

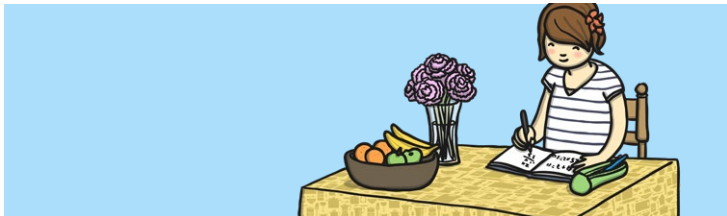
Introduction

This is the third word processing unit, following the units in Years 1 and 2, aimed at teaching basic word-processing skills to children. In this unit, children will learn to use various features for formatting text. The Lesson Pack contains six Lesson Plans, each with their own Lesson Presentation, alongside a home learning task, challenge cards, posters and help cards. The first lesson, which is intended to be used at the start of the school year, focuses on some important computer skills and introduces children to screenshots and the Snipping Tool, and secure use of passwords.



Health & Safety

Children should be encouraged to have good posture and sit up at the computer.



Home Learning

Passwords and Screenshots: Children will further their skills by using the passwords and screenshots activity sheet. By talking to family, they will learn various different techniques to create a secure password. As an extension, they will then create a presentation using learnt computing skills to show how they can complete certain activities using representative screenshots.

Word Processing Skills: Looking at shortcuts in particular, children will reinforce their learning by using as many shortcuts as possible for a set task. The suggested task is to type up a family favourite recipe using as many shortcuts as possible for reinforced learning.

Assessment Statements

By the end of this unit...

...all children should be able to:

- Use undo and redo.
- Make text bold, italic or underline.
- Select text in different ways.
- Change case.
- Align text.

...most children will be able to:

- Select single words.
- Cut, copy and paste text.
- Format the font.
- Insert images.
- Copy a screenshot into another application.
- Use a secure password.
- Use <ctrl> keyboard shortcuts.

...some children will be able to:

- Select text in different ways.
- Format images.
- Use an effective layout.
- Use the Snipping Tool.
- Use bullets and numbering effectively.
- Insert and format text boxes effectively.

To look at all the resources in the Word Processing Skills unit [click here](#).

To find out more about PlanIt download our [free guide here](#).

Lesson Breakdown

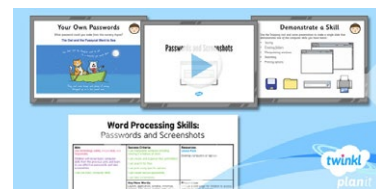
1. Screenshots and Passwords

Use technology safely, respectfully and responsibly. Children will revise basic computer skills from the previous units and learn to use effective passwords and take screenshots.

- I can use basic computer skills.

Resources

- Desktop computers or laptops



2. Change Case

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 the specific typing and layout skills.

- I can change the case of text.

- Desktop computers or laptops
- Word processor
- A visualiser or webcam to show the keyboard on screen.



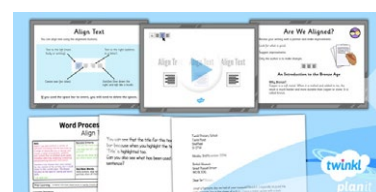
3. Align Text

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 the specific layout skills.

- I can align text.

- Desktop computers or laptops
- Word processor
- A visualiser or webcam to show the keyboard on screen.



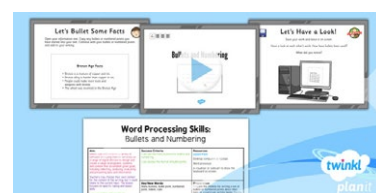
4. Bullets and Numbering

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 the specific typing and layout skills.

- I can use bullets and numbering.

- Desktop computers or laptops
- Word processor
- A visualiser or webcam to show the keyboard on screen.



5. Advanced Select and Keyboard Shortcuts

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 the specific typing and layout skills.

- I can use the <ctrl> key.

- Desktop computers or laptops
- Word processor
- A visualiser or webcam to show the keyboard on screen.



6. Using Text Boxes and Text Wrap

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 the specific typing and layout skills.

- I can insert and format text boxes.

- Desktop computers or laptops
- Word processor
- A visualiser or webcam to show the keyboard on screen.



To look at all the resources in the Word Processing Skills unit [click here](#).

National Curriculum Aim Lesson Context Child Friendly