



BILSTON CHURCH OF ENGLAND PRIMARY



MEDIUM TERM PLANNING

Subject	Topic/Key Question	Year Group	Term	Time Allocation
Computing	Word Processing	2	Aut 2	6 hours
 Software/App – Microsoft word				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  Vocabulary <ul style="list-style-type: none"> • Word processing • Microsoft word • Keyboard • Shift • Enter • Space bar • Icons • Return • Folder • Back space • Delete • Arrow • Save • Symbol </div> <div style="width: 45%;"> <ul style="list-style-type: none"> • Bold • Italics • Underline • Font • Size • Colour </div> </div>				

Lesson Sequence	Time Allocation	Key Question/ WALT	Teaching Activities	Resources
Lesson 1	1 hour	WALT: type on a keyboard	<p>Recap year 1 knowledge: logging on, opening word, typing name.</p> <p>I can use two hands to type. I can use one space between words. I can keep typing at the end of a line. I can use the shift key for capital letters.</p> <p>Ask the children to launch the word processor. They should then type their name and a sentence or two about themselves. Observe children: Are they using two hands? How did they type the capital letter? Did they use shift key or caps lock? Do children press return or enter at the end of lines? How many spaces do the children put between lines?</p> <p>Upper and Lower Case/Space/At the End of a Line... Demonstrate the following:</p> <ul style="list-style-type: none"> • Using two hands when typing. • Typing capitals by holding down the shift key with one finger and typing with the other. • Explain that caps lock is only used when you need to type more than a few letters in capitals. • Use one space between each word and a space after a full stop. • How text moves down a line - they don't need to press return/enter at the end of a line (unless it's a new paragraph, a title, a list or a poem). <p>Use a visualiser or webcam if possible. Arrange the text and video side by side on the screen so the children can see both. (Use the windows + arrow keys to snap the windows left and right.)</p>	Laptops Lesson 1 resource folder on teams
Lesson 2	1 hour	WALT: type symbols	<p>I can type symbols using the shift key, if necessary. I can save files in my folder.</p> <p>Ask the children to launch the word processor and type some sentences about an activity they've been doing this week. Observe: children:</p>	Laptops Lesson 2 resource folder on teams

		and save files	<p>Are they using two hands? How did they type the capital letter? Are they using one space between each word? Do they press the return key at the end of lines?</p> <p>Demonstrate how to type the different symbols, showing that many are typed using the shift key (use a visualiser or webcam if possible). Arrange the text and video side by side on the screen so the children can see both. (Use the windows + arrow keys to snap the windows left and right.) Model writing some questions. The children can press return after the question if they want to make a list of questions.</p> <p>Remind the children how to save their files in their folder.</p> <p>Ask the children to type some questions about a topic they are working on in class. Remind the children that they will need a question mark at the end of each question. Ask the children to save their file in their own folder, using a specified filename</p>	
Lesson 3	1 hour	WALT: edit a piece of text	<p>I can use backspace to remove the character before the cursor. I can use delete to remove the character after the cursor. I can use the arrow keys to move around the text.</p> <p>Can You Edit the Spellings in This Text? Type a sentence on the interactive whiteboard with errors. Ask the children how they would edit the sentence, to correct the spellings. Ask for a volunteer to come and make the corrections. Notice and explain how they use the keyboard. Use a visualiser/webcam to show them using the keyboard. Arrange the text and video side by side on the screen so the children can see both. (Use the windows + arrow keys to snap the windows left and right.)</p> <p>Demonstrate how to:</p> <ul style="list-style-type: none"> • Use backspace to remove the character in front of the cursor. • Use delete to remove the character after the cursor. • How to move around the text with a cursor. The Arrow Keys: Introduce the arrow keys and have to use them to move around the text. Remind the children how to save their files in their folder. <p>Children open a prepared text. Ask them to make the required editing.</p> <p>(A set of Texts for Editing is available in the Lesson Pack.) They will need to be placed in a shared folder so they can be accessed by as many children as need. When they finish the corrections, ask them to get a partner to check that they've made all the corrections. After this, the children continue the text and then save their work.</p>	<p>Laptops</p> <p>Lesson 3 resource folder on teams</p>
Lesson 4	1 hour	WALT: use a keyboard accurately	<p>Ask the children to launch the word processor and type some sentences about their current topic. If they make any mistakes, tell them not to correct them, or even make some deliberate mistakes. Observe children: Are they using two hands? How did they</p>	<p>Laptops</p> <p>Lesson 4 resource folder on teams</p>

			<p>type the capital letter? Are they using shift? Are they using one space between words and continuing at the end of each line?</p> <p>After most children have written a couple of sentences ask the children to swap computers to correct the text. This indicates how well the skills from the previous Word Processing lessons are being embedded.</p> <p>Do you remember the skills we learnt in previous lessons? Quickly remind children of the skills from previous lessons:</p> <ul style="list-style-type: none"> • Using two hands when typing. • Typing capitals by holding down the shift key with one finger and typing with the other. • Explain that Caps Lock is only used when you need to type more than a few letters in capitals. • Use one space between each word and a space after a full stop. • How text moves down a line and they don't need to press return/enter at the end of a line (unless it's a new paragraph or a poem). • How to type the symbols !, @, £, ? • How to correct work using backspace, delete and the arrow keys. • Finally, how to save their work. <p>: Demonstrate how to use the undo and redo buttons , to undo errors and redo any undoing! (Many applications allow multiple undo, but once changes are made, you may not be able to get back to where you started.) Use a visualiser or webcam if possible. Arrange the text and video side by side on the screen so the children can see both. (Use the windows + arrow keys to snap the windows left and right.)</p>	
Lesson 5	1 hour	WALT: select and format text	<p>Ask the children to consider whether they prefer writing on paper or typing on a computer. Split the children into 2 groups according to which they prefer. Ask some of the children to say why they prefer the option they have chosen. This may lead to a child saying they like typing because you can correct your mistakes or edit your work without making a mess.</p> <p>Demonstrate 3 ways of selecting text:</p>	<p>Laptops Lesson 5 resource folder on teams</p>

			<ul style="list-style-type: none"> • Double clicking on single words • Dragging the cursor • Holding down shift with the arrow keys <p>Demonstrate how to type in bold, italics or underline as you type, and by selecting text and setting the format. Briefly point out where these might be used. Use a visualiser or webcam if possible. Arrange the text and video side by side on the screen so the children can see both. (Use the windows + arrow keys to snap the windows left and right.)</p> <p>Explain how to use the bold, italics and underline button.</p> <p>Children return to their text from last week. Can they use bold, italics or underline? If a title is used, the children could bold or underline it, but tell them not to use the space bar to center the text. Ensure children use the skills that have been taught. They should save their text at the end of the session.</p>	
Lesson 6	1 hour	WALT: format and change the font	<p>How else can you format the text? Ask the children if they can remember how to format the text as bold, italics and underline (selecting the text first if they are changing text). Using their file from last lesson, challenge the children to find how to change the style, size or colour of text. Remind them how to undo their work, if needed.</p> <p>Demonstrate how to change the style, size and colour. Remind the children how to select, using the 3 different ways shown in the last lesson.</p> <ul style="list-style-type: none"> • Double clicking on single words. • Dragging the cursor. • Holding down shift with the arrow keys. <p>Demonstrate how to change the font, colour and size.</p> <p>Ask the children to continue their text from the last lesson, this time asking them to try changing some of the text font, size and colour. After some time experimenting with changing font, size and colour, ask the children to save their files but leave them on screen. Allow the children to walk around and look at what the other children have done. Ask which ones they like. Choose one or two to show on the Interactive</p>	<p>Laptops</p> <p>Lesson 6 resource folder on teams</p>

			Whiteboard. Perhaps one random and one chosen specifically to demonstrate some learning. Notice changes to fonts, but also ask the children how any changes look. Is it easy to read? Does it look good? Give the children some more time to complete their work. Having explored different fonts, it may help them to be given a font, size and colour to use for their text.	
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