



Background information

In these lessons, the children will be taught basic word-processing skills and will also learn to use various features for formatting text.

Knowledge and Understanding

- ☑ use font sizes and effects appropriately to fit purpose of text
- ☑ recognise key features of layout and design such as text boxes, columns, borders, WordArt
- ☑ develop further basic drafting and editing skills
- ☑ cut, copy and paste between applications
- ☑ use spell checker
- ☑ delete, insert and replace text using mouse or arrow keys.
- ☑ begin to use more than two fingers to enter text.

Enquiry skills and Key concepts

- To learn to use effective passwords and take screenshots
 - To be able to change the text of case
 - To be able to align text.
 - To be able to use bullets and numbering.
 - To be able to use the <ctrl> key.

Key Vocabulary:

Launch
Application
Window
Minimise
Restore
Screen
Split
File
Folder
Close
Exit
Search
Print
Password
Screenshot
Snipping Tool