

How can I make a sprite dance?

Computing – Information Technology - Word

Teaching focus: Using Microsoft Word

Learning Lens: Information Technology

Class: Year 2

Previous Knowledge

Beebots (Rec and y1)

Key skills pupils will use in this topic:

Using word processors to type text

Copy and Paste

Formatting text using size, bold, underline and font.

Project Hook or 'Wow' memory

Drawing on the playground

Learning Steps

Key Knowledge(answers)

How do I log on and open word?

Turn on the computer and log in using usernames and passwords
Open word using the windows button or the shortcut on the desktop

How do I write a sentence in Microsoft Word?

Use the keyboard to write a sentence. The CAPS LOCK button will make capital letters come out.
We use the space bar to make a finger space and the backspace to delete.

How do I change the font?

Using the font arrow you can change the font. You can change the size with the number next to the font and make it bold and underlined using the other buttons.

How can I copy and paste an image?

Search on the internet to find a image use the mouse pad to right click and choose copy. Open word right click an choose paste.

Final outcome

Caption a picture from Kenya using the skills of changing font, copy and paste and typing.

Final outcome

Key vocabulary

Microsoft Word

Programme to create written documents

Copy

Copying an image

Paste

Putting the copied image into the new document.

Font

Style of writing on writing programmes.

Final Written Outcome

Final outcome

Caption a picture about Kenya

