


# Year 1 - Autumn 2 - Word Processing

Your child has been learning some important basic keyboard skills:

**Typing**




I can use 2 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 capitals. I can type symbols using the shift key if necessary.

**Saving**




I can save files in their folder.

**Editing**




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.

Your child has been learning some important word processing skills:



I can use undo and redo. I can select a single word. I can select a selection of text using a mouse. I can select a selection of text using the keyboard.



I can change the font. I can change the font size. I can change the font colour. I can use bold, italics and underline.

- It will help your child if you monitor them using the keyboard to ensure they use the skills above.
- Here is a suggested task that will help reinforce this learning:  
**Write a fact file about Animals or a topic of your own choice.**
- Show them any mistakes.
- Help them edit any mistakes.
- Ask your child to format the text to present it well.

To be posted as an Observation on Tapestry titled 'Computing Home Learning'.

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You may have applications like Microsoft Word on your device or you could use JiT through your LGFL account which the children are familiar with using at school.


The image shows a desktop environment with a grid of application icons. The 'JiT' icon is circled in orange. An arrow points from this icon to a window titled 'SAVE'. The window displays a word processing interface with a toolbar and a text area containing 'Abc...'. Callouts point to the toolbar options: Size, Font, Colour, and Word bank.

SAVE

Size  
Font  
Colour  
Word bank

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Here are some prompts the children follow at school:


1. Turn your computer and screen on. 


2. Log on

3. Click on the Internet Icon - Chrome 

4. www.lgfl.net 

5. Click on 'Login' 


6. Type in your Username and Password and Enter 

7. Type 'jit' in the search bar. 

8. Click on the Icon for JiT 

9. Launch Resource 

10. Normal USO Login 

11. Click on the JiT5 Icon 

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## [Dance Mat Typing - BBC Bitesize](https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr)

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## Dance Mat Typing

Part of **Computing** | **Information technology**

+ Add to My Bitesize

### Welcome to Dance Mat Typing, a fun way to learn touch typing.

There are four levels to play, each divided into three stages.

You start by learning the home row keys. Each stage builds on previous lessons, introducing new letters as you progress. You'll soon be touch typing like an expert! At the end of each level you can test your typing speed and get a fun reward.

### Level 1 starts with the home row keys.

In this level you will learn to type the keys on the home row as well as letters e, i, r and u.

- Stage 1: f d s a j k l ; g h
- Stage 2: e i
- Stage 3: r u

Play level 1 and click on the button to select the stage you want.



### Why learn to touch type?

When you can do it well, touch typing is the fastest way to write. Many people quickly learn to touch type faster than they can write with a pen. The important things to remember are:

- Use the correct fingers
- There's no need to rush!
- Always rest your wrists on the desk.

You should take a rest, and shake your hands and arms to relax your muscles if you get tired.

It's important not to look at your hands when you are learning to type. The best way to ensure that you don't look at your hands is to cover them up - you can make a simple box out of cardboard or wood to cover both the keys and your hands.

You will need headphones or speakers to enjoy the song and dance in each game.

### Health and Safety

Sit comfortably with your back up straight and your feet on the ground!

Happy typing!

Here is a fun game that your child can work through independently which will support them with any typing task.