













Word Processing Skills:

Align Text

| | | |
|---|---|--|
| <p>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.</p> <p>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.</p> <p>I can align text.</p> | <p>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.</p> | <p>Resources: Lesson Pack Desktop computers or laptops Word processor A visualiser or webcam to show the keyboard on screen.</p> |
| | <p>Key/New Words: Menu buttons, align text, left, right, centre, justified, show all characters.</p> | <p>Preparation: Prepare the children for writing about their topic or a particular writing genre.</p> |

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

Learning Sequence

| | | |
|--|--|---|
|  | <p>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.</p> |  |
|  | <p>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.</p> |  |
|  | <p>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.</p> |  |
|  | <p>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.</p> |  |
|  | <p>Are We Aligned: Ask the children to work in pairs to edit and improve their texts.</p> |  |
|  | <p>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.</p> |  |

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

Computing | Year 3 | Word Processing Skills | Align Text | Lesson 3



Align Text



Align Text



Align Text



Aim

- I can align text.

Success Criteria

- I can use the menu buttons.
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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).

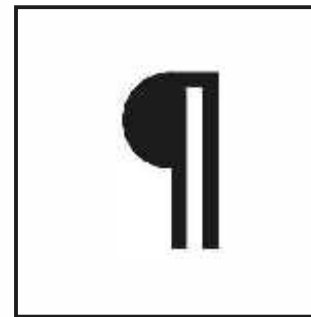
If you used the space bar to centre, you will need to delete the spaces.

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?



..... Title ¶

¶

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!



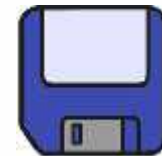
Centre and format your title (removing any spaces first!)

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

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.

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

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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? I

What improvements did anyone make?

And for next week...

How would you add some bullet points?



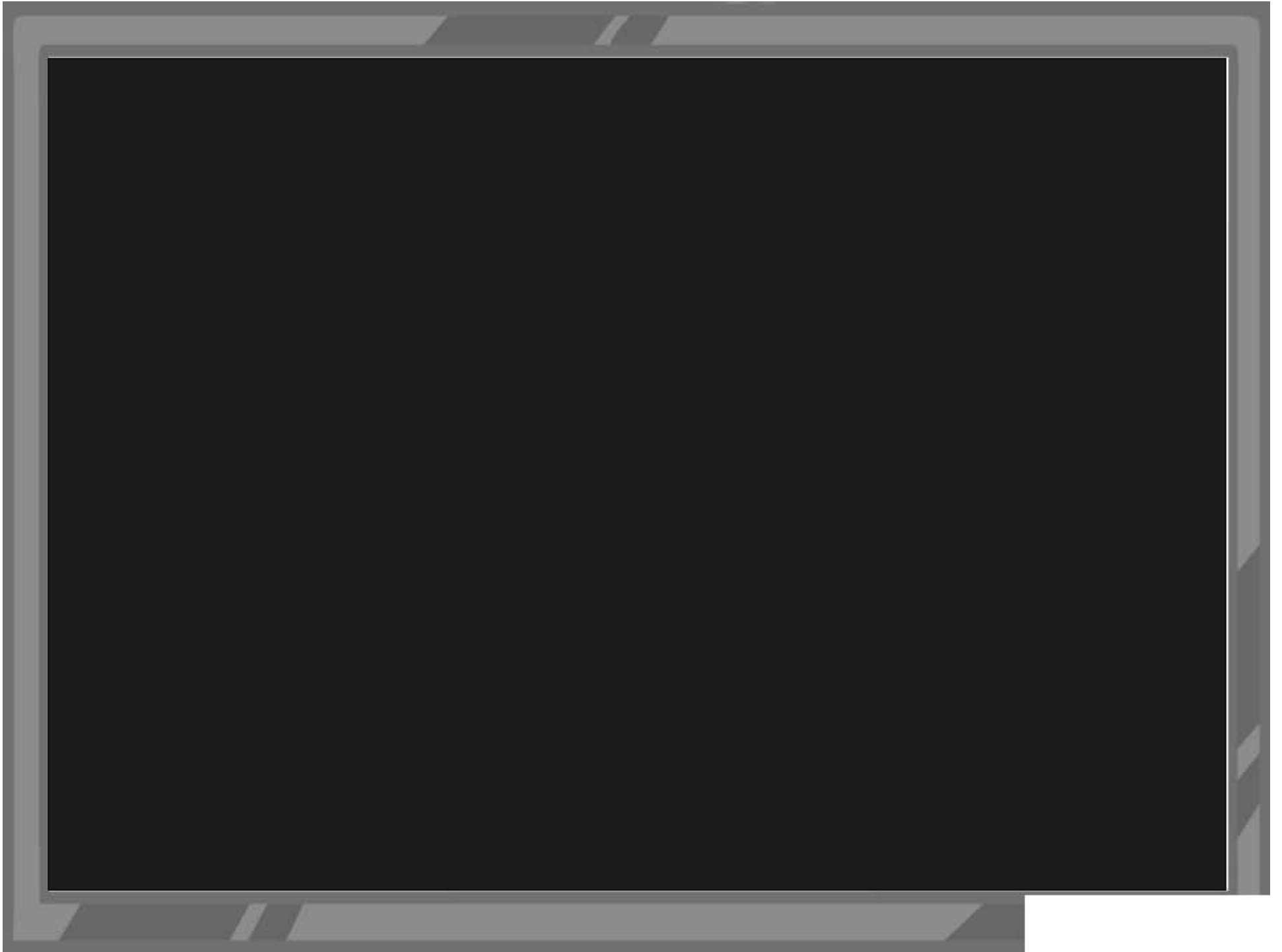
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Monday 3rd November 2014

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?

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