

**Year 1 Unit Medium Term – Computing - Word Processing Skills**

**N.C POS**

- Use technology purposefully to create, organise, store, manipulate and retrieve digital content.
- Use technology safely and respectfully, keeping personal information private; identify where to go to for help and support when they have concerns about the content or contact on the internet or other online technologies.
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**Strand/s of Computing in this Unit:** Digital Literacy and Information Technology

**Concept:** change, information, communication, technology, organisation

**Key Vocabulary:** shift, space, enter, redo, undo, bold, italic, underline, backspace, delete, save, format, font

**Prior Learning:** type their name using keyboards, open and close applications/windows, resize windows

**Core Knowledge- non-negotiable- specific knowledge must be identified here**

- Type with two hands.
- Use shift, space and enter correctly.
- Use undo and redo.
- Make text bold, italic or underline.
- Save work in a folder.
- Edit text using backspace, delete and the arrow keys.
- Format the font.
- Select single words.

**Wider Influences**

**Enduring Understanding**

- **To begin to develop typing and word processing skills.**
- **To have some knowledge of the location of letters and symbols on the keyboard.**