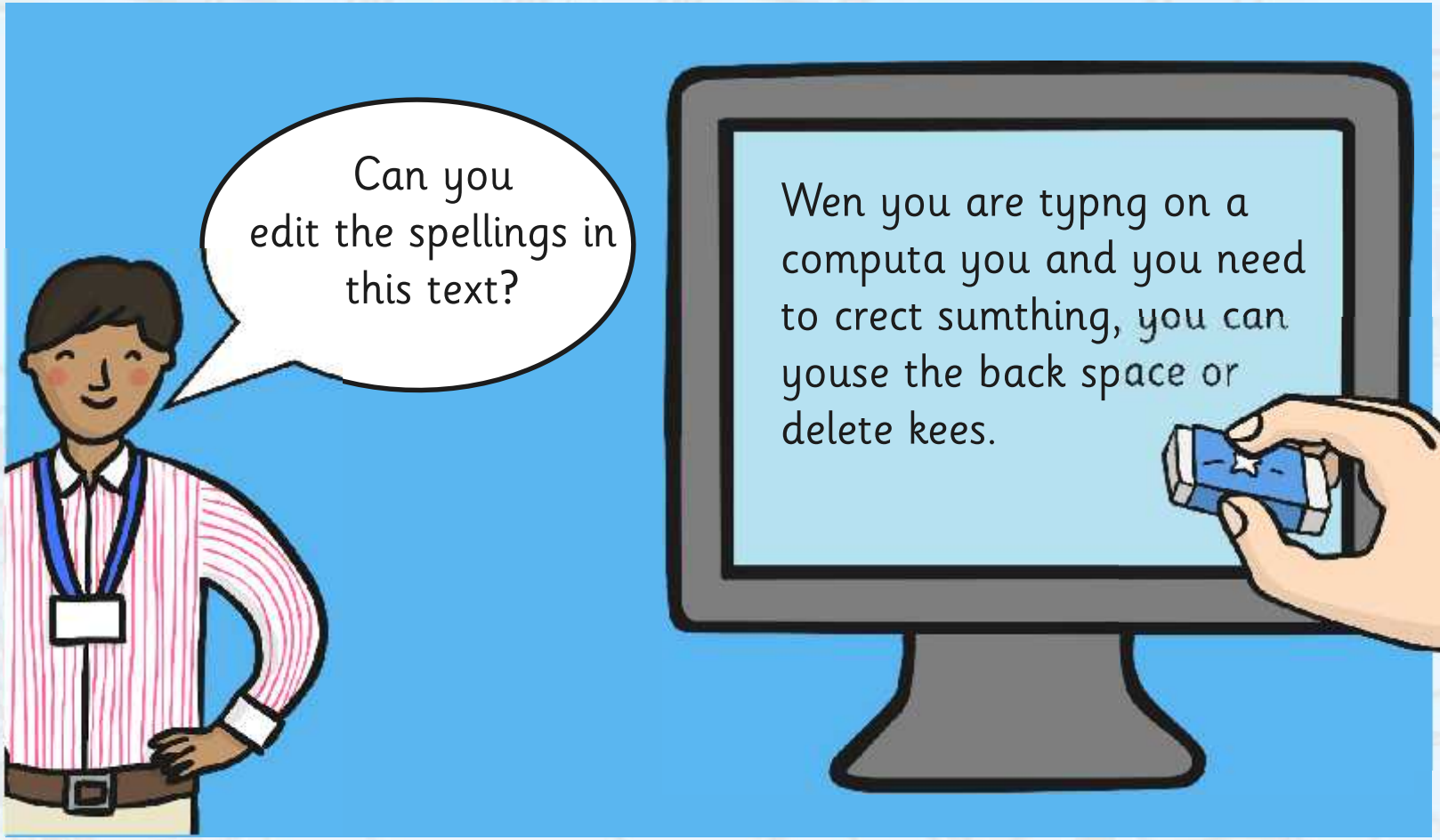
Aim

- I can edit text.

Success Criteria

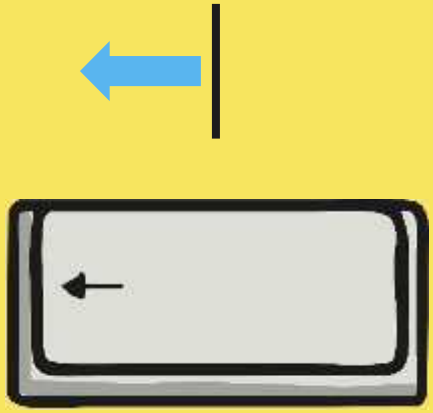
- I can use backspace to remove the character before the cursor.
- I can use delete to remove the character after the cursor.
- I can use the arrow keys to move around the text.

Editing Text

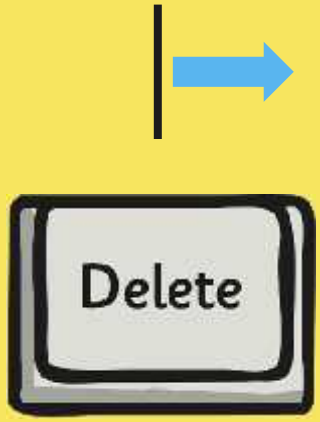


Backspace or Delete

1. Backspace removes the letter before the cursor.



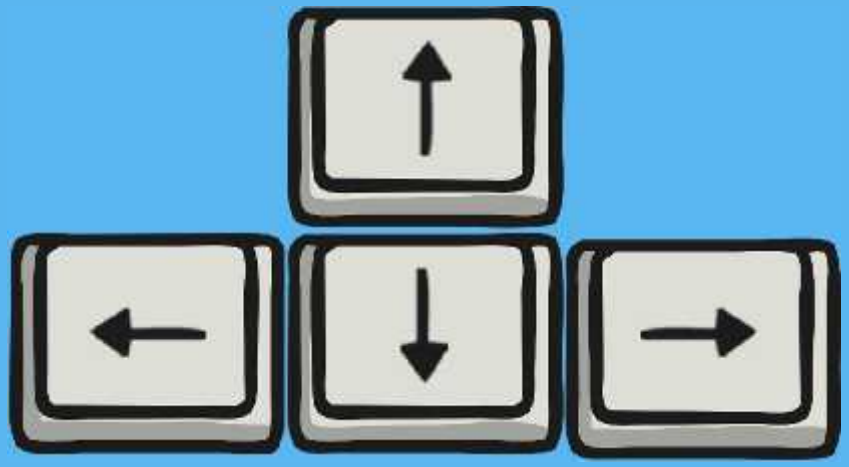
2. Delete removes the letter after the cursor.



Can you find them on your keyboard?

The Arrow Keys

You can use the arrow keys to move around the text.



Can You Correct the Given Text?

Once you have opened the correct file, try to make all the corrections without using the mouse.

I hav learnd some simpel tiping skils. Firdly, wen u tipe in capituls, u shood youse the shift kee. Remmber to tipe with bof hands. Of corse, wen u get 2 the end of a lion, u must ceep tiping as the kersa wil go 2 the nexd lin on its oun.

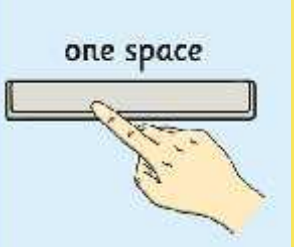
I have learnt some simple typing skills. Firstly, when you type in capitals, you should use the shift key. Remember to type with both hands. Of course, when you get to the end of a line, you must keep typing as the cursor will go to the next line on its own.

Compare your corrections with a friend.

I Can...

What skills have you learnt in this unit?

I can use 2 hands to type.



I can use one space between words.

I can keep typing at the end of a line.

I can use the <shift> key for a capital letter.

I can type symbols using the <shift> key if necessary.

I can save files in my folder.

I can use the <backspace> key to remove the character before the cursor.

I can use the <delete> key to remove the character after the cursor.

I can use the arrow keys to move around the text.

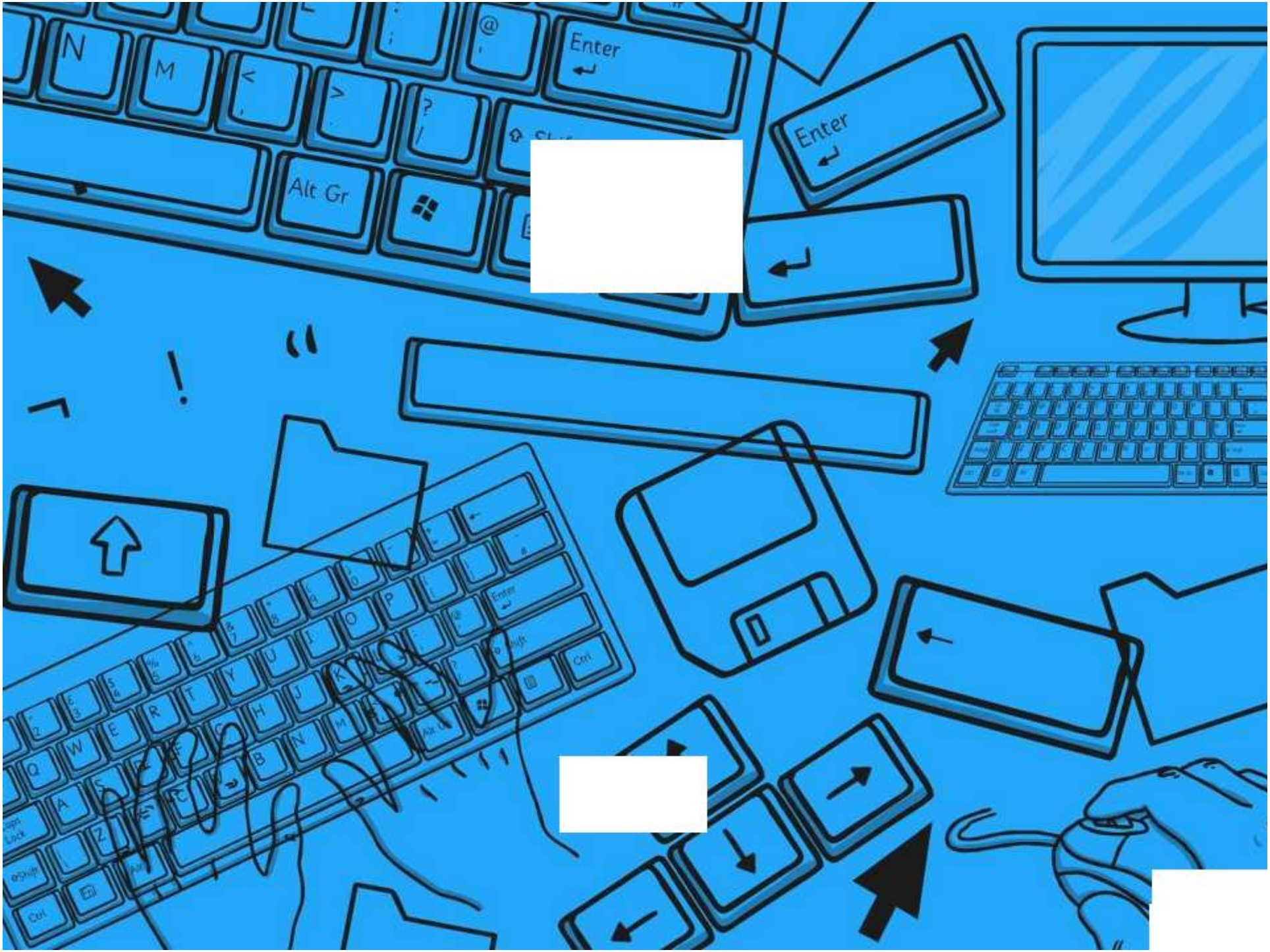
Which skills do you need to practise?

Aim

- I can edit text.

Success Criteria

- I can use backspace to remove the character before the cursor.
- I can use delete to remove the character after the cursor.
- I can use the arrow keys to move around the text.


Enter
Enter
Alt Gr

Avery Template: Name Badge Label, 8 per sheet | **Compatible Products**:15395, 25395, 42395, 45395, 48395, 5395, 8395, 88395, 85395.

Word Processing Skills | Editing

I can edit text.		
I can use backspace to remove the character before the cursor.		
I can use delete to remove the character after the cursor.		
I can use the arrow keys to move around the text.		

Word Processing Skills | Editing

I can edit text.		
I can use backspace to remove the character before the cursor.		
I can use delete to remove the character after the cursor.		
I can use the arrow keys to move around the text.		

Word Processing Skills | Editing

I can edit text.		
I can use backspace to remove the character before the cursor.		
I can use delete to remove the character after the cursor.		
I can use the arrow keys to move around the text.		

Word Processing Skills | Editing

I can edit text.		
I can use backspace to remove the character before the cursor.		
I can use delete to remove the character after the cursor.		
I can use the arrow keys to move around the text.		

Word Processing Skills | Editing

I can edit text.		
I can use backspace to remove the character before the cursor.		
I can use delete to remove the character after the cursor.		
I can use the arrow keys to move around the text.		

Word Processing Skills | Editing

I can edit text.		
I can use backspace to remove the character before the cursor.		
I can use delete to remove the character after the cursor.		
I can use the arrow keys to move around the text.		

Word Processing Skills | Editing

I can edit text.		
I can use backspace to remove the character before the cursor.		
I can use delete to remove the character after the cursor.		
I can use the arrow keys to move around the text.		

Word Processing Skills | Editing

I can edit text.		
I can use backspace to remove the character before the cursor.		
I can use delete to remove the character after the cursor.		
I can use the arrow keys to move around the text.		

Regent Studies | www.regentstudies.com

Word Processing Skills

Challenge Cards

Word Processing Skills

Challenge Cards

Word Processing Skills

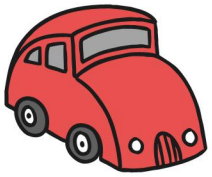
Challenge Cards

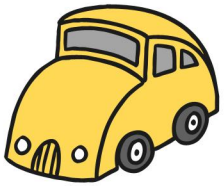
twinkl.co.uk

Word Processing Skills

Challenge Cards

Write some sentences about a special toy.

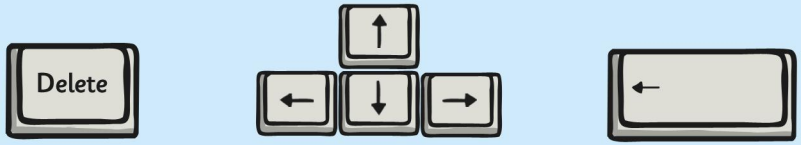




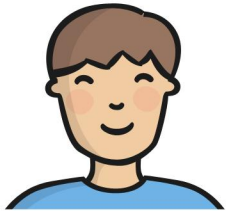
Ask a friend to suggest any editing

Write some sentences about a pet.

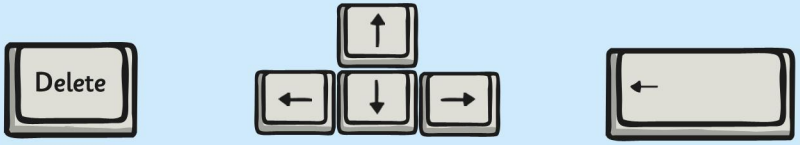
Ask a friend to suggest any editing



Write some sentences about your family.

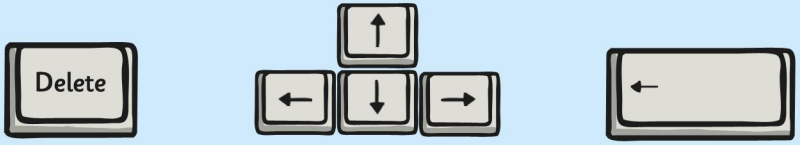


Ask a friend to suggest any editing



Write some sentences about a friend.

Ask a friend to suggest any editing



Fairy Tales

Meny yeers a go in a landd far a way their lived a prins in a place. The prins was hand sum, but sell fish. Won day a beuatiful yung layde arrivd at the dor of the place.

Fairy Tales

Onss up on a tyme their woz a prins. He livd in a paliss wiv his muver and fartha. Wun day a butifull gerl caym to the paliss.

Fairy Tales

Wunce upn a tym therr woz a prinss. He livd in a pallis.

Once upon a time there was a prince. He lived in a palace.

Word Processing Skills

I hav learnd some simpel tiping skils. Firdly, wen u tipe in capituls, u shood youse the shift kee. Remmber to tipe with bof hands. Of corse, wen u get 2 the end of a lion, u must ceep tiping as the kersa wil go 2 the nexd lin on its oun.

Word Processing Skills

I kan yoos tha keebord on a kompoota wel. I rember to pres shifd to tipe captl letus and tha spays bah afda eech wurd.

Word Processing Skills

I kan tipe on the keebud riyaly wel. I rember to use shifd for CAPotal letus.

I can type on the keyboard really well. I remember to use shift for capital letters.

Word Processing Skills

Fairy Tales

Text for editing 1

Wunce upn a tym therr woz a prinss. He livd in a pallis.

Once upon a time there was a prince. He lived in a palace.

Text for editing 2

Onss up on a tyme their woz a prins. He livd in a paliss wiv his muver and fartha. Wun day a butifull gerl caym to the paliss.

Text for editing 3

Meny yeers a go in a landd far a way their lived a prins in a place. The prins was hand sum, but sell fish. Won day a beuatiful yung layde arrivd at the dor of the place.

Word Processing Skills

Fairy Tales

Text for editing 1

I kan tipe on the keebud riyaly wel. I rember to use shifd for CAPotal letus.

I can type on the keyboard really well. I remember to use shift for capital letters.

Text for editing 2

I kan yoos tha keebord on a kompoota wel. I rember to pres shifd to tipe captl letus and tha spays bah afda eech wurd

Text for editing 3

I hav learnd some simpel tiping skils. Firdly, wen u tipe in capituls, u shood youse the shift kee. Remmber to tipe with bof hands. Of corse, wen u get 2 the end of a lion, u must ceep tiping as the kersa wil go 2 the nexd lin on its oun.