



Respect, Believe, Achieve

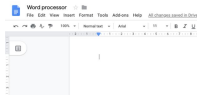
# Year 2

## Digital Writing

Using IT

### Key Words

**word**



**processor**

**space**



**keyboard**



**backspace**



**keys**



**text cursor**



**letters**



**google docs**



**toolbar**



**microsoft word**



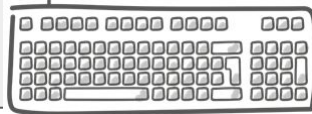
### What do I already know?

- I can use the mouse to select, drag and colour
- I can use the keyboard to write your name
- I can use a touch screen to select
- I can use two fingers to pinch and stretch

# Our Learning Steps

## 1. Exploring the Keyboard

I will open a word processor. I will find letters I need on the keyboard.



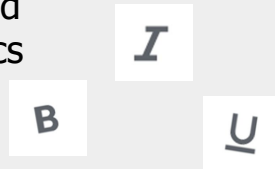
## 2. Adding and Removing Text

I will use letter, number, space and backspace keys to change text.



## 3. Exploring the Toolbar

I will use capital letters and toolbar options: bold, italics and underline.



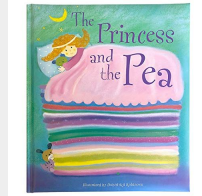
## 4. Making Changes to Writing

I will use the mouse to select text and move the text cursor. I will change the font and the size.



## 5. Proofreading

I will fix a piece of writing which contains mistakes. I will use The undo button and the redo button.



## 6. Assessment: My Own Writing

I can type a piece of writing. I can change the writing using the mouse and toolbar. I can fix my mistakes. I can explain my choices.

