

Year 1 - Autumn 2 - Word Processing

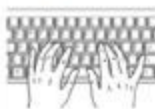
You may have applications like Microsoft Word on your device or you could use JiT through your LGFL account which the children are familiar with using at school.

The image displays the j2launch interface, a central hub for various applications. At the top left is the j2launch logo with the text "Burlington Infant and Nursery School". To its right is a search bar and icons for trash, add, and library. Below these are two rows of application icons. The first row includes: my files, myUSO, shared files, j2office, j2e5, JiT (circled in orange), j2data, and j2code. The second row includes: j2blast, j2review, j2write, j2pdf, j2stars, j2homework, j2webby, j2bloggy, j2e6, j2mashup, and camera. A third row at the bottom includes: upload, help, just2easy.com, and Keyboard Skills. An orange arrow points from the JiT icon to a preview window of the JiT application. The preview window shows a word processing interface with a "SAVE" button at the top. On the left side of the preview, there is a menu with four options: Size, Font, Colour, and Word bank, each with an arrow pointing to a corresponding toolbar in the JiT application. The JiT application interface includes a toolbar with icons for undo, redo, bold, italic, underline, text color, background color, and font size. The main area of the JiT application shows a document with the text "Abc..." and a sidebar with a "templates" section containing four template options: blank, beach, park, and library.




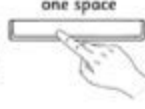
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Your child has been learning some important basic keyboard skills:

Typing




one space




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.

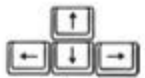
Editing



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.

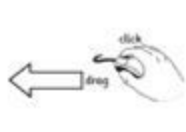
Your child has been learning some important word processing skills:




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 Toys 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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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



JiT - j2e Infant Tools
The EYFIS tools from the makers of the j2e Tool Suite

9. Launch Resource

LAUNCH RESOURCE

www.j2launch.lgfl.net

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>

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.