


# Computing – Autumn 2 - 24-25

## Year 2 – Microsoft word - Typing

<b>Remember when:</b> keyboard skills, mouse skills	<b>Key vocabulary</b>														
<b>Sticky knowledge:</b> <ul style="list-style-type: none"> <li>Buttons on the keyboard are called keys.</li> <li>A keyboard has 104 keys.</li> <li>The keyboard has letter keys, number keys, function keys, arrow keys and special keys.</li> </ul>	<table> <tr> <td>keyboard</td> <td>caps lock</td> </tr> <tr> <td>screen</td> <td>shift</td> </tr> <tr> <td>mouse</td> <td>symbol</td> </tr> <tr> <td>space bar</td> <td>enter</td> </tr> <tr> <td>backspace</td> <td>arrow keys</td> </tr> <tr> <td>cursor</td> <td>function keys</td> </tr> <tr> <td></td> <td>word document</td> </tr> </table>	keyboard	caps lock	screen	shift	mouse	symbol	space bar	enter	backspace	arrow keys	cursor	function keys		word document
keyboard	caps lock														
screen	shift														
mouse	symbol														
space bar	enter														
backspace	arrow keys														
cursor	function keys														
	word document														

**National curriculum:**  
-Use technology purposefully to create, organize, store, manipulate and retrieve digital content.

Features	Sources
	<p>Keyboard dance mat  <a href="https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr">https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr</a></p> <p>Keyboard navigation  <a href="https://www.everyschool.co.uk/i.c.t.-key-stage-1-navigation-skills.html">https://www.everyschool.co.uk/i.c.t.-key-stage-1-navigation-skills.html</a></p>

Title / Focus	Lesson outline
<p><b>Lesson 1</b>-Introduction to a keyboard</p> <p>LO- to use a keyboard</p> <p>SK- Buttons on the keyboard are called keys.</p> <p>A keyboard has 104 keys.</p>	<p>Introduce children to a picture of a keyboard. Discuss keys: letters, numbers, arrows and special keys. Explain to children that there is a correct way of positioning hands over the keyboard when typing. Model how to do this. Get children to colour in the letters in their name so they can think about the position of these letters on the keyboard.</p> <p>Introduce the children to the desktops. Can they remember how to use the mouse to navigate the home page?</p> <p>Use the following link; <a href="https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr">https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr</a> to introduce children to correct positioning of hands over keyboards. Work through multiple levels.</p>
<p><b>Lesson 2</b>- Letter keys</p> <p>LO- to use a keyboard</p> <p>SK- Buttons on the keyboard are called keys.</p> <p>A keyboard has 104 keys.</p>	<p>Recap previous lesson. Open word document. Teach children how to open a word document. Teach them how to open a new document using the mouse.</p> <p>Discuss the keyboard and the 104 different keys. What are most of the keys? (letters)</p> <p>Recap position of hands over keyboards – encourage pupils to use this throughout the lesson. Use the lesson to practice typing their full names. Address things such as using capital letters and the space bar in order to do this. Show children how to delete text errors they may make.</p>
<p><b>Lesson 3</b> Number keys</p> <p>LO- to use a keyboard</p> <p>SK- Buttons on the keyboard are called keys.</p> <p>The keyboard has letter keys, number keys, function keys, arrow keys and special keys.</p>	<p>Recap last lesson. What are most of the keys? Discuss the other keys on the keyboard.</p> <p>Teach children how to use other keys on the keyboard – focus on use of letters and numbers.</p> <p>Children to type the date, their name and various numbers using the keyboard using the correct hand position over the keyboard.</p>
<p><b>Lesson 4</b> Special function keys</p> <p>LO- to use a keyboard</p> <p>SK- Buttons on the keyboard are called keys.</p> <p>The keyboard has letter keys, number keys, function keys, arrow keys and special keys.</p>	<p>Recap previous lessons.</p> <p>Teach children to use the arrow keys and special function keys not already covered. Children to copy up sentences that include letters, numbers and special function keys. Observe pupils using the arrow keys to navigate through the sentences.</p>

<b>Lesson 5</b> Final piece	Create a final piece of writing. They need to write multiple sentences using the keys/skills taught. Observe each child to conduct an assessment.	
Working towards	<b>End of Unit Assessment</b> Working at Age related expectations	Working at a greater depth