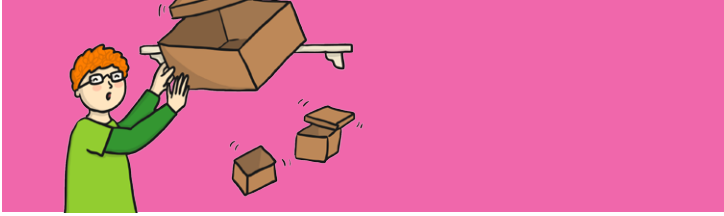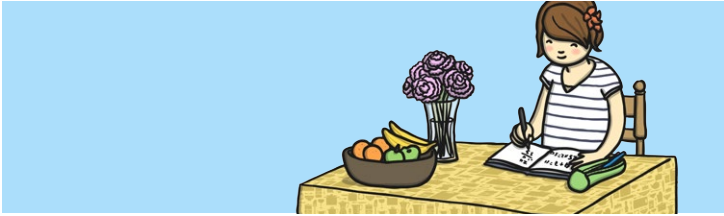# Word Processing Skills

Introduction

This Word Processing Skills unit will teach your class basic typing and word processing skills. Children will learn how to type with two hands, use the shift, space and enter key properly, and edit work by using the backspace, delete and arrow keys. Children will then go on to learn how to use undo and redo and to select and format text.

Health & Safety

Children should be encouraged to have good posture and sit up to the computer.

Home Learning

Word Processing Skills 1: Children are encouraged to use a word processor to type about a family outing. They should use the skills they have been taught in the lessons.

Word Processing Skills 2: Children are encouraged to use a word processor to type about a family member. They should use the skills they have been taught in the lessons.

Assessment Statements

By the end of this unit…

…all children should be able to:

- Type with two hands.
- Use shift, space and enter correctly.
- Use undo and redo.
- Make text bold, italic or underline.

…most children will be able to:

- Save their work in their folder.
- Edit text using backspace, delete and the arrow keys.
- Format the font.
- Select single words.

…some children will be able to:

- Have some knowledge of the location of letters and symbols on the keyboard.
- Select text in different ways.

Lesson Breakdown

Resources

1. Typing
I can explore and experiment with digital technologies and can use what I learn to support and enhance my learning in different contexts. TCH 1-01a

- Desktop computers/ laptops
- Word processor
- A visualiser/webcam

2. Symbols and Save
I can explore and experiment with digital technologies and can use what I learn to support and enhance my learning in different contexts. TCH 1-01a

- Desktop computers/ laptops
- Word processor
- A visualiser/webcam

3. Editing
I can explore and experiment with digital technologies and can use what I learn to support and enhance my learning in different contexts. TCH 1-01a

- Desktop computers/ laptops
- Word processor
- A visualiser/webcam

4. Undo and Redo
I can explore and experiment with digital technologies and can use what I learn to support and enhance my learning in different contexts. TCH 1-01a

- Desktop computers/ laptops
- Word processor
- A visualiser/webcam

5. Select and Format
I can explore and experiment with digital technologies and can use what I learn to support and enhance my learning in different contexts. TCH 1-01a

- Desktop computers/ laptops
- Word processor
- A visualiser/webcam

6. Formatting Text
I can explore and experiment with digital technologies and can use what I learn to support and enhance my learning in different contexts. TCH 1-01a

- Desktop computers/ laptops
- Word processor
- A visualiser/webcam

1. Typing

Lesson Breakdown

Resources

1. Typing

Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of using a word processing application to type a simple sentence.

- I can type on a keyboard.

- Desktop computers/ laptops
- Word processor
- A visualiser/webcam

2. Symbols and Save

Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of using a word processing application to type different symbols and save a document.

- I can type symbols and save files.

- Desktop computers/ laptops
- Word processor
- A visualiser/webcam

3. Editing

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.

- Desktop computers/ laptops
- Word processor
- A visualiser/webcam

4. Undo and Redo

Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of using a word processing application to correct mistakes using the undo and redo buttons.

- I can use a keyboard.

- Desktop computers/ laptops
- Word processor
- A visualiser/webcam

5. Select and Format

Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of using a word processing application to highlight appropriate words or sections of type using bold, italics and underline.

- I can select and format text.

- Desktop computers/ laptops
- Word processor
- A visualiser/webcam

6. Formatting Text

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.

- Desktop computers/ laptops
- Word processor
- A visualiser/webcam