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| Computing FLE Y1/2 Word-processing | | |
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| |  | | --- | | **Knowledge** | | Computers can be used to store information. FF | | A word-processing program can be used to type text, for example, a story, a set of facts or a set of instructions. FF | | Use two hands to type on the keyboard. | | Use one space at the end of each word and after a full stop. | | Hold down the shift key for a capital letter. | | Carry on typing at the end of a line unless it’s the end of a paragraph, a title or a poem. | | You can save your work in a folder and then retrieve it at another time. | | You can print your work. | | You can use the arrow keys to move around the text. | | You can make changes to your text, for example, choose a different font, make the letters bigger or smaller as well as making the letters bold or different colours. | | |  | | --- | | **Exciting Books** | |  | | | | | |  |  | | --- | --- | | **Subject Specific Vocabulary** | | | keyboard | A set of keys that help you to operate a computer. | | type | Writing something using the keys on a computer keyboard. | | save | To keep or store something. | | folder | A way of storing and organising things. | | document | A written or printed record of something. | | bold | Something that has a strong or clear appearance. | | font | The way the letters look – each font has a different shape, for example, Comic Sans or Times New Roman. |  |  | | --- | | **Skills** | | Recognise different ways of using IT and decide which to use. | | Use the space bar. | | Store documents into a folder and retrieve them. | | Write simple ideas and make lists. | |
| Our Endpoint  Use our typing and editing skills to create fact boxes for a poster. |