











Word Processing Skills: Select and Format

Aim: 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.	Success Criteria: I can select a single word. I can select a section of text using the mouse. I can select a section of text using the keyboard. I can use bold, italics and underline.	Resources: 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.	Preparation: Ensure word processor is easily launched on the computers. Ensure children can open document saved last 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 and use the undo and redo buttons in lessons 1 to 4.

Learning Sequence

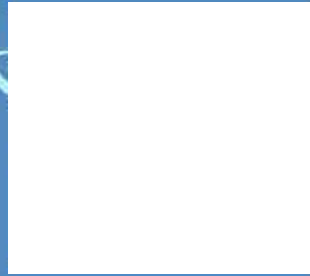
	Write or Type: Ask the children to consider whether they prefer writing on paper or typing on a computer. Split the children into 2 groups according to which they prefer. Ask some of the children to say why they prefer the option they have chosen. This may lead to a child saying they like typing because you can correct your mistakes or edit your work without making a mess.	
	Selecting Text: Demonstrate 3 ways of selecting text: <ul style="list-style-type: none"> • Double clicking on single words • Dragging the cursor • Holding down shift with the arrow keys Demonstrate how to type in bold, italics or underline as you type, and by selecting text and setting the format. Briefly point out where these might be used. Use a visualiser or webcam if possible. 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.)	
	Bold, Italics and Underline: Explain how to use the bold, italics and underline buttons.	
	Are You Bold? Children return to their text from last week. Can they use bold, italics or underline? If a title is used, the children could bold or underline it, but tell them not to use the space bar to centre the text. Ensure children use the skills that have been taught. They should save their text at the end of the session.	
	Let's Take a Look: Choose one or two texts to look at on the Interactive Whiteboard. Have the children used any formatting? Ask the children how they think they could change the text font, or the size of colour of the font. This is in preparation for the next lesson.	

Taskit

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

Noticeit: Ask the children to spot where bold, italics and underline are used in texts or notices etc.

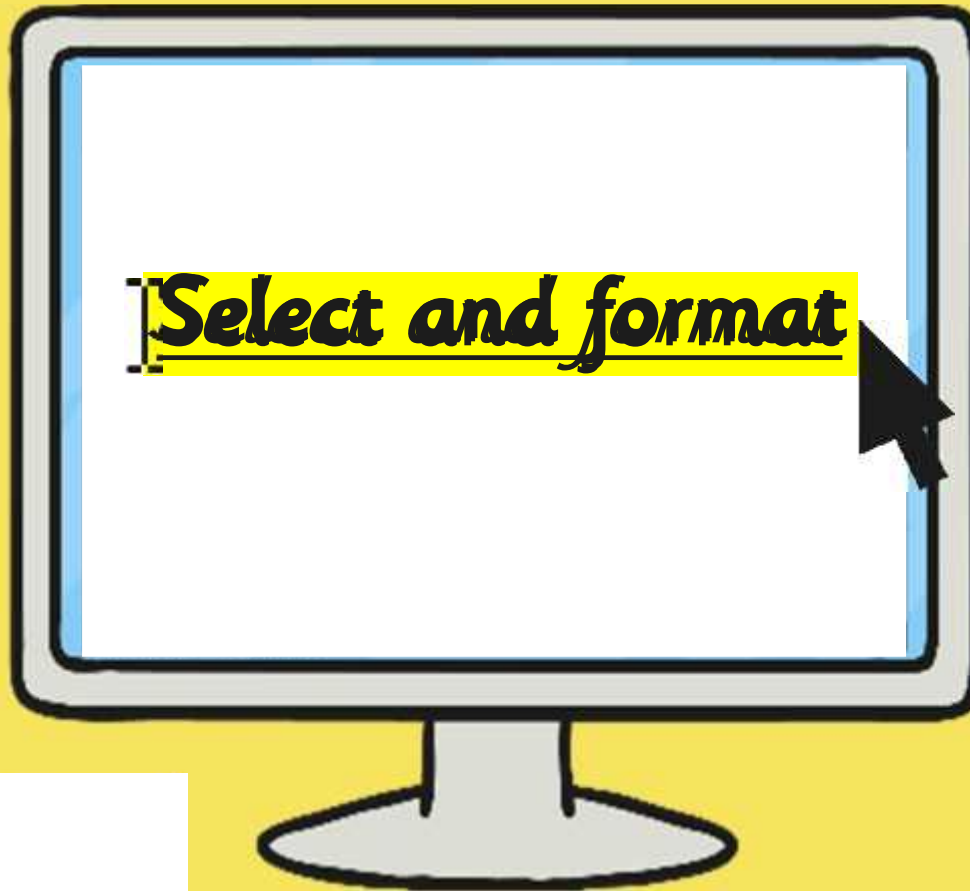
Challengeit: Use the _____ for extension activities.



Computing

Word Processing Skills

Select and Format



B

I

U

Aim

- I can select and format text.

Success Criteria

- I can select a single word.
- I can select a section of text using the mouse.
- I can select a section of text using the keyboard.
- I can use bold, italics and underline.



Write or Type?

Which do you prefer?



writing on paper

or



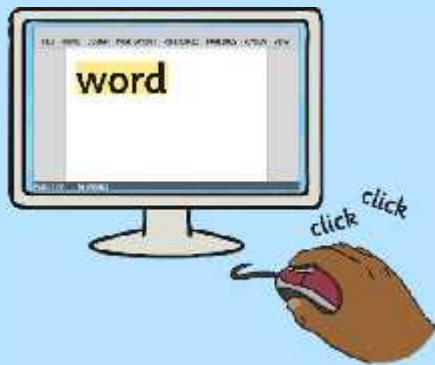
typing on a computer

Why?

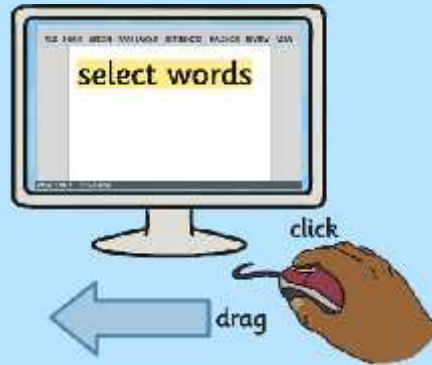


Selecting Text

There are many ways to select text. Here are 3 of them:



Double click on a word.



Drag mouse from start of selection to end.



Hold down shift as you use arrow keys.

Bold, Italics and Underline

When one of the buttons is selected it is usually highlighted



To use **bold**,
italics or
underline:



Click button and type

word



Select text and click button

Are You Bold?



Continue your writing from last time, changing some of the text into **Bold**, *Italics* and Underlined.

B

I

U

Think about why you want to use these formats.

Bold can be used for **titles** or **important words**.

B

Italics can be used to *emphasise* words

I

Underline can be used for titles.

U

Let's Take a Look

Who used **bold** **B**, *italics* *I* or underline? U



How would you change
the *style*, **size** of
colour of the font?

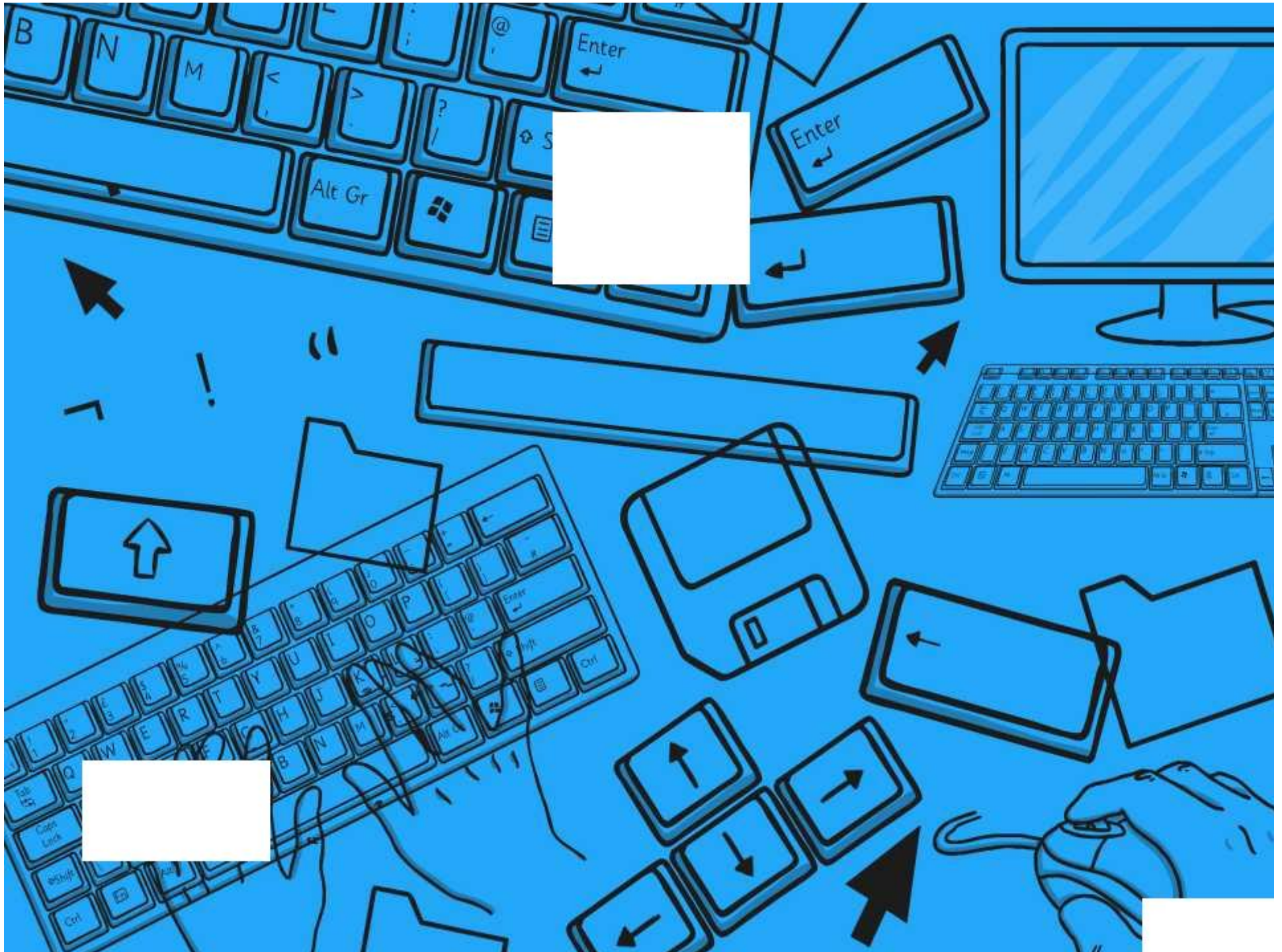
Aim



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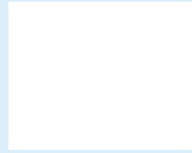
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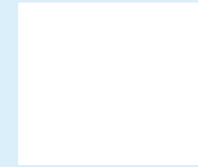
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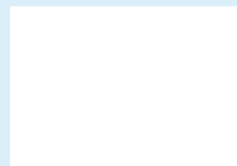
Word Processing Skills Challenge Cards



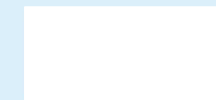
Word Processing Skills Challenge Cards



Word Processing Skills Challenge Cards



Word Processing Skills Challenge Cards



Type the words **Bold** *Italic* Underline

Double click to select each word and format each to match the word.



Type: Drag to select.

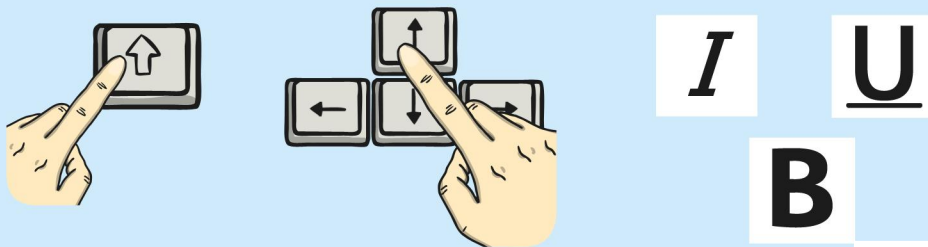
Drag across the command to select.
Format as **Bold** *Italic* or Underline.



Type: Hold down <shift> to select.

Select by holding <shift> with arrow keys.

Format as **Bold** *Italic* or Underline.



Write a sentence about an animal.



Select a word and format.

Undo and redo the formatting.

