















# Word Processing: Super Spelling

<b>Aim:</b> Select, use and combine a variety of software on a range of digital devices to design a range of programs, systems and content that accomplish specific goals in the context of using spellcheck to edit spellings in a letter to parents.  I can use the spellcheck tool.	<b>Success Criteria:</b> I know some of the main keyboard shortcuts.  I can find and use the different functions of the spellcheck tool.  I can add a spelling to the spelling dictionary.	<b>Resources:</b> Lesson Pack  Desktop computers or laptops with word processing software (Microsoft Word or Google Docs) - 1 each where possible.  Dictionaries - 1 per pair  Whiteboards
	<b>Key/New Words:</b> Microsoft Word, review, spelling, spellcheck, grammar, ignore, change, ignore all, add to dictionary, highlight, cursor, toolbar, word processing.	<b>Preparation:</b> Keyboard Shortcut Bingo Board Activity Sheet - 1 per pair  Spellcheck Adult Guidance - as required  Letter to Parents 1, 2 & 3 - available in Microsoft Word or Google Docs per child

**Prior Learning:** Children will have learned how to use keyboard shortcuts as outlined in \_\_\_\_\_ Please hyperlink the blue text to It would help if children have learned about features of a letter.

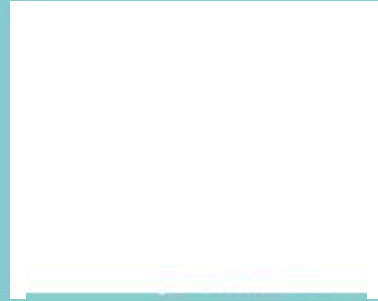
## Learning Sequence

	<b>Keyboard Shortcuts:</b> Play a game of bingo using the <a href="#">Keyboard Shortcut Bingo Board Activity Sheet</a> and the <a href="#">Lesson Presentation</a> . Each click of the <a href="#">Lesson Presentation</a> will reveal the answer for each shortcut. Do children know some of the main keyboard shortcuts?	
	<b>Spot the Spelling Mistake:</b> Use the <a href="#">Lesson Presentation</a> to introduce the theme of spelling and show them the <a href="#">Differentiated Letter to Parents</a> . Can children tell you how the word processing software highlights spelling mistakes?	
	<b>Spellcheck vs Dictionary:</b> Use the <a href="#">Lesson Presentation</a> to explain the whole class activity. Minimise the <a href="#">Lesson Presentation</a> and open the <a href="#">Letter to Parents 2</a> document. Race the children to correct the spellings of the first three underlined words in the letter, using the <a href="#">Spellcheck Adult Guidance</a> for support if needed. Return to the <a href="#">Lesson Presentation</a> .	
	<b>Spellchecking Tools:</b> Select your software on the <a href="#">Lesson Presentation</a> and show the children the buttons that they can expect to find. Then, return to the <a href="#">Letter to Parents Middle Ability</a> document and model how to change the first three spelling mistakes. Return to the <a href="#">Lesson Presentation</a> and discuss when to use the Ignore tool.	
	<b>Invite the Parents:</b> Children should use the spellchecking tools that they have learned about to edit the <a href="#">Letter to Parents</a> document on a laptop or desktop computer. Can children find and use the different functions of the spellcheck tool, and add spellings to the dictionary?	
	Spellcheck <a href="#">Letter to Parents 1</a> . Children must use the spelling tool to change/ignore suggested spelling changes.	
	Spellcheck and finish <a href="#">Letter to Parents 2</a> . Children must use the spelling tool to change/ignore suggested spelling changes.	
	Spellcheck and finish <a href="#">Letter to Parents 3</a> . Children must change/ignore suggested spelling changes and find mistakes not picked up by the program.	
	<b>Spellchecker Pros and Cons:</b> On whiteboards, ask children to make a list of pros and cons for using the spellchecker. Use the <a href="#">Lesson Presentation</a> to share ideas.	

## Taskit

**Displayit:** Children use word processing software to create a poster of different homophones, using the formatting skills learnt so far.

**Persuade it:** Children write a persuasive letter to their head teacher listing reasons why they should be allowed to have a weekly cake sale, and check their work using the spellcheck tool.



# Computing

## Word Processing

# Super Spelling



# Computing

This lesson requires external documents to be opened during the lesson presentation. Viewing the slideshow using 'Reading View' will allow you to minimise and re-open the slideshow at the correct slide.



# Aim

- I can use the spellcheck tool.

# Success Criteria

- I know some of the main keyboard shortcuts.
- I can find and use the different functions of the spellcheck tool.
- I can add a spelling to the spelling dictionary.

# Keyboard Shortcut Bingo



Let's play bingo!

With your partner, circle 4 keyboard shortcuts on your **Keyboard Shortcut Bingo Board Activity Sheet**. Ignore the rest of the shortcuts.

When one of your circled shortcuts is read out, cross it off.

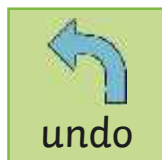
**Keyboard Shortcut Bingo**

How many of the most keyboard shortcuts?

1. Circle four of the suggested shortcuts below. Ignore the other shortcuts.  
2. If you finish, make sure to cross out one of your circled shortcuts and say "I'm out, go on, go on, go on, cross it out."  
3. When your partner finishes, a pair of your circled shortcuts should be "BINGO!"


When all of your circled shortcuts are crossed out, shout BINGO!

# Keyboard Shortcut Bingo



# Spot the Spelling Mistake

Word processing software is very helpful. If it spots a spelling mistake, it will add a wavy red line beneath the misspelt word. How would we normally check the spelling of a word in our writing?

Dear Parents,

We wud like to invite you to the year 4 classrume on Wednesday 15<sup>th</sup> September at Buckville Primary School for our cake sale. We have been learning how to maik delishous cakes and we are so exsited to present them to you. Please bring some munie because we are looking to raize as much as posibol for our chowsen charity. Our teacher Mr Mickleson thinks we have worked very hard and is looking forward to seein you all visit.



# Spellcheck vs Dictionary



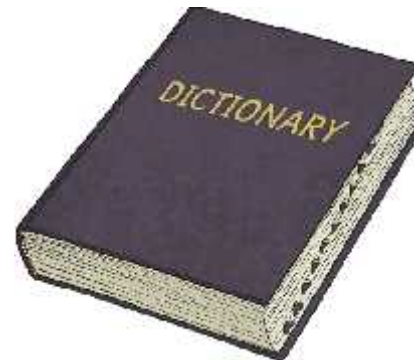
If you weren't working on a computer, you would use a dictionary to check how to spell words.

Dictionaries are very useful but when we are using word processing software, it is often more efficient to use the **spellchecking** tool.

Make sure you and your partner have a dictionary between you. While your teacher uses the spellchecking tool, you should use the dictionary to check find the correct spellings of the first **three** misspelt words.



VS

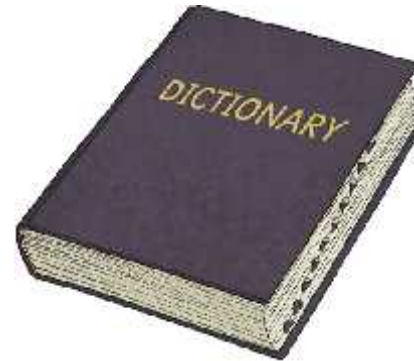


Minimise the PowerPoint presentation and open [Parents Middle Ability](#) document.

# Spellcheck vs Dictionary



VS



Who won the race?

Does this mean spellcheckers are better than dictionaries?

How might spellcheckers help people who are less confident at spelling?

# Spellchecking Tools

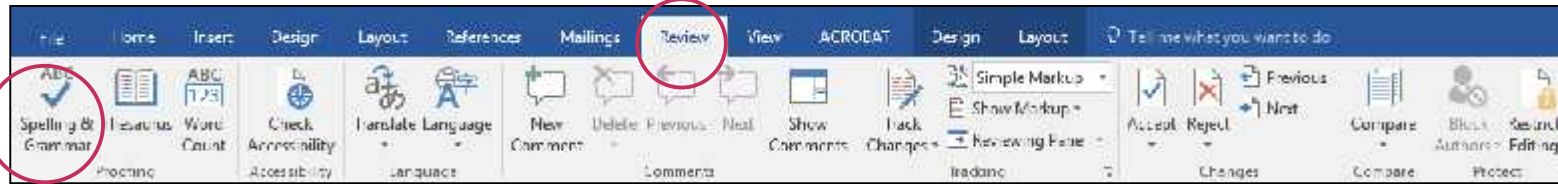


Microsoft Word

Google Docs

# Spellchecking Tools

## Microsoft Word



You can **Ignore** the spellchecker if you think the word is spelt correctly – this could be a name or a special word that the software doesn't recognise. Click **Ignore All** if you think this might happen lots of times.

If you find the correct spelling, select the word and click **Change**.



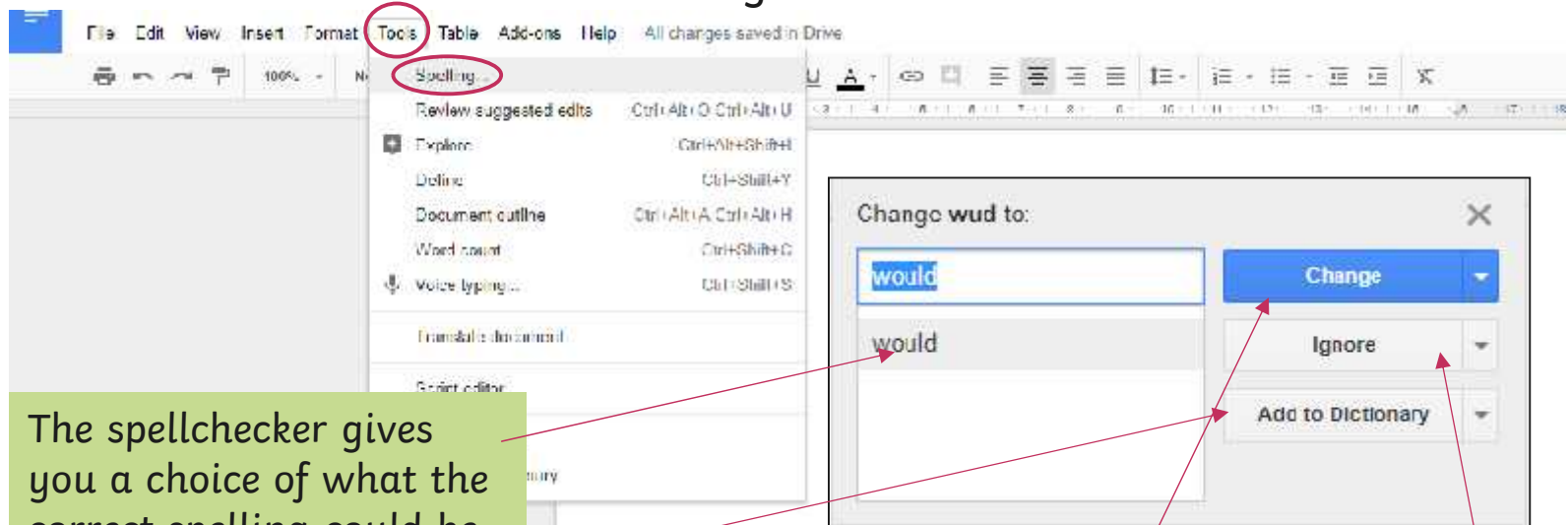
If you want the dictionary to stop telling you that this word is wrong (for example, if it is your name), you can **Add** the word to the program's dictionary.

The spellchecker gives you a choice of what the correct spelling could be.

Minimise the PowerPoint presentation and open **Parents Middle Ability** document to try spellchecking some words.

# Spellchecking Tools

## Google Docs



The spellchecker gives you a choice of what the correct spelling could be.

If you want the dictionary to stop telling you that this word is wrong (for example, if it is your name), you can **Add** the word to the program's **dictionary**.

If you find the correct spelling, select the word and click **Change**.

You can **Ignore** the spellchecker if you think the word is spelt correctly – this could be a name or a special word that the software doesn't recognise. Use the drop-down menu to select **Ignore all** if you think that this might happen lots of times.

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# Spellchecking Tools

Which one of these words does **not** need to be changed?

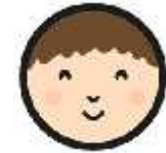
Which button would you use?

Dear Parents,

We wud like to invite you to the year 4 classrume on Wednesday 15<sup>th</sup> September at Buckville Primary School for our cake sale. We have been learning how to maik delicious cakes and we are so exsited to present them to you. Pleese bring some munie because we are looking to raize as much as posibol for our chowsen charity. Our teacher Mr Mickleson thinks we have worked very hard and is looking forward to seein you all visit.

These words are names, and may not be spelt incorrectly. Use the 'Ignore' or the 'Ignore All' button for this.

# Invite the Parents



A child has written a letter to all the parents inviting them to a cake sale. Unfortunately, it is full of spelling mistakes.



Open the **Letter to Parents** document in your word processing software package and use the spellchecking tool to correct the spellings.

# Spellchecker Pros and Cons

Did you think of these?

## Advantages

Spellcheckers are quicker than using a dictionary.

Spellcheckers let you know if you have made a typing mistake.

Spellcheckers help to make sure that your work looks professional.

## Disadvantages

Spellcheckers only give you a list of possible words; you still have to know which is the correct spelling.

The spellchecker can't tell you if you've used the incorrect homophone e.g. our or hour.

The spellchecker doesn't recognise many people's surnames and sometimes local place names.

It is still very important that we learn to spell. A spellchecker tool is not a replacement for a good knowledge of spelling strategies.



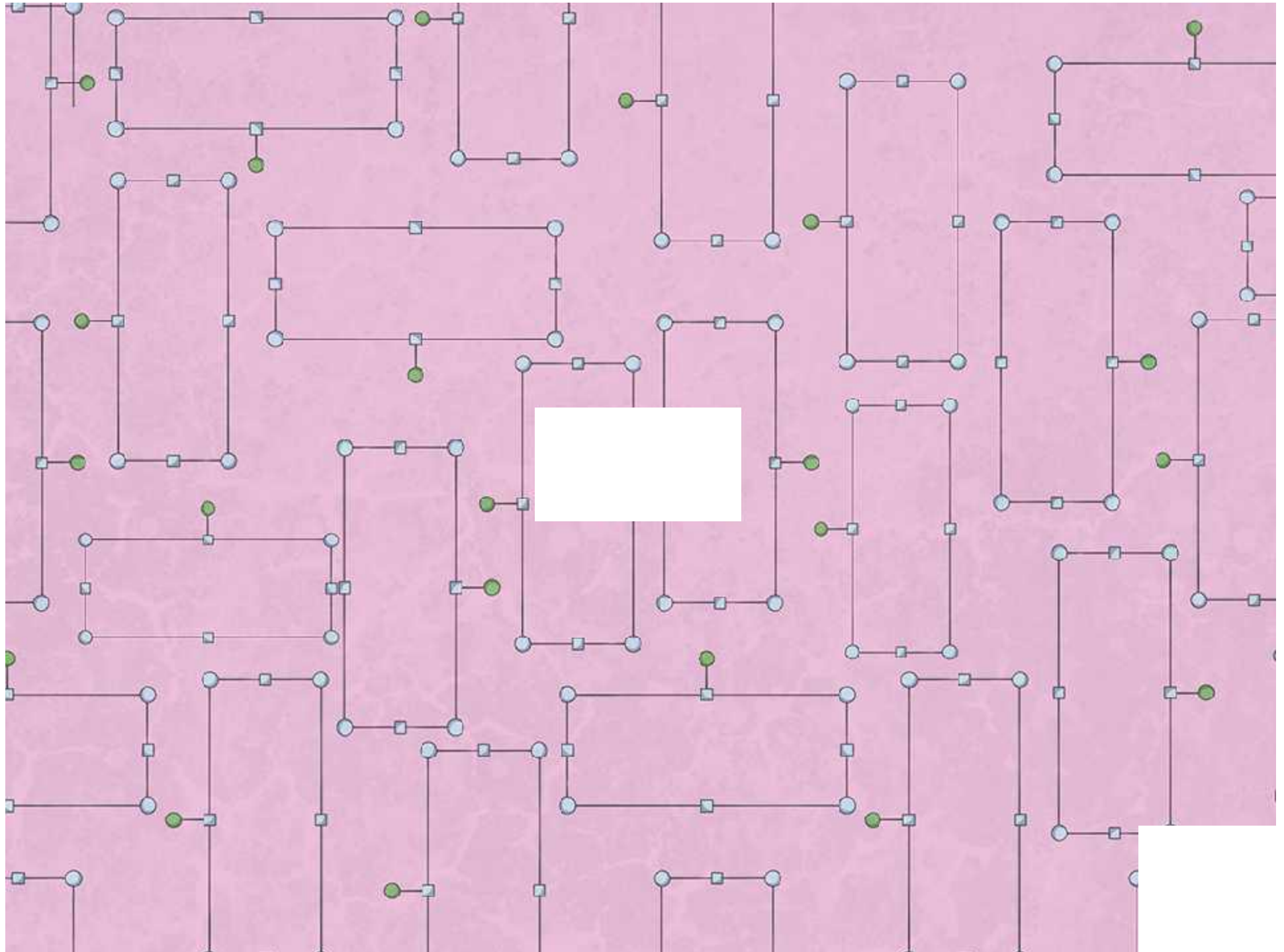
# Aim



- I can use the spellcheck tool.

# Success Criteria

- I know some of the main keyboard shortcuts.
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# Keyboard Shortcut Bingo

I know some of the main keyboard shortcuts.



1. Circle four of the keyboard shortcuts below. Ignore the other shortcuts.
2. If your teacher reads out the tool that one of your circled shortcuts stands for is read out, you may put a cross through it.
3. When you have crossed out all four of your circled shortcuts, shout, "Bingo!"





# Letter to Parents

I can use the spellcheck tool.

1. Use the Spellcheck tool to correct the spellings below. Can you find any spelling mistakes that the computer has not highlighted?

Dear Parents,

We wud like to invite you to the year 4 classrume on Wednesday 15<sup>th</sup> September at Buckville Primary School for our cake sail. We have been learning how too maik delishous cakes and we are so exsited to present them to you. Pleease bring some munie because we are looking to raze as much as posibol for are chowsen charity. Our teacher Mr Mickleson thinks we have worked very hard and is looking forward to seein you all visit.

2. Complete the letter by writing a second paragraph. Make sure you include:
  - ) what cakes you are selling;
  - ) what other children in the school think about your cake sale;
  - ) what the head teacher thinks about your cake sale.

Don't forget to spellcheck your new paragraph!



# Letter to Parents

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Use the Spellcheck tool to correct the spellings below.

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Yours sincerely,

Year 4



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