

Leintwardine Endowed CE Primary School Learning Journey Key

'Letting Our Light Shine'


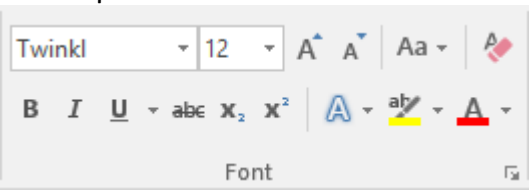
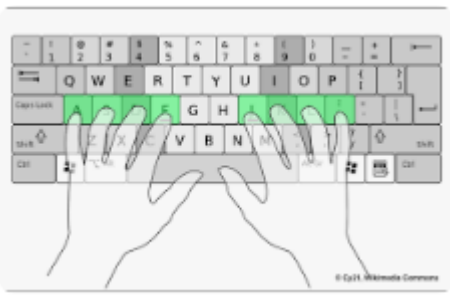

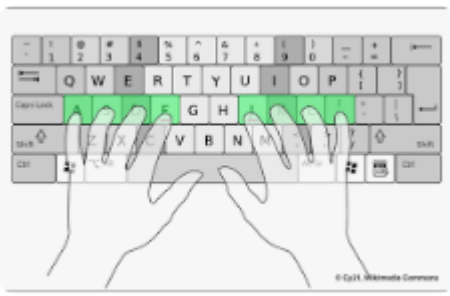
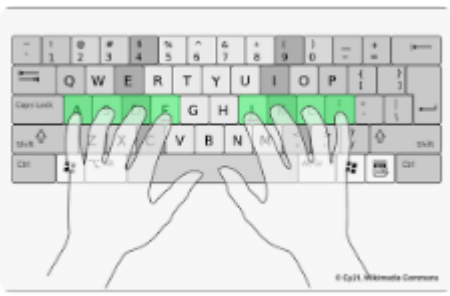
SUBJECT : Computing

YEAR : B

TERM : Summer 2

YEAR GROUPS : 1/2

Key Question: What tools will help me word process a document?

| Question | Vocabulary to Use | Information which will help me | Can I....? |
|--|--|--|---|
| Where should my hands be to type on a keyboard? | keyboard | <p>Menu bar</p>  | type with two hands? |
| How can I correctly punctuate different types of sentences using a keyboard? | punctuation symbols | <p>Font Options</p>  | correctly punctuate sentences with full stops, capital letters, question marks and exclamation marks when typing? |
| How can I edit the text I have already written? | shift Key space Bar return Key cursor | <p>Keyboard Skills</p>  | edit text without deleting unnecessarily? |
| When are undo and redo helpful tools? | mouse/track pad edit | <p>File Menu</p>  | edit text without deleting unnecessarily? |
| How can I format text by selecting it? | undo redo select format font | <p>Keyboard Skills</p>  | use undo and redo tools when editing a document? |
| What changes can I make to the font? | font size font colour bold underline italics | <p>Keyboard Skills</p>  | select text in order to format it? make changes to the font within a document? |