Word Processing Skills: Formatting Text

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 change the size and colour of the font. I can format the font.	I can change the font. I can change the font size. I can change the font colour.	Lesson Pack Desktop computers / laptops Word processor A visualiser / webcam
	Key/New Words: Keyboard, key, shift, space bar, undo, redo, select, format, bold, italics, underline, font, size, colour.	**Preparation:** Ensure word processor is easily launched on the computers. Ensure children can access their files saved in the previous lesson.

Prior Learning:	Children will have used a word processing application to type a simple sentence, use the symbols keys, save their work, edit texts, use the undo and redo buttons and use bold, italic and underline in lessons 1 to 5.

Learning Sequence
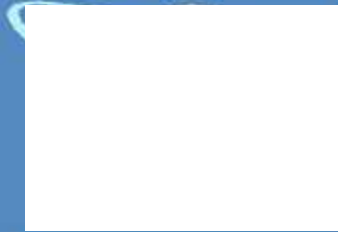
	Formatting Text: How else can you format the text? Ask the children if they can remember how to format the text as bold, italics and underline *(selecting the text first if they are changing text)*. Using their file from last lesson, challenge the children to find how to change the style, size or colour of text. Remind them how to undo their work, if needed.	
	What Will Change? Demonstrate how to change the style, size and colour. Remind the children how to select, using the 3 different ways shown in the last lesson. • Double clicking on single words. • Dragging the cursor. • Holding down shift with the arrow keys.	
	Font / Font Size / Font Colour: Demonstrate how to change the font, colour and size.	
	What Will You Choose? Ask the children to continue their text from the last lesson, this time asking them to try changing some of the text font, size and colour. After some time experimenting with changing font, size and colour, ask the children to save their files but leave them on screen. Allow the children to walk around and look at what the other children have done. Ask which ones they like. Choose one or two to show on the Interactive Whiteboard. Perhaps one random and one chosen specifically to demonstrate some learning. Notice changes to fonts, but also ask the children how any changes look. Is it easy to read? Does it look good? Give the children some more time to complete their work. Having explored different fonts, it may help them to be given a font, size and colour to use for their text.	
Whole Class	**Let's Think About the Skills:** Ask the children to consider all the different typing skills they have learnt in this and the previous unit. Which ones do they think need more practise?	

Task*it*

Type*it*: The children can practise typing using computers or portable devices, making sure they use the skills they have learnt.

Notice*it*: Allow the children to experiment with fonts, creating some words and phrases in different fonts, size and colour.

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

Computing

Word Processing Skills

Formatting Text

Select and format

Aim

- I can format the font.

Success Criteria

- I can change the font.
- I can change the font size.
- I can change the font colour.

Formatting Text

Can you remember how you changed the text to **bold**, *italics* or <u>underline</u>?
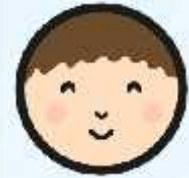
B   *I*   <u>U</u>

How do you think you could change the text font in other ways?

Have a go! Remember to use undo if you need.

What Will Change?

Changes can be made to selected text

Selected text.

Format the text from where you are typing

The selected text can be formatted.

…or from where you are typing.

Carry on typing from the flashing cursor

Font

Change the font by choosing from the dropdown menu.
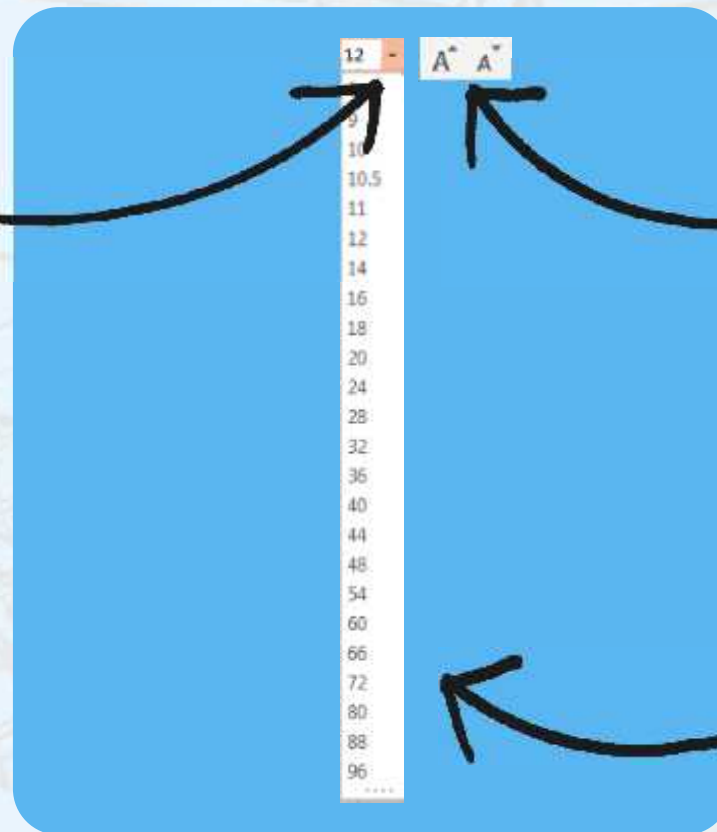
Click on the arrow.

Then, choose the font.

Font Size

Change the font size by choosing from the dropdown menu or using the buttons.

click on arrow

click on buttons

choose size

Font Colour

Change the font colour by choosing from the dropdown menu.

click on arrow

choose colour

What Will You Choose?

Continue your writing from last time, changing some of the text font, size and colour.

Think about why you want to use these formats.

What did you choose?

Take a look at what everyone else has done.

Which ones do you like?

Have another go.

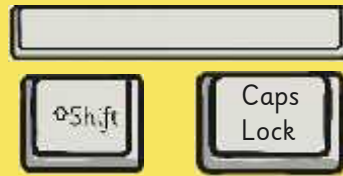Have a little more time to improve yours.

Let's Think About the Skills

Which skills have we practised?

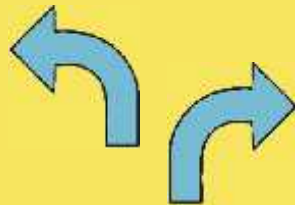I can use 2 hands and keep typing

I can use shift, caps lock and space

I can type symbols and save my work

I can use backspace, delete and arrow keys

Which new skills have we learnt?

I can use undo and redo

click click
I can select single words and a selection of text

B *I* U
I can use **bold**, *italics* and underline

I can change the font, size and colour of text

Aim

- I can format the font.

Success Criteria

- I can change the font.
- I can change the font size.
- I can change the font colour.

Word Processing Skills | Formatting Text

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Word Processing Skills | Formatting Text

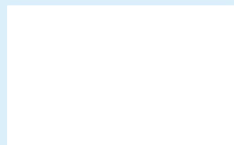|		
I can format the font.		
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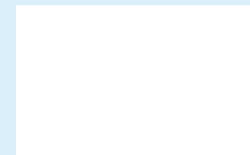# Word Processing Skills
Challenge Cards

Word Processing Skills
Challenge Cards

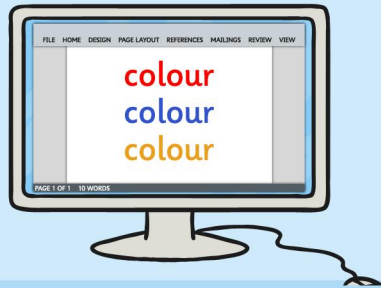# Word Processing Skills
Challenge Cards

Word Processing Skills
Challenge Cards

Type some colour names: red, green.

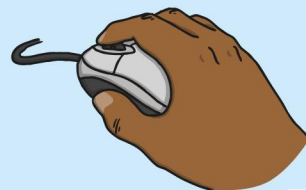Format the names with the right colour.

Type some size words:

small, large, enormous

Resize the words to match the meaning.

Find some fonts on your computer that are difficult to read:

Mistral
Pristina

Find some fonts on your computer that are easy to read:

Arial
Sassoon Primary