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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. |

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| **Exciting Books** |
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| **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. |

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| **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. |

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| Our EndpointUse our typing and editing skills to create fact boxes for a poster. |