

# Computing

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Word Processing Skills.

# In our ICT lessons we have been learning different key skills used in word processing.

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- If you have access to Word / Google Docs or a similar word processing app, please practice some of the key skills shown on the next few slides. (I know that some skills will not be appropriate if using a tablet)
- You can also can also have a go at the Word Wizards, How to Change Text, game on BBC bitesize






<https://www.bbc.co.uk/bitesize/topics/zbhgjxs/articles/z2s49j6>

Either type some sentences about something you have done this week;

Or type a message to send to someone, to let them know you are thinking about them.


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**Typing**



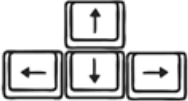


I can use 2 hands to type. I can use one space between words. I can keep typing at the end of a line. I can use the shift key for capitals. I can type symbols using the shift key if necessary.

**Saving**



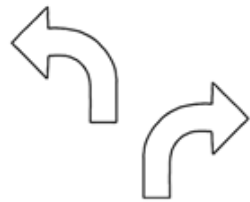
I can save files in their folder.

**Editing**



I can use backspace to remove the character before the cursor. I can use delete to remove the character after the cursor. I can use the arrow keys to move around the text.

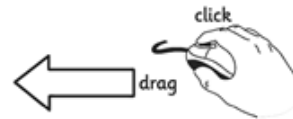
# Can you change your font, font size and font colour to make it more interesting.



I can use undo and redo.



I can select a single word.



I can select a selection of text using a mouse.



I can select a selection of text using the keyboard.



I can change the font.



I can change the font size.



I can change the font colour.



I can use bold, italics and underline.