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.
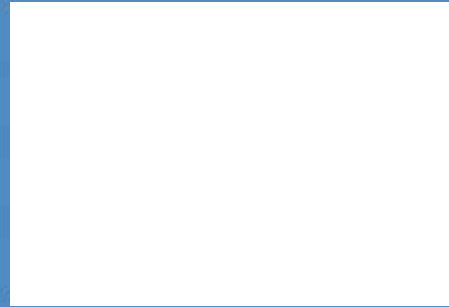
Computing

Word Processing Skills

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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.)

None

Bullets and Numbering...

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!

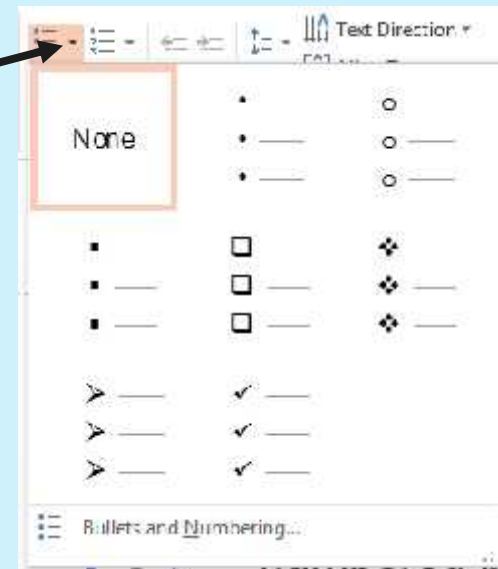Save your work and leave it on screen.

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
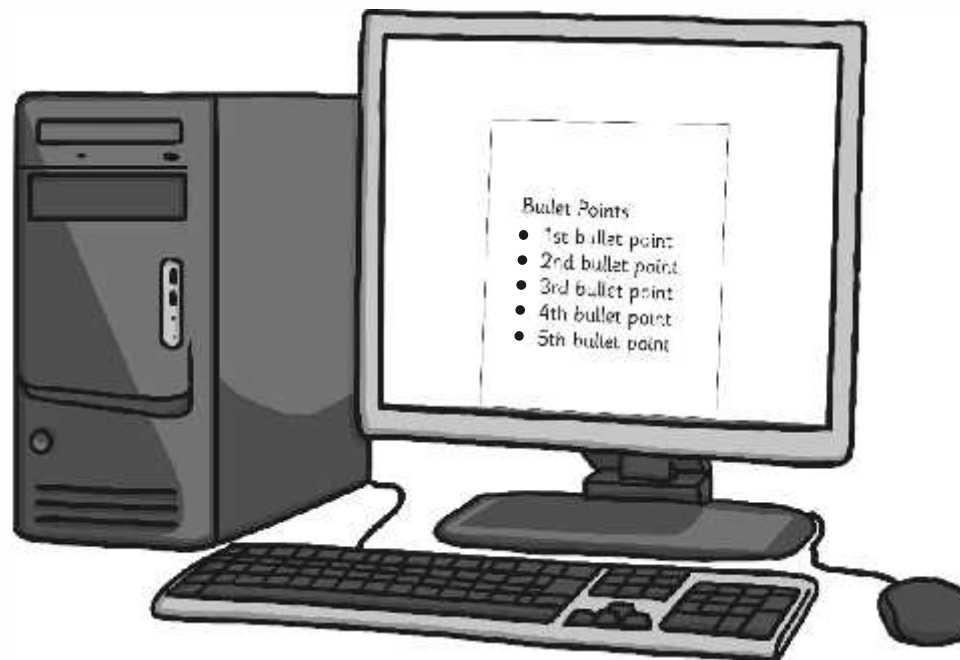
Let's Edit Together

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?

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