Word Processing Skills:
Advanced Select and Keyboard Shortcuts

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 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.	**Resources:** **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

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Format Your Subtitles

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

Bronze Age Facts

Bronze

- 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

- 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.
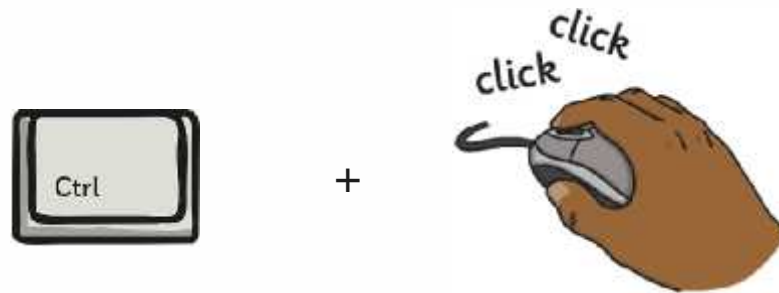
click
click
click

Ctrl +

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
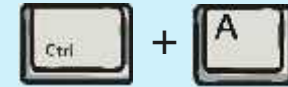
Select All
<ctrl> + a

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?

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Word Processing Skills
Challenge Cards
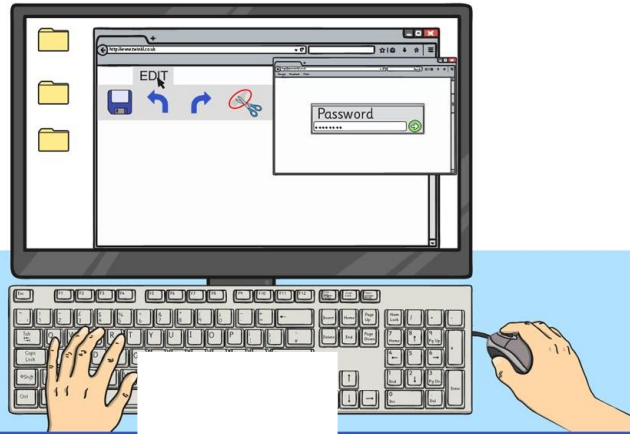
Word Processing Skills
Challenge Cards

Word Processing Skills
Challenge Cards
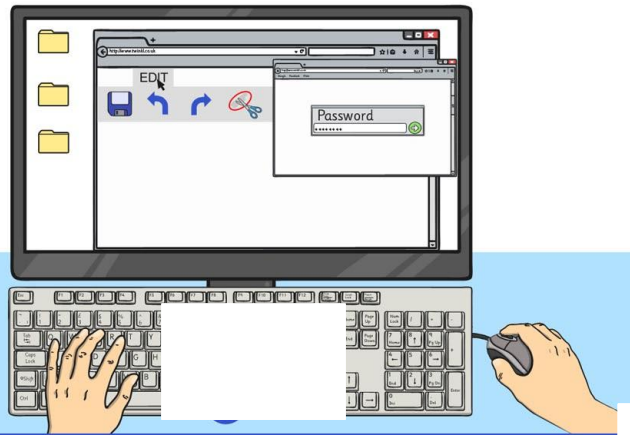
Word Processing Skills
Challenge Cards

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

Password

****
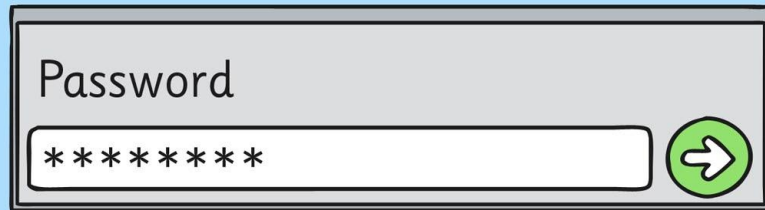
Use the Snipping Tool to make a poster to show a computer skill.
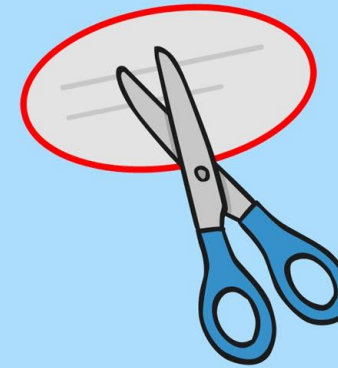
Press 'Print Screen', open Paint and paste the image into a new file. Can you crop the image?

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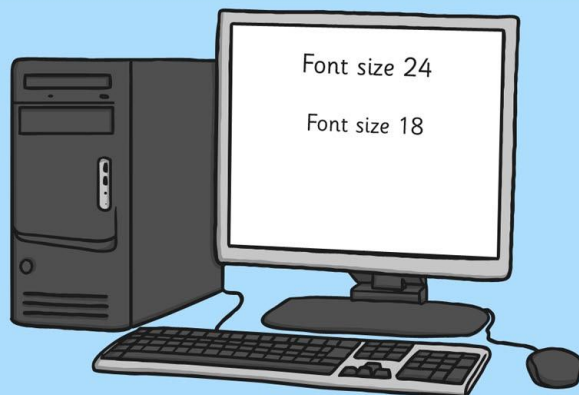
Use Caps Lock to type a few sentences, then use the change case button to reformat the case of the text. Try using just lowercase. What happens at the beginning of sentences?

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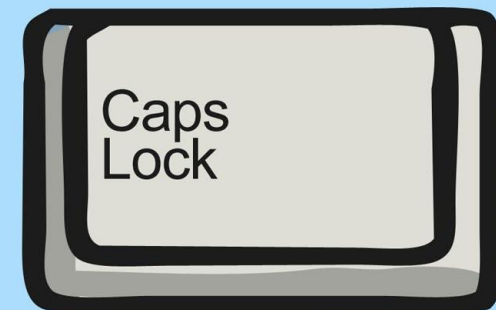
Type a letter to a new friend introducing yourself. Use the align text buttons to align your address at the top right and other features on the left.

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   1. Number point 1
- Bullet point 2   2. Number point 2
- Bullet point 3   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.
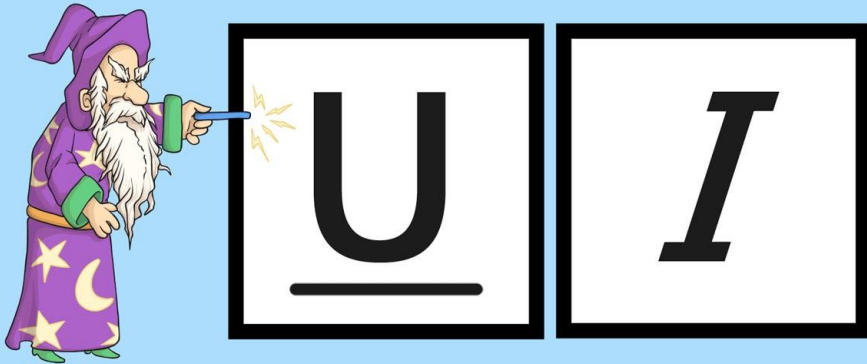
Type a list of topic words and explain their meaning. When you have completed your list, go back through and select all the topic words using <ctrl> and make bold.
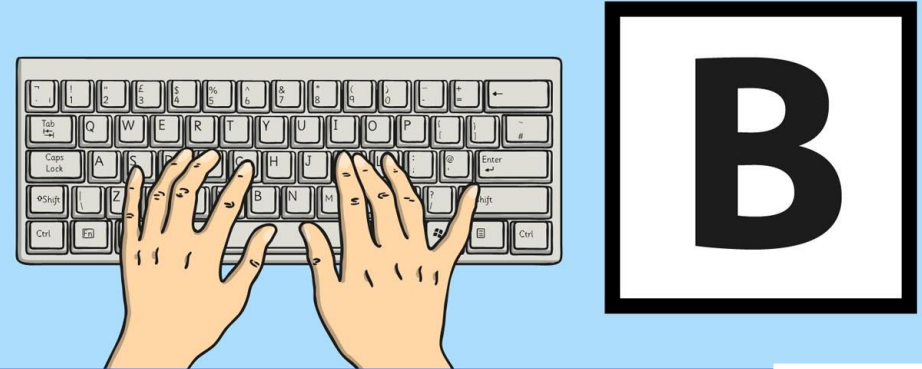
Type a paragraph of 4 or 5 sentences as a description of a setting, using plenty of adverbs. Using shortcuts, select all the verbs and underline and select all the adverbs and change to italics.

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?
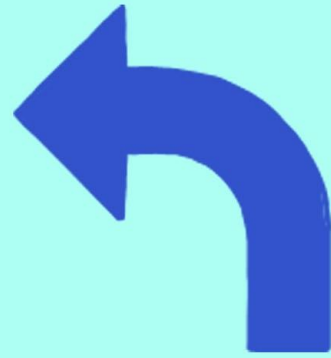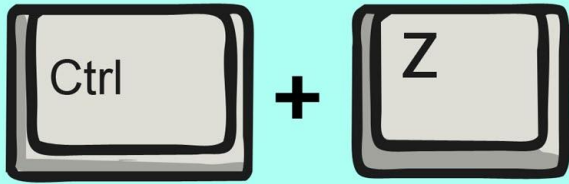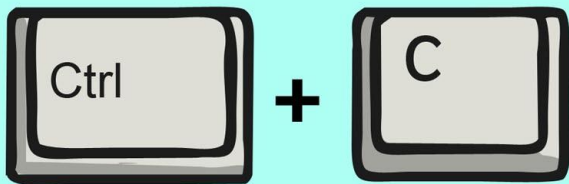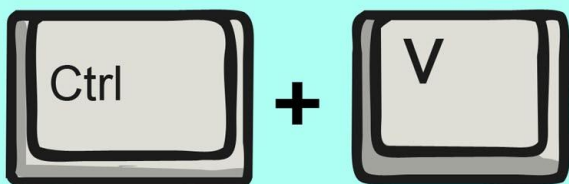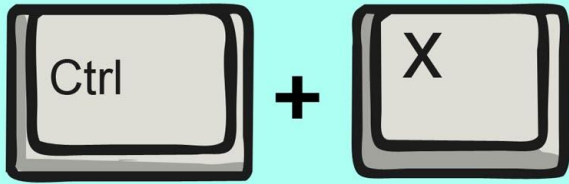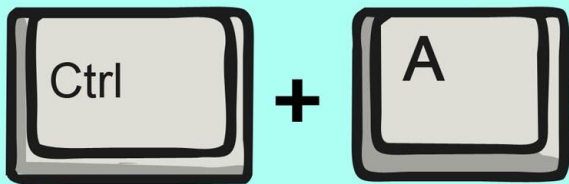
Text box   **Text box**

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?

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
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
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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.

NEWS

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

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