

Topic title - Manipulating Texts

Key Question/What will I learn by the end?

Lesson 1 - To place hands on the home keys

Lesson 2 - To type letters on the keyboard from the home keys

Lesson 3 - Star reader assessment

Lesson 4 - Demonstrate an understanding of proper hand and finger placement

Lesson 5 - To type information onto a word document

Lesson 6 - Evaluation of our learning

Visual Representations



Concept Links/Prior Knowledge

Reception - Know that a keyboard allows us to make letters and word on the computer screen

Year 1- Know that work can be saved. To know where the letters are on the keyboard and begin typing their name. To know how to use 2simple programme to type words and sentences using the keyboard.

Cross-curricular Links

Links to our topic 'Rolling Stones' - using the internet to find information and typing this onto a word document/PowerPoint.

Sticky Learning		Vocabulary (incl. equipment)	
New Knowledge	New Skills	Previous	New
<ul style="list-style-type: none"> Know how to change text formatting such as font, size, colour, bold, italics and underlined Know how to manipulate text so it corresponds visually with what it says Know where to find Office programmes 	<ul style="list-style-type: none"> Identify keys on a keyboard. (QWERTY) Position hands on the keyboard correctly and know where the space bar, shift and caps-lock keys are and how to use them Typing with uppercase and lowercase using all aspects of the keyboard 	Keyboard Typing Mouse Computer Desktop	Home keys Touch type Search engine Shift Caps lock Uppercase Lowercase

Computer Safety (as relevant to unit)

Children to be aware of what websites they are using and only use appropriate search engines like 'Kiddle'.