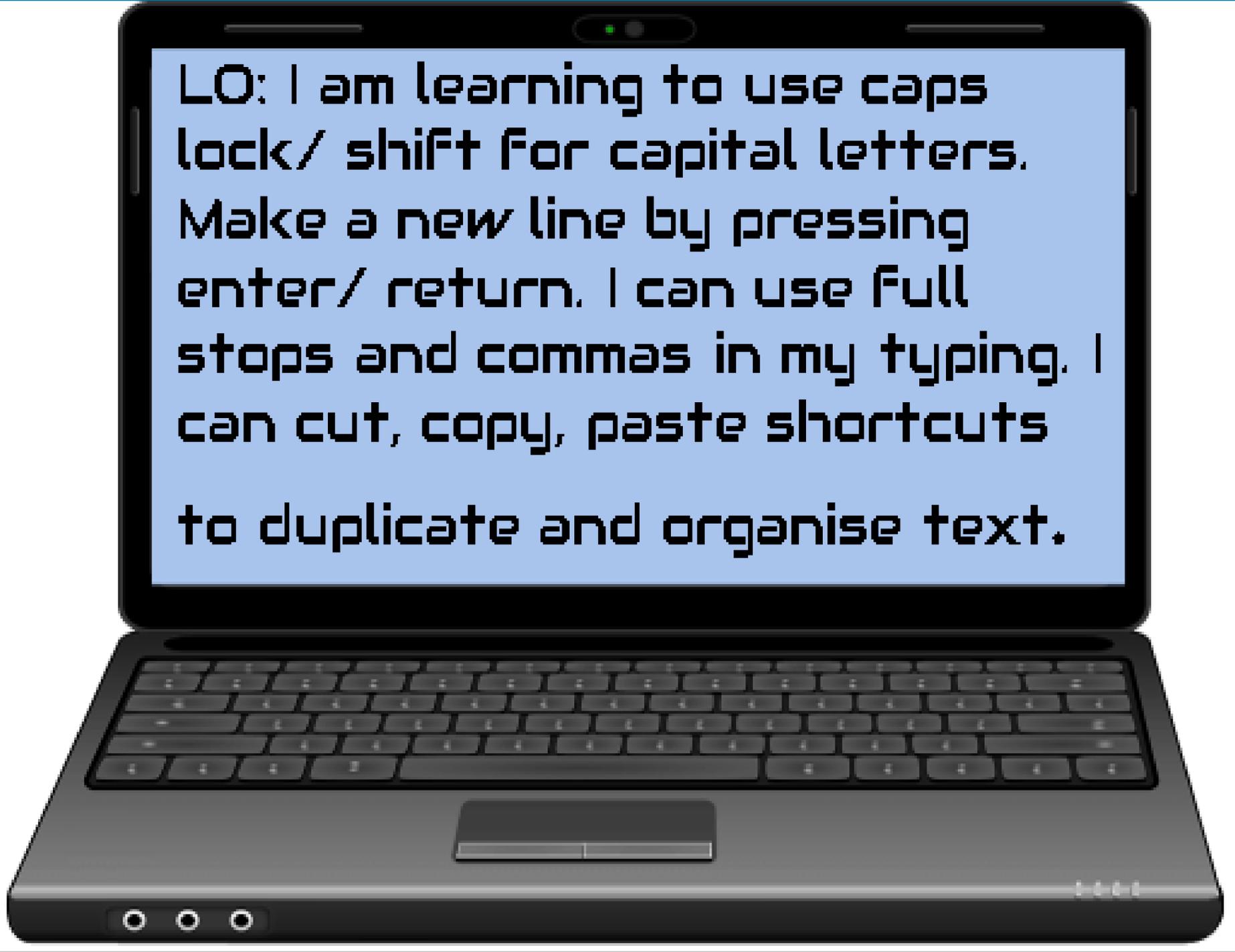


Computing

A black laptop is shown from a front-facing perspective. The screen is illuminated with a light blue background and displays text in a black, monospaced font. The text is centered and reads: "LO: I am learning to use caps lock/ shift for capital letters. Make a new line by pressing enter/ return. I can use full stops and commas in my typing. I can cut, copy, paste shortcuts to duplicate and organise text." The laptop's keyboard and trackpad are visible below the screen.

LO: I am learning to use caps lock/ shift for capital letters. Make a new line by pressing enter/ return. I can use full stops and commas in my typing. I can cut, copy, paste shortcuts to duplicate and organise text.

Watch this introduction to Google Docs, it will help you with the skills you will practise in today's lesson.

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

GOOGLE DOCS



FOR KIDS

Episode 1:

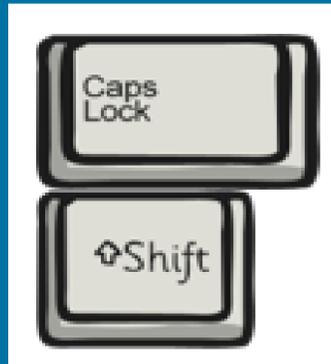
WHAT IS IT?



Whilst you are watching the video: Create a list of things you can do using this word processing software.

In today's lesson you will be learning how to:

I am learning to use cap lock/shift for capital letters.



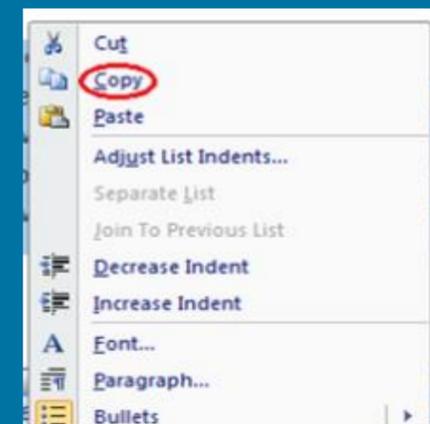
I am learning to make a new line by pressing enter/return.



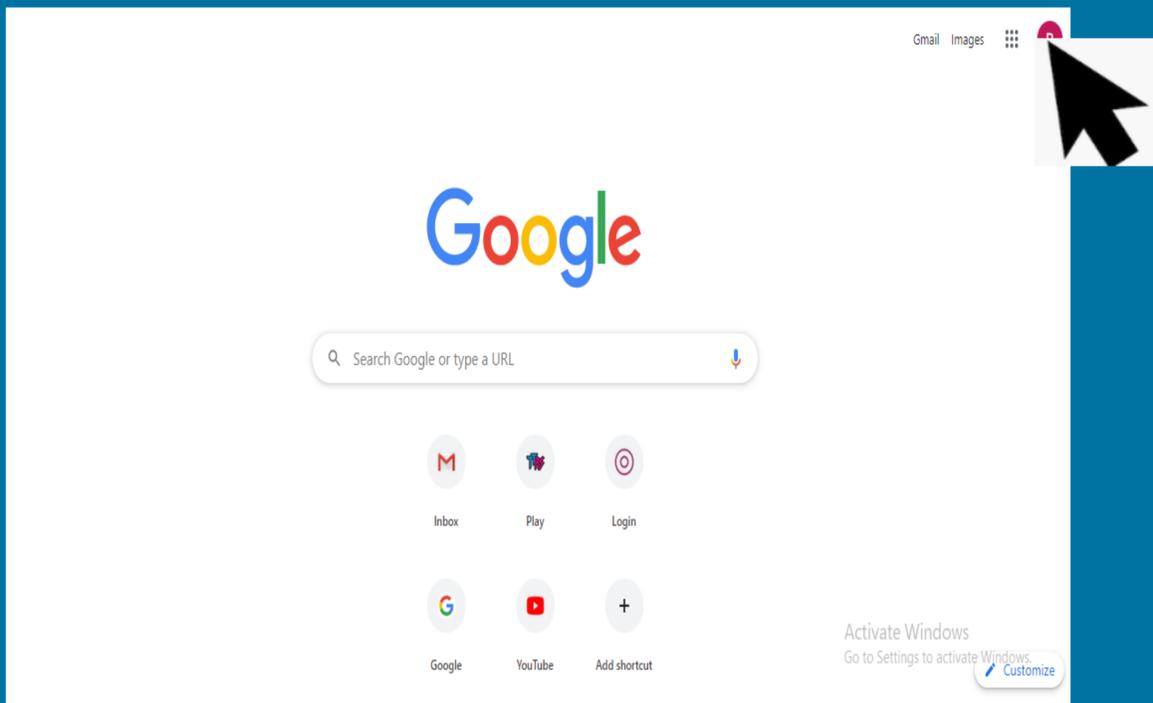
I am learning to use Full Stops and comma in my typing.



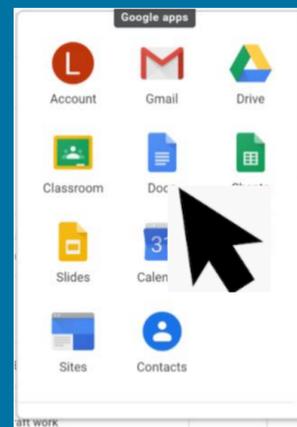
I am learning to use cut, copy, paste shortcuts to duplicate and organise text.



Let's get started by opening Google Docs.
Make sure you've logged in to your Google account first

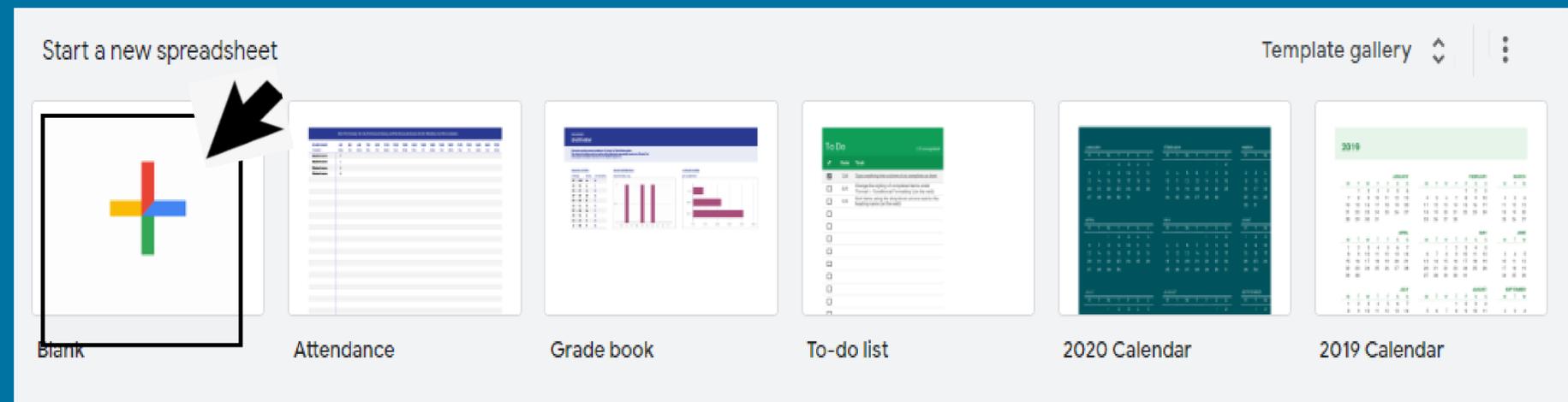


Click on the 9 dots to go to Google Apps.



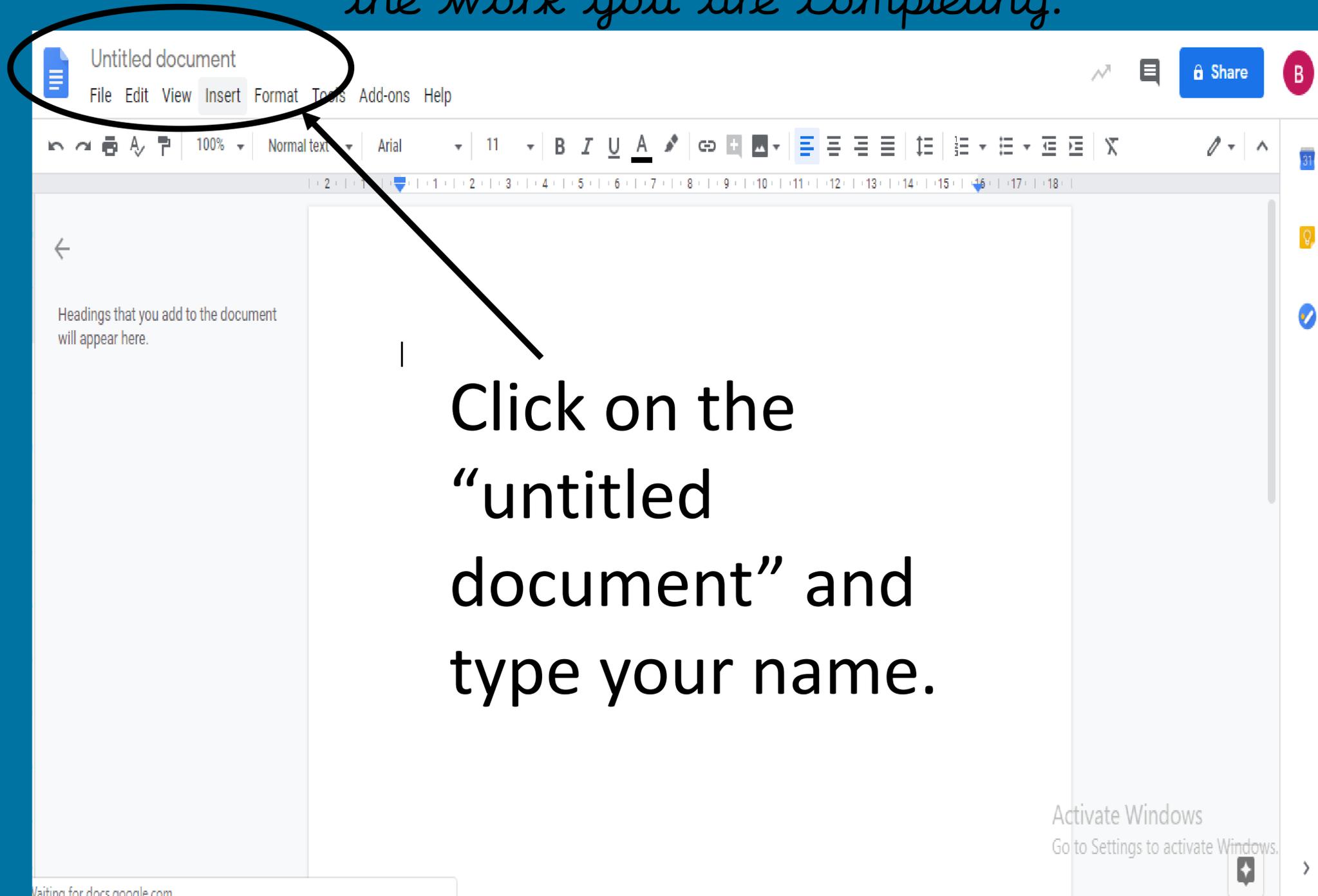
Click on Docs

Open a new docs.

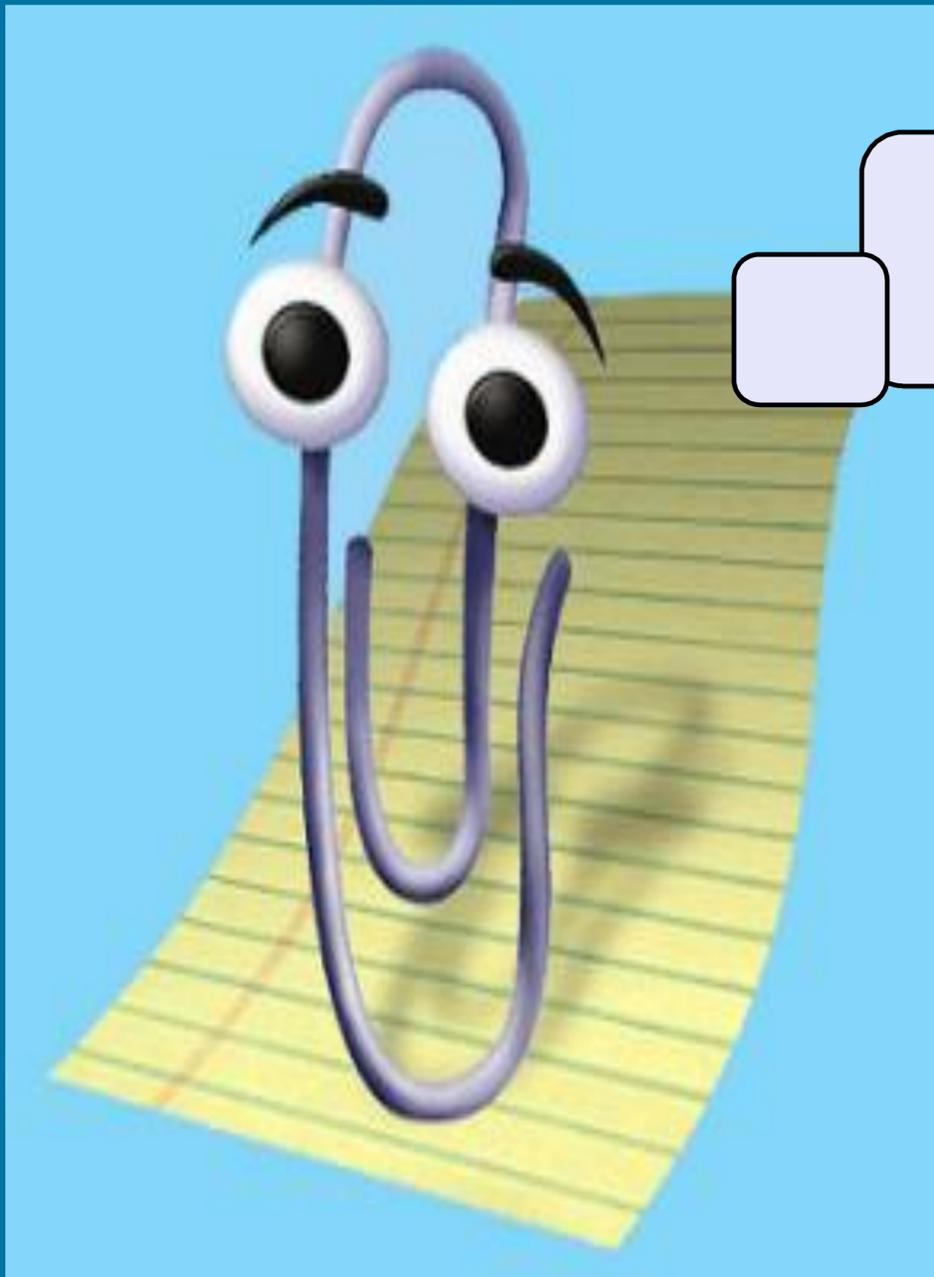


When you have your Google Docs open, you need to give your document a name.

The name needs to be based on the work you are completing.



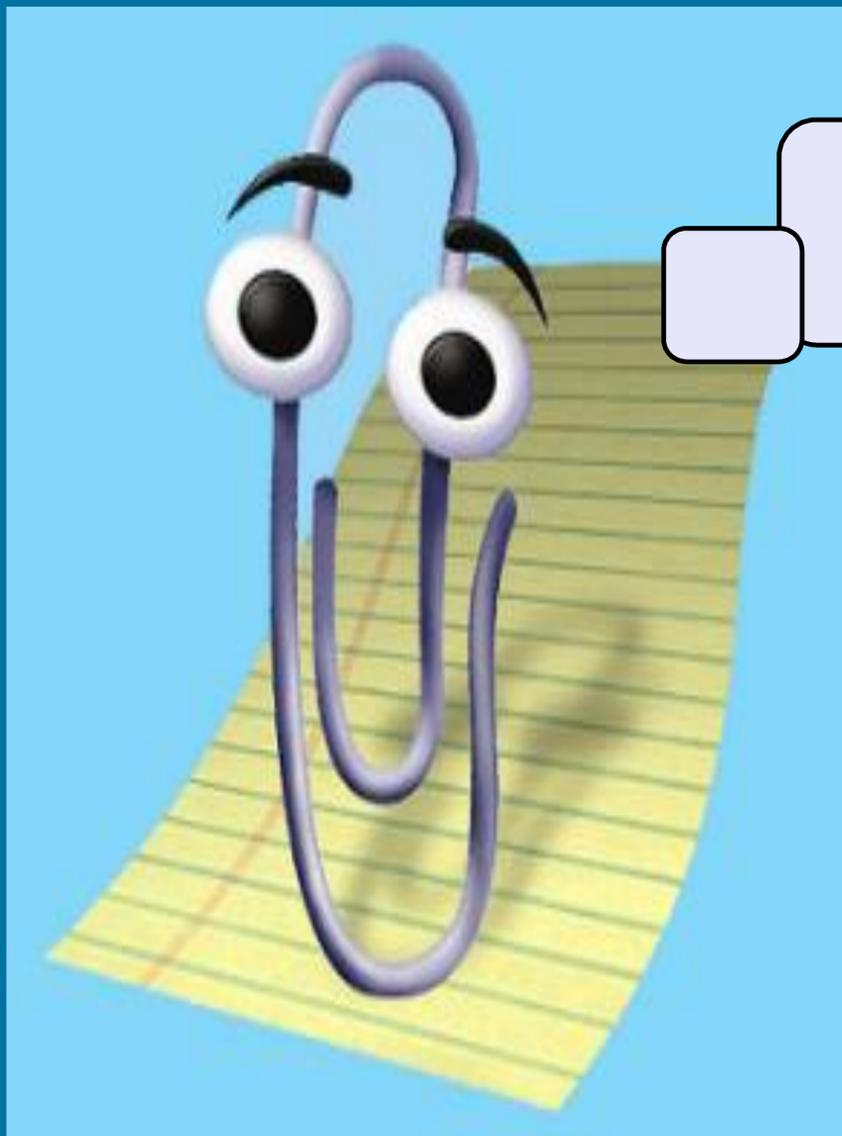
Click on the
“untitled
document” and
type your name.



So if I am learning about animals and I call my document 'houses' would that be okay?

Yes

No



So if I am learning about animals and I call my document 'animals' would that be okay.

Yes

No

I am learning to on a laptop / computer

I **C**hange **C**ase



At the start of a sentence you need a Capital Letter. To do this you...

- 1) Press the CAPS LOCK button to turn capital letters on.
 - 2) Type your letter.
 - 3) Press the CAPS LOCK button to turn capital letters off.
-

CAPS LOCK turns all the letters into capital letters. You will need to press it again to turn it off otherwise all your LETTERS WILL BE CAPITALS!

I am learning to on a Chrome Book

I Change Case

However, on a Chrome book is slightly different.

PRESS alt and the magnifying glass together to turn all the letters to Capital Letters.



Now try typing your name in a Doc using CAPS LOCK for the capital letters. Remember to turn it off after you've typed the first letter.

I am learning to

I **Change Case**

You can also use the SHIFT KEY. This should be used if you do not want to write lots of capital Letters. It's useful when you are writing words that only need a capital letter at the start - like your name!

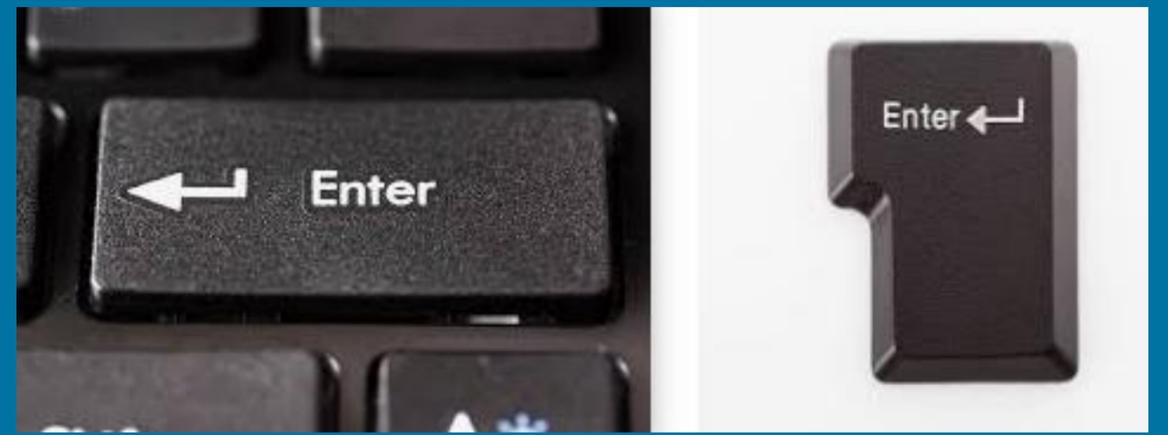


At the start of your sentence you need a Capital Letter.

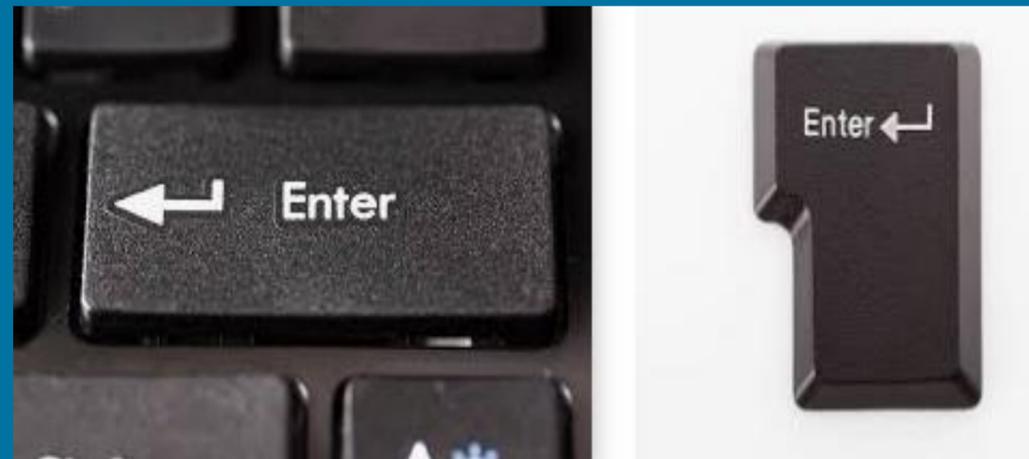
- 1) Press and hold the SHIFT button to turn capital letters on.
- 2) Type your letter.
- 3) Let go of the SHIFT button to turn capital letters off.

Now try typing your name again in a Doc using the SHIFT key for the capital letters.

I am learning to
add a new line

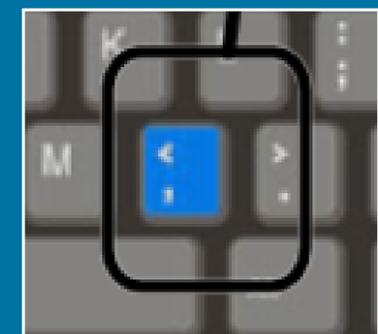


When you want to start a new paragraph you use the
ENTER key create a new line.

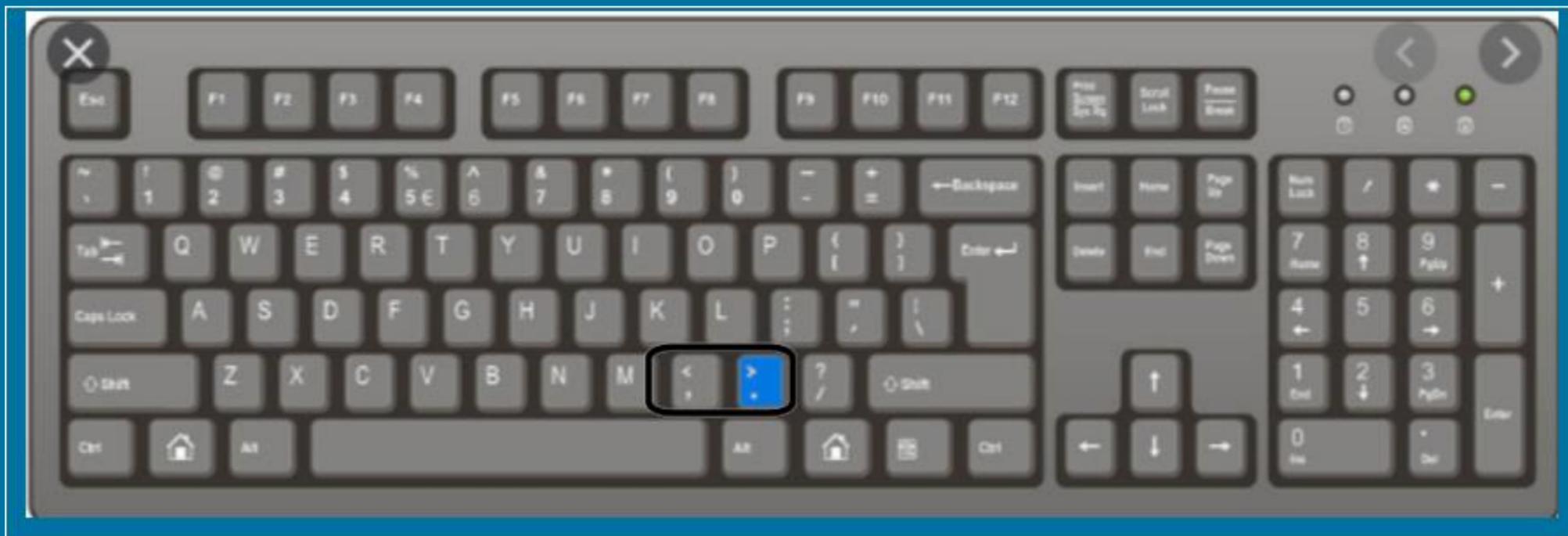


Now write your FIRST NAME and then
press the ENTER key and write your
SURNAME (last name).
Discuss what happens.

I am learning to add a full stop and a comma



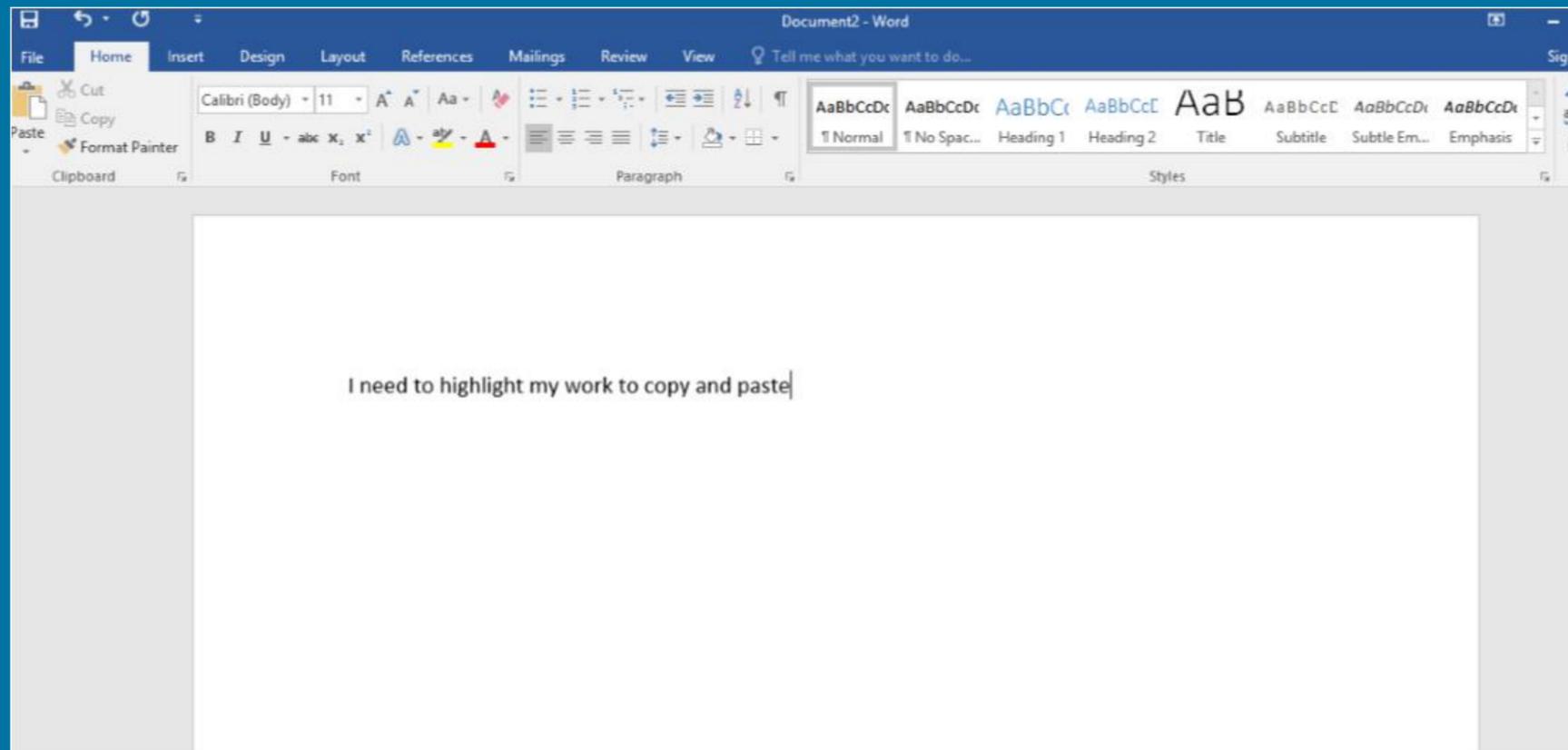
Find the full stop and the comma on your keyboard. They are next to each other!



Now write the following sentence using a capital letter, a comma and a full stop.

First, use a capital letter.

I am learning to highlight my text to cut, copy and paste my work. This means you can swap your work around without re-typing it!



-
- Click the cursor next to the writing you would like to copy.
 - Then, hold down the left button on your mouse/keypad.
 - Finally, draw it across the writing - this will highlight the text.

Now you have highlighted your writing.

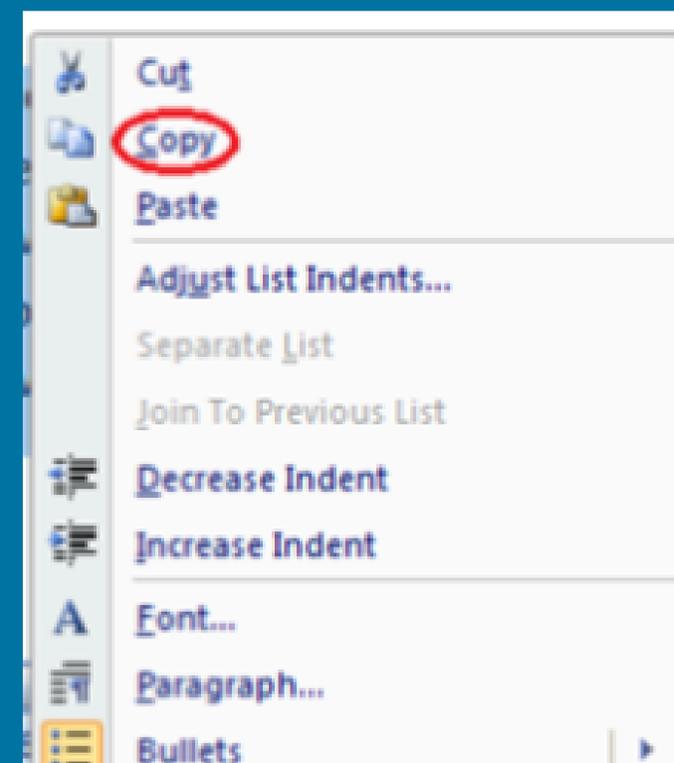
I need to highlight my work to copy and paste

The text is highlighted to show you what you will be copying and pasting.

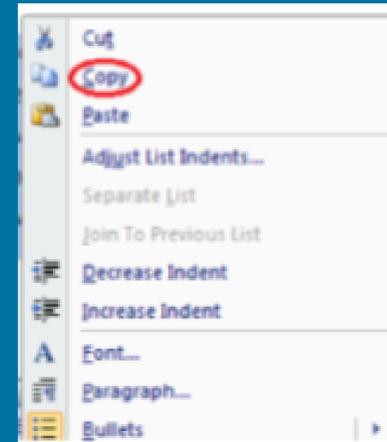
Using the right button on your mouse/pad, right click.



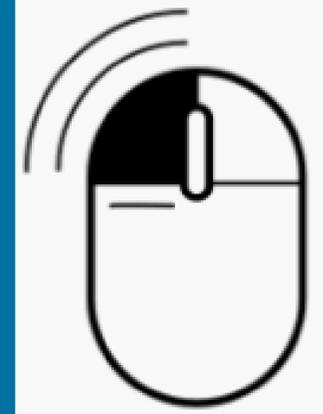
Then a drop down should appear.



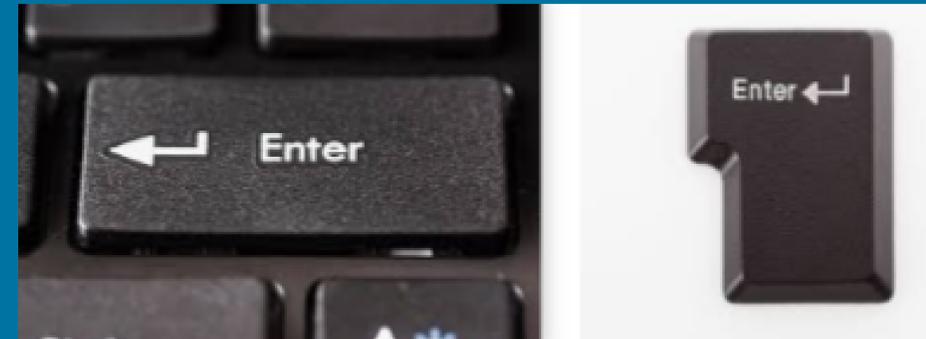
You need to move your cursor down to the copy function.



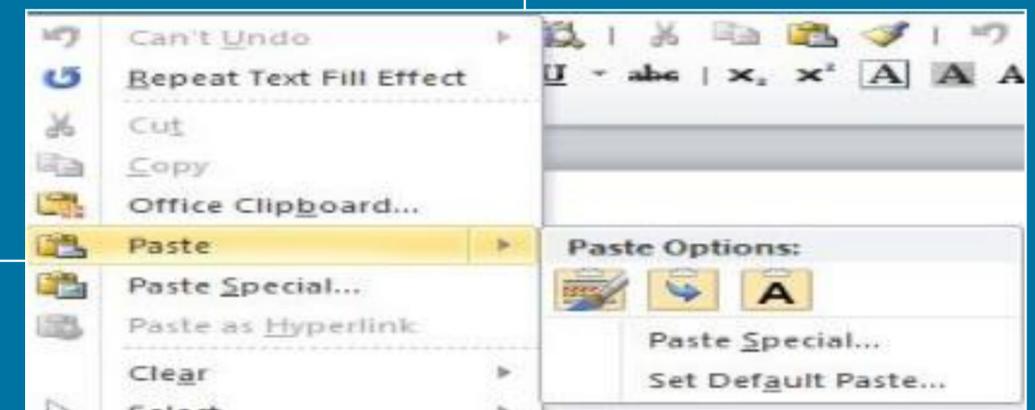
Then click the copy button with your left mouse button.



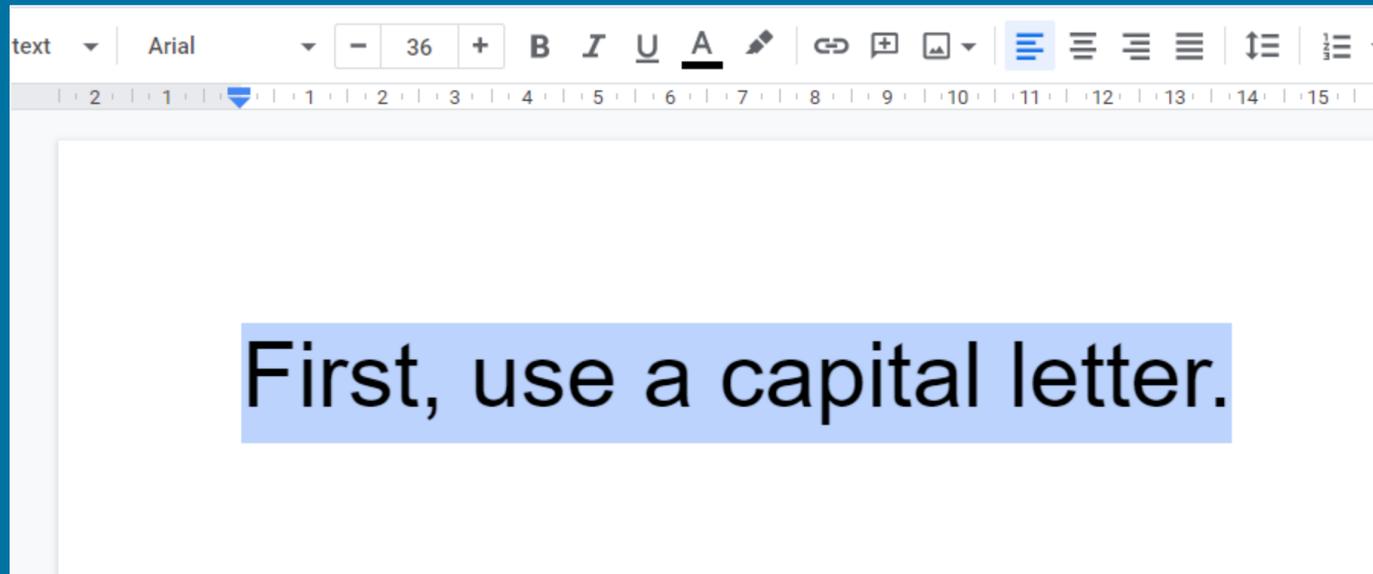
Once you have done that, use the return key on your keyboard to start a new paragraph.



Right click on your mouse again and then a drop down should appear and you need to find the option paste.



Use your sentence to practise highlighting, copying and cutting.

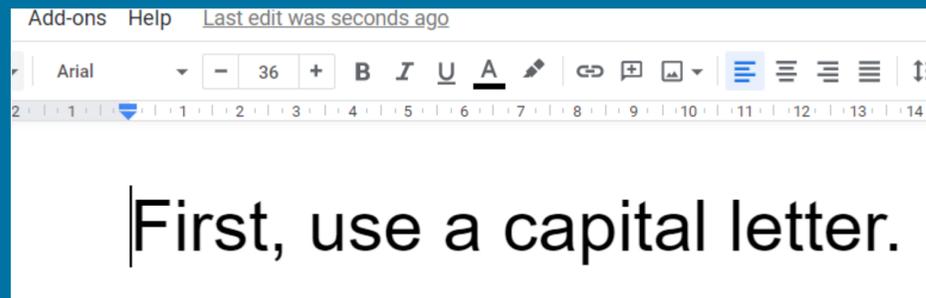
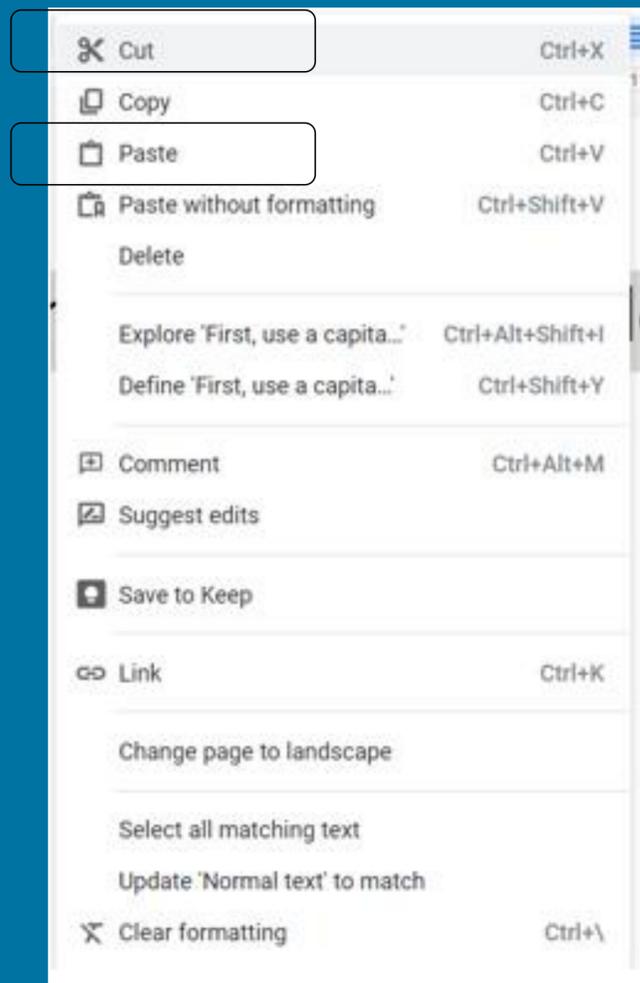


I've copied my text and now I have two identical sentences.

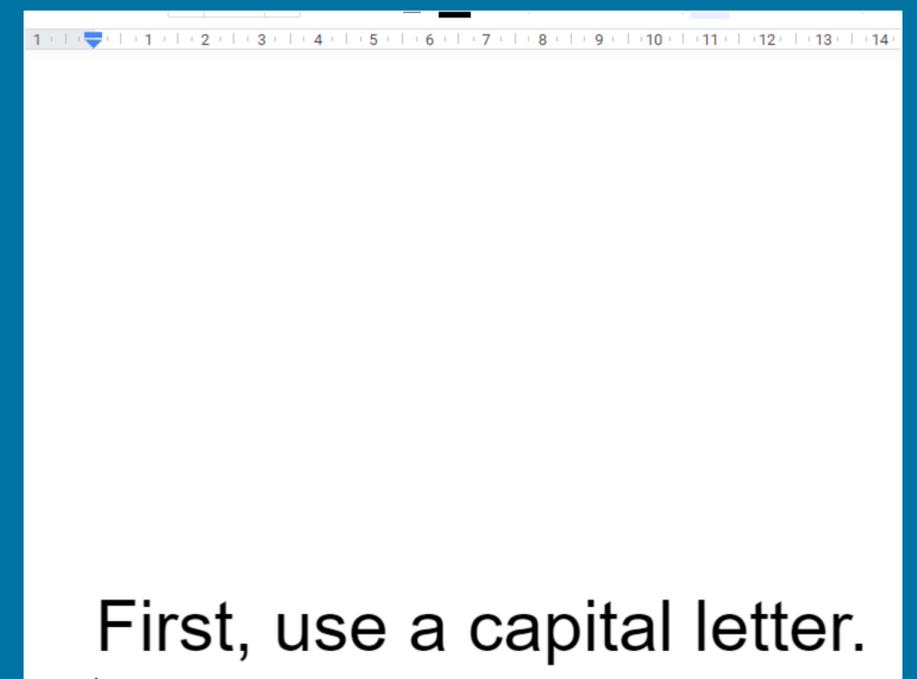
First, use a capital letter.
First, use a capital letter.

-
- Highlight your text and select COPY
 - Press ENTER to go on to a new line
 - Right click again and select PASTE
 - You should have two identical sentences

Now practise using the CUT and PASTE option.



I've cut my text and moved it.

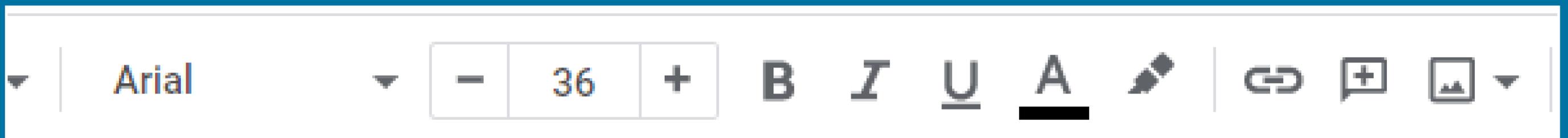


- Highlight your text and CUT it. This will make the text disappear (don't worry it's in something called a clipboard).
- Press ENTER to go to a new line and right click before selecting PASTE.

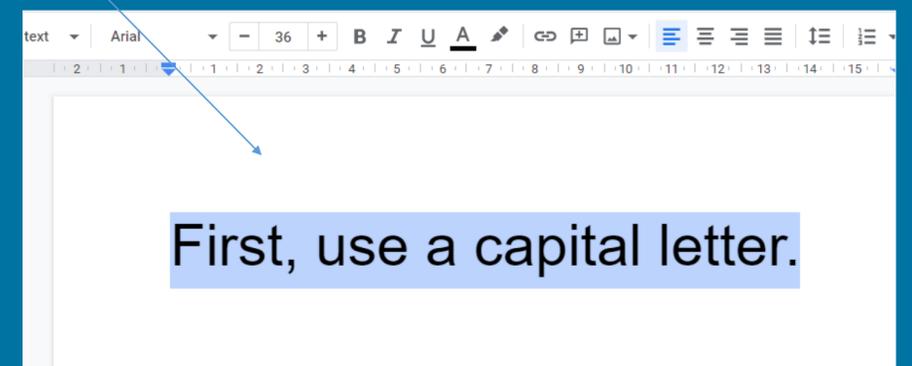
I am learning to format my text using different colours, sizes and fonts.

This is the FORMAT bar. It is used to change how your text looks.

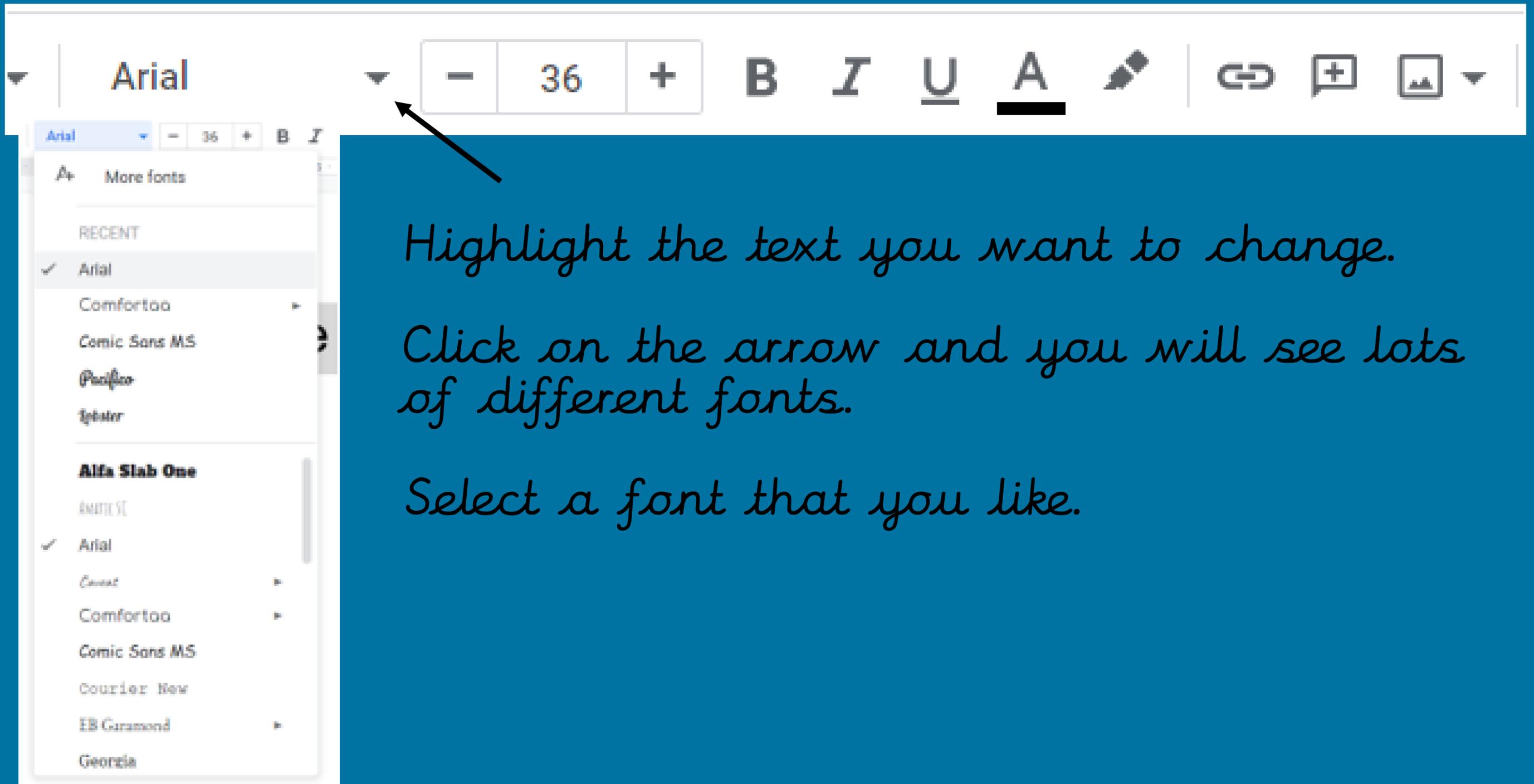
Can you work out what the different functions mean?



To format your text you must highlight it first by clicking in the start and dragging your cursor.



Change the font. A font is how your writing will look. Some are really fancy!



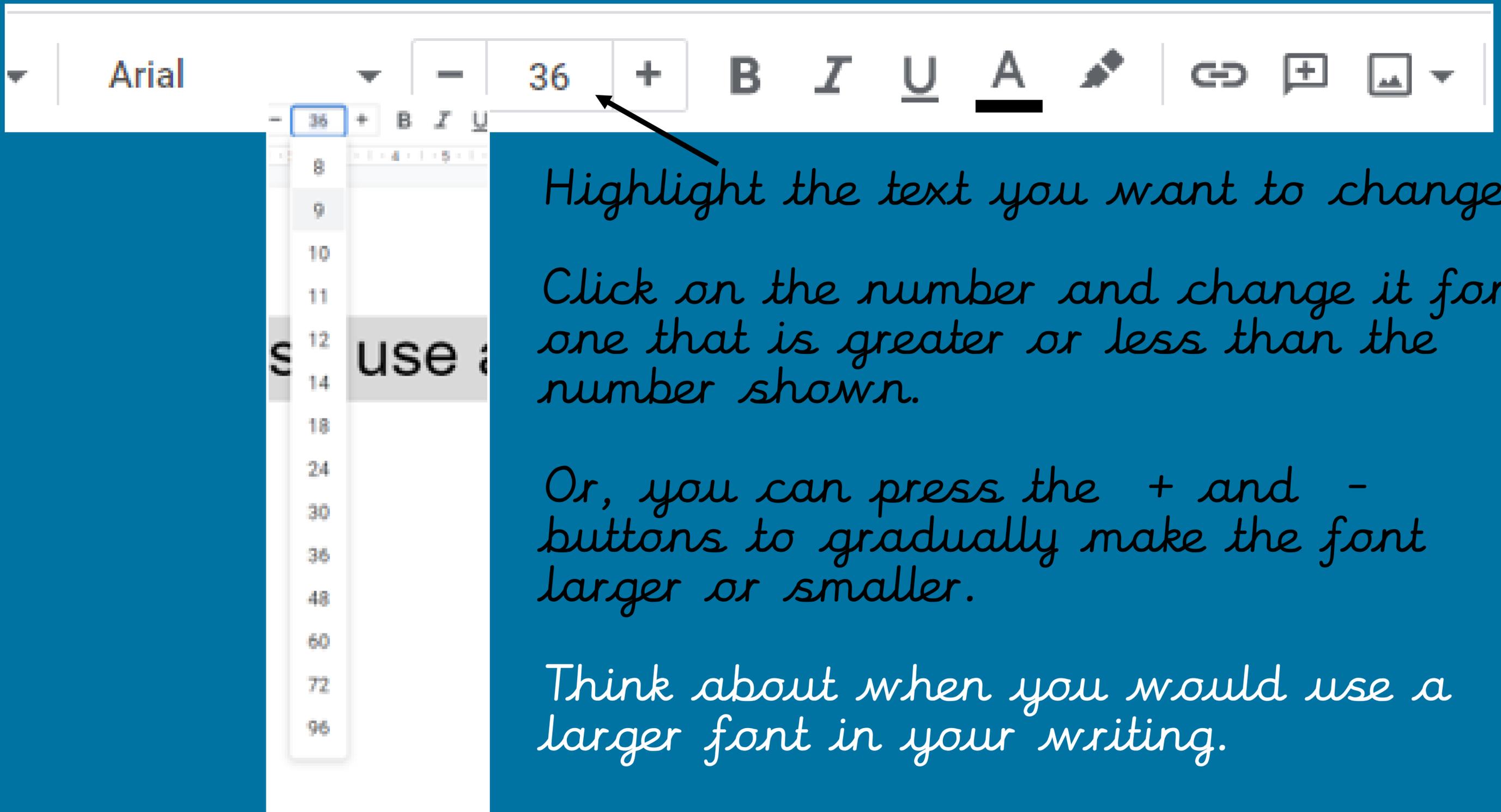
The image shows a screenshot of a text editor's font toolbar and a font selection menu. The toolbar is at the top, showing the current font as 'Arial', a size of 36, and buttons for bold (B), italic (I), underline (U), and text color (A). Below the toolbar, a font selection menu is open, showing a list of fonts including Arial, Comfortaa, Comic Sans MS, Pacifico, Impact, Alfa Slab One, and Georgia. An arrow points from the text 'Highlight the text you want to change.' to the font selection menu.

Highlight the text you want to change.

Click on the arrow and you will see lots of different fonts.

Select a font that you like.

Change the size of the font.

A screenshot of a text editor's font toolbar. The toolbar includes a font name dropdown set to 'Arial', a font size dropdown set to '36', and buttons for bold (B), italic (I), underline (U), text color (A), background color, link, insert, and image. The font size dropdown menu is open, showing a list of font sizes: 8, 9, 10, 11, 12, 14, 18, 24, 30, 36, 48, 60, 72, and 96. The number '36' is highlighted in the list. An arrow points from the text 'Highlight the text you want to change.' to the '36' in the toolbar. Another arrow points from the text 'Click on the number and change it for one that is greater or less than the number shown.' to the '36' in the dropdown menu. A third arrow points from the text 'Or, you can press the + and - buttons to gradually make the font larger or smaller.' to the '+' and '-' buttons in the toolbar. A fourth arrow points from the text 'Think about when you would use a larger font in your writing.' to the '36' in the dropdown menu.

Highlight the text you want to change.

Click on the number and change it for one that is greater or less than the number shown.

Or, you can press the + and - buttons to gradually make the font larger or smaller.

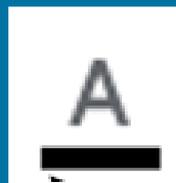
Think about when you would use a larger font in your writing.

Change the *colour* of the font



Highlight the text you want to change.

Click on



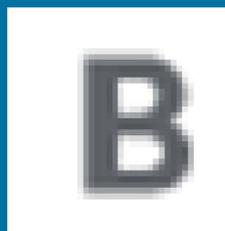
You are shown a colour pallet and you can select the colours you like the best.



Using **Bold**, *Italic* and underline to emphasise your text.



Embolden



This makes the word thicker so it stands out more from the rest of the text.

Italics



This makes the word slant forward so it stands out more from the rest of the text.

Underline



This underlines the word so it stands out more from the rest of the text.

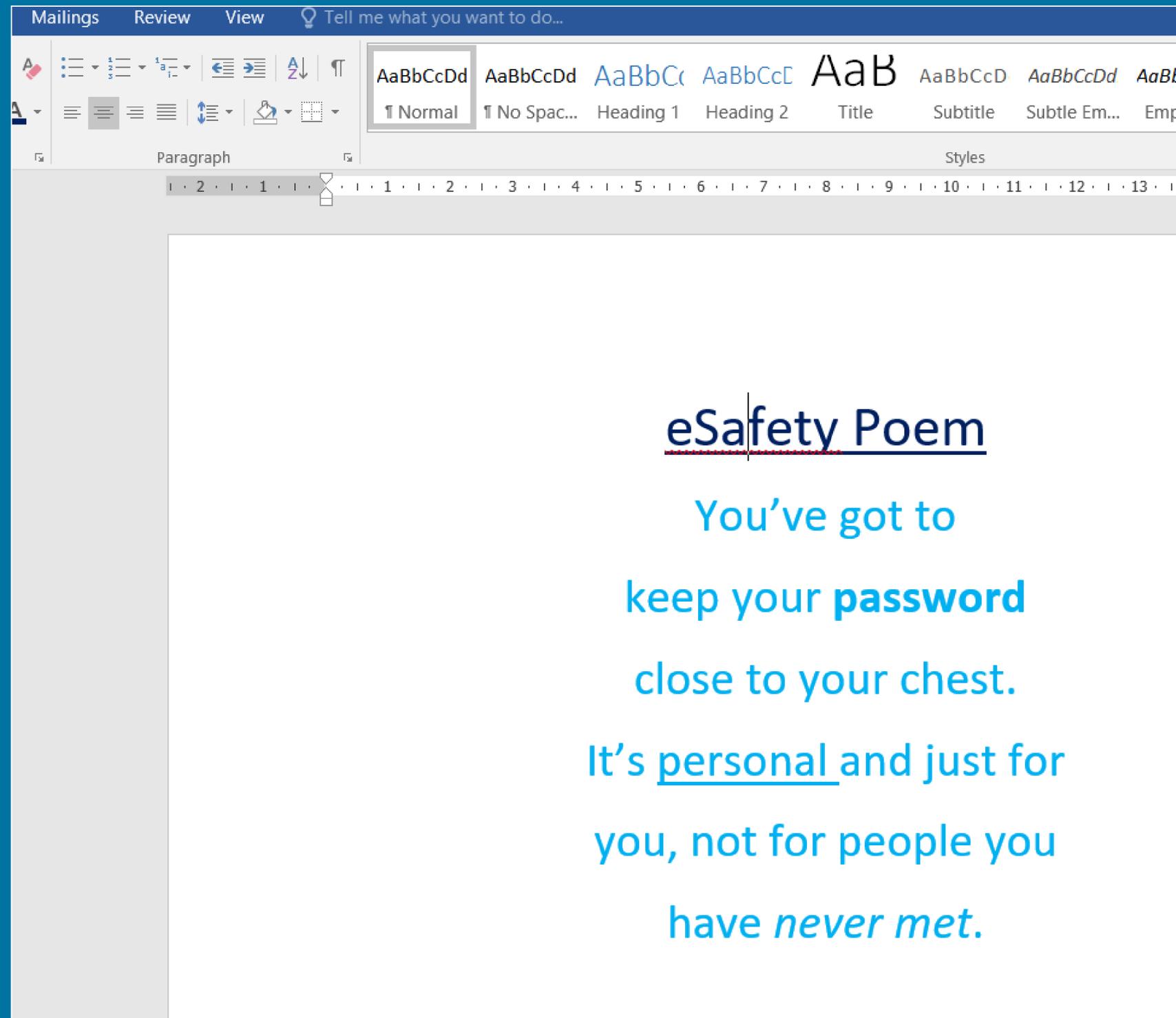
Your challenge and the success criteria.

Choose a piece of writing from the English lessons and type it up using Google Docs or Microsoft Word.

Make sure you

- ✓ Include a title and underline it
- ✓ Use Capital Letters (try using CAPS LOCK and the Shift method).
- ✓ Use full stops.
- ✓ Practise using the cut, copy and paste functions.
- ✓ Format your work using a different font, font size and colour.

Here's an example of a poem about e-safety using the skills you've been taught in this lesson!



The screenshot shows the Microsoft Word interface with the following text:

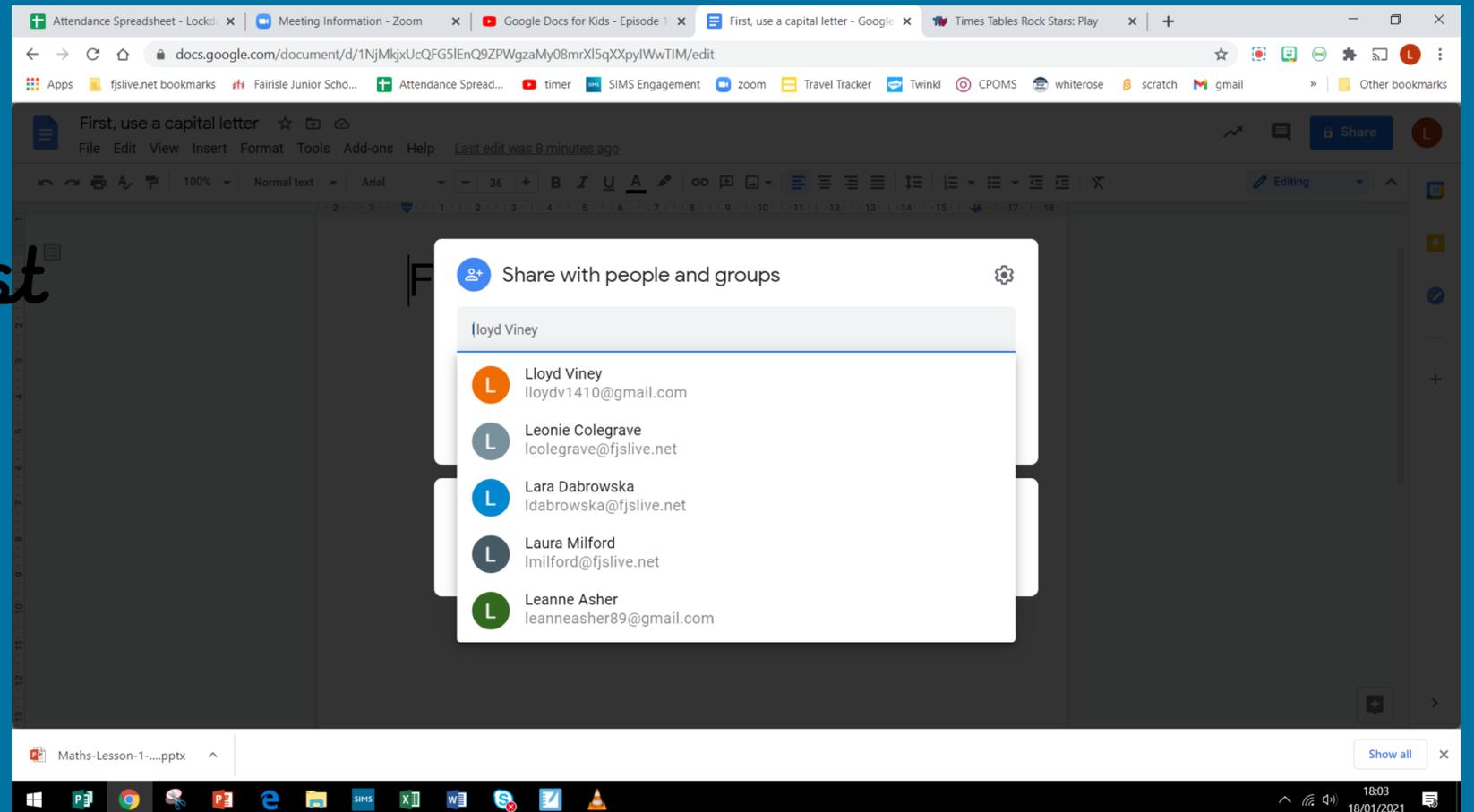
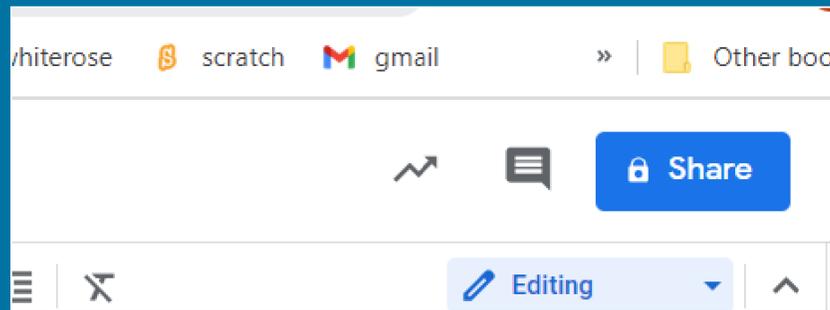
eSafety Poem

You've got to
keep your **password**
close to your chest.
It's personal and just for
you, not for people you
have *never met*.

Finally, share your work with your teacher.

When you've typed your work, please share it with your teacher. If you've used Google Docs then you can share it using the share button or ask a grown up to help you email it.

Select the SHARE button



Type your teacher's first name and choose them from the list.

Press send.

Poppy Wilce, Stacey Woods,
Rachael Woods, Sarah Hartley,
Lloyd Viney