

WB Monday 9th September 2024



LQ: Do I understand how to use a word processor?

Steps to success



I can type a sentence into a word processor

I can select all the text and make it bold or in italics

I can explain how to make other changes using a word processor

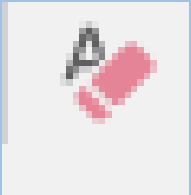
LQ: Do I understand how to use a word processor?



STAR WORDS



Highlight



Undo



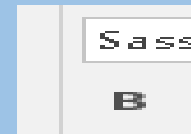
Italics



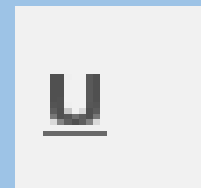
Redo



Bold



Underline



LQ: Do I understand how to use a word processor?

TP:

What did you do last lesson?

What are the 'home keys'?

In the last lesson we looked at the features of a keyboard and started to learn touch typing.

The home keys are F and J remember they have the bumps on them.

LQ: Do I understand how to use a word processor?

Today we are going to be looking at basic word processing skills.

We will be continuing our typing skills.

Before we start who can tell me what software we use when typing?

The software we use is called Microsoft word.

Who can tell me what key do we use for a capital letter?

LQ: Do I understand how to use a word processor?

TP:

What key do we use if we wanted to undo a mistake?

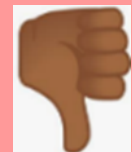
What key do we use if we want to have a space between our words?

What do we need at the begin of our sentence and what do we need at the end of our sentence?

We us the backspace key to correct our mistakes. When we need to leave a space between our words we use the spacebar.

Self Assessment

Do you understand how to use word processor?



LQ: Do I understand how to use a word processor?

Look at these shortcuts

There is a copy of these on your table.

Ctrl+ Z we can 'undo' whatever we just typed.

Ctrl + Y to redo.

Ctrl + A highlights all of the text that you have typed.

Ctrl + B we can make our writing bold.

Ctrl + I we can change our writing to italics.

Ctrl + U we can underline our work.

LQ: Do I understand how to use a word processor?

Task

Now we are going into the computer room .

First can you go an choose a book to take with you to the computer room.

We are going to practice our typing skills.

You and your partner are going to take turns typing a page out of the book you have chosen.

Self Assessment

Do you understand what to do?



LQ: Do I understand how to use a word processor?

Plenary

TP:

How do you think you did?