Year 2 – ICT – Autumn 1 Word Processing

ICT Short Term Planning

Year Group: 2   **Term: Autumn 1**   **Subject area: ICT**

Coverage of Skills	Generic Skills (Most children will…)
Text (Word Processing)	-I can load programs independently -I can save and retrieve work independently -I can make simple modifications to my work. -I can use both hands to use the keyboard -I can use appropriate ICT vocabulary

	Learning Objectives	Task design to meet the learning objective (including key questions)
1	(Review previous skills taught in Year 1) I can highlight text to change its format: • Bold • Italics • Colour • Font • size I can use the shift key to type a capital letter.	I can word process a label changing colour, size and font (cross-curricular: science, planet label) • Demonstrate how to load 'Word' and discuss its use as word processing software and what that means. • Tell the children they are going to make a label for class display/work etc. E.g. name of a planet • Demonstrate how to create a capital letter using 'shift' and not 'caps lock' and type in label. • Demonstrate how to 'click and drag' over text to highlight. • Demonstrate how highlighted text can be changed using font type, size and colour icons. • Children to follow a procedure to type in planet name of choice to create label, changing size, colour and typeface. • Print label Challenge: Use' bold' and 'italics' to create label for areas of the classroom.

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2 & 3	As above plus: I can centre a line of text I can use the return key to start a new line. I can save and retrieve my work	I can create a list in the middle of my page. • Revisit skills from previous week, changing text. • Demonstrate how to use icon to centre text on the page. • Demonstrate return key to start a new line. • Children create a list of the planets in the correct order using these skills and adapting text using skills from previous week. • Print list Challenge: Edit work to make some planets bold and others in italics, compare and contrast the different effects.
4 & 5	As above plus: • I can insert/delete a word using the mouse and arrow keys	• I can insert/delete a word using the mouse and arrow keys • Explore and discuss a prepared piece of text about space. Does it make sense? Why not? (Words missing or repeated) • Demonstrate how to use the arrow keys to add or delete words as needed. • Children to apply their skills to edit and organise the text so it makes sense. • Show how to save edited text in a class file to use following week. Challenge: To create own sentences to add to the text ensuring use of capital letters and spaces. Use 'bold' and 'italics' to highlight certain words e.g bold sentence starters and italicise connectives.
6	• I can underline text	I can add my own sentences and edit my work. • Show how to retrieve work from class file. • Discuss and evaluate how text could be improved • Add title and underline • Show how to 'bold' the topic words • Discuss and evaluate other sentences that could be added • Children retrieve own work and compose new sentences to modify the text as was demonstrated. • Pupils reflect on and evaluate their new text

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		• Print final piece of work Challenge: Use skills from session independently to design and create a piece of topic work.
	Cross – Curricular links **Website** **Multimedia** **ICT in Society**	