Today we will be learning about word processing and we will start to use Google Docs.

What is word processing?

- It is an application used to write, edit and format text.
- Can you think of any that you have used during learning from home?

- These can include, word processors like word and Google Docs, spreadsheets, media players and games.

What is Google Docs?

- Google Docs is a free, web based application that allows us to share, manage documents.
- You can also share your work with people such as parents or teachers.

GOOGLE DOCS FOR KIDS

Episode 1:
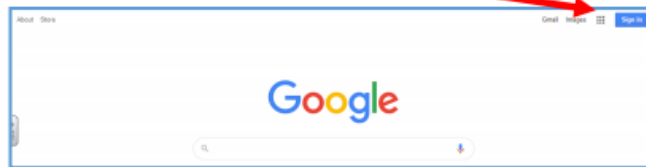
WHAT IS IT?

Watch this video!
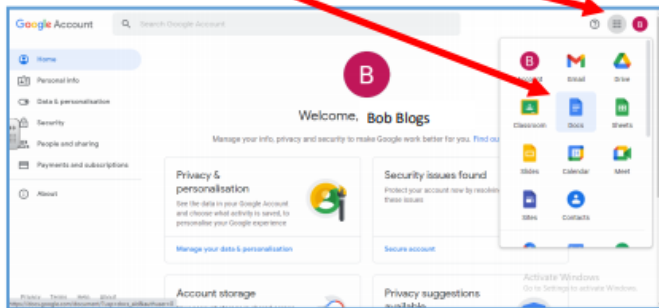
Starting a Google Docs

To get you started, open your web browser and go to www.google.com
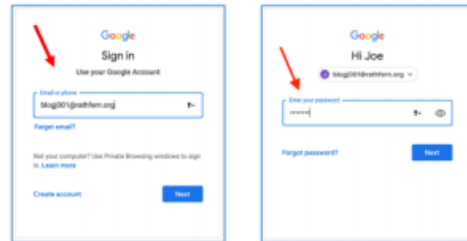Then follow the instructions below.

Google Docs / Getting Started

1) On your chosen internet browser, go to www.google.com
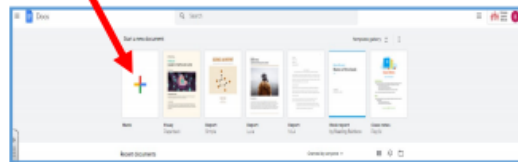2) Click on the 'Sign in' tab to access your account.

4. On the welcome page, you can manage account settings. Click on the keypad icon in the top right corner of the page. Then click on the Docs.
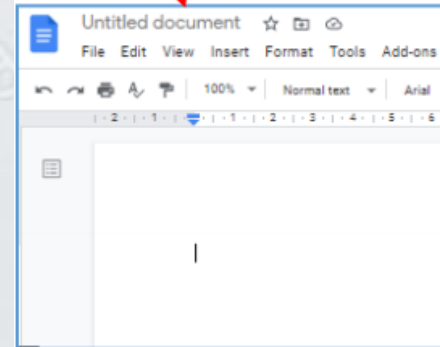
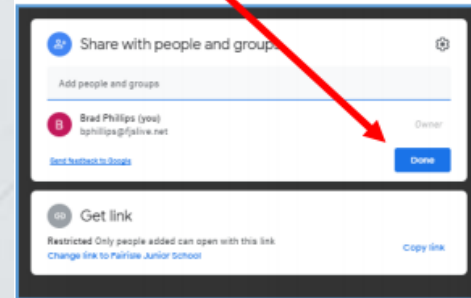3. Enter your child's unique username and password.

5. Once you have clicked on the docs icon, you can now create your own Doc.
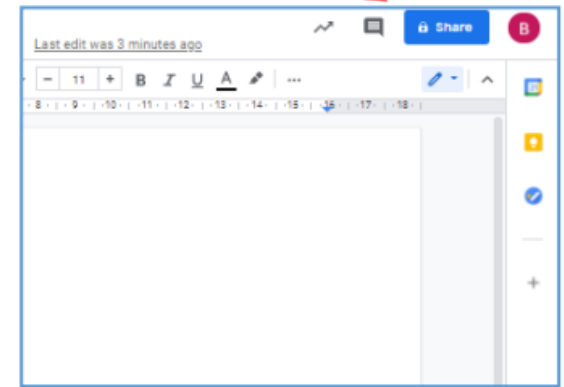
6. Untitled Document—Click on the grey lettering and then rename your Document.

8. Type in your teachers name and press done/ send.

7. This is where you can share your learning with your class teacher. Click on the Blue Share button.

Undo   Redo   Font size   Bold   Underline

9. Now to complete some home learning. You can use some of the tools above to help you.

Google Docs

Challenge!

Your challenge is to publish a paragraph of your Non-chronological report.

Can you:

❑ Add a picture

❑ Add a heading which is underlined and in bold.

❑ Add a subheading which is underlined.

Once you have finished can you share it with your class teacher.

Example

The Ragged Romans

Gruesome Gladiators

Being a gladiator in ancient Rome was serious business! Thousands of spectators would visit Amphitheatres to be entertained and watch gladiators fight. Although these skilled warriors were often classed as celebrities, many of the gladiators were slaves fighting for their freedom. A Lanista put potential gladiators through gruelling training regimes, until they became highly skilled and ready for combat – violent confrontations with other gladiators, wild animals and condemned criminals. Every gladiator had different strengths and areas of expertise in terms of fighting and weapons, which meant that the battles would be unpredictable and exciting to watch. It was possible for some of the best gladiators (those who survived) to make a lot of money and eventually retire as free men but they had to defeat many combatants over many years before this was even a possibility.

Typing

- Where do you use typing?

- When you are on your laptop? When you are on a tablet or a mobile device? Anywhere else?

- Watch this video to learn why it is important that we know how to type.

https://youtu.be/F8L2FhmtJ-w

Typing speed test

- How quick can you type?
- Click this link below and test your speed!
- https://www.typingtest.com/test.html

- Once you have tested your speed input your speed into this link, I wonder who will be the quickest?
https://docs.google.com/spreadsheets/d/1KFAhrQl4NdIAJTpFaSPYJdz4zwvXilKQ_eXro9bHIAo/edit?usp=sharing