











Word Processing Skills: Symbols and Save

Aim: 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.	Success Criteria: I can type symbols using the shift key, if necessary. I can save files in my folder.	Resources: Lesson Pack Desktop computers/laptops Word processor A visualiser / webcam
	Key/New Words: Keyboard, key, shift, space bar, symbol, save, folder.	Preparation: Ensure word processor is easily launched on the computers. Ensure the children have folders created in the home folder on the network.

Prior Learning: Children will have used a word processing application to type a simple sentence in lesson 1.

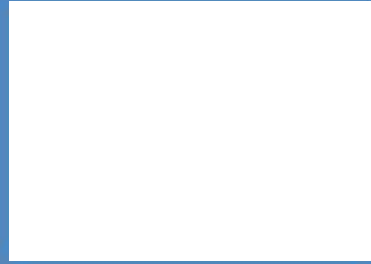
Learning Sequence

	Can You Remember the Skills? Ask the children to launch the word processor and type some sentences about an activity they've been doing this week. Observe children: <i>Are they using two hands? How did they type the capital letter? Are they using one space between each word? Do they press the return key at the end of lines?</i>	
	Using Symbols: Demonstrate how to type the different symbols, showing that many are typed using the shift key (use a visualiser or webcam if possible). Arrange the text and video side by side on the screen so the children can see both. <i>(Use the windows + arrow keys to snap the windows left and right.)</i> Model writing some questions. The children can press return after the question if they want to make a list of questions.	
	Saving in Your Folder: Remind the children how to save their files in their folder.	
	What is the Question? Ask the children to type some questions about a topic they are working on in class. Remind the children that they will need a question mark at the end of each question. Ask the children to save their file in their own folder, using a specified filename.	
	Which Skills Have You Learnt? Ask the children if they remembered to use the key skills: <ul style="list-style-type: none"> • Two hands • One space • Shift key • Keep typing (no return) • Using a symbol Check the children have saved their file by searching for their work. Try "date: today" in the search bar or search the given filename. For the next lesson, ask the children how they would correct any mistakes.	

Taskit

Typeit: The children can continue to practise typing using computers or portable devices, making sure they use the skills they have learnt. This week they could type questions related to the topic and try to include a question mark.

Challengeit: Use the _____ for extension activities.

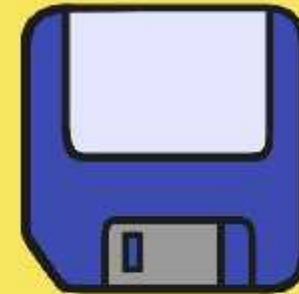


Computing

Word Processing Skills



Symbols and Save



Aim

- I can type symbols and save files.

Success Criteria

- I can type symbols using the shift key, if necessary.
- I can save files in my folder.

Can You Remember the Skills?



Keep on typing at the end of a line.



- Did you use 2 hands?
- Did you remember to use shift for capital letters?
- Did you remember one space after each word?
- Did you keep typing at the end of a line?

Using Symbols

1. Use the shift key to access most symbols.

2. Which symbol do you use

I'm 'at' for an
email address.

Click on the highlighted symbols to reveal what they do then click on it again to make it disappear.

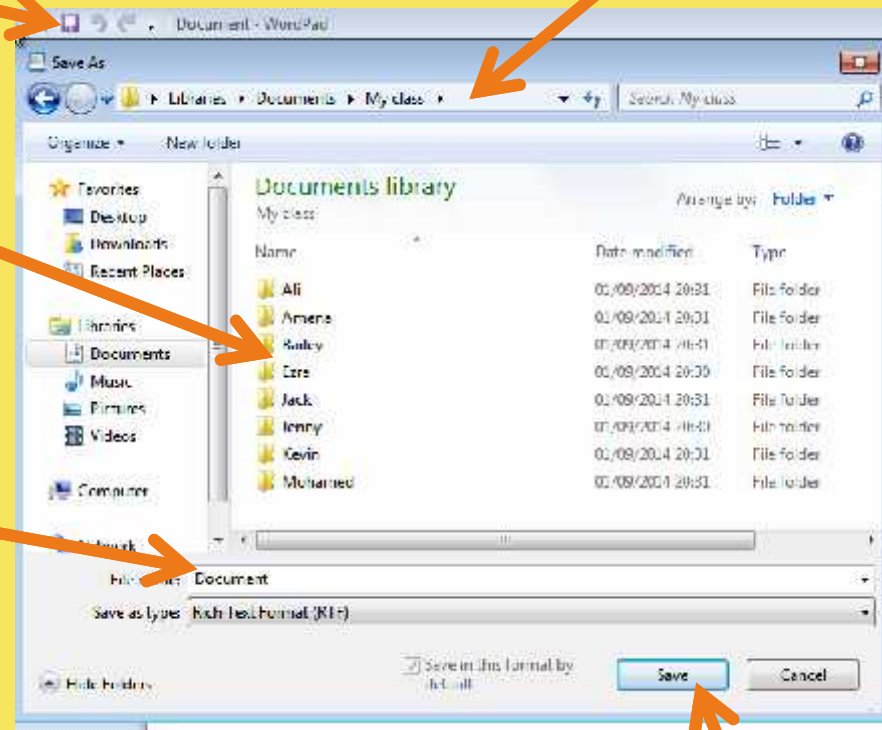
Saving in Your Folder

1. Click save icon.

2. Double click on your folder.

4. Name your work.

3. Your name at the top.

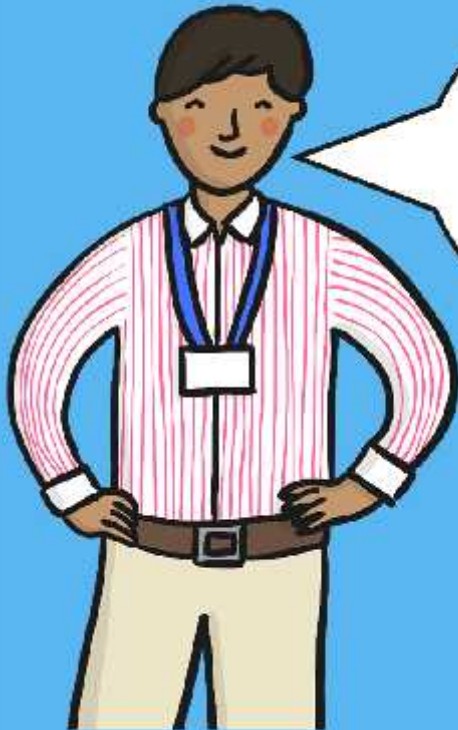


5. Click save.

What is the Question?



Type your own questions.



Can you remember to use the skills
you have learnt?

Can you include a symbol?

Can you save your work in your
folder?

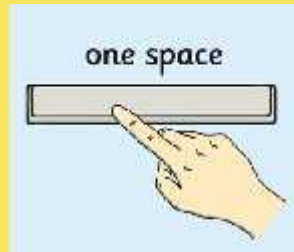


Which Skills Have You Learnt?

Have you used the skills from this and the last lesson?



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 save files in my folder.



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

For next lesson... How do you remove mistakes?



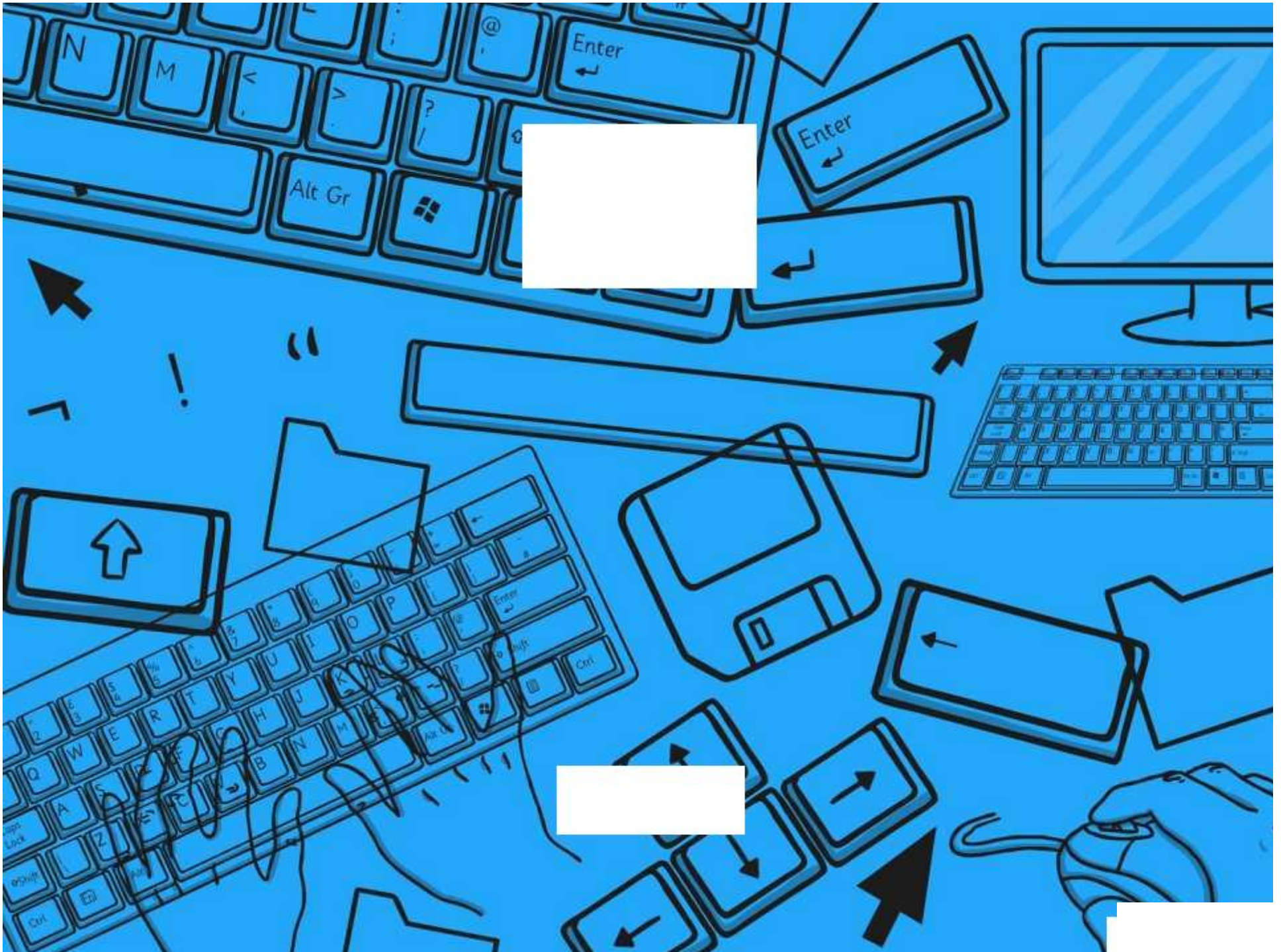
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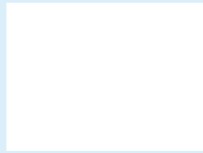
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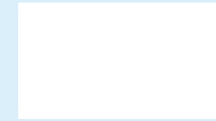
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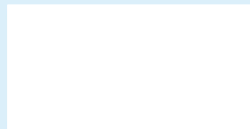
Word Processing Skills Challenge Cards



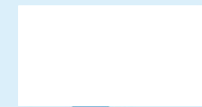
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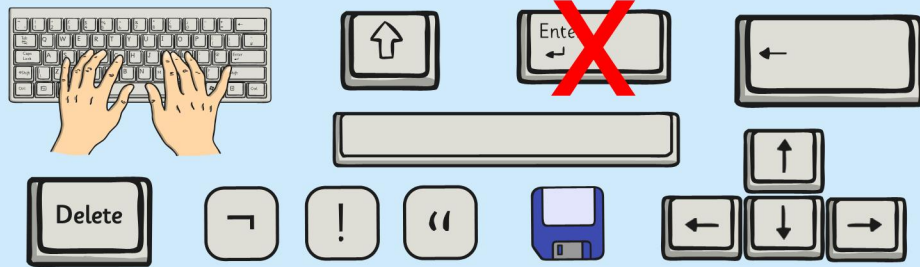


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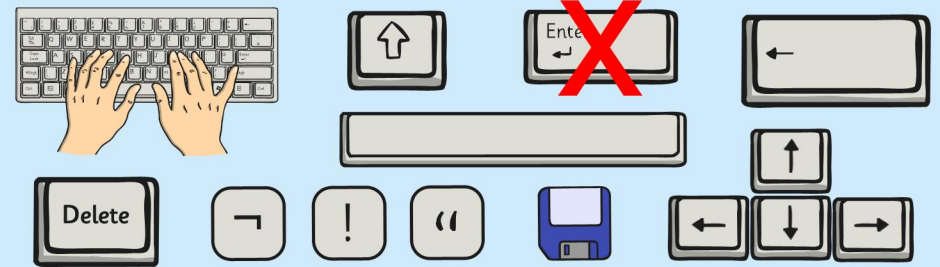
Type a question beginning:

What...



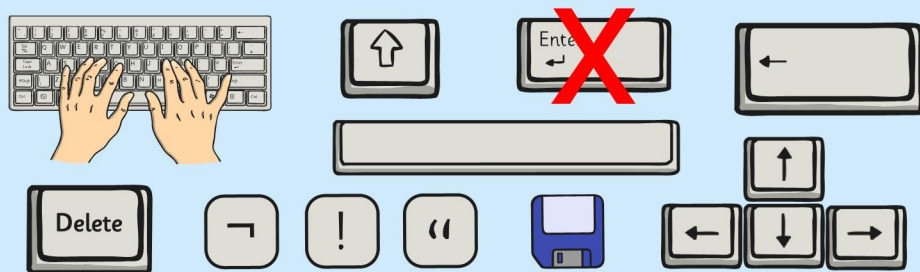
Type a question beginning:

How...



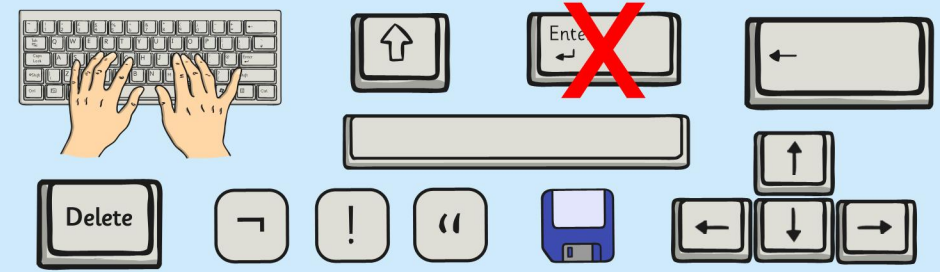
Type a question beginning:

When...



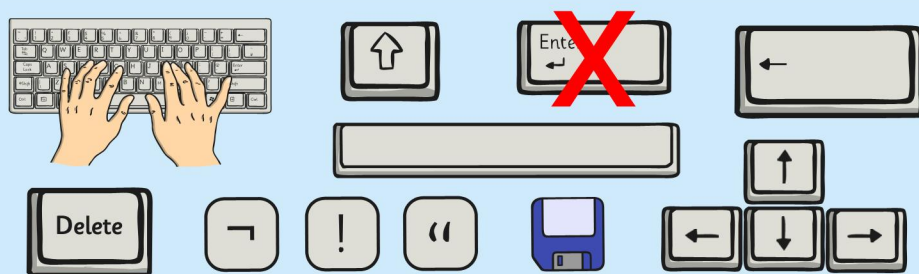
Type a question beginning:

Where...



Type a question beginning:

Why...



Type a question beginning:

Who...

