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

# 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.

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

Text box added using the Text Box button.

- 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.

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

## *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!

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.

Bullets created using the bullet point button.

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# Word Processing Skills:

## Advanced Select and Keyboard Shortcuts

<p><b>Aim:</b> 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 specific typing and layout skills.</p> <p>I can insert and format text boxes.</p>	<p><b>Success Criteria:</b> 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.</p>	<p><b>Resources:</b> <b>Lesson Pack</b> Desktop computers or laptops Word processor A visualiser or webcam to show the keyboard on screen.</p>
	<p><b>Key/New Words:</b> Text box, format, wrap text, square.</p>	<p><b>Preparation:</b> Prepare the children for completing their information text.</p>

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

### Learning Sequence

	<p><b>Can You Move Your Bullets?</b> 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.</p>	
	<p><b>Use a Text Box:</b> 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.</p>	
	<p><b>Create a Text Box:</b> 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.</p>	
	<p><b>Annotate It:</b> 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.</p>	
	<p><b>Let's Annotate:</b> The children work in pairs to annotate their printed document. (This can be done away from the computers.)</p>	
	<p><b>Let's Have a Look:</b> 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?</p>	

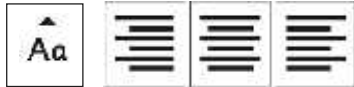
### Taskit

**Challengeit:** Use the **Challenge Cards** for extension activities.



# Computing

## Word Processing Skills



# Text Boxes & Wrap Text

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Wrap Text

# 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

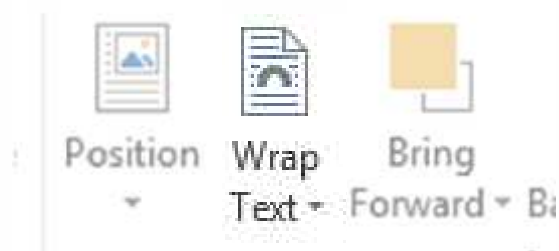
- Bronze is a mixture of copper and tin.
- Bronze alloy is harder than copper or tin.
- People could make more tools and weapons with bronze.
- The wheel was invented in the Bronze Age.

# 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

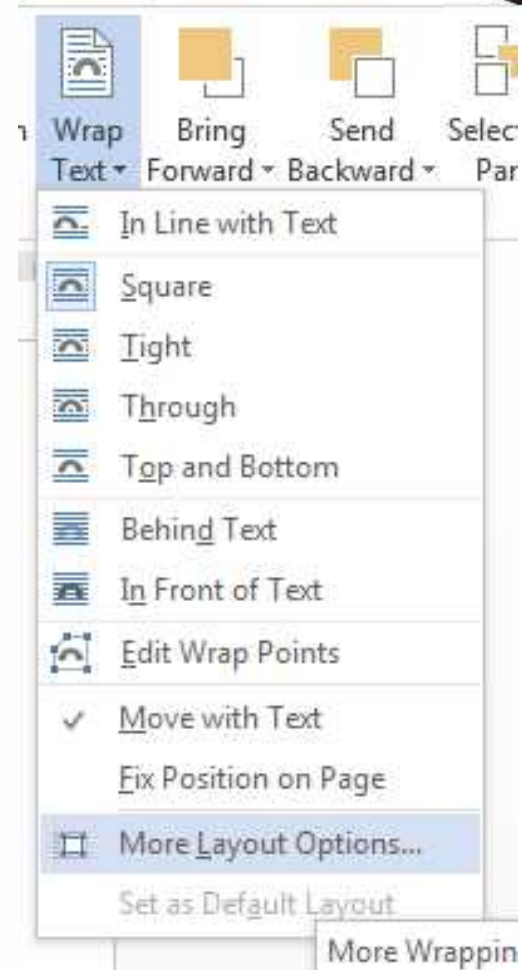


Create a text box and copy your bullets or numbering into the text box. Continue with your writing, concentrating on finishing any text and getting the layout correct.

Work with a partner to review your writing.

Finish by printing your work:

- a copy for annotation
- a copy for display



# Annotate It

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### *Why the Bronze Age?*



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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:

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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.

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Bullets created using the bullet point button.

# Annotate It

Here is an example text showing hand written annotations:

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Image inserted using Insert Picture button and navigating to folder. Image formatted using Wrap Text Square option and resized from bottom right corner.

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

Paragraph swapped using ctrl + V and V to cut and paste.

Text box added using button and facts copied and pasted using ctrl + Cmd + V. Bullets created using bullet button.

# 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



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.





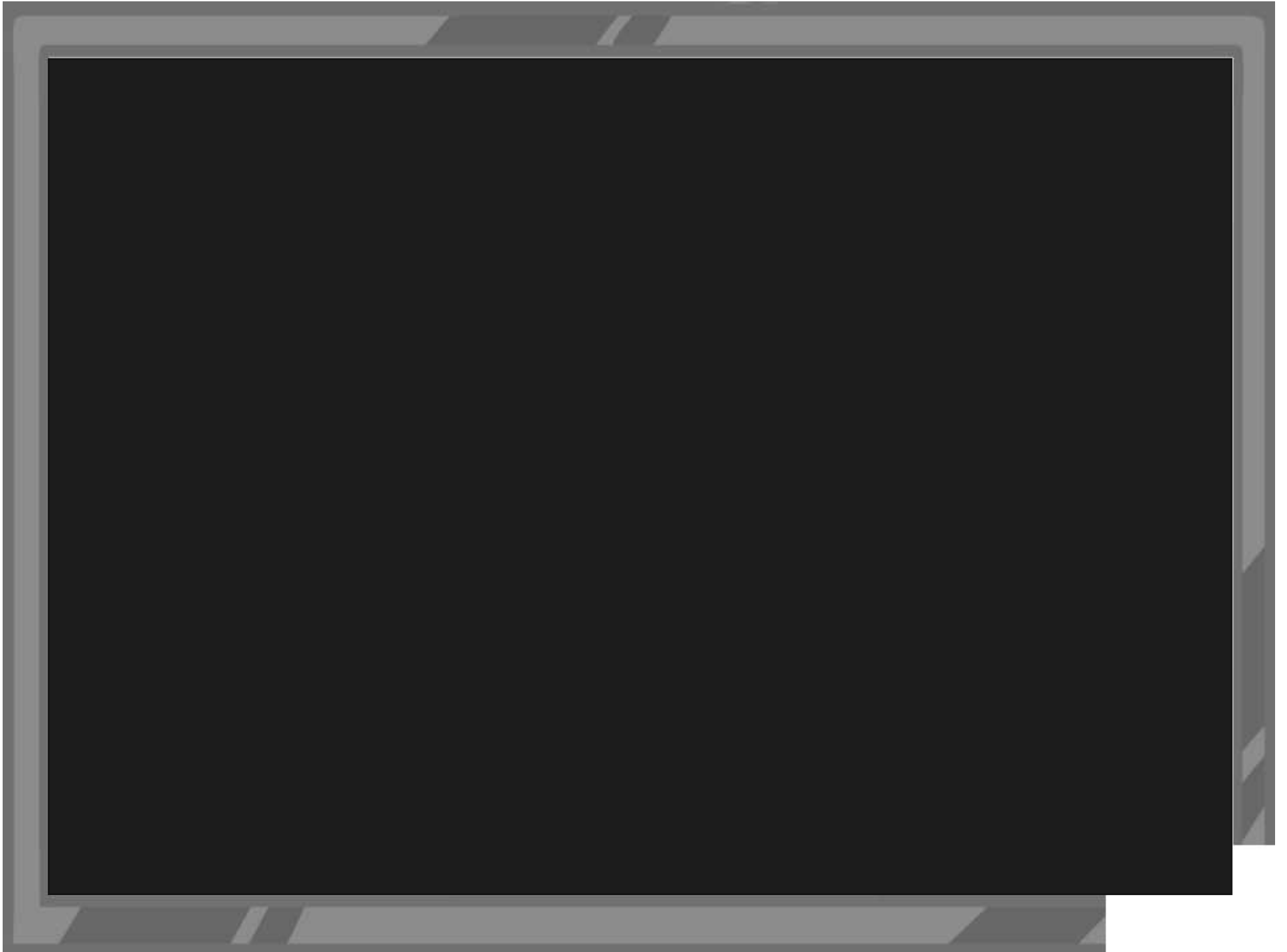
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- I can insert and format text boxes.

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