

# Word Processing Skills 1



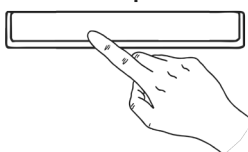
Your child has been learning some important basic keyboard skills:

## Typing



I can use 2 hands to type.

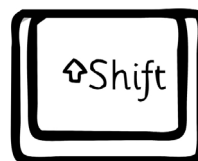
one space



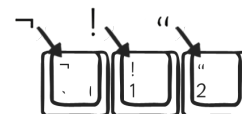
I can use one space between words.



I can keep typing at the end of a line.



I can use the shift key for capitals.



I can type symbols using the shift key if necessary.

## Saving

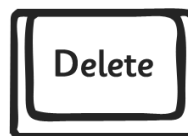


I can save files in their folder.

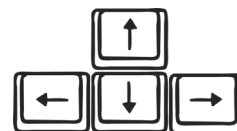
## Editing



I can use backspace to remove the character before the cursor.



I can use delete to remove the character after the cursor.



I can use the arrow keys to move around the text

It will help your child if you monitor them using the keyboard to ensure they use the skills above.

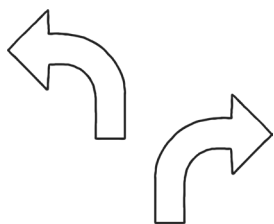
Here is a suggested task that will help reinforce this learning:

1. Ask your child to write about a family outing on the computer.
2. Show them any mistakes.
3. Help them edit any mistakes.

# Word Processing Skills 2



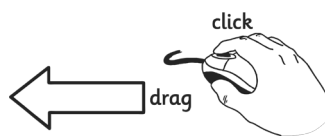
Your child has been learning some important word processing skills:



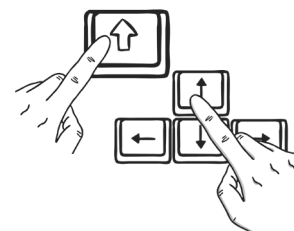
I can use undo and redo.



I can select a single word.



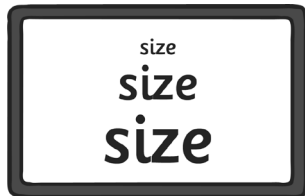
I can select a selection of text using a mouse.



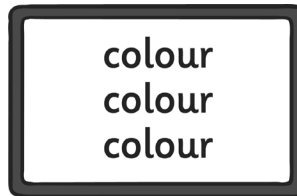
I can select a selection of text using the keyboard.



I can change the font.



I can change the font size.



I can change the font colour.



I can use bold, italics and underline.

Here are some suggested tasks that will help reinforce this learning:

1. Ask your child to write a description on the computer of a member of the family.
2. Show them any mistakes.
3. Help them edit any mistakes.
4. Ask your child to format the text to present it well.