

Year group: 2	Term: Spring 1	Unit: Word Processing- Microsoft Office
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- Must have knowledge:**
- To know where the backspace and spacebar buttons are on the keyboard
 - To know that I can make a text a different style, size and colour
 - To know that 'copy and paste' is a quick way to duplicate text

Key Vocabulary:

Word processing: A program used for creating text documents on a computer.

Keyboard: An input device made up of buttons that create letters, numbers, and symbols, as well as perform other functions.

Backspace: A key to move the cursor backwards.

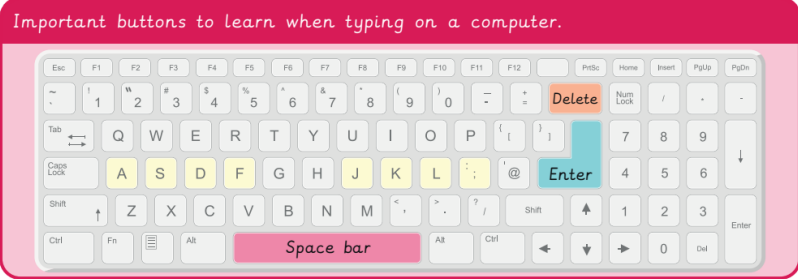
Spacebar: A button on a keyboard to insert room between letters.

Key skills


- Use the spacebar and backspace correctly.
- Developing word processing skills, including altering text, copying and pasting and using keyboard shortcuts

Keyboard buttons:

Important buttons to learn when typing on a computer.



Word processing software:



Writing program - Sid the dog.txt

File Save Print Copy Cut Text Clipart Font
Balsamiq sans

Regular **aA**

Sid, the silly sausage dog, swam in the sparkling sea.

Bold **B**


Sid, the silly sausage dog, swam in the sparkling sea.

Italics **I**

Sid, the silly sausage dog, swam in the sparkling sea.

Underline **U**

Sid, the silly sausage dog, swam in the sparkling sea.

Highlight 

Sid, the silly sausage dog, swam in the sparkling sea.

