Word Processing Skills
Challenge Cards
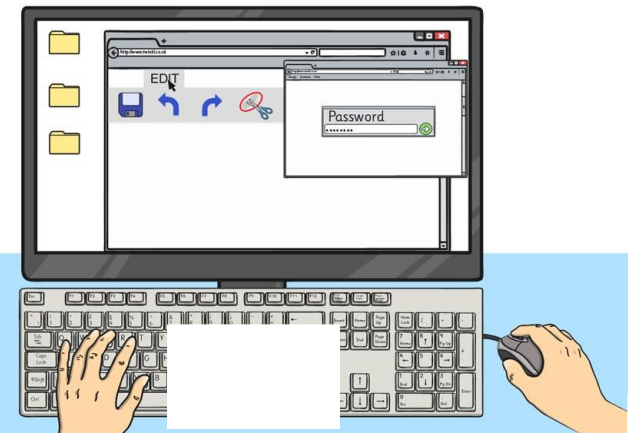
Password

Word Processing Skills
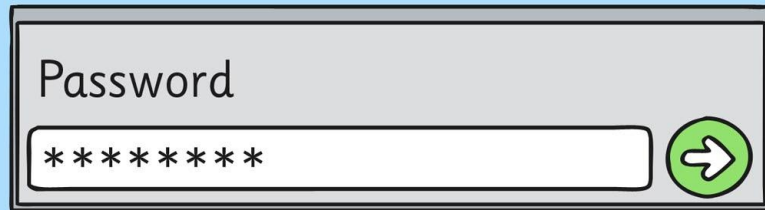## Challenge Cards

Password

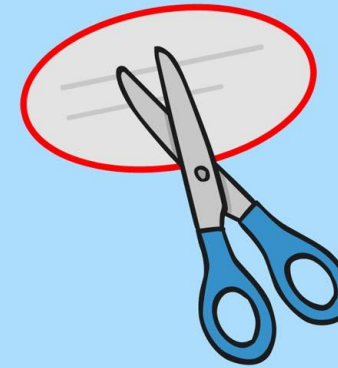# Word Processing Skills
Challenge Cards

Password

Word Processing Skills
Challenge Cards

Password

Choose a song, rhyme, book, film or TV programme with a number of words. Use it to make a password.

Password

******** →

Use the Snipping Tool to make a poster to show a computer skill.

Press 'Print Screen', open Paint and paste the image into a new file. Can you crop the image?

Print Scrn
SysRq

Use the Snipping Tool to make a poster to demonstrate a skill with an application you use.
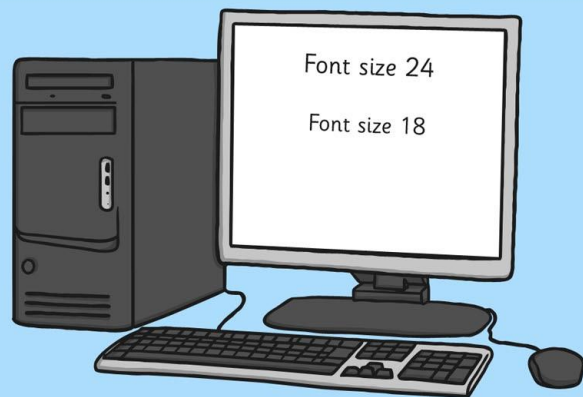
Type the alphabet with 1 hand and time how long it takes. Now try it with the other hand and see how long it takes.
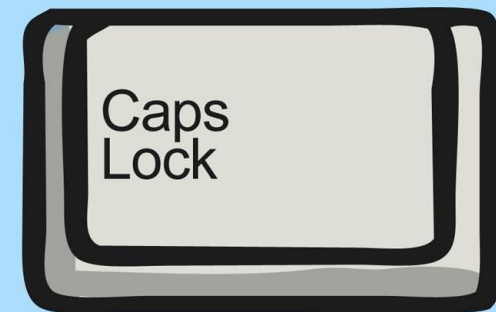
Type the alphabet with 2 hands and time how long it takes. Now try it with the other hand and see how long it takes.

Change the font size to 24. Type some sentences, but press <return> or <enter> at the end of each line. Change the font to 18. What happens? Try other font sizes.

Font size 24

Font size 18

Use Caps Lock to type a few sentences, then use the change case button to reformat the case of the text. Try using just lowercase. What happens at the beginning of sentences?

Caps Lock

Type a letter to a new friend introducing yourself. Use the align text buttons to align your address at the top right and other features on the left.

Type a short information text about an animal. Centre your title and subtitles using the align text buttons.

Animals
Animals can be separated into different classes. There are 6 basic classes...

Type a letter to an author of one of your favourite books, saying why you like the book. Use the align text buttons to align your address at the top right and other features on the left.

Type a short information text about a well-known person, such as a sport star, musician or singer. Centre your title and subtitles using the align text buttons.

Type a set of instructions for a favourite game. Use bullet points and or numbered points for the list of what is needed, and the instructions.

Type a set of instructions for a writing an information text. Use bullet points and or numbered points for the list of what is needed

- Bullet point 1
- Bullet point 2
- Bullet point 3

1. Number point 1
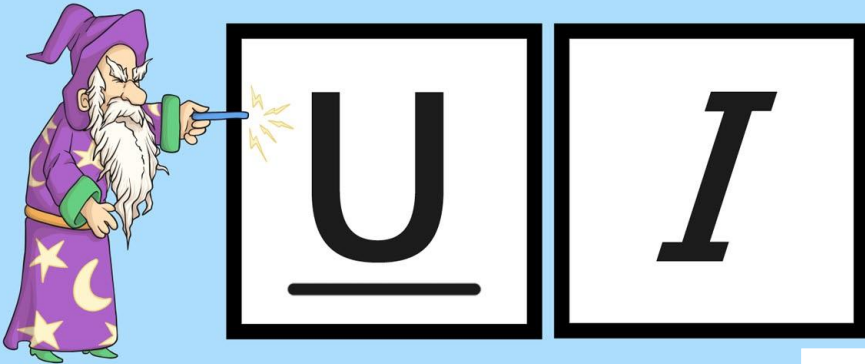2. Number point 2
3. Number point 3

Type a set of instructions for a mathematical calculation. Use bullet points and or numbered points for the list of what is needed, and the instructions.
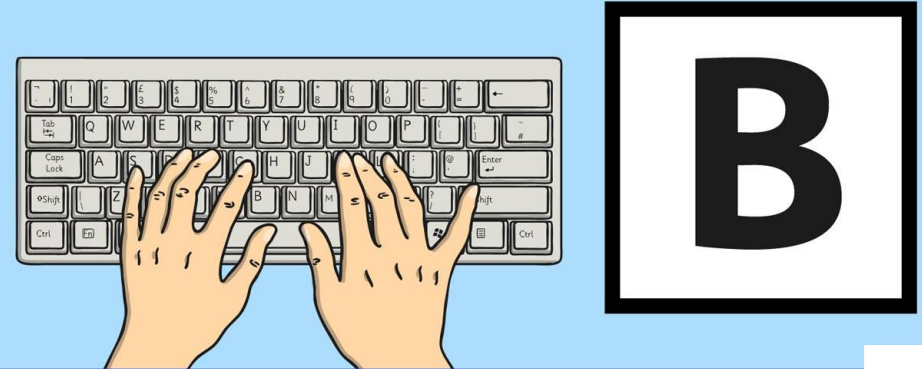
1.
2.
3.

Type a set of instructions for a scientific investigation you have done. Use bullet points and or numbered points for the list of what is needed and the instructions.

Type a paragraph of 4 or 5 sentences as a description of a character, using plenty of adjectives. Using shortcuts, select all the nouns and underline and select all the adjectives and change to italics.

Type a list of topic words and explain their meaning. When you have completed your list, go back through and select all the topic words using <ctrl> and make bold.

Type a paragraph of 4 or 5 sentences as a description of a setting, using plenty of adverbs. Using shortcuts, select all the verbs and underline and select all the adverbs and change to italics.

Type a poem where every other line is repeated. When you've written the poem, select all the repeating lines and change to italics. (Don't forget <ctrl>.)
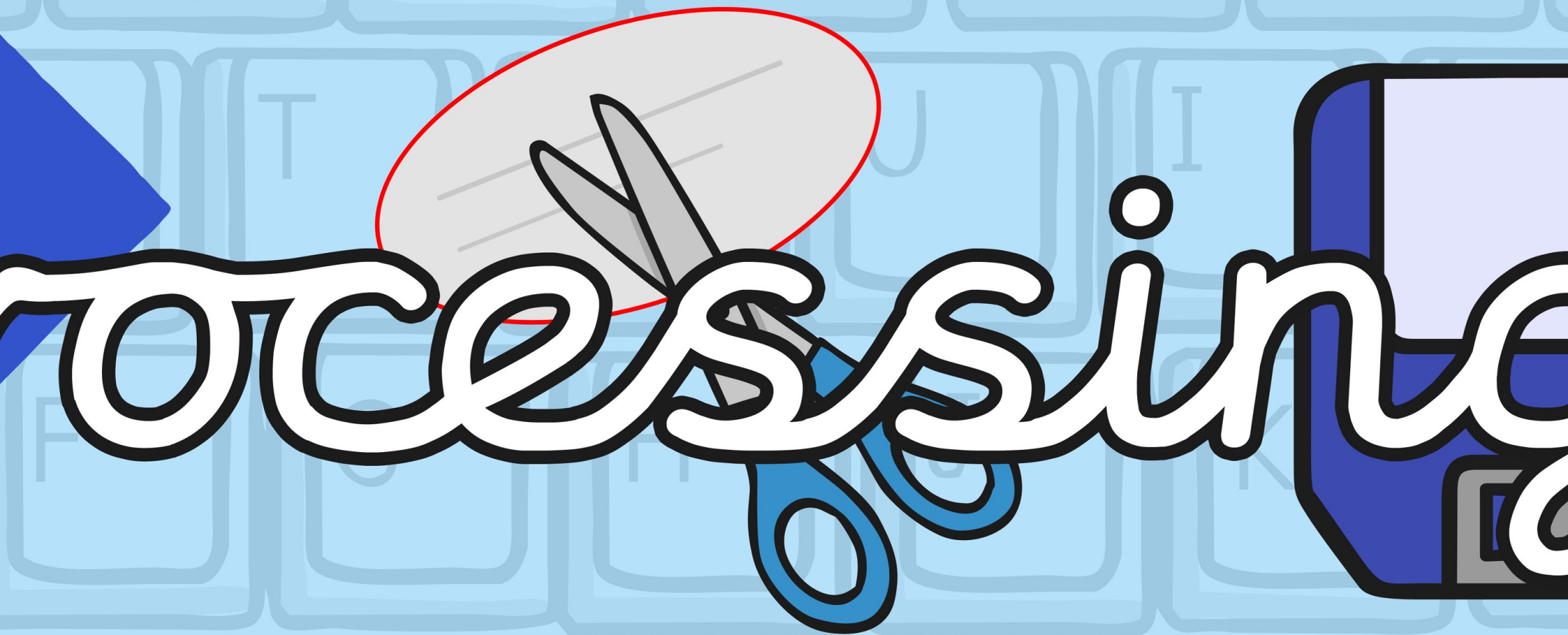
Paint a picture of a face and save. Insert the picture into a word processor and make a wanted poster. Think where you will need text boxes to layout the text.

Choose an image associated with your class topic. Copy the image to a word processor and write about the picture. Do you need to use text boxes? How will you format the image?

Text box

Text box

Choose a photo from an activity your class has done and insert into a word processor. Create a caption for the photograph. How will you use text boxes and wrap text to layout your work?

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text here text here text here   text here text here text here
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text here text here text here text here text here text here text here text here text here

Paint a picture associated with your topic. Save the picture and insert into a word processor. Write a news article to go with the picture. Use text boxes and wrap text where necessary.

NEWS

Word Pr

ocessing

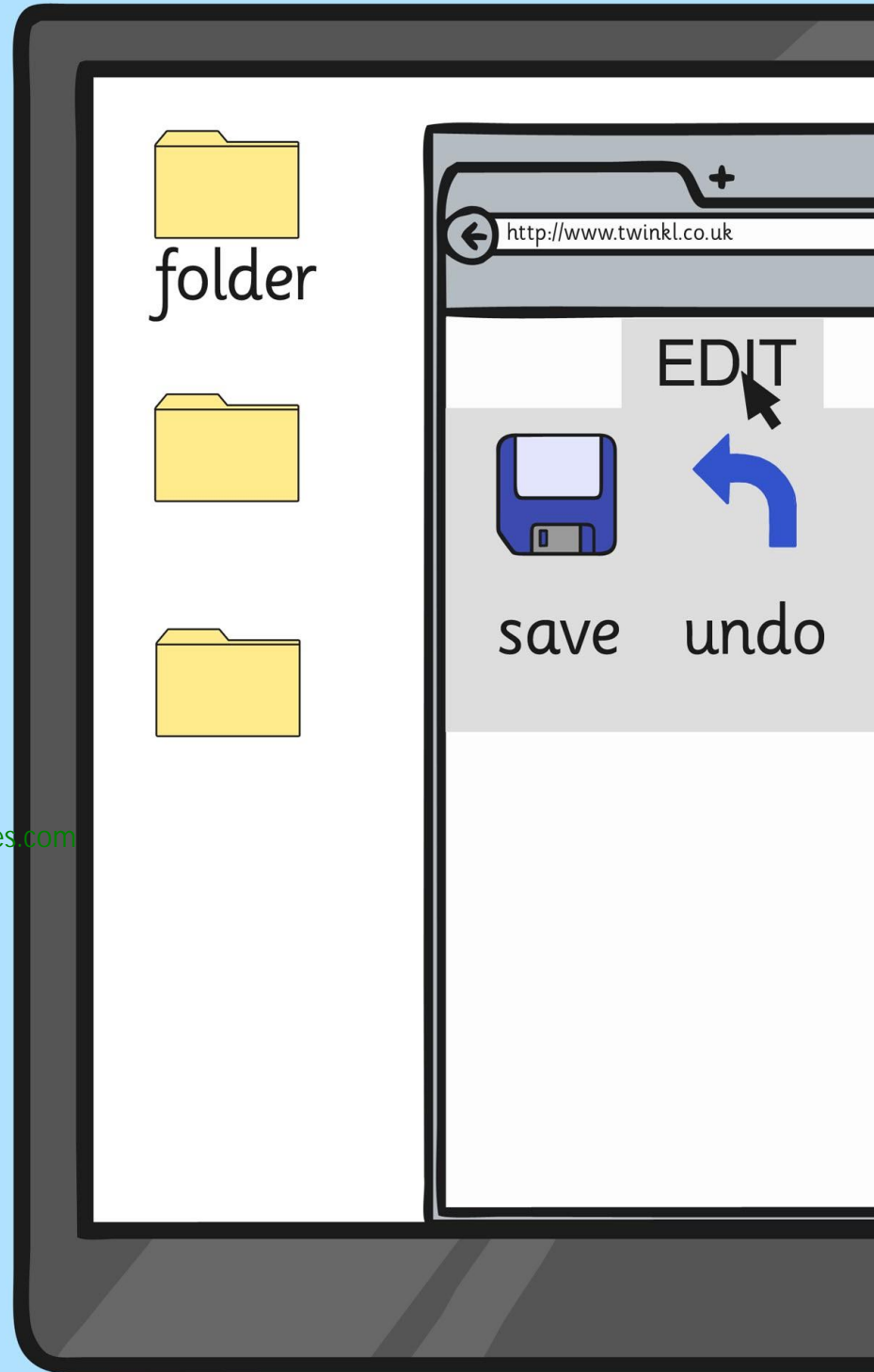Processing

Word Pr

caps lock

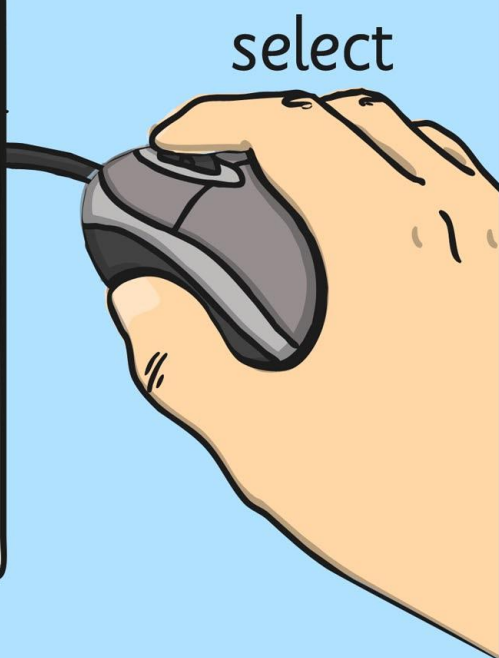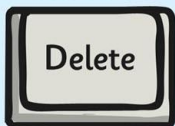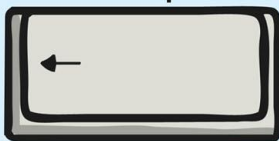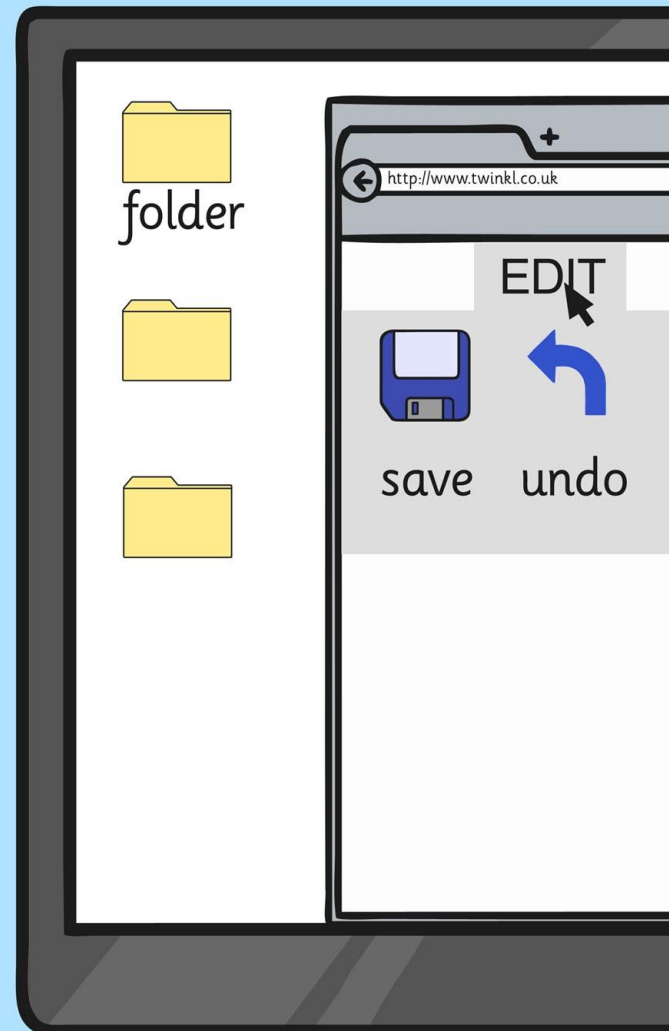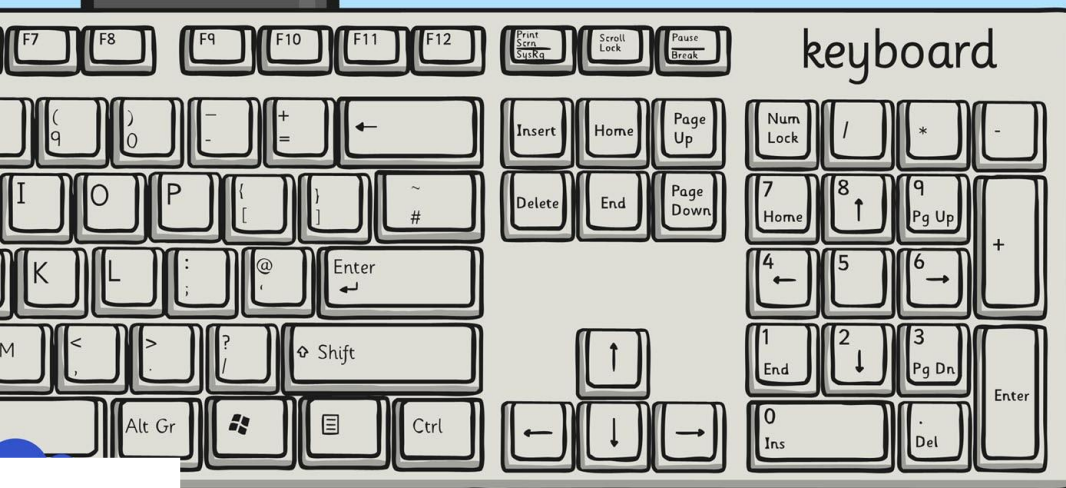shift

minimise

screenshot

delete

backspace

space bar

shortcut
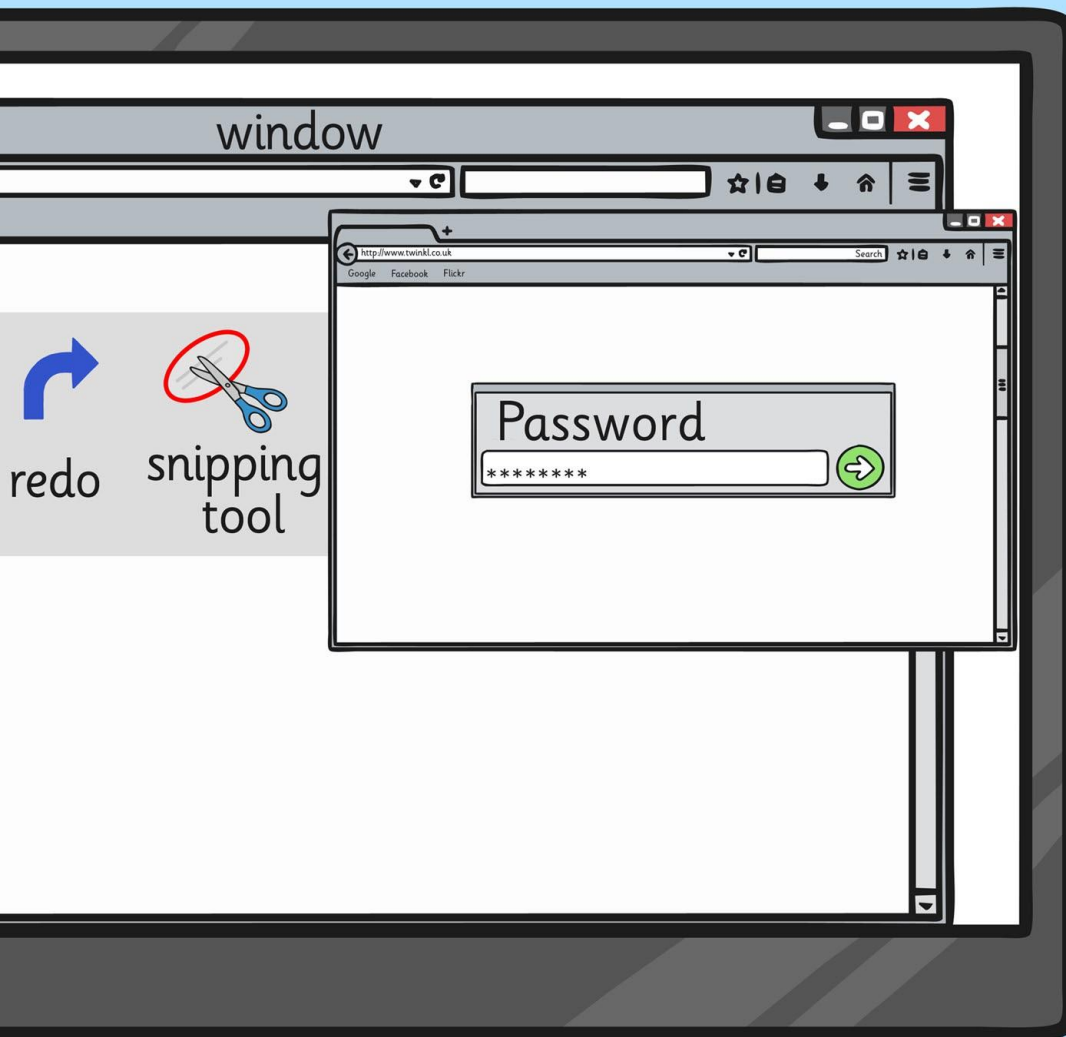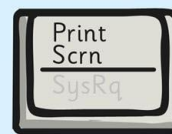
Ctrl + T

folder

EDIT

save   undo

Esc   F1   F2   F3   F4   F5   F6

Tab

Caps Lock

Shift

Ctrl

typing

ocessing **Skills**

window

redo

snipping tool

Password

****

http://www.twinkl.co.uk   Search

Google   Facebook   Flickr

keyboard

select

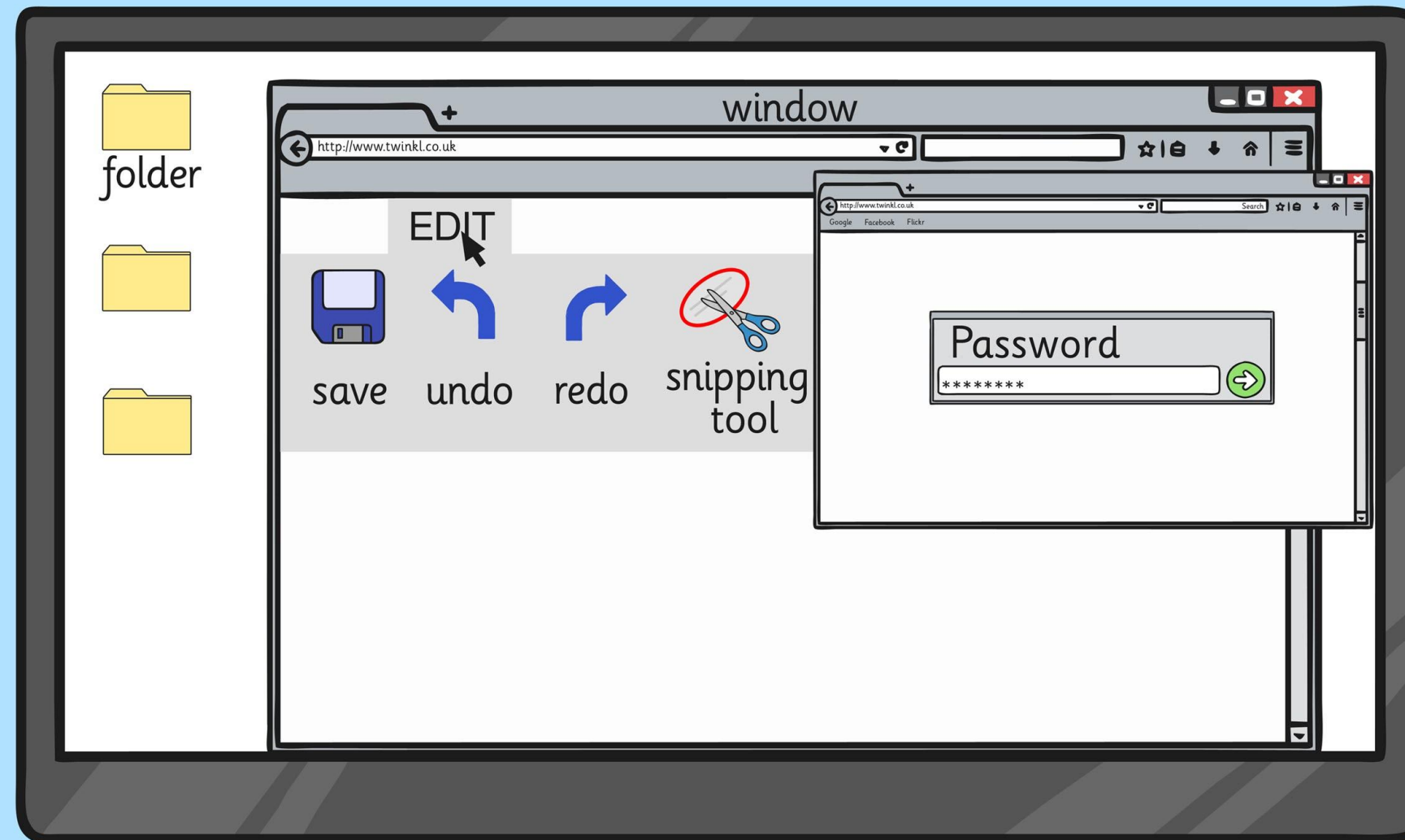F7 F8 F9 F10 F11 F12   Print Scrn SysRq   Scroll Lock   Pause Break

Insert   Home   Page Up

Delete   End   Page Down

Num Lock   /   *   -

7 Home   8 ↑   9 Pg Up

4 ←   5   6 →   +

I   O   P   {[~#

K   L   :;   @'   Enter

M   <   >   ?   ⇧ Shift

↑

1 End   2 ↓   3 Pg Dn

Alt Gr   ⊞   ☰   Ctrl

←   ↓   →

0 Ins   . Del   Enter

arrow keys

Word Pr...

caps lock

shift

minimise

screenshot

delete

backspace

space bar

shortcut

Ctrl + T

folder

http://www.twinkl.co.uk

EDIT

save   undo

Esc F1 F2 F3 F4 F5 F6

Tab

Caps Lock

Shift

Ctrl

typing

ocessing Skills

window

redo

snipping tool

http://www.twinkl.co.uk | Search

Google   Facebook   Flickr

Password

****

keyboard

| F7 | F8 | F9 | F10 | F11 | F12 | Print Scrn SysRq | Scroll Lock | Pause Break |

| Insert | Home | Page Up |
| Delete | End | Page Down |

Num Lock	/	*	-
7 Home	8 ↑	9 Pg Up	
4 ←	5	6 →	+
1 End	2 ↓	3 Pg Dn	
0 Ins		Del	Enter

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K   L   : ;   @ '   Enter

M   < ,   > .   ? /   ⇧ Shift

Alt Gr   ⊞   ▤   Ctrl

↑   ← ↓ →

select

arrow keys

caps lock

Caps Lock

shift

⇧Shift

minimise

screenshot

Print
Scrn
SysRq

Word Pr

folder

http://www.twinkl.co.uk

EDIT

save   undo

ocessing Skills

window

redo

snipping tool

http://www.twinkl.co.uk

Google   Facebook   Flickr

Search

Password

****

delete

Delete

backspace

←

space bar

shortcut

Ctrl + T

Esc F1 F2 F3 F4 F5 F6

¬ ! " £ $ % ^ & *
` 1 2 3 4 5 6 7 8

Tab Q W R T Y U

Caps
Lock D G H J

⇧Shift B N

Ctrl

typing

keyboard

select

arrow keys

Word Processing Skills

caps lock

shift

minimise

screenshot

delete

backspace

space bar

shortcut
Ctrl + T

folder

window

http://www.twinkl.co.uk

EDIT

save   undo   redo   snipping tool

Password
****

keyboard

select

typing

arrow keys

Word Processing Skills

caps lock

shift

minimise

screenshot

delete

backspace

space bar

shortcut

Ctrl + T

folder

window

http://www.twinkl.co.uk

EDIT

save   undo   redo   snipping tool

Password

****

keyboard

select

typing

arrow keys

Keyboard

typing

save

folder

Caps Lock

spacebar

edit

EDIT

backspace

delete

Delete

arrow keys

undo

redo

select

click click

window

http://www.twinkl.co.uk

Google   Facebook   Flickr

Search

minimise

password

Password

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→

screenshot

Print
Scrn

SysRq

snipping tool

shortcut

Keyboard

typing

save

folder

shift

Caps Lock

spacebar

edit

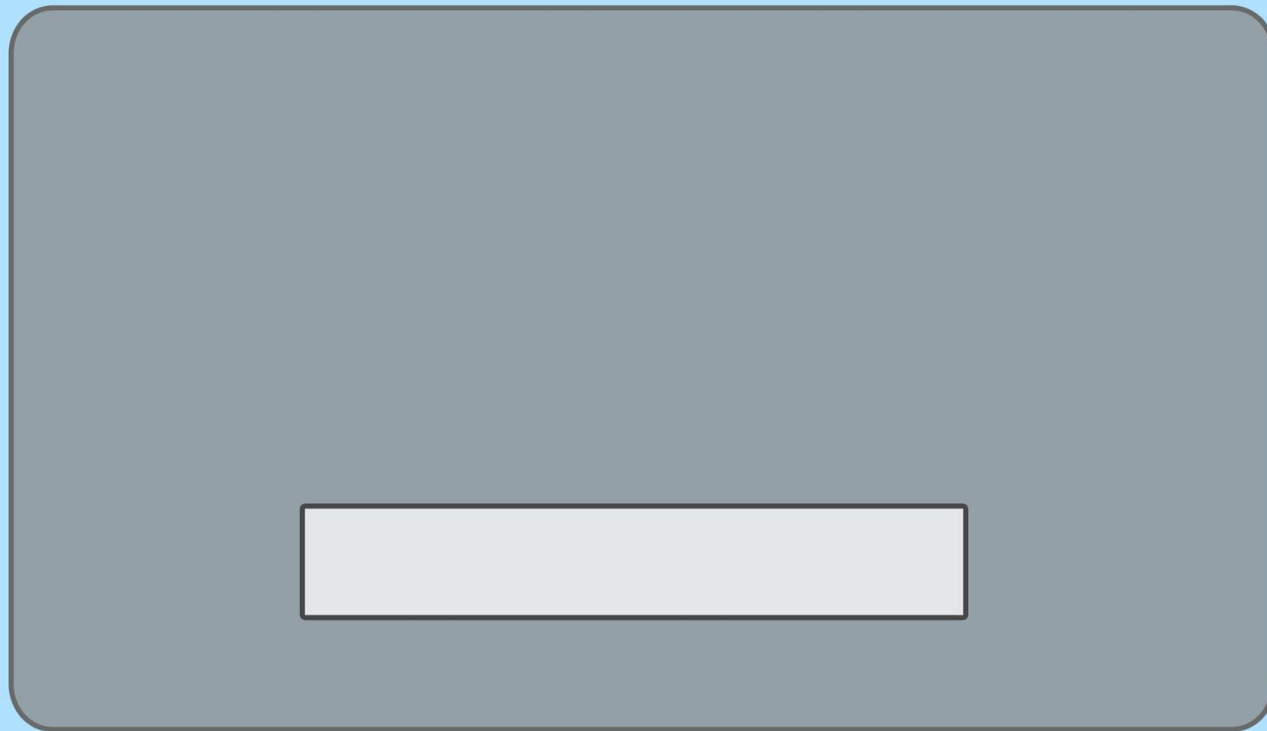## EDIT

backspace

delete

arrow keys

undo

redo

select

click
click

window

minimise

password

Password

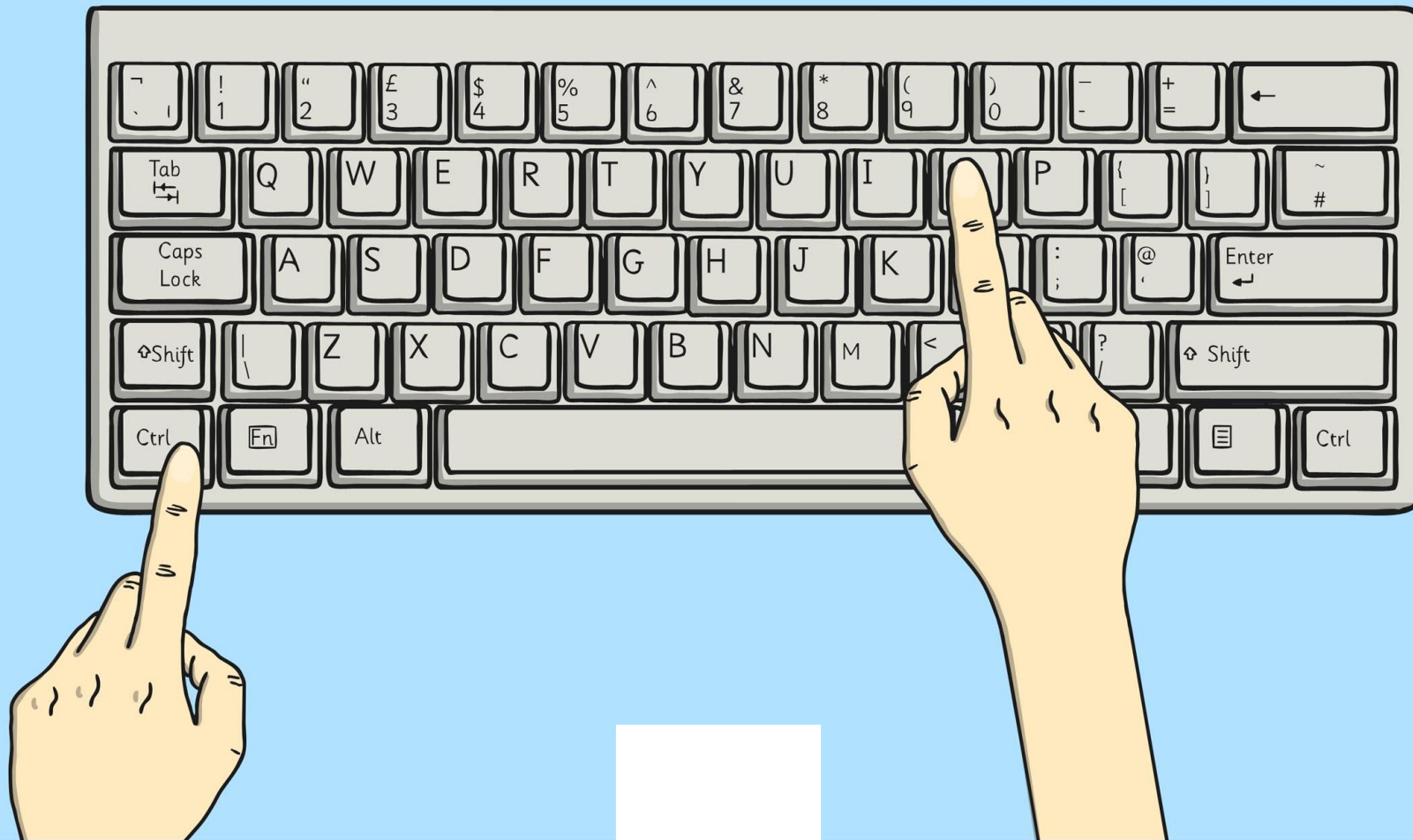********

screenshot

Print
Scrn

SysRq

snipping tool

shortcut

I can use the change case button.

I can align text.

Text

I can show all characters.

I can use menu buttons for bullet points and numbering.

- Bullet point 1
- Bullet point 2
- Bullet point 3

1. Number point 1
2. Number point 2
3. Number point 3

I can choose the format of bullet points.

I can use the <ctrl> key.

Use   Ctrl   Key

I can use main keyboard shortcuts.

I can insert a text box.

I can insert a text box

I can format a text box.

I can FORMAT a text box

I can format how text boxes are laid out.

Text here text here

text here text here text here   text here text here text here
text here text here text here   text here text here text here
text here text here text here   text here text here text here
text here text here text here   **Wrap Text**   text here text here text here
text here text here text here   text here text here text here
text here text here text here   text here text here text here
text here text here text here   text here text here text here

Text here text here

I can use the change case button.

I can align text.

Text

I can show all characters.
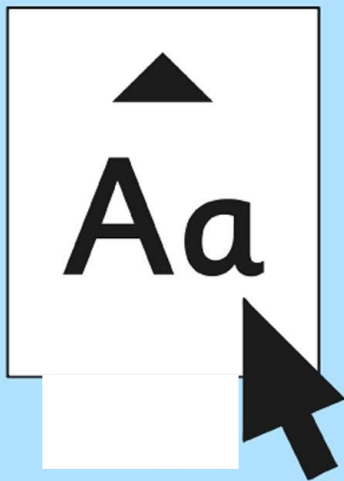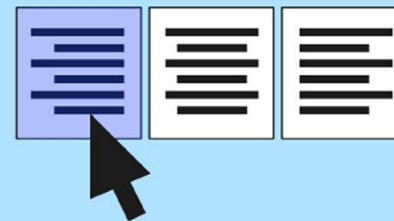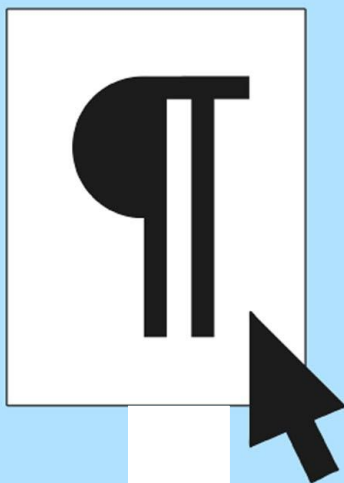
I can use menu buttons for bullet points and numbering.

• Bullet point 1	1. Number point 1
• Bullet point 2	2. Number point 2
• Bullet point 3	3. Number point 3

I can choose the
format of bullet points.

I can use the <ctrl> key.

Use Ctrl **Key**

I can use main keyboard shortcuts.

I can insert a text box.

I can insert a text box

I can format a text box.

I can FORMAT a **text** box

I can format how text boxes are laid out.

Text here text here

text here text here text here
text here text here text here
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text here text here text here
text here text here text here
text here text here text here

Wrap Text

text here text here text here
text here text here text here
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text here text here text here

Text here text here

I can use the
change case button.

I can align text.

Text
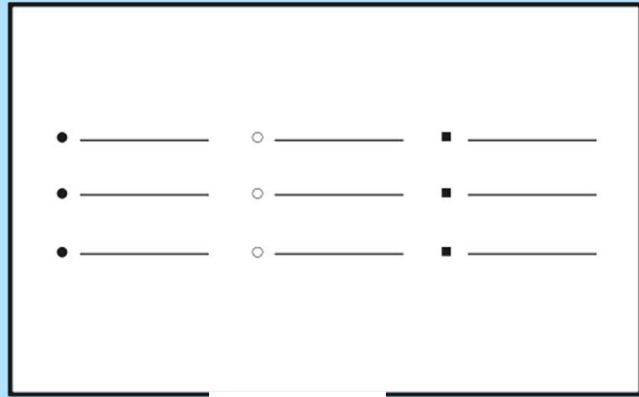
I can show all characters.

I can use menu buttons for bullet points and numbering.

- Bullet point 1

- Bullet point 2

- Bullet point 3

1. Number point 1

2. Number point 2

3. Number point 3

I can choose the format of bullet points.
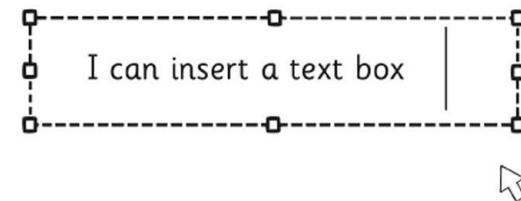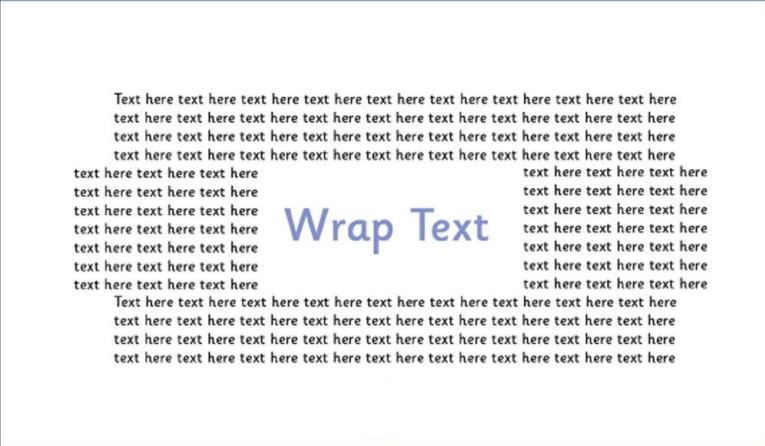
I can use the <ctrl> key.

Use Ctrl **Key**

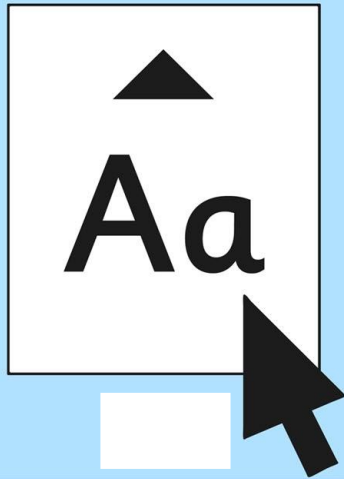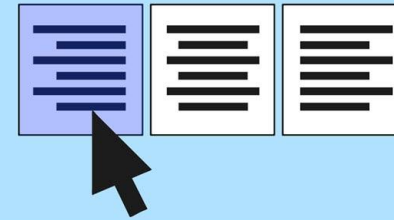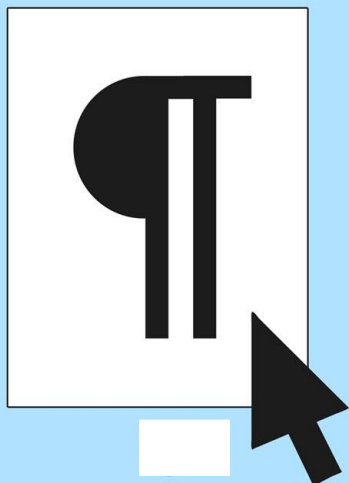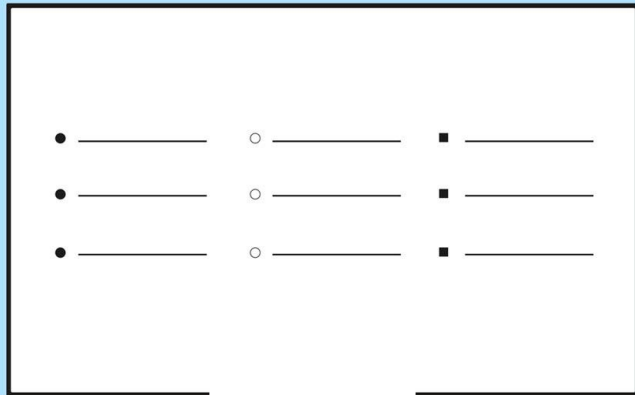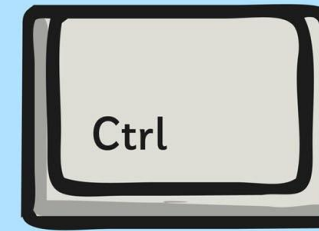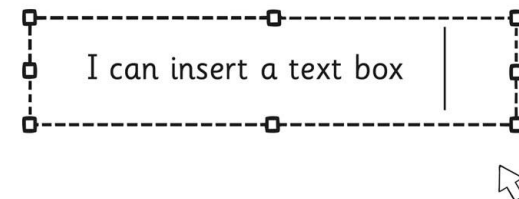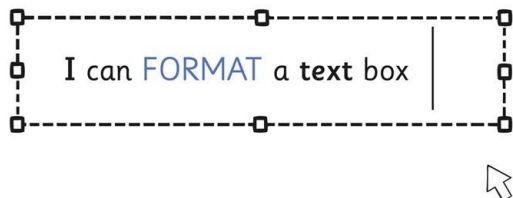I can use main keyboard shortcuts.

I can insert a text box.

I can insert a text box

I can format a text box.
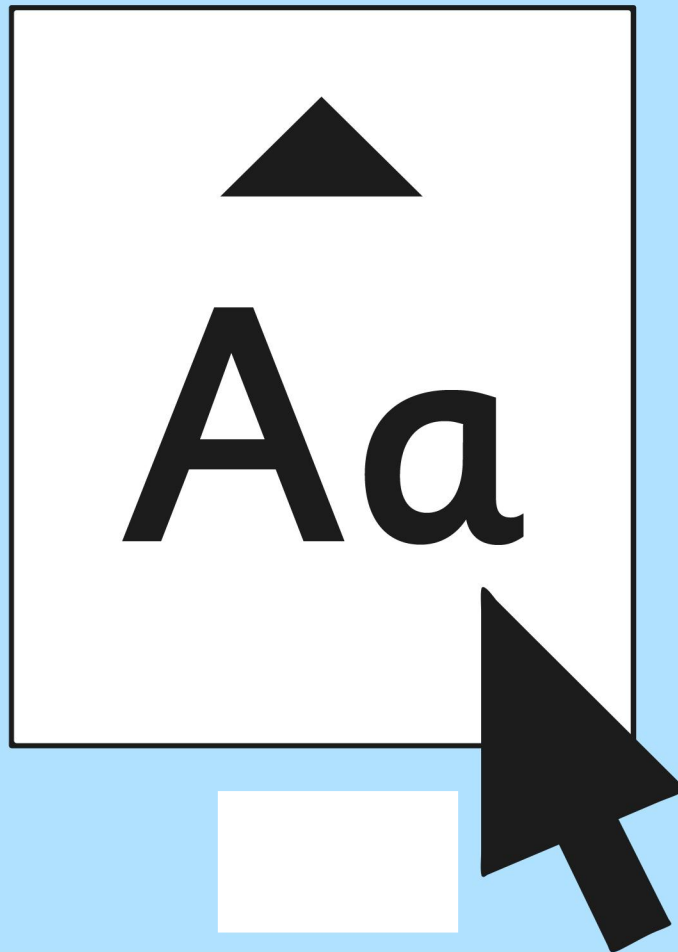
I can FORMAT a **text** box
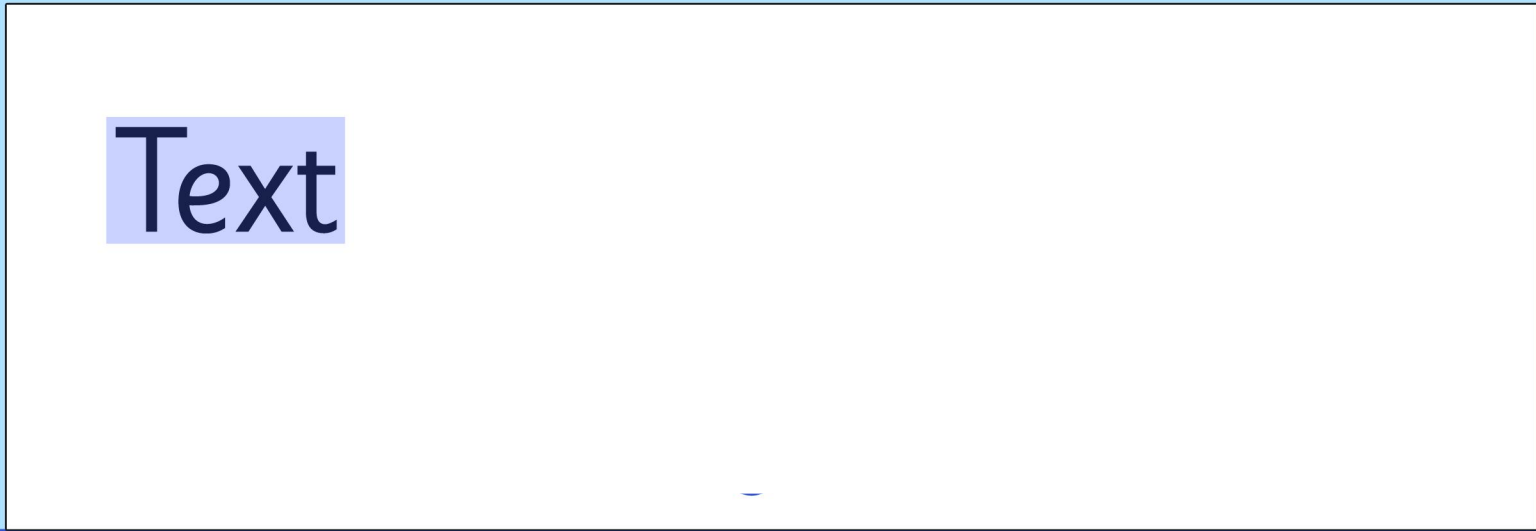
I can format how text boxes are laid out.

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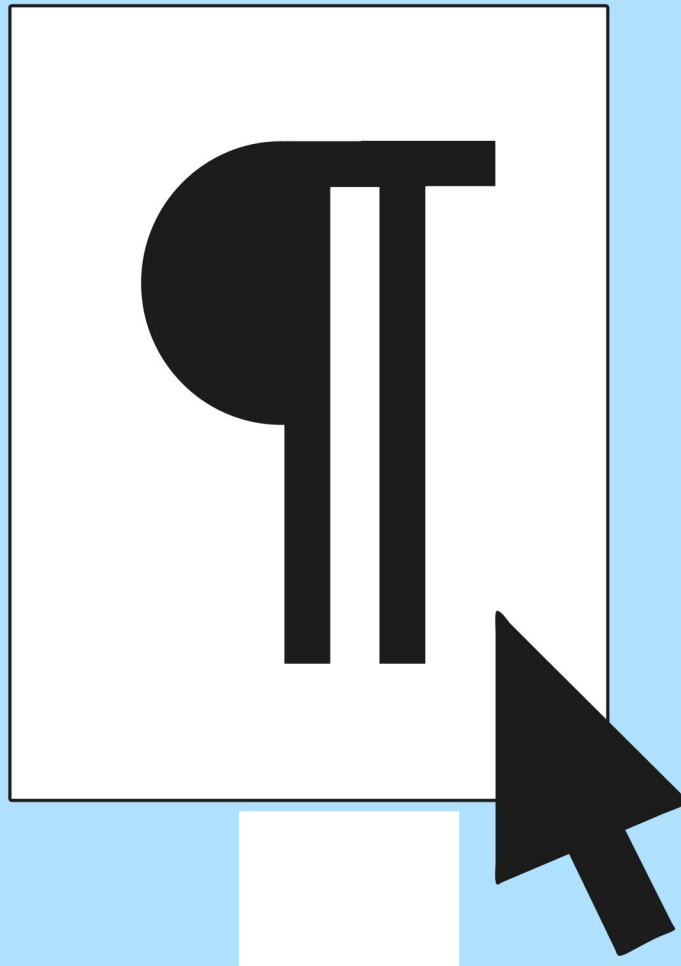text here text here text here

Wrap Text

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I can use the change case button.

I can align text.

Text

I can show all characters.

I can use menu buttons for bullet points and numbering.
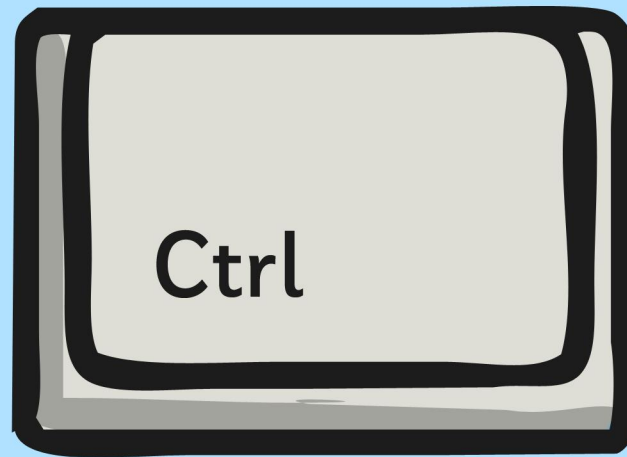
- Bullet point 1

- Bullet point 2

- Bullet point 3

1. Number point 1

2. Number point 2

3. Number point 3

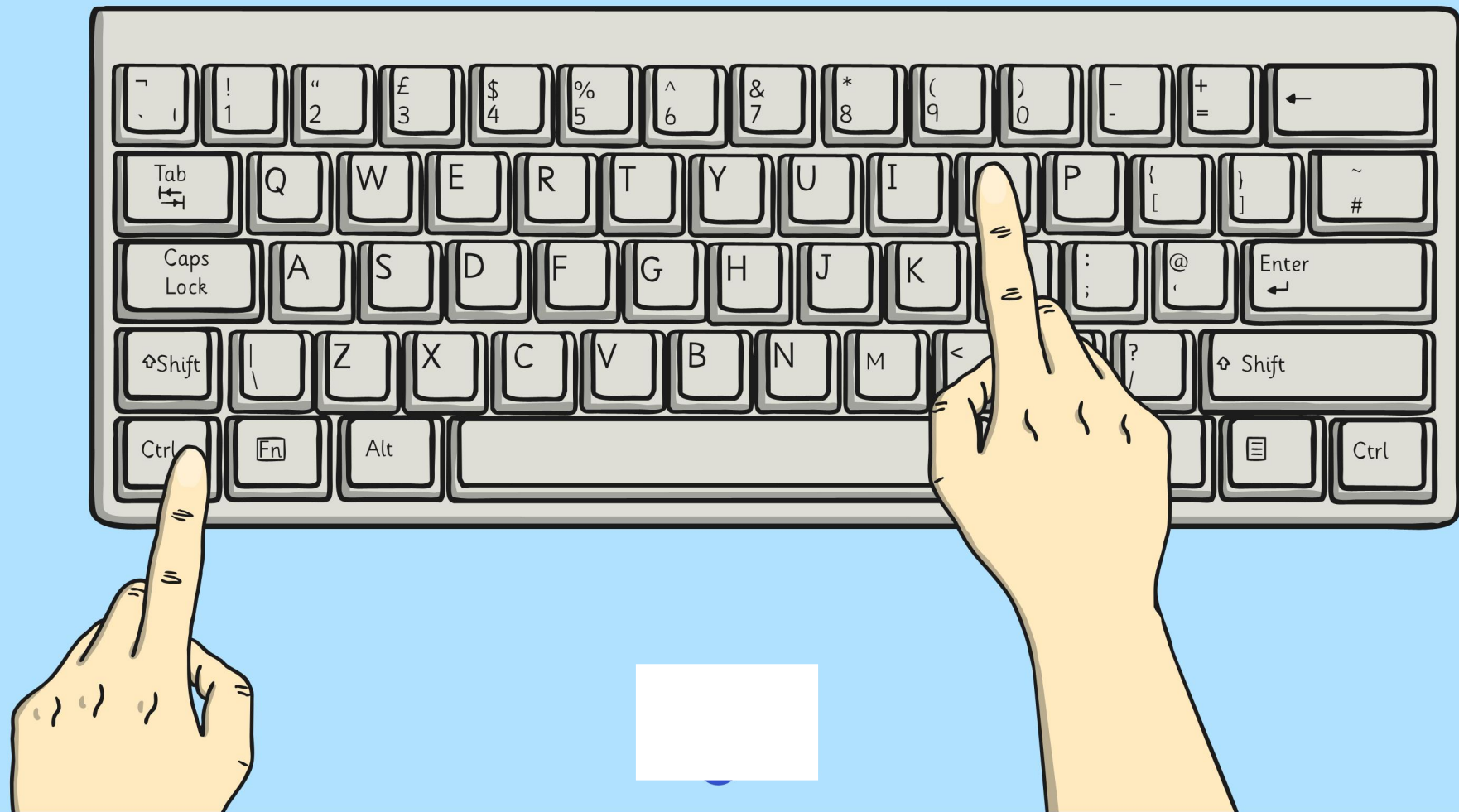# I can choose the format of bullet points.

I can use the <ctrl> key.

Use

Ctrl

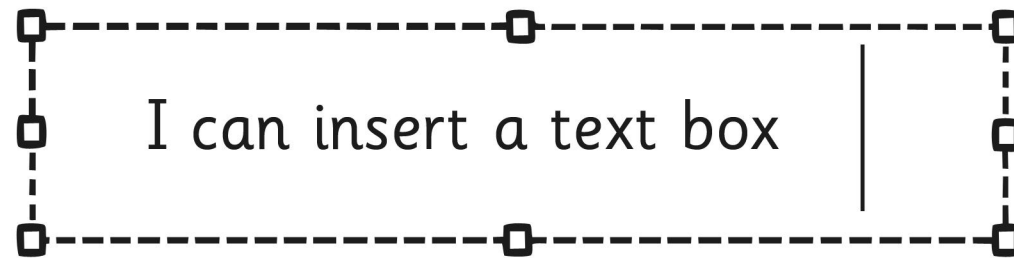**Key**

I can use main keyboard shortcuts.

I can insert a text box.

I can insert a text box

I can format a text box.

I can FORMAT a **text** box

I can format how text boxes are laid out.

Text here text here text here text here text here text here text here text here text here text here text here text here text here text here text here text 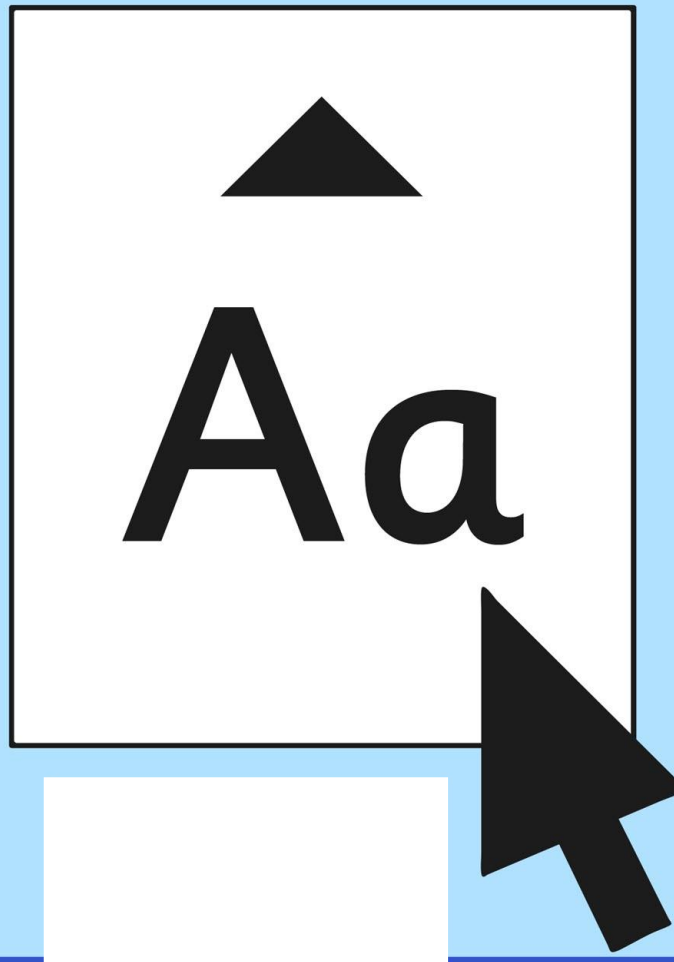here text here

text here text here text here
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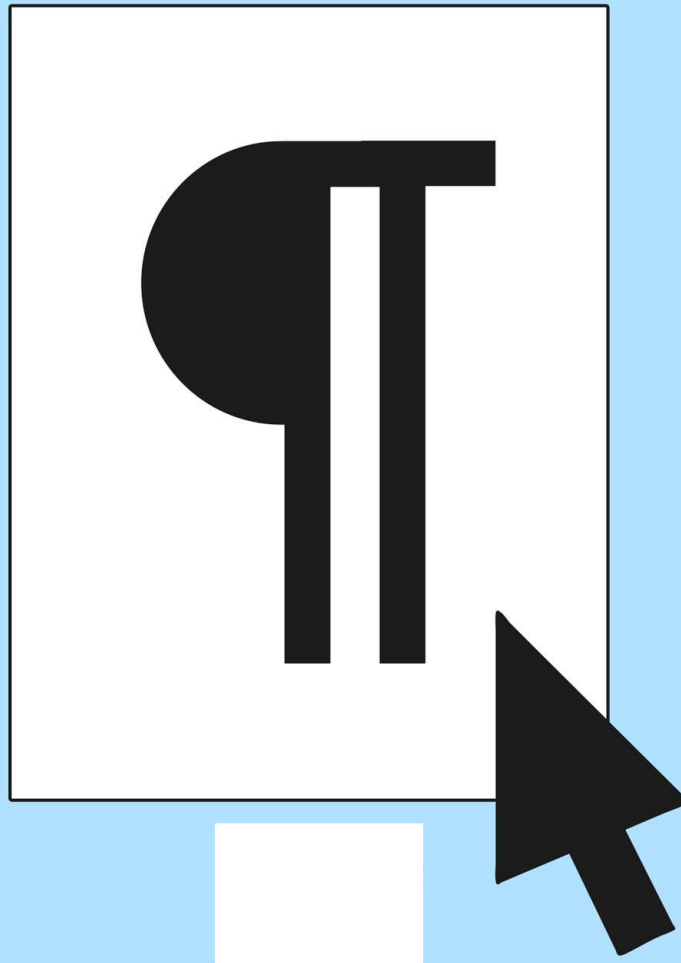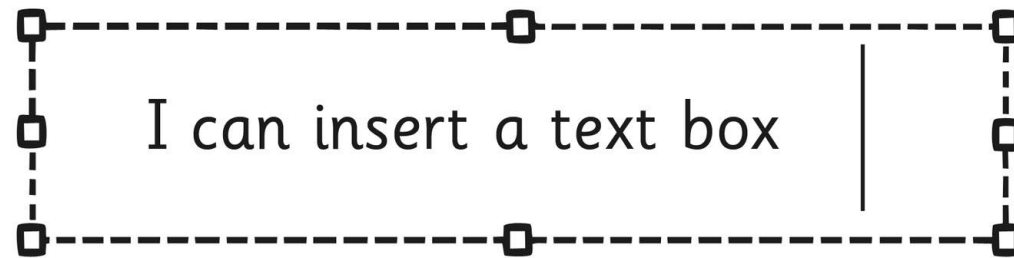text here text here text here
text here text here text here

Wrap Text

Text here text here

Insert Text Here…

Insert Text Here...

Insert Text Here...

click
click
click

Insert Text Here...

_____

Insert Text Here...

Insert Text Here...

Caps Lock | ⇧Shift | ← | Print Scrn SysRq | Delete | Caps Lock | ⇧Shift | ←

Print Scrn SysRq

← | Delete

⇧Shift | Caps Lock

Caps Lock | ⇧Shift

Delete | ←

Print Scrn SysRq | Print Scrn SysRq

← | Delete

⇧Shift | Caps Lock

Caps Lock | ⇧Shift

Delete | Print Scrn SysRq | ← | ⇧Shift | Caps Lock | Delete | Print Scrn SysRq | ←

click
click
click

a b c d e

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@gﬁ

keyboard

typing

save

folder

shift

Caps Lock

space bar

edit EDIT

backspace

delete

Delete

arrow keys

undo

redo

select

click click

window

minimise

password

Password

****

screenshot

Print
Scrn
SysRq

snipping tool

shortcut

keyboard

typing

save

folder

shift

Caps Lock

space bar

edit

backspace

delete

Delete

arrow keys

undo

redo

select

window

minimise

password

Password

****

screenshot

Print
Scrn

SysRq

snipping tool

shortcut

Word Processing Skills

keyboard	typing	save	folder
shift	Caps Lock	space bar	edit
backspace	delete	arrow keys	undo
redo	select	window	minimise
password	screenshot	snipping tool	shortcut

Word Processing Skills

keyboard	typing	save	folder
shift	Caps Lock	space bar	edit
backspace	delete	arrow keys	undo
redo	select	window	minimise
password	screenshot	snipping tool	shortcut

Word Processing Skills

keyboard	typing	save	folder
shift	Caps Lock	space bar	edit
backspace	delete	arrow keys	undo
redo	select	window	minimise
password	screenshot	snipping tool	shortcut

Word Processing Skills

keyboard	typing	save	folder
shift	Caps Lock	space bar	edit
backspace	delete	arrow keys	undo
redo	select	window	minimise
password	screenshot	snipping tool	shortcut

Word Processing Skills

keyboard	typing	save	folder
shift	Caps Lock	space bar	edit
backspace	delete	arrow keys	undo
redo	select	window	minimise
password	screenshot	snipping tool	shortcut

Word Processing Skills

```
s  e  l  e  c  t  t  e  h  d  s  s
a  d  b  k  u  n  k  d  a  n  o  p
b  e  a  r  t  y  p  i  n  g  o  a
i  l  c  g  y  i  u  t  m  e  m  c
l  e  k  b  a  g  k  w  a  r  n  e
i  t  s  e  n  a  r  e  d  o  d  b
c  e  p  t  s  e  s  h  i  f  t  a
d  r  a  w  k  c  a  b  d  m  e  r
i  o  c  l  o  j  v  u  n  d  o  n
o  w  e  a  t  y  e  o  e  i  n  i
u  f  o  l  d  e  r  h  e  d  a  t
s  p  h  c  a  p  s  l  o  c  k  l
```

typing	edit
save	undo
folder	redo
shift	select
caps lock	backspace
space bar	delete

Word Processing Skills

```
s  e  l  e  c  t  t  e  h  d  s  s
a  d  b  k  u  n  k  d  a  n  o  p
b  e  a  r  t  y  p  i  n  g  o  a
i  l  c  g  y  i  u  t  m  e  m  c
l  k  b  a  g  k  w  a  r  n  e
i  t  s  e  n  a  r  e  d  o  d  b
c  e  p  t  s  e  s  h  i  f  t  a
d  r  a  w  k  c  a  b  d  m  e  r
i  o  c  l  o  j  v  u  n  d  o  n
o  w  e  a  t  y  e  o  e  i  n  i
u  f  o  l  d  e  r  h  e  d  a  t
s  p  h  c  a  p  s  l  o  c  k  l
```

typing	edit
save	undo
folder	redo
shift	select
caps lock	backspace
space bar	delete

Word Processing Skills

d	e	i	f	i	t	s	u	j	d	m	m
e	r	t	n	e	c	p	t	y	u	e	p
h	u	c	a	p	i	t	a	l	s	n	t
m	s	y	e	k	w	o	r	r	a	u	l
k	a	e	r	u	l	e	r	e	y	b	o
e	v	l	e	f	t	t	e	l	f	u	w
y	e	a	t	r	i	n	d	e	n	t	e
b	u	l	l	e	t	p	o	i	n	t	r
o	w	y	e	k	l	o	r	t	n	o	c
a	a	t	u	c	t	r	o	h	s	n	a
r	i	g	h	t	f	f	o	c	l	s	s
d	u	p	p	e	r	c	a	s	e	l	e

save	capitals
shortcut	uppercase
indent	lowercase
bullet point	control key
justified	arrow keys
centre	keyboard
left	menu buttons
right	ruler

Word Processing Skills

```
d  e  i  f  i  t  s  u  j  d  m  m
e  r  t  n  e  c  p  t  y  u  e  p
h  u  c  a  p  i  t  a  l  s  n  t
m  s  y  e  k  w  o  r  r  a  u  l
k  a  e  r  u  l  e  r  e  y  b  o
e  v  l  e  f  t  t  e  l  f  u  w
y  e  a  t  r  i  n  d  e  n  t  e
b  u  l  l  e  t  p  o  i  n  t  r
o  w  y  e  k  l  o  r  t  n  o  c
a  a  t  u  c  t  r  o  h  s  n  a
r  i  g  h  t  f  f  o  c  l  s  s
d  u  p  p  e  r  c  a  s  e  l  e
```

save	capitals
shortcut	uppercase
indent	lowercase
bullet point	control key
justified	arrow keys
centre	keyboard
left	menu buttons
right	ruler

Word Processing Skills

s	e	l	e	c	t	t	e	h	d	s	s
a	d	b	k	u	n	k	d	a	n	o	p
b	e	a	r	t	y	p	i	n	g	o	a
i	l	c	g	y	i	u	t	m	e	m	c
l	e	k	b	a	g	k	w	a	r	n	e
i	t	s	e	n	a	r	e	d	o	d	b
c	e	p	t	s	e	s	h	i	f	t	a
d	r	a	w	k	c	a	b	d	m	e	r
i	o	c	l	o	j	v	u	n	d	o	n
o	w	e	a	t	y	e	o	e	i	n	i
u	f	o	l	d	e	r	h	e	d	a	t
s	p	h	c	a	p	s	l	o	c	k	l

typing	edit
save	undo
folder	redo
shift	select
caps lock	backspace
space bar	delete

Word Processing Skills

```
s  e  l  e  c  t  t  e  h  d  s  s
a  d  b  k  u  n  k  d  a  n  o  p
b  e  a  r  t  y  p  i  n  g  o  a
i  l  c  g  y  i  u  t  m  e  m  c
l  k  b  a  g  k  w  a  r  n  e
i  t  s  e  n  a  r  e  d  o  d  b
c  e  p  t  s  e  s  h  i  f  t  a
d  r  a  w  k  c  a  b  d  m  e  r
i  o  c  l  o  j  v  u  n  d  o  n
o  w  e  a  t  y  e  o  e  i  n  i
u  f  o  l  d  e  r  h  e  d  a  t
s  p  h  c  a  p  s  l  o  c  k  l
```

typing	edit
save	undo
folder	redo
shift	select
caps lock	backspace
space bar	delete

Word Processing Skills

d	e	i	f	i	t	s	u	j	d	m	m
e	r	t	n	e	c	p	t	y	u	e	p
h	u	c	a	p	i	t	a	l	s	n	t
m	s	y	e	k	w	o	r	r	a	u	l
k	a	e	r	u	l	e	r	e	y	b	o
e	v	l	e	f	t	t	e	l	f	u	w
y	e	a	t	r	i	n	d	e	n	t	e
b	u	l	l	e	t	p	o	i	n	t	r
o	w	y	e	k	l	o	r	t	n	o	c
a	a	t	u	c	t	r	o	h	s	n	a
r	i	g	h	t	f	f	o	c	l	s	s
d	u	p	p	e	r	c	a	s	e	l	e

save	capitals
shortcut	uppercase
indent	lowercase
bullet point	control key
justified	arrow keys
centre	keyboard
left	menu buttons
right	ruler

Word Processing Skills

```
d  e  i  f  i  t  s  u  j  d  m  m
e  r  t  n  e  c  p  t  y  u  e  p
h  u  c  a  p  i  t  a  l  s  n  t
m  s  y  e  k  w  o  r  r  a  u  l
k  a  e  r  u  l  e  r  e  y  b  o
e  v  l  e  f  t  t  e  l  f  u  w
y  e  a  t  r  i  n  d  e  n  t  e
b  u  l  l  e  t  p  o  i  n  t  r
o  w  y  e  k  l  o  r  t  n  o  c
a  a  t  u  c  t  r  o  h  s  n  a
r  i  g  h  t  f  f  o  c  l  s  s
d  u  p  p  e  r  c  a  s  e  l  e
```

save	capitals
shortcut	uppercase
indent	lowercase
bullet point	control key
justified	arrow keys
centre	keyboard
left	menu buttons
right	ruler

Delete

click click
click

Caps
Lock

Delete

Caps
Lock

Delete

click click

Caps
Lock

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Delete

Caps
Lock

http://www.twinkl.co.uk

Search

Google   Facebook   Flickr

Delete

click

click

Caps
Lock

Delete

Caps Lock

Insert Text Here

Insert Text Here

Insert Text Here

Insert Text Here

Insert Text Here

Insert Text Here

End of Unit Assessment | Computing | Year 3 | Word Processing Skills

All	Most	Some
Use undo and redo, make text bold, italic or underline, select text in different ways, change case, align text.	Select single words, cut, copy and paste text, format the font, insert images, copy a screenshot into another application, use a secure password, use <ctrl> keyboard shortcuts.	Select text in different ways, format images, use an effective layout, use the snipping tool, use bullets and numbering effectively, insert and format text boxes effectively.
33%	**33%**	**33%**
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

End of Unit Assessment | Computing | Year 3 | Word Processing Skills

		Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	% of class
	% met by child	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
	Has the child met the all and most statements?	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	0%
All	Use undo and redo.																															0%
	Make text bold, italic or underline.																															0%
	Select text in different ways.																															0%
	Change case.																															0%
	Align text.																															0%
Most	Select single words.																															0%
	Cut, copy and paste text.																															0%
	Format the font.																															0%
	Insert images.																															0%
	Copy a screenshot into another application.																															0%
	Use a secure password.																															0%
	Use <ctrl> keyboard shortcuts.																															0%
Some	Select text in different ways																															0%
	Format images.																															0%
	Use an efffective layout.																															0%
	Use the snipping tool.																															0%
	Use bullets and numbering effectively.																															0%
	Insert and format text boxes effectively.																															0%

End of Unit Assessment | Computing | Year 3 | Word Processing Skills

Lesson Aim	Success Criteria	*Insert a character against the criteria the child has met. If they have not met the criteria leave it blank.*

% met by child — Name columns all 0%

	Success Criteria	%
1	I can use basic computer skills...	0%
	I can manipulate windows including viewing 2 windows at once.	0%
	I can create and organise files and folders.	0%
	I can search for files.	0%
	I can print using specific options.	0%
	I can create secure passwords.	0%
	I can take screenshots.	0%
2	I can change the case of text.	0%
	I can use two hands for typing.	0%
	I can keep typing at the end of a line.	0%
	I can save work in my folder.	0%
	I can use <shift>, <Caps Lock> and <space> correctly.	0%
	I can edit using <backspace>, <delete>, the arrow keys, undo and redo.	0%
	I can select and format text.	0%
	I can use the change case button.	0%
3	I can align text	0%
	I can use the menu buttons.	0%
	I can align text left, centre, right, or justified.	0%
	I can use the Show all characters button to see where space and return are used.	0%
4	I can use bullets and numbering.	0%
	I can use the menu buttons for bullets and numbering.	0%
	I can choose the format of bullet points.	0%
5	I can use the <ctrl> key.	0%
	I can use the <ctrl> key to select several sections of text.	0%
	I can use some of the main keyboard shortcuts.	0%
6	I can insert and format text boxes.	0%
	I can insert a text box.	0%
	I can format a text box.	0%
	I can format how text boxes are laid out.	0%

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NC Aims Covered in Word Processing Skills

Use technology safely, respectfully and responsibly.

Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

I can... Computing | Year 3 | Word Processing Skills

Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6
I can use basic computer skills.	**I can change the case of text.**	**I can align text.**	**I can use bullets and numbering.**	**I can use the <ctrl> key.**	**I can insert and format text boxes.**
I can manipulate windows including viewing 2 windows at once.	I can use two hands for typing.	I can use the menu buttons.	I can use the menu buttons for bullets and numbering.	I can use the <ctrl> key to select several sections of text.	I can insert a text box.
I can create and organise files and folders	I can keep typing at the end of a line.	I can align text left, centre, right or justified.	I can choose the format of bullet points.	I can use some of the main keyboard shortcuts.	I can format a text box.
I can search for files.	I can save work in my folder.	I can use the Show all characters button to see where space and return are used.			I can format how text boxes are laid out.
I can print using specific options.	I can use <shift>, <CAPS LOCK> and <space> correctly.				
I can create secure passwords.	I can edit using <backspace>, <delete>, the arrow keys, undo and redo.				
I can take screenshots.	I can select and format text.				
	I can use the change case button.				

Computing: Word Processing Skills

K	W	L
What I know	What I want to know	What I have learnt

Computer Skills

You have been learning some advanced computer skills. Here are some of the skills:

1. Creating a secure password

Password

******** →

2. Making screenshots

Discuss with your parents or carers the method you have been taught to make good passwords.

Choose an application or game you use at home and using Screenshots or the Snipping Tool make a presentation to show some of the skills you use with this application or game. You may want to include a picture of the controls you use to achieve the skill (e.g. keyboard typing, using a games console controller etc.).

Computer Skills

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1.   Creating a secure password

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Word Processing Skills

You have been learning some word processing skills. One of the skills learnt is to use the keyboard shortcuts which use the <ctrl> (control) key.

These are the ones you have learnt:

<ctrl> + X   cut

<ctrl> + C   copy

<ctrl> + V   paste

<ctrl> + A   select all

<ctrl> + S   save

<ctrl> + Z   undo

<ctrl> + Y   redo

<ctrl> + B   bold

<ctrl> + I   italics

<ctrl> + U   underline

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

1. Choose a favourite family recipe. Help to cook it if you can.

2. Type the recipe using the skills you have learnt, and use the keyboard shortcuts where you can. Remember to use bullet points or numbering for the instructions.

Word Processing Skills

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<ctrl> + X   cut

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<ctrl> + Z   undo

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<ctrl> + V   paste

<ctrl> + A   select all

<ctrl> + S   save

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<ctrl> + Y   redo

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Word Processing Skills

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These are the ones you have learnt:

<ctrl> + X   cut

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<ctrl> + V   paste

<ctrl> + A   select all

<ctrl> + S   save

<ctrl> + Z   undo

<ctrl> + Y   redo

<ctrl> + B   bold

<ctrl> + I   italics

<ctrl> + U   underline

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

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Word Processing Skills:
Passwords and Screenshots

Aim:	**Success Criteria:**	**Resources:**
Use technology safely, respectfully and responsibly. Children will revise basic computer skills from the previous units and learn to use effective passwords and take screenshots. I can use basic computer skills.	I can manipulate windows including viewing 2 windows at once. I can create and organise files and folders. I can search for files. I can print using specific options. I can create secure passwords. I can take screenshots.	**Lesson Pack** Desktop computers or laptops
	Key/New Words: Launch, application, window, minimise, restore, size, move, screen, split, create, organise, file, folder, close, exit, search, print, password, screenshot, Snipping Tool.	**Preparation:** Choose a web page for children to access and use to write questions.

Prior Learning:	Children will have experience in switching on and shutting down a computer, logging on and logging off, manipulating windows, using search, and using print options.

Learning Sequence

	Can you? Ask children to open an Internet page and writing application side by side and write some questions. Then a partner searches for the file and answers the questions.	
	Creating Passwords: Demonstrate to the children good password practice.	
	Your Own Passwords: Ask the children to come up with some password strings they could use to make passwords. You could use the example "The Owl and the Pussycat went to sea," or the children's own ideas.	
	Screenshots/ The Snipping Tool: Demonstrate how to take a full screenshot and paste into paint, and how to use the Snipping Tool to screenshot a selection.	
	Demonstrate a Skill: Ask the children to use the Snipping tool to make a presentation slide to demonstrate a computing skill.	
Whole Class	**Let's Have a Look:** Show some of the children's presentation slides. *(The slides could be joined together to make a class presentation.)* ★ Ask the children to evaluate their computing skills. What are the skills they feel they need to practise more?	

Task*it*
Snip*it*: Make some posters illustrating ways to create a secure password.
Challenge*it*: Use the **Challenge Cards** for extension activities.
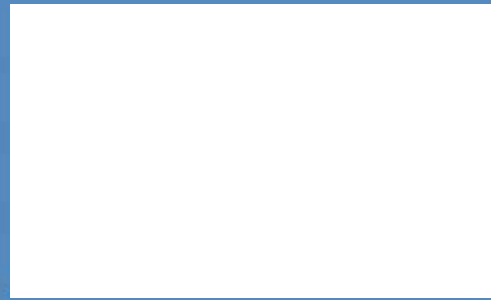
Computing

Word Processing Skills

Passwords and Screenshots

Aim

- I can use basic computer skills.

Success Criteria

- I can manipulate windows including viewing 2 windows at once.
- I can create and organise files and folders.
- I can search for files.
- I can print using specific options.
- I can create secure passwords.
- I can take screenshots.

Can You?

Log on and open a writing application and an Internet page associated with your classroom learning.

Place the windows side by side and write some questions.

Save the file and ask a friend to search for the file, open it and answer the questions in *italics*.

Print the file at the end of the session using the options your teacher asks you to use.
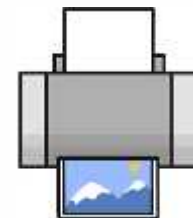
Creating Passwords

Here are some principles for good passwords:

- Never share your password
- Don't use real words or easy names
- Have at least 6 characters (a mix of letters, numbers or symbols)

To create a good password use a line from a song or book. Harry Potter and the Philosopher's Stone could make:

Password

tLtWandtW →

Password

Ha941P5 →

Your Own Passwords

What password could you make from this nursery rhyme?

The Owl and the Pussycat Went to Sea

The Owl and the Pussycat went to sea.
In a beautiful pea green boat,

They took some honey, and plenty of money,
Wrapped up in a five pound note.

Screenshots

To take a screenshot of the whole desktop:

1. Press the <Print Screen> key

2. Open "Paint" and paste the desktop image

3. Save the image
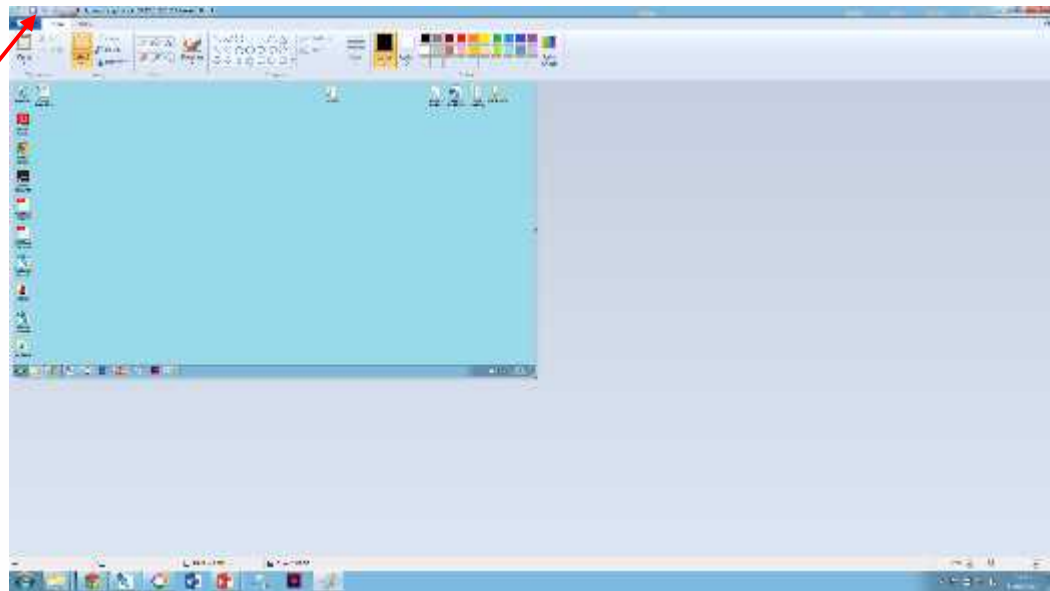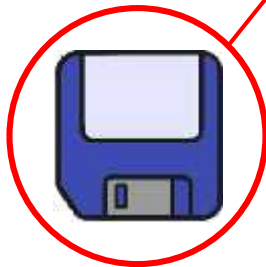
The Snipping Tool

In Windows 7 and 8, there is the Snipping Tool:

1. Search "Snipping Tool" to launch the tool.

2. The screen around the tool will go faint.

3. Select the area you want to capture.

5. Save the image.

6. You can also try editing the image.
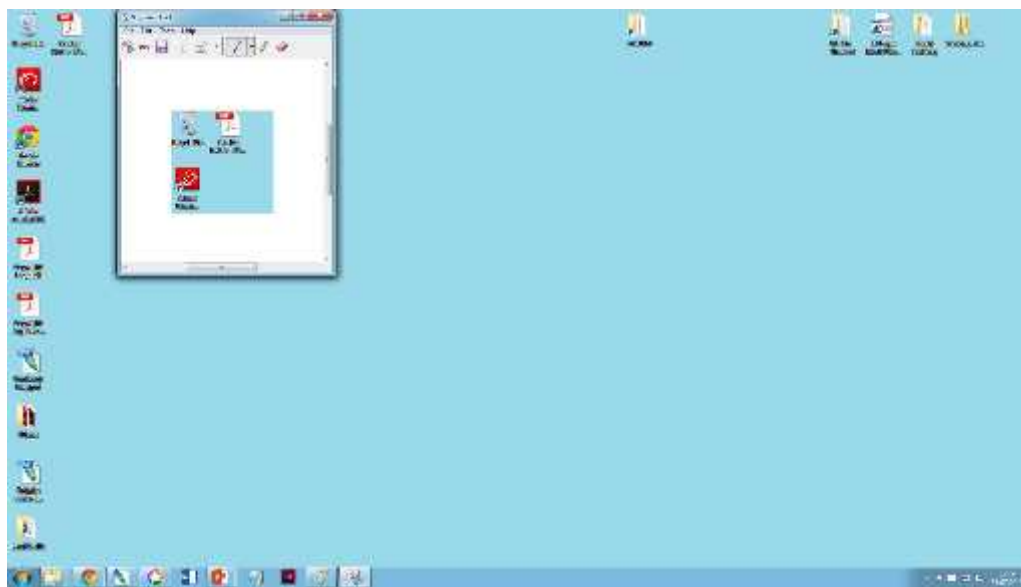
Demonstrate a Skill
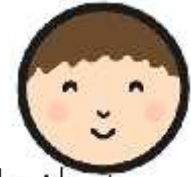
Use the Snipping tool and some presentation software to make a single slide that demonstrates one of the computer skills you have learnt.

- Saving

- Creating folders

- Manipulating windows

- Searching

- Printing options

Search
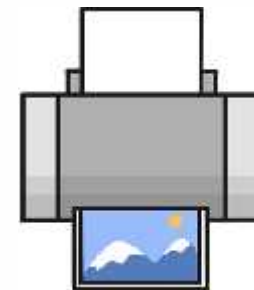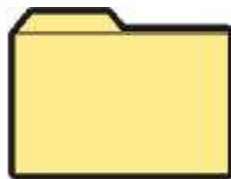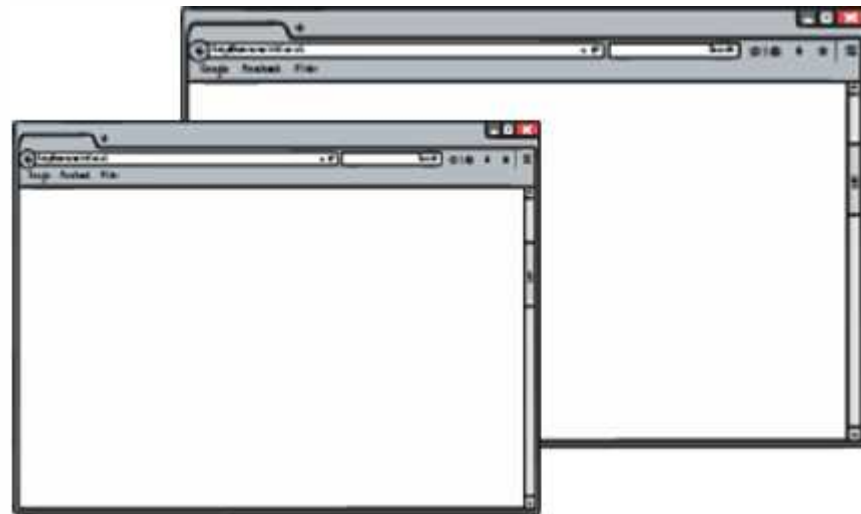
Let's Have a Look

Have a look at some of your presentation slides.

Which computer skills do you feel confident about?

Which skills do you feel you need to improve or practise?

Aim

- I can use basic computer skills.

Success Criteria

- I can manipulate windows including viewing 2 windows at once.
- I can create and organise files and folders.
- I can search for files.
- I can print using specific options.
- I can create secure passwords.
- I can take screenshots.

Word Processing Skills | Passwords and Screenshots

I can use basic computer skills.		
I can manipulate windows including viewing 2 windows at once.		
I can create and organise files and folders.		
I can search for files.		
I can print using specific options.		
I can create secure passwords.		
I can take screenshots.		

Word Processing Skills | Passwords and Screenshots

I can use basic computer skills.		
I can manipulate windows including viewing 2 windows at once.		
I can create and organise files and folders.		
I can search for files.		
I can print using specific options.		
I can create secure passwords.		
I can take screenshots.		

Word Processing Skills | Passwords and Screenshots

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I can create secure passwords.		
I can take screenshots.		

why bronze?

copper is a soft metal, but when it is melted and added to tin the result (bronze) is a much harder and durable material than copper or stone. it was used for tools, weapons and armour as well as building materials like decorative tiles. it could be used to make a greater range of tools and weapons than had previously been possible.

prehistoric times

there is a large period of time for which we have no written records, we call this 'prehistory'. starting from evidence of the first early humans, it is split into three sections. the bronze age in britain lasted around 1500 years.

the stone age - 800,000 bc

the bronze age - 2,100 bc

the iron age - 750 bc

why the bronze age?

just like the stone age was so called because early humans made tools from stone, the bronze age was called the bronze age because humans started making tools from... bronze!

bronze was an alloy made from copper and tin. (alloy -a metal made by combining two or more metals to improve its properties) true bronze is a combination of 10% tin and 90% copper.

Word Processing Skills:
Change Case

Aim:
Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on the specific typing and layout skills.

I can change the case of text.

Success Criteria:
I can use two hands for typing.

I can keep typing at the end of a line.

I can save work in my folder.

I can use <shift>, <CAPS LOCK> and <space> correctly.

I can edit using <backspace>, <delete>, the arrow keys, undo and redo.

I can select and format text.

I can use the change case button.

Resources:
Lesson Pack

Desktop computers or laptops

Word processor

A visualiser or webcam to show the keyboard on screen.

Key/New Words:
Keyboard, typing, save, folder, shift, Caps Lock, space bar, edit, backspace, delete, arrow keys, undo, redo, select, format, change case, Uppercase, lower case, capitals.

Preparation:
Prepare the children for writing about their topic or a particular writing genre.

Prior Learning: Children will have experience in typing, mouse and basic word processing skills.

Learning Sequence

	Your Introduction: Ask the children to write an introduction to an information text. Observe whether the children are using the skills they have learnt in the earlier units.	
	Change Case: Remind children of the skills they have learnt previously. Focus on any you have observed they are not using as effectively. Show the children how to use the Change Case button, demonstrating all the different options.	
	Change the Case: The children continue with their text. Ask the children to add a title and encourage them to try out the change case button. Have the children save their work.	
	Let's Share Ideas: Ask the children to work in pairs to edit and improve their texts. Only the author should make corrections and encourage the children to watch for how their partner uses their typing and editing skills.	
	How Have We Done? Share some of the children's introductions. Further edit and improve if necessary. Ask the children how they would centre their title.	

Taskit
*Change Case*it: Use the **Change Case Texts** and ask the children to use the Change Case button to edit the texts. There are 3 given texts based on "The Bronze Age", taken from the Twinkl e-book. The texts are similar and have different features. They are provided in correct format, but could be changed before being given to the children.

*Challenge*it: Use the **Challenge Cards** for extension activities.
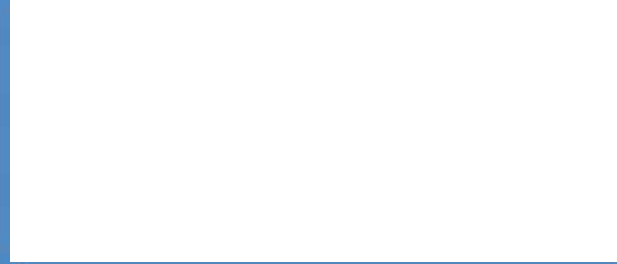
Computing

Word Processing Skills
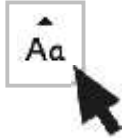
Change Case

Aim

- I can change the case of text.

Success Criteria

- I can use two hands for typing.
- I can keep typing at the end of a line.
- I can save work in my folder.
- I can use <shift>, <CAPS LOCK> and <space> correctly.
- I can edit using <backspace>, <delete>, the arrow keys, undo and redo.
- I can select and format text.
- I can use the change case button.

Your Introduction

In this unit you will produce an information text, and you will learn various features of word-processors and further keyboard skills.

Begin by writing an introduction to a prepared information text. Remember the important keyboard skills you have already learnt:

- use 2 hands and keep typing at the end of a line

- shift, CAPS LOCK, space

- saving into your folder

- editing with backspace, delete, arrow keys, undo and redo

- selecting and formatting text
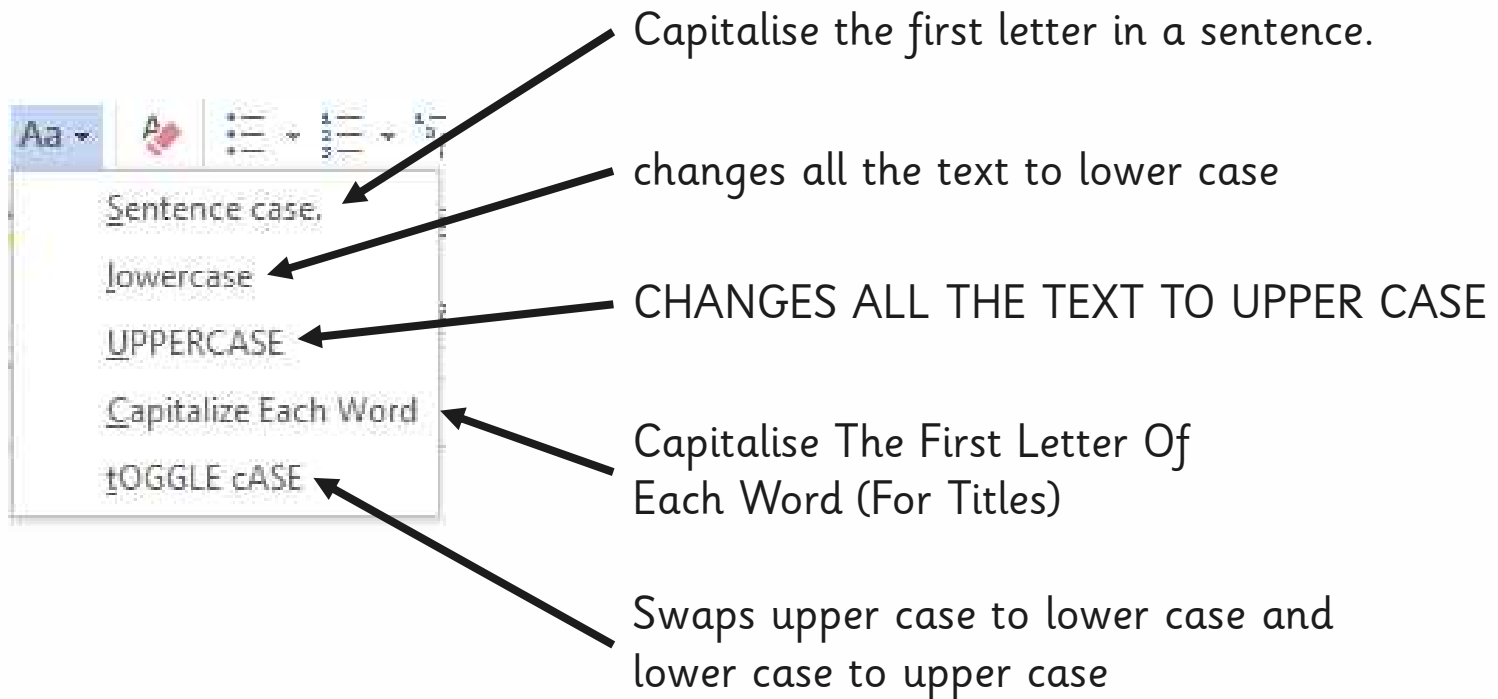
With which skills are you confident?
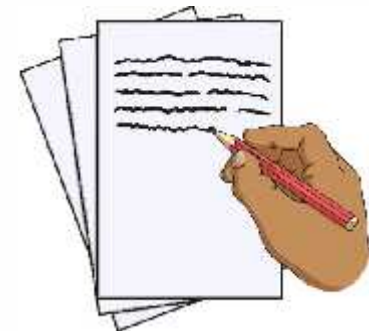
Change the Case

You can type letters and words in either UPPERCASE or lowercase forms. When word processing, the case chosen can be changed.

It is possible to change the case of some selected text by using the Change Case button.

Aa ▾

Sentence case.

lowercase

UPPERCASE

Capitalize Each Word

tOGGLE cASE

Capitalise the first letter in a sentence.

changes all the text to lower case

CHANGES ALL THE TEXT TO UPPER CASE

Capitalise The First Letter Of Each Word (For Titles)

Swaps upper case to lower case and lower case to upper case

Change the Case

Write a title for your text

Use the 'Change Case' button to change the case of the title so that the first letters of words (apart from determiners) are uppercase.

Complete the introduction to your text, using any skills you have been reminded to use. Have you used both upper and lower case in your typing?

Save your work.

✗   an introduction to the bronze age

✓   An Introduction to the Bronze Age

Let's Share Ideas

Review your writing with a partner and make improvements.

Tell your partner what is good about their work.

Make some suggestions for improvements.

Watch carefully how they edit their work.

Are they using the skills they have learnt?
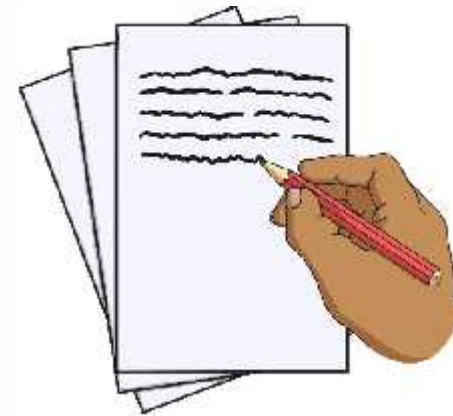
How Have We Done?

Let's have a look at some of your work.

Can we make any improvements?

How would you centre a title?

An IAtrodutibuctioo nthteo BhoenBeoAge Age

Copper is a soft metal. When it is melted and added to tin, the result is much harder and more durable than copper or stone. It is called bronze.

Aim

- I can change the case of text.

Success Criteria

- I can use two hands for typing.
- I can keep typing at the end of a line.
- I can save work in my folder.
- I can use <shift>, <CAPS LOCK> and <space> correctly.
- I can edit using <backspace>, <delete>, the arrow keys, undo and redo.
- I can select and format text.
- I can use the change case button.

Word Processing Skills | Change Case

I can change the case of text.		
I can use two hands for typing.		
I can keep typing at the end of a line.		
I can save work in my folder.		
I can use <shift>, <Caps Lock> and <space> correctly.		
I can edit using <backspace>, <delete>, the arrow keys, undo and redo.		
I can select and format text.		
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Word Processing Skills | Change Case

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Word Processing Skills | Change Case

I can change the case of text.		
I can use two hands for typing.		
I can keep typing at the end of a line.		
I can save work in my folder.		
I can use <shift>, <Caps Lock> and <space> correctly.		
I can edit using <backspace>, <delete>, the arrow keys, undo and redo.		
I can select and format text.		
I can use the change case button.		

Word Processing Skills | Change Case

I can change the case of text.		
I can use two hands for typing.		
I can keep typing at the end of a line.		
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I can use <shift>, <Caps Lock> and <space> correctly.		
I can edit using <backspace>, <delete>, the arrow keys, undo and redo.		
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Word Processing Skills | Change Case

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Word Processing Skills | Change Case

I can change the case of text.		
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Word Processing Skills | Change Case

I can change the case of text.		
I can use two hands for typing.		
I can keep typing at the end of a line.		
I can save work in my folder.		
I can use <shift>, <Caps Lock> and <space> correctly.		
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Word Processing Skills | Change Case

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I can edit using <backspace>, <delete>, the arrow keys, undo and redo.		
I can select and format text.		
I can use the change case button.		

Word Processing Skills:
Align Text

Aim:
Select, use and combine a variety of software (*including internet services*) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on the specific typing and layout skills.

I can align text.

Success Criteria:
I can use the menu buttons.

I can align text left, centre, right or justified.

I can use the Show all characters button to see where space and return are used.

Key/New Words:
Menu buttons, align text, left, right, centre, justified, show all characters.

Resources:
Lesson Pack

Desktop computers or laptops

Word processor

A visualiser or webcam to show the keyboard on screen.

Preparation:
Prepare the children for writing about their topic or a particular writing genre.

Prior Learning: Children will have experience in typing, mouse and basic word processing skills.

Learning Sequence

Can you Centre? Ask the children to open their text from the last lesson and try to centre the text without using the space bar. Observe whether how the children try to centre the title and if any use the align text method.

Align Text: Remind children of the menu buttons they have used before for formatting text. Show the children the align text buttons, demonstrating how they alter text, and that they often work for the whole paragraph.

Show All Characters: Also explain how the 'show all characters' button (¶) can help understand how a text has been typed by showing where the space bar and return have been used.

Let's Get Aligned: The children should centre their titles using the centre text button. Continue with their text. Ask the children to add subtitles, which should be formatted using bold or underline. Have the children save their work.

Are We Aligned: Ask the children to work in pairs to edit and improve their texts.

Let's Have a Look: Give the children a few minutes to walk round and look at each other's texts on screen. Share some of the children's introductions. Have the children formatted their title and subtitles effectively? Further edit and improve if necessary. Ask the children how they would make bullet points.

Taskit
Alignit: Use the **Align-it Activity File** texts and ask the children to re-align the texts.
Challengeit: Use the **Challenge Cards** for extension activities.

Computing

Word Processing Skills

Align Text **Align Text** Align Text

Aim

- I can align text.

Success Criteria

- I can use the menu buttons.

- I can align text left, centre, right or justified.

- I can use the Show all characters button to see where space and return are used.

Can You Centre?

Can you centre your title on the page.

You mustn't use the space bar!

When you've found out how to centre your title carry on with your text.

An Introduction to the Bronze Age

Copper is a soft metal. When it is melted and added to tin, the result is much harder and more durable than copper or stone. It is called bronze.

Align Text

You can align text using the alignment buttons:

Text to the left (main body or writing).

Text to the right (address in a letter).

Centre text (for titles).

Justifies (line down the right and left like a book).

If you used the space bar to centre, you will need to delete the spaces.

Show All Characters

The 'show all characters' button shows all the non-printable characters:

It's especially helpful for seeing where *space* and *return* have been used.

Can you see which symbols are used for space and return?
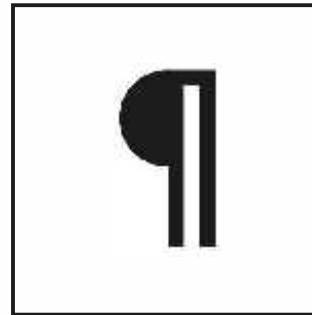
You can see that the title for this text was centred using the space bar because there are lots of dots before the title. Can you also see what has been used at the end of the second line?

Let's Get Aligned!

Centre and format your title (removing any spaces first!)

Add a subtitle for the introduction, format using **B** *I* or U

Write the next paragraph including a subtitle.

Save your work.

B *I* U
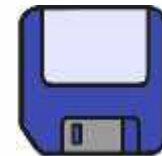
An Introduction to the Bronze Age

<u>Why Bronze?</u>
Copper is a soft metal. When it is melted and added to tin, the result is much harder and more durable than copper or stone. It is called bronze.

Are We Aligned?

Review your writing with a partner and make improvements.

Look for what is good.

Suggest improvements.

Only the author is to make changes.

An Introduction to the Bronze Age

<u>Why Bronze?</u>
Copper is a soft metal. When it is melted and added to tin, the result is much harder and more durable than copper or I stone. It is called bronze.

Let's Have a Look

Let's review at some of your work.

Has the text been aligned properly?

Did anyone have to remove lots of spaces?

What improvements did anyone make?

And for next week...

How would you add some bullet points?

Aim

- I can align text.

Success Criteria

- I can use the menu buttons.

- I can align text left, centre, right or justified.

- I can use the Show all characters button to see where space and return are used.
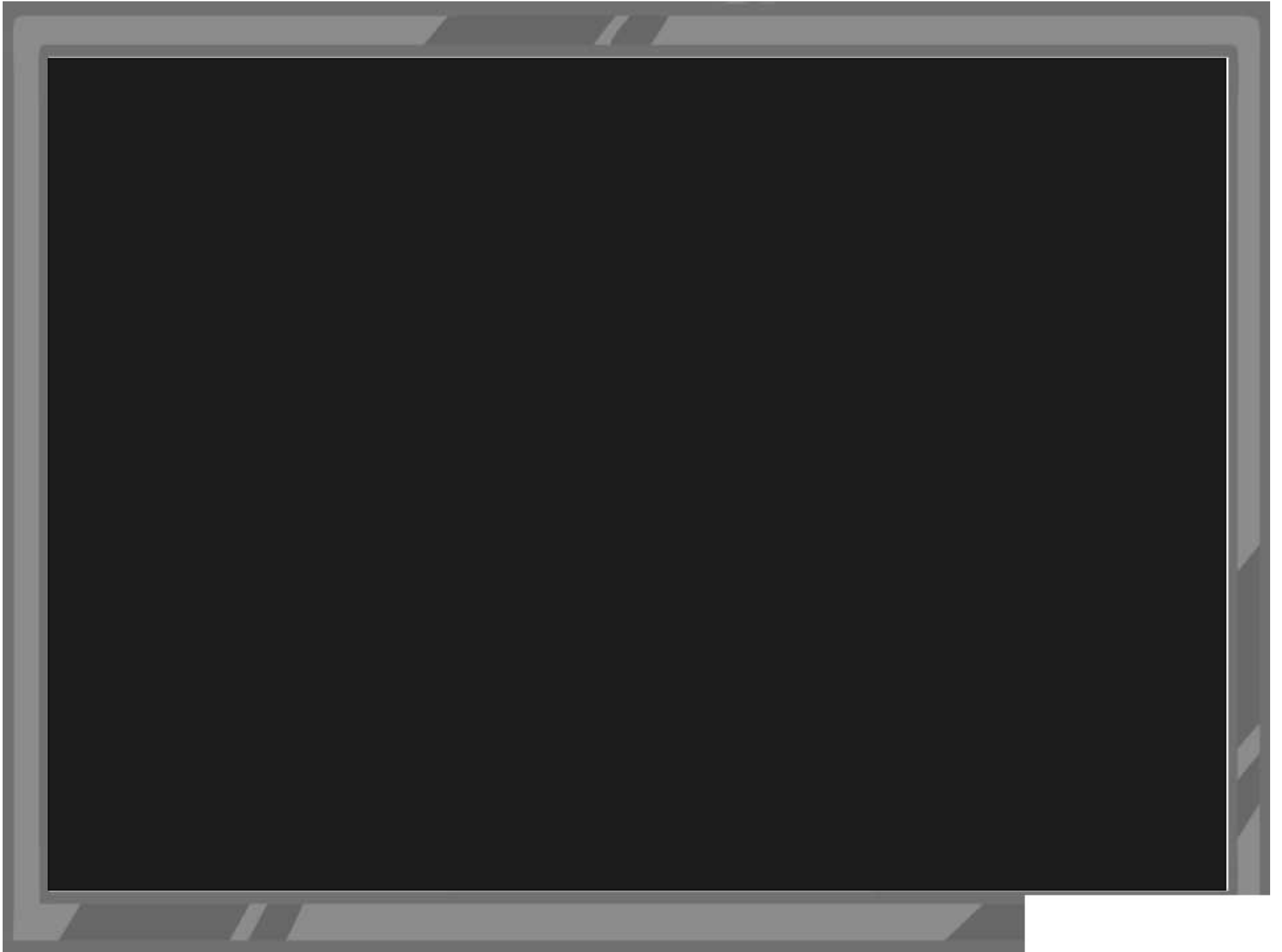
Monday 3rd November 2014

British Museum
Great Russell Street
WC1B 3DG

Dear Sir/ Madam,

What a fantastic day we had at your museum! I loved it. I especially enjoyed the cosmetic box in the shape of a duck. I have a make-up box with a duck pattern, but it's not quite as lovely!

I hope I will be able to visit your museum again one day, although it is a long way from Sheffield.

Yours faithfully,

Tessa

Title

You can see that the title for this text was centred using the space bar because when you highlight the text the space before the word 'Title' is highlighted too.
Can you also see what has been used at the end of the second sentence?

Word Processing Skills | Align Text

I can align text.		
I can use the menu buttons.		
I can align text left, centre, right or justified.		
I can use the Show all characters button to see where space and return are used.		

Word Processing Skills | Align Text

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Word Processing Skills | Align Text

I can align text.		
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I can align text left, centre, right or justified.		
I can use the Show all characters button to see where space and return are used.		

Word Processing Skills:
Bullets and Numbering

Aim: Select, use and combine a variety of software (*including internet services*) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on specific typing and layout skills. I can use bullets and numbering.	**Success Criteria:** I can use the menu buttons for bullets and numbering. I can choose the format of bullet points.	**Resources:** **Lesson Pack** Desktop computers or laptops Word processor A visualiser or webcam to show the keyboard on screen.
	Key/New Words: Menu buttons, bullet point, numbered point, indent, ruler.	**Preparation:** Prepare the children for writing a set of bullets or numbered points about their topic or a particular writing genre. Seeing some models in information books would be useful.

Prior Learning: It will be helpful if children will have experience in typing, mouse and basic word processing skills.

Learning Sequence

	A List of Facts: Ask the children to open a blank document and see if they can write some facts about their topics as a set of bullet points.	
	Bullets and Numbering: Demonstrate how to insert bullet points or numbering using the buttons on the toolbar, including how to change the format of the bullets. Point out that it is possible to make a number of alterations to the formatting of bullets and numbering, but this can get messy, and may be better left alone at this stage.	
	Let's Bullet Some Facts: Ask the children to open their document from the previous lessons and either copy their bullets from the opening activity, or create some new ones. Children can continue their text after they have finished their bullet points.	
	Let's Have a Look: Allow the children some time to look at each other's work. Then choose one or two to look at as a class. Focusing on the bullet points, how might they be improved?	
	Let's Edit Together: Ask the children to work in pairs to edit and improve their information texts.	
	For Next Time: Finally ask the children if they could cut and paste some text using the keyboard.	

Task*it*
    Instruct*it*: Use bullets points or numbering to write a set of instructions.
    Challenge*it*: Use the **Challenge Cards** for extension activities.
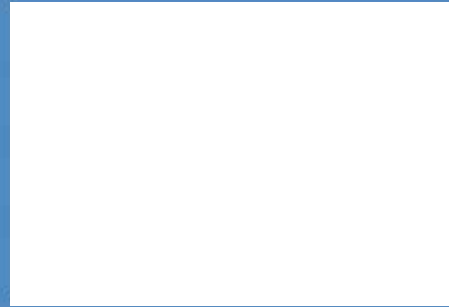
Computing

Word Processing Skills

Bullets and Numbering

- Bullet point 1   1. Number point 1
- Bullet point 2   2. Number point 2
- Bullet point 3   3. Number point 3

Aim

- I can use bullets and numbering.

Success Criteria

- I can use the menu buttons for bullets and numbering.
- I can choose the format of bullet points.

A List of Facts

In this lesson you learn how to include bullet points or numbered points in your writing.

- Begin by opening a blank document.

- Can you find out how to write bullets and numbered points?

- Write some facts that accompany the information text you are working on.

Bronze Age Facts

- Bronze is a mixture of copper and tin.

- Bronze alloy is harder than copper or tin.

- People could make more tools and weapons with bronze.

- The wheel was invented in the Bronze Age.

Bullets and Numbering

Use the bullet or numbering buttons to turn text into bullet points or numbered points.

The bullet point button

The numbering button

Click on the little down arrow for more options. (Take care with the options as it's very easy for things to get messy.)
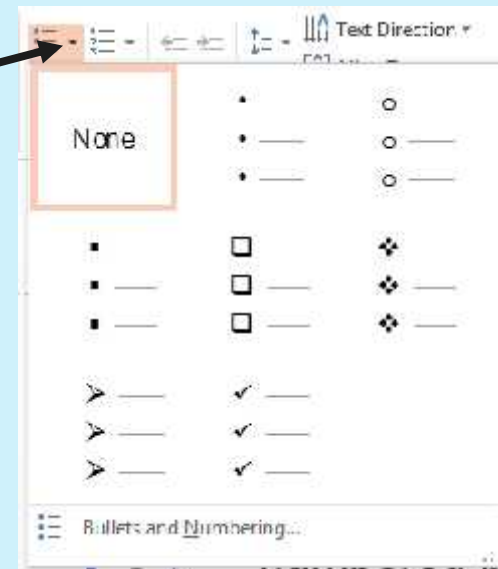
Let's Bullet Some Facts

Open your information text. Copy any bullets or numbered points you have started into your text. Continue with your bullets or numbered points and add to your writing.

Bronze Age Facts

- Bronze is a mixture of copper and tin.
- Bronze alloy is harder than copper or tin.
- People could make more tools and weapons with bronze.
- The wheel was invented in the Bronze Age

Let's Have a Look!

Save your work and leave it on screen.

Have a look at each other's work. How have bullets been used?

What did you notice?

Bullet Points
- 1st bullet point
- 2nd bullet point
- 3rd bullet point
- 4th bullet point
- 5th bullet point
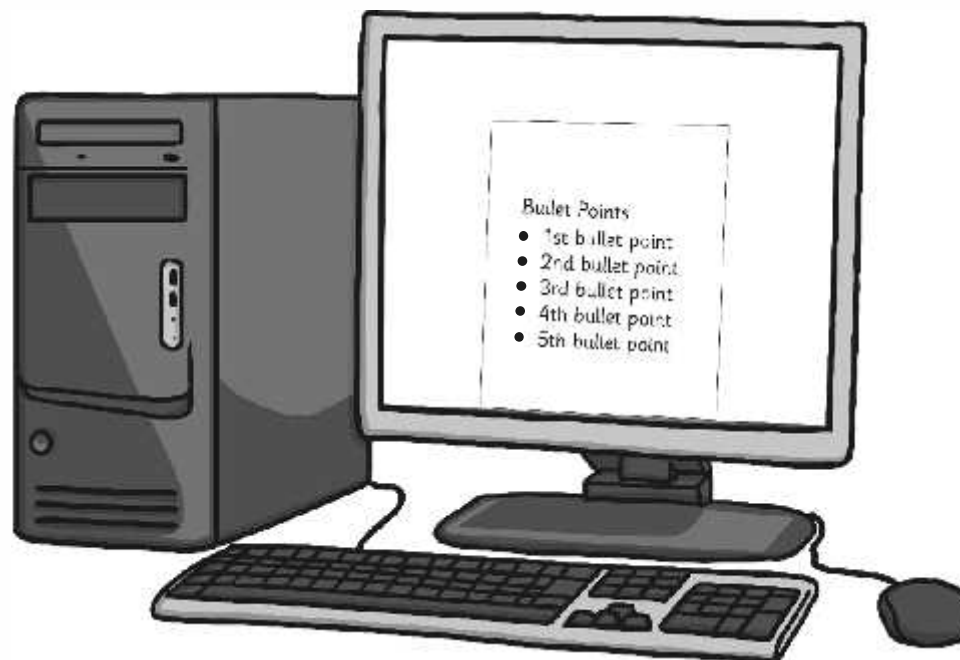
Let's Edit Together

Work in pairs to edit and improve your document.

Remember to look for good things as well as improvements.

If you had to move a sentence from one part of your writing to another, how could you do it using the keyboard?

Aim

- I can use bullets and numbering.

Success Criteria

- I can use the menu buttons for bullets and numbering.

- I can choose the format of bullet points.

Word Processing Skills | Bullets and Numbering

I can use bullets and numbering.		
I can use the menu buttons for bullets and numbering.		
I can choose the format of bullet points.		

Word Processing Skills | Bullets and Numbering

I can use bullets and numbering.		
I can use the menu buttons for bullets and numbering.		
I can choose the format of bullet points.		

Word Processing Skills | Bullets and Numbering

I can use bullets and numbering.		
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Word Processing Skills | Bullets and Numbering

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Word Processing Skills | Bullets and Numbering

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Word Processing Skills | Bullets and Numbering

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Word Processing Skills | Bullets and Numbering

I can use bullets and numbering.		
I can use the menu buttons for bullets and numbering.		
I can choose the format of bullet points.		

Word Processing Skills:
Advanced Select and Keyboard Shortcuts

Aim:	**Success Criteria:**	**Resources:**
Select, use and combine a variety of software (*including internet services*) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on specific typing and layout skills. I can use the <ctrl> key.	I can use the <ctrl> key to select several sections of text. I can use some of the main keyboard shortcuts.	**Lesson Pack** Desktop computers or laptops Word processor A visualiser or webcam to show the keyboard on screen.
	Key/New Words: Select, <ctrl> key, control key, keyboard, shortcut.	**Preparation:** Prepare the children for continuing their information text. Show the children some samples of how information texts use subtitles.

Prior Learning:	Children will have experience in typing, mouse and basic word processing skills.

Learning Sequence

	Format Your Subtitles: Ask the children to open their information texts and format their subtitles with the same format for each subtitle.	
	Advanced Select: Show the children how to select all the subtitles by holding down the <ctrl> key. Then format all the subtitles in the same way. Show the children how to select all the text and use the font size increase and decrease buttons.	
	Keyboard Shortcuts: Demonstrate the keyboard shortcuts. Most children will need 2 hands for them but as they grow they can just use one. Main shortcuts: <ctrl> + Z *undo* <ctrl> + X *cut* <ctrl> + C *copy* <ctrl> + V *paste* <ctrl> + A *select all* <ctrl> + S *save* <ctrl> + Y *redo* <ctrl> + B *bold* <ctrl> + I *italics* <ctrl> + U *underline*	
	Let's Take a Shortcut: Ask the children to reformat all their subtitles to the same format. They also select all and change the size of all the text using the increase and decrease size buttons. When the children have several main body paragraphs, can they select one and use the keyboard shortcuts to cut and paste into a different order?	
	What Can You Say? Give the children time to review each other's work in pairs. What works well and what could be improved? Expect every child to be able to comment to the whole class on their partner's work.	
	What Can We Say? Choose or randomly select one child's work, and ask the partner to comment on the work. What was good and what could be improved?	

Computing

Word Processing Skills

Advanced Select & Keyboard Shortcuts

Aim

- I can use the <ctrl> key.

Success Criteria

- I can use the <ctrl> key to select several sections of text.
- I can use some of the main keyboard shortcuts.

Format Your Subtitles

Change the format of your subtitles to different font styles and sizes (using **B** *I* <u>U</u> as well if you wish). If you haven't got any subheadings you can add some in.

Bronze Age Facts

<u>Bronze</u>

- Bronze is a mixture of copper and tin.

- Bronze alloy is harder than copper or tin.

- People could make more tools and weapons with bronze.

<u>The Wheel</u>

- The wheel was invented in the Bronze Age.

Advanced Select

You can select several sections of text at once by holding down the <ctrl> key after making your first selection.
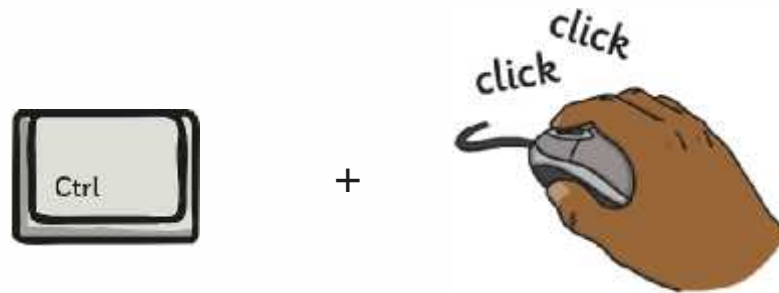
Ctrl + click click click

An Introduction to the Bronze Age

Copper is a soft metal. When it is melted and added to tin, the result is much harder and more durable than copper or stone. It is called bronze.

Keyboard Shortcuts

Many of the common features we want to use with word processors or computing generally have keyboard shortcuts. Try to use one hand if you can, but many will need 2 hands until you get a bit older!

Undo
<ctrl> + z

Cut
<ctrl> + x

Copy
<ctrl> + c

Paste
<ctrl> + v
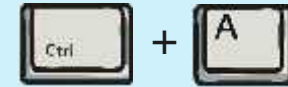
Select All
<ctrl> + a

Save
<ctrl> + s

Redo
<ctrl> + y

Bold
<ctrl> + b

Italics
<ctrl> + i

Underline
<ctrl> + u

Let's Take a Shortcut

Use <ctrl> to select all your subheadings and format them with the same font and size.

Can you use the keyboard shortcuts to cut and paste one paragraph of text to a different area in your writing? Continue with your writing and use the <ctrl> + s to save your file every few minutes.

An Introduction to the Bronze Age

Copper is a soft metal. When it is melted and added to tin, the result is much harder and more durable than copper or stone. It is called bronze.

What Can You Say?

Finish by working with a partner to evaluate your partner's writing.

What works well? What could be improved?

Be prepared to say something about the work.

What Can We Say?

Let's have a look at some of your work.

What can you say about your partner's work?

And for next time…

If you wanted to put your bullet point facts into a different area on your page, how would you do it?

Aim

- I can use the <ctrl> key.

Success Criteria

- I can use the <ctrl> key to select several sections of text.

- I can use some of the main keyboard shortcuts.

Word Processing Skills
Challenge Cards

EDIT

Password

Choose a song, rhyme, book, film or TV programme with a number of words. Use it to make a password.

Password

****

Use the Snipping Tool to make a poster to show a computer skill.

Press 'Print Screen', open Paint and paste the image into a new file. Can you crop the image?

Print
Scrn
SysRq

Use the Snipping Tool to make a poster to demonstrate a skill with an application you use.

Type the alphabet with 1 hand and time how long it takes. Now try it with the other hand and see how long it takes.

Type the alphabet with 2 hands and time how long it takes. Now try it with the other hand and see how long it takes.

Change the font size to 24. Type some sentences, but press <return> or <enter> at the end of each line. Change the font to 18. What happens? Try other font sizes.

Font size 24

Font size 18

Use Caps Lock to type a few sentences, then use the change case button to reformat the case of the text. Try using just lowercase. What happens at the beginning of sentences?

Caps Lock

Type a letter to a new friend introducing yourself. Use the align text buttons to align your address at the top right and other features on the left.

Type a short information text about an animal. Centre your title and subtitles using the align text buttons.

Animals
Animals can be separated into different classes. There are 6 basic classes...

Type a letter to an author of one of your favourite books, saying why you like the book. Use the align text buttons to align your address at the top right and other features on the left.

Type a short information text about a well-known person, such as a sport star, musician or singer. Centre your title and subtitles using the align text buttons.

Type a set of instructions for a favourite game. Use bullet points and or numbered points for the list of what is needed, and the instructions.

Type a set of instructions for a writing an information text. Use bullet points and or numbered points for the list of what is needed

- Bullet point 1
- Bullet point 2
- Bullet point 3

1. Number point 1
2. Number point 2
3. Number point 3

Type a set of instructions for a mathematical calculation. Use bullet points and or numbered points for the list of what is needed, and the instructions.

1.
2.
3.

Type a set of instructions for a scientific investigation you have done. Use bullet points and or numbered points for the list of what is needed and the instructions.

Type a paragraph of 4 or 5 sentences as a description of a character, using plenty of adjectives. Using shortcuts, select all the nouns and underline and select all the adjectives and change to italics.

U *I*

Type a list of topic words and explain their meaning. When you have completed your list, go back through and select all the topic words using <ctrl> and make bold.

B

Type a paragraph of 4 or 5 sentences as a description of a setting, using plenty of adverbs. Using shortcuts, select all the verbs and underline and select all the adverbs and change to italics.

Type a poem where every other line is repeated. When you've written the poem, select all the repeating lines and change to italics. (Don't forget <ctrl>.)

I

Paint a picture of a face and save. Insert the picture into a word processor and make a wanted poster. Think where you will need text boxes to layout the text.

Choose an image associated with your class topic. Copy the image to a word processor and write about the picture. Do you need to use text boxes? How will you format the image?

Text box

Text box

Choose a photo from an activity your class has done and insert into a word processor. Create a caption for the photograph. How will you use text boxes and wrap text to layout your work?

Text here text here text here text here text here text here text here text here text here
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text here text here text here **Wrap Text** text here text here text here
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Paint a picture associated with your topic. Save the picture and insert into a word processor. Write a news article to go with the picture. Use text boxes and wrap text where necessary.

Ctrl + Z	**undo**
Ctrl + C	**copy**
Ctrl + V	**paste**

Ctrl + X	**cut**
Ctrl + A	**select all**
Ctrl + S	**save**

Ctrl + B	**B** bold
Ctrl + I	*I* italics
Ctrl + U	U underline

Word Processing Skills | Advanced Select and Keyboard Shortcuts

I can use the <ctrl> key.		
I can use the <ctrl> key to select several sections of text.		
I can use some of the main keyboard shortcuts.		

Word Processing Skills | Advanced Select and Keyboard Shortcuts

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An Introduction to the Bronze Age

Why Bronze?

Copper is a soft metal. When it is melted and added to tin, the result is much harder and more durable than copper or stone. It is called bronze.

Prehistoric Times

There is a large period of time for which we have no written records. We call this 'prehistory'. Starting from evidence of the first early humans, it is split into three sections. The Bronze Age in Britain lasted around 1500 years.

Bronze Age Facts
- Bronze is a mixture of copper and tin.
- Bronze alloy is harder than copper or tin.
- People could make more tools and weapons with bronze.
- The wheel was invented in the Bronze Age.

Why the Bronze Age?

Just like the Stone Age was so called because early humans made tools from stone, the Bronze Age was called the Bronze Age because humans started making tools from… Bronze!

All typing using 2 hands, one space and only pressing return at end of paragraph. Capitals and symbols written using Shift key.

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Word Processing Skills:
Advanced Select and Keyboard Shortcuts

Aim:	**Success Criteria:**	**Resources:**
Select, use and combine a variety of software *(including internet services)* on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on specific typing and layout skills. I can insert and format text boxes.	I can insert a text box. I can format a text box. I can format how a text box is laid out on the page. **Key/New Words:** Text box, format, wrap text, square.	**Lesson Pack** Desktop computers or laptops Word processor A visualiser or webcam to show the keyboard on screen. **Preparation:** Prepare the children for completing their information text.

Prior Learning:	Children will have experience in typing, mouse and basic word processing skills

Learning Sequence

	Can You Move Your Bullets? Ask the children if they could think how to move the bullet points to another area of the page, like sometimes it can be seen in an information book. Give the children an opportunity to try.	
	Use a Text Box: Demonstrate how to create text boxes. Show the children how to copy their bullet points into the text box and how to format the text. Explain that in this case you copy the text in case there are any problems and then will delete the bullets from the main body text. Show the children how to set the position of the text box and images and explain "Square" is often the option that they want to use. Let the children to experiment with the different ways in which the text box can be made to fit in with the main body of their text. Demonstrate formatting the text box so that it has a different background colour to the rest of the text.	
	Create a Text Box: Children to create a text box and copy the bullets or numbering into the text box and then position the box. Children then complete the work, adding any images as necessary. Give the children time to share their work for editing with a partner. Remind the children of print options and allow children to print their work for display and one to be annotated with the skills used.	
	Annotate It: Demonstrate how to annotate their printed file on the IWB, either by using the sample on the PowerPoint or using one of the children's work as an example using a visualiser.	
	Let's Annotate: The children work in pairs to annotate their printed document. (*This can be done away from the computers.*)	
	Let's Have a Look: Children to look around at each other's annotated documents. Choose one or two annotated documents to evaluate as a class. Have the children identified the skills they have used to create the document?	

Task*it*
Challenge*it:* Use the **Challenge Cards** for extension activities.

Computing

Word Processing Skills

Regent Studies | www.regentstudies.com
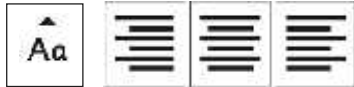
Text Boxes & Wrap Text

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Aim

- I can insert and format text boxes.

Success Criteria

- I can insert a text box.

- I can format a text box.

- I can format how a text box is laid out on the page.

Can You Move Your Bullets?

At the end of the last lesson you were asked how you could move the bullet or numbered points in your information text, to another area of your document.

Have a go, using the bronze age facts document…

Bronze Age Facts

- Bronze is a mixture of copper and tin.

- Bronze alloy is harder than copper or tin.

- People could make more tools and weapons with bronze.

- The wheel was invented in the Bronze Age.

Use a Text Box

If you want text to be on a different part of a page, then a text box can help to do that. You may have used text boxes when learning presentation skills and desktop publishing skills.

Text boxes are a feature of desktop publishing, but are also available in some word processors.

Using the Wrap Text button, you can set the way the text box appears. It can help avoid text from overlapping or hiding behind an image. You will be asked to create a text box and copy your bullets into the text box. Copying means you won't lose the original work, but you can delete the original if the bullets work in the text box.
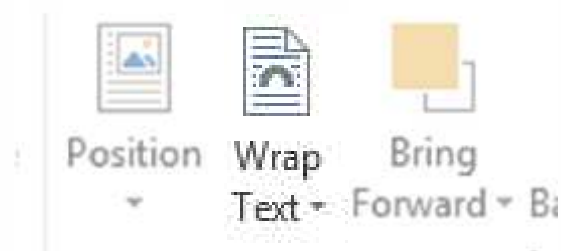
Create a Text Box
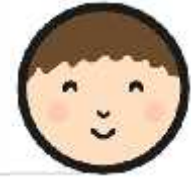
Create a text box and copy your bullets or numbering into the text box. Continue with your writing, concentrating on finishing any text and getting the layout correct.

Work with a partner to review your writing.

Finish by printing your work:

- a copy for annotation
- a copy for display
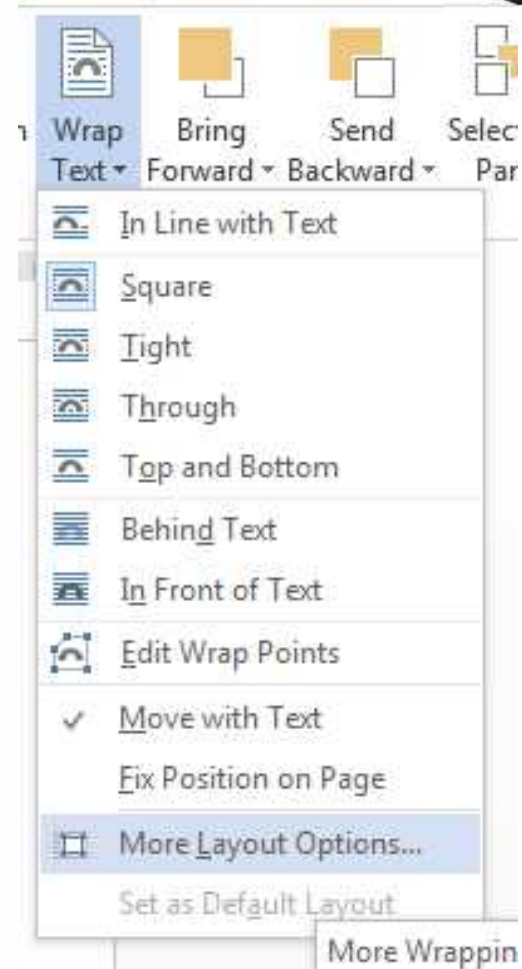
Annotate It

An Introduction to the Bronze Age

Why Bronze?

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Prehistoric Times

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Why the Bronze Age?

Just like the Stone Age was so called because early humans made tools from stone, the Bronze Age was called the Bronze Age because humans started making tools from.... Bronze!

Here is an example text which will be annotated to demonstrate the skills used to complete it.

You will work with a partner to annotate your own text.

Annotate it

Here is an example text showing typed annotations:

Subheadings all selected using ctrl and click to the left of the line, formatted using ctrl + i, for italics.

Paragraphs swapped using ctrl + x and ctrl + v, to cut and paste.

Image inserted using the Insert Picture button and navigating to the correct folder.

Image formatted using the Square formatting in Wrap Text and resizing using a corner point.

An Introduction to the Bronze Age

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Title centred using ctrl + e, bold using ctrl + b, and font size increased using buttons.

Text box added using the Text Box button.

Facts copied and pasted from separate document using ctrl + and ctrl + v.

All typing using 2 hands, one space and only pressing return at end of paragraph. Capitals and symbols written using Shift key.

Bullets created using the bullet point button.

Annotate It

Here is an example text showing hand written annotations:

Let's Annotate

Working together, annotate your documents. Concentrate on the skills you have used, and how you have used them.

Let's Have a Look

Whole Class

Look round at each other's annotated documents. How well have others explained the skills they have used? How could they be improved? Choose one or two to look at as a class.

Aim

- I can insert and format text boxes.

Success Criteria

- I can insert a text box.
- I can format a text box.
- I can format how a text box is laid out on the page.

Word Processing Skills | Text Boxes and Wrap Text

I can insert and format text boxes.		
I can insert a text box.		
I can format a text box.		
I can format how text boxes are laid out.		

Word Processing Skills | Text Boxes and Wrap Text

I can insert and format text boxes.		
I can insert a text box.		
I can format a text box.		
I can format how text boxes are laid out.		

Word Processing Skills | Text Boxes and Wrap Text

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Word Processing Skills | Text Boxes and Wrap Text

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Word Processing Skills | Text Boxes and Wrap Text

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Word Processing Skills | Text Boxes and Wrap Text

I can insert and format text boxes.		
I can insert a text box.		
I can format a text box.		
I can format how text boxes are laid out.		

Word Processing Skills

Introduction

This is the third word processing unit, following the units in Years 1 and 2, aimed at teaching basic word-processing skills to children. In this unit, children will learn to use various features for formatting text. The Lesson Pack contains six Lesson Plans, each with their own Lesson Presentation, alongside a home learning task, challenge cards, posters and help cards. The first lesson, which is intended to be used at the start of the school year, focuses on some important computer skills and introduces children to screenshots and the Snipping Tool, and secure use of passwords.

Health & Safety

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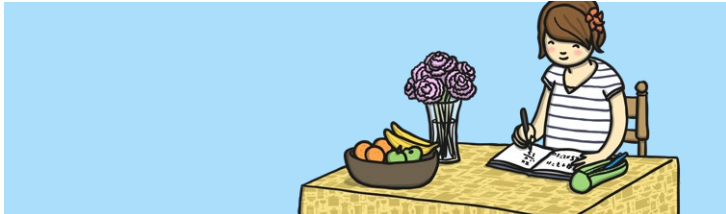
Home Learning

Passwords and Screenshots: Children will further their skills by using the passwords and screenshots activity sheet. By talking to family, they will learn various different techniques to create a secure password. As an extension, they will then create a presentation using learnt computing skills to show how they can complete certain activities using representative screenshots.

Word Processing Skills: Looking at shortcuts in particular, children will reinforce their learning by using as many shortcuts as possible for a set task. The suggested task is to type up a family favourite recipe using as many shortcuts as possible for reinforced learning.

Assessment Statements

By the end of this unit...

...all children should be able to:
- Use undo and redo.
- Make text bold, italic or underline.
- Select text in different ways.
- Change case.
- Align text.

...most children will be able to:
- Select single words.
- Cut, copy and paste text.
- Format the font.
- Insert images.
- Copy a screenshot into another application.
- Use a secure password.
- Use <ctrl> keyboard shortcuts.

...some children will be able to:
- Select text in different ways.
- Format images.
- Use an effective layout.
- Use the Snipping Tool.
- Use bullets and numbering effectively.
- Insert and format text boxes effectively.

Lesson Breakdown

	Resources
1. Screenshots and Passwords Use technology safely, respectfully and responsibly. Children will revise basic computer skills from the previous units and learn to use effective passwords and take screenshots. • I can use basic computer skills.	• Desktop computers or laptops
2. Change Case Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on the specific typing and layout skills. • I can change the case of text.	• Desktop computers or laptops • Word processor • A visualiser or webcam to show the keyboard on screen.
3. Align Text Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on the specific layout skills. • I can align text.	• Desktop computers or laptops • Word processor • A visualiser or webcam to show the keyboard on screen.
4. Bullets and Numbering Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on the specific typing and layout skills. • I can use bullets and numbering.	• Desktop computers or laptops • Word processor • A visualiser or webcam to show the keyboard on screen.
5. Advanced Select and Keyboard Shortcuts Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on the specific typing and layout skills. • I can use the <ctrl> key.	• Desktop computers or laptops • Word processor • A visualiser or webcam to show the keyboard on screen.
6. Using Text Boxes and Text Wrap select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on the specific typing and layout skills. • I can insert and format text boxes.	• Desktop computers or laptops • Word processor • A visualiser or webcam to show the keyboard on screen.