Computing
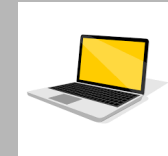## Computing Systems and Networks - Word Processing - Year 2 / 3

What will I learn?

*Can we learn to touch type?

*Can we understand how to use a word processor?

*Can we understand how to add images to a text document?

*Can we create a poetry book using sources from the internet?

*Can we understand what happens to information posted online?

Key Vocabulary

Backspace - A key to move the cursor backwards.

Copyright - The law that protects other people's work from being copied or used without permission.

Delete (text) - A button on the keyboard that deletes text.

Image - A picture.

Import - To place another file into a document, such as an image.

Keyboard - An input device made up of buttons that create letters, numbers and symbols, as well as other functions.

Keyboard Character - Any letter, symbol, space, number or punctuation mark that can be input with a keyboard.

Paste (character) - To insert cut or copied text.

Redo- To step forward to the next edit.

Spacebar - A button on a keyboard to insert room between letters.

Touch typing - Using a keyboard with all your fingers, without looking at the letters on the keyboard.
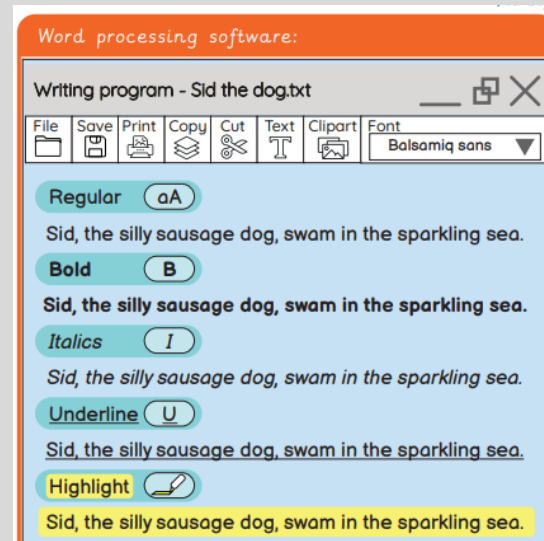
Undo - To step backward to the previous edit.

Key Skills (National Curriculum)

Pupils should be taught to

- Use technology purposefully to create, organise, store, manipulate and retrieve digital content; Use technology safely and respectfully, keeping personal information private

- Use technology purposefully to create, organise, store, manipulate and retrieve digital content; Recognise common uses of information technology beyond school

- Use technology purposefully to create, organise, store, manipulate and retrieve digital content; Recognise common uses of information technology beyond school; Use technology safely and respectfully, keeping personal information private

- Use technology purposefully to create, organise, store, manipulate and retrieve digital

Word Processing - A program used for creating text documents on a computer.

Word processing software:

Writing program - Sid the dog.txt

File | Save | Print | Copy | Cut | Text | Clipart | Font: Balsamiq sans

Regular (aA)
Sid, the silly sausage dog, swam in the sparkling sea.

Bold (B)
Sid, the silly sausage dog, swam in the sparkling sea.

Italics (I)
Sid, the silly sausage dog, swam in the sparkling sea.

Underline (U)
Sid, the silly sausage dog, swam in the sparkling sea.

Highlight (✎)
Sid, the silly sausage dog, swam in the sparkling sea.

Keyboard buttons:

Important buttons to learn when typing on a computer.

content; Recognise common uses of information technology beyond school; Use technology safely and respectfully, keeping personal information private

- Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact

Links to other areas of the curriculum : Speaking and Listening, Writing, Reading