



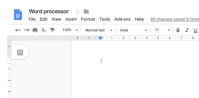
Respect, Believe, Achieve

# Year 2 Digital Writing

Using IT

## Key Words

**word**



**processor**

**space**



**keyboard**



**backspace**



**keys**



**text cursor**



**letters**



**google docs**



**toolbar**



**microsoft word**



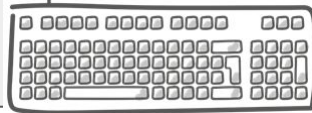
## What do I already know?

- I can use the mouse, keyboard and touch screen
- I can access online tools from the school website.
- I can type a piece of writing.
- I can change the writing using the mouse and tools.
- I can fix my mistakes.
- I can explain my choices.

## Our Learning Steps

### 1. Exploring the Keyboard

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



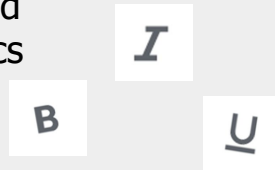
### 2. Adding and Removing Text

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.



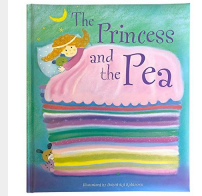
### 4. Making Changes to Writing

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

**MISSING**

### 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.

