













Word Processing Skills: Undo and Redo

Aim: 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.	Success Criteria: I can use two 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 capitals. I can use undo and redo.	Resources: Lesson Pack Desktop computers/laptops Word processor A visualiser / webcam
	Key/New Words: Keyboard, key, shift, space bar, return key, enter key, undo, redo.	Preparation: Ensure word processor is easily launched on the computers.

Prior Learning: Children will have used a word processing application to type a simple sentence, use the symbols keys, save their work and edit text in lessons 1 to 3.

Learning Sequence

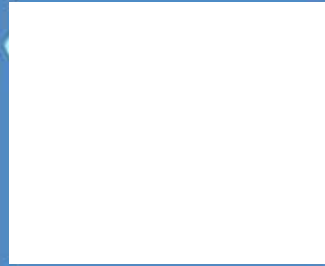
	Can You Remember the Typing Skills? Ask the children to launch the word processor and type some sentences about their current topic. If they make any mistakes, tell them not to correct them, or even make some deliberate mistakes. Observe children: Are they using two hands? How did they type the capital letter? Are they using shift? Are they using one space between words and continuing at the end of each line?	
	Can You Remember the Typing Skills? After most children have written a couple of sentences ask the children to swap computers to correct the text. This indicates how well the skills from the previous Word Processing lessons are being embedded.	
	Skills: Do you remember the skills we learnt in previous lessons? Quickly remind children of the skills from previous lessons: <ul style="list-style-type: none"> • Using two hands when typing. • Typing capitals by holding down the shift key with one finger and typing with the other. • Explain that Caps Lock is only used when you need to type more than a few letters in capitals. • Use one space between each word and a space after a full stop. • How text moves down a line and they don't need to press return/enter at the end of a line (unless it's a new paragraph or a poem). • How to type the symbols !, @, £, ? • How to correct work using backspace, delete and the arrow keys. • Finally, how to save their work. 	
	Undo and Redo: Demonstrate how to use the undo and redo buttons, to undo errors and redo any undoing! (Many applications allow multiple undo, but once changes are made, you may not be able to get back to where you started.) 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.)	
	Continue... Children return to their original text. Make any further corrections and then continue. Ensure children use the skills that have been taught. They should save their text at the end of the session.	
	For Next Time: Do the children know how to change text to bold, italic or underline? 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, particularly undo and redo.

Designit: Children could make a notice or simple poster to remind them of the skills they need to use when they type.

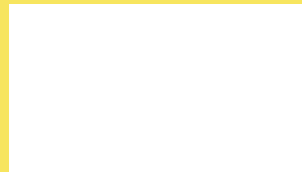
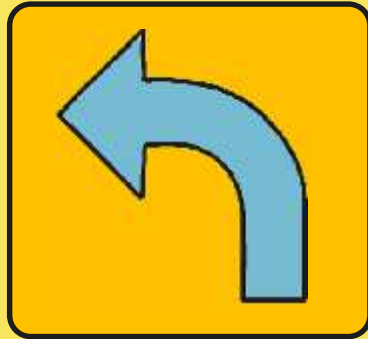
Challengeit: Use the _____ for extension activities.



Computing

Word Processing Skills

Undo and Redo



Aim

- I can use a keyboard.

Success Criteria

- I can use two 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 capitals.
- I can use undo and redo.

Can You Remember the Typing Skills?



Type a few sentences about your class topic.

If you make any mistakes don't correct them yet. You can even make a few deliberate mistakes!

Now swap computers with a partner and correct the mistakes.



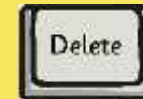
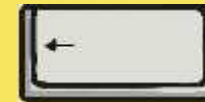
Remember



2 hands.



Shift, space
and **no return.**



Backspace and
delete forwards.

Skills

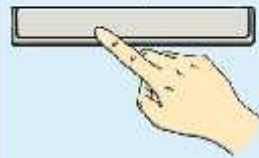


Do you remember the skills we learnt in previous lessons?



I can use 2 hands to type.

one space



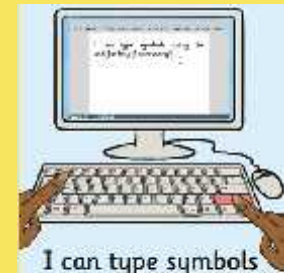
I can use one space between words.



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.



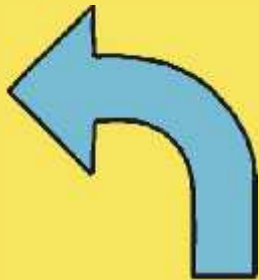
I can use the <delete> key to remove the character after the cursor.



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

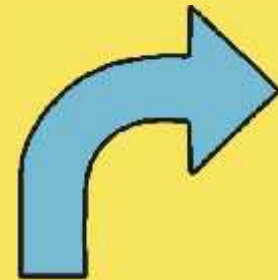
Undo and Redo

Look out for the undo and redo buttons.



undo

redo



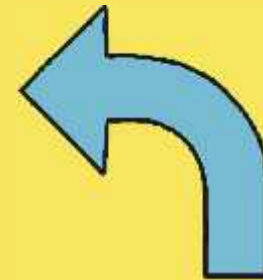
Click on the undo button to undo what you last did. In many applications you can do this more than once.

Continue...



Continue the short piece of writing about your topic.

When you make a mistake use the undo to alter your mistake.



For Next Time



Do you know what these are?

Bold

Italics

Underline

Do you know how to change text to these formats?

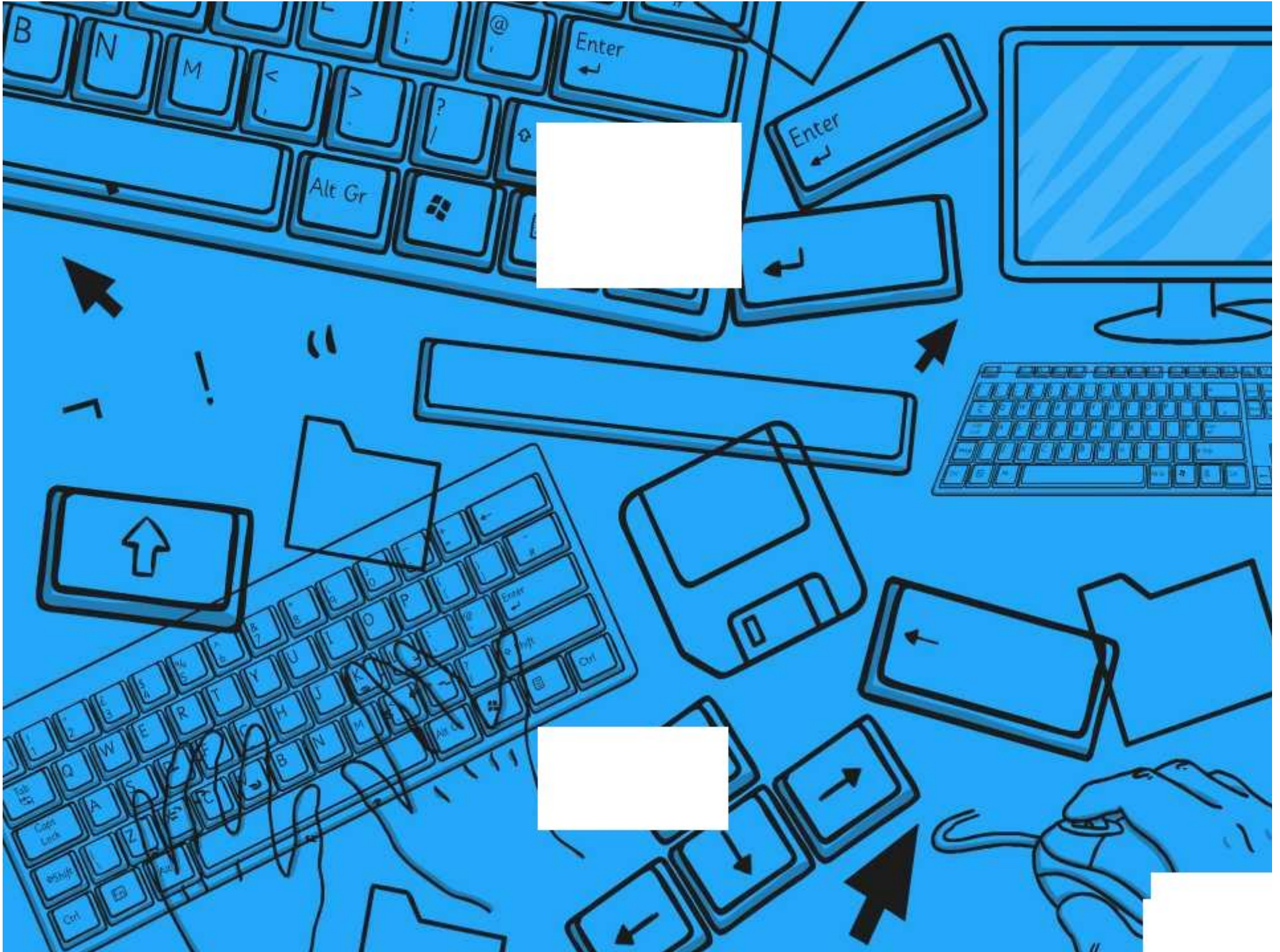
Aim



- I can use a keyboard.

Success Criteria

- I can use two 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 capitals.
- I can use undo and redo.



Word Processing Skills | Undo and Redo

I can use a keyboard.		
I can use two 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 capitals.		
I can use undo and redo.		

Word Processing Skills | Undo and Redo

I can use a keyboard.		
I can use two 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 capitals.		
I can use undo and redo.		

Word Processing Skills | Undo and Redo

I can use a keyboard.		
I can use two 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 capitals.		
I can use undo and redo.		

Word Processing Skills | Undo and Redo

I can use a keyboard.		
I can use two 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 capitals.		
I can use undo and redo.		

Word Processing Skills | Undo and Redo

I can use a keyboard.		
I can use two 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 capitals.		
I can use undo and redo.		

Word Processing Skills | Undo and Redo

I can use a keyboard.		
I can use two 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 capitals.		
I can use undo and redo.		

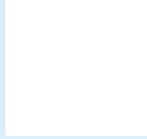
Word Processing Skills | Undo and Redo

I can use a keyboard.		
I can use two 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 capitals.		
I can use undo and redo.		

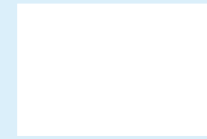
Word Processing Skills | Undo and Redo

I can use a keyboard.		
I can use two 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 capitals.		
I can use undo and redo.		

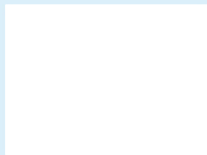
Word Processing Skills Challenge Cards



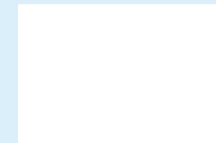
Word Processing Skills Challenge Cards



Word Processing Skills Challenge Cards



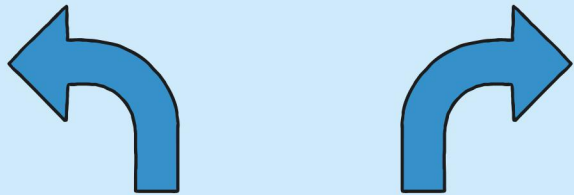
Word Processing Skills Challenge Cards



Type the numbers 1 2 3 4 5 ... to 20

How many times can you undo?

Can you redo?



Type the numbers 20 19 18 down to 0

How many times can you undo?

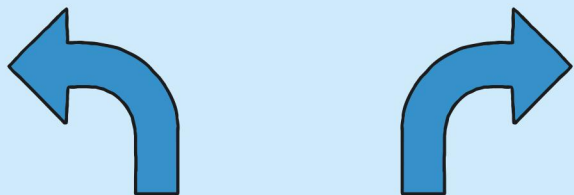


Type the alphabet: abcdefgh....z

What happens if you undo and redo?

What happens if you use spaces?

a b c d e f ...



Make a shopping list.

How many times
can you undo?

Can you redo?

