A top-down view of a desk setup. On the left, a portion of a silver laptop keyboard is visible. In the top center, a white computer mouse is partially shown. On the right, the spiral binding of a notebook is visible. The background is a light-colored, textured surface.

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.



← Watch this video!

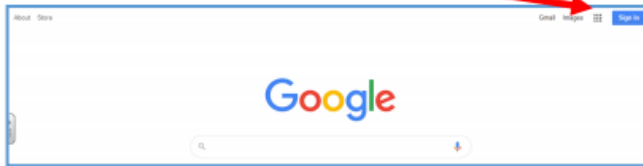
<https://www.youtube.com/watch?v=478TDzL1b3E>

Starting a Google Docs

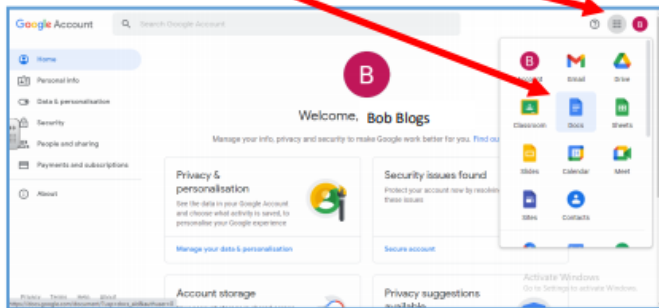
To get you started, open your web browser and go to www.google.com
Then follow the instructions below.

Google Docs / Getting Started

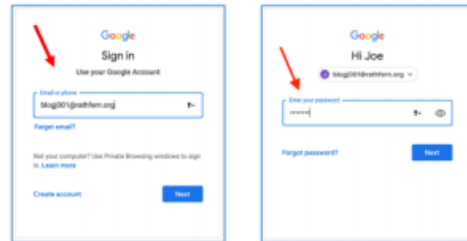
- 1) On your chosen internet browser, go to www.google.com
- 2) Click on the 'Sign in' tab to access your account.



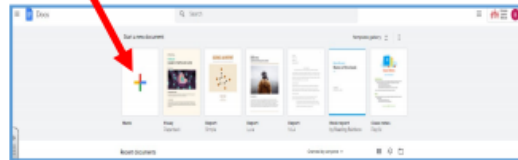
4. On the welcome page, you can manage account settings. Click on the keypad icon in the top right corner of the page. Then click on the Docs.



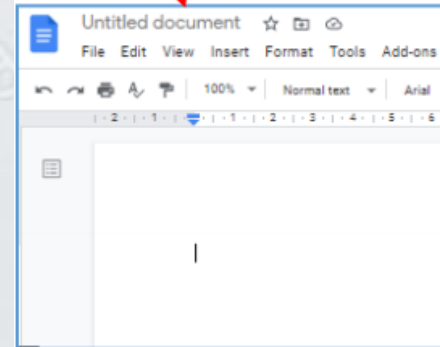
3. Enter your child's unique username and password.



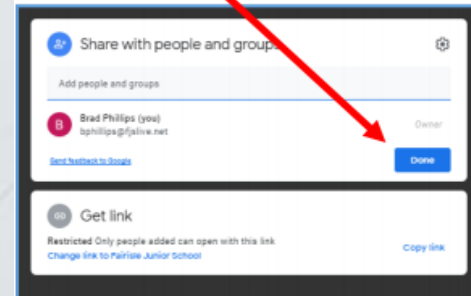
5. Once you have clicked on the docs icon, you can now create your own Doc.



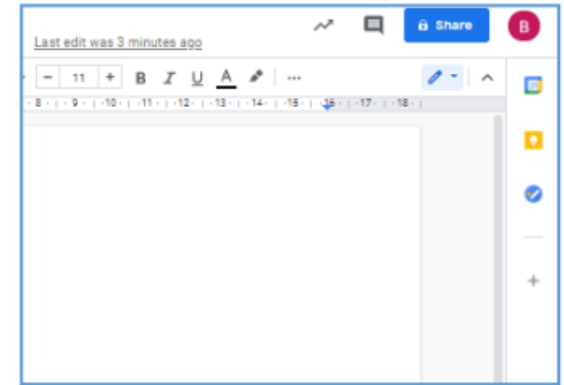
6. Untitled Document—Click on the grey lettering and then rename your Document.



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.



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 write five expanded noun phrases that you wrote for your English on to Google Docs.

Can you:

- ☐ Change the colour of each sentence.
- ☐ Make your favourite sentence bold.
- ☐ Add the title 'Expanded Noun Phrases'.

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



Example

The screenshot shows a Google Docs window. The title bar at the top reads "Expanded Noun Phrases" with a star icon, a document icon, and a share icon. Below the title bar is a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Add-ons", and "Help". To the right of the menu bar is a status bar that says "Last edit was seconds ago". Below the menu bar is a toolbar with various icons for undo, redo, print, text color, background color, bold, italic, underline, link, unlink, insert image, insert table, insert drawing, insert video, insert audio, insert link, insert table of contents, and insert table. The main editing area contains a list of noun phrases, each on a new line and preceded by a small square bullet point. The phrases are: "The enormous, ugly house." (green), "The fierce, old hag." (magenta), "The pointy, wrinkly nose." (red), "The mean, angry witch." (blue), and "The black, dusty cape." (purple). The document is set to "Normal text" style, "Arial" font, and "100%" zoom. The right sidebar shows icons for Google Drive, Google Photos, Google Maps, and a plus sign for more apps.

Expanded Noun Phrases

- The enormous, ugly house.
- The fierce, old hag.
- The pointy, wrinkly nose.
- The mean, angry witch.
- The black, dusty cape.

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.



WHY
SHOULD
I LEARN
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