

My Year 1 unit on Basic Word Skills, Year 2 unit on Basic PowerPoint Skills, and Year 3 unit on Basic Publisher Skills will help me with this unit.

This unit will help me with my unit on PowerPoint Skills in Year 5.

Key information



Vocabulary

Touch Typing	The skill of typing using all fingers without looking at the keys
Spellcheck	A tool that will check the spelling of your typing
Table	A grid of cells arranged in rows and columns. Tables are used to organise content /
Cells	The boxes inside a table—cells are arranged in rows and columns

Online Safety Focus

- Know that we can find information about others by **searching online**
- Know that information online could have been **created, copied or shared**
- Know that **content** posted **online** can affect others, their feelings and how others feel about them (their **reputation**)

Key Computing Skills and Knowledge

- Create and **edit** a **table** in **Microsoft Word**.
- **Insert** and **delete cells** in a **table**.
- Use **find** and **replace tools** to **edit text**.
- Learn the following shortcuts: **ctrl B** for **bold**, **ctrl U** for **underline**, **ctrl I** for **italic**, **ctrl A** for **select all**, **ctrl E** to **align text** into the centre (or a page or **table cell**), **ctrl P** for **print** and **ctrl S** for **save**.
- Know the function of the **shift key**, including for creating capital letters instead of **Caps Lock**
- Know some ways to change **page setup** e.g. whether **portrait** or **landscape** would work best
- Know how to **spellcheck** their work
- Know which fingers we should use typing (**index fingers** on **keyboard home keys** (f/j), **left fingers** for a/s/d/f/g and **right fingers** for h/j/k/l) and begin to start practising **touch typing** when working on a laptop