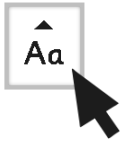




Computing

Word Processing Skills



Change Case



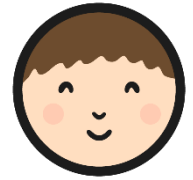
Aim

- I can change the case of text.

Success Criteria

- I can use two hands for typing.
- I can keep typing at the end of a line.
- I can save work in my folder.
- I can use <shift>, <CAPS LOCK> and <space> correctly.
- I can edit using <backspace>, <delete>, the arrow keys, undo and redo.
- I can select and format text.
- I can use the change case button.

Your Introduction

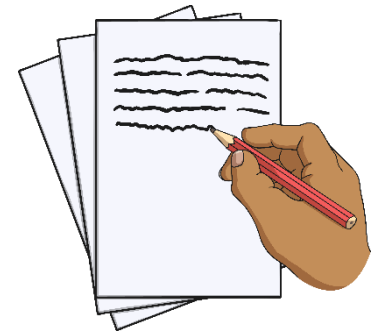
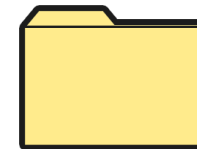
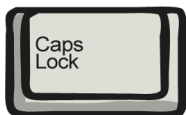


In this unit you will produce an information text, and you will learn various features of word-processors and further keyboard skills.

Begin by writing an information text all about you. Remember the important keyboard skills you have already learnt:

- use 2 hands and keep typing at the end of a line
- shift, CAPS LOCK, space
- saving into your folder
- editing with backspace, delete, arrow keys, undo and redo
- selecting and formatting text

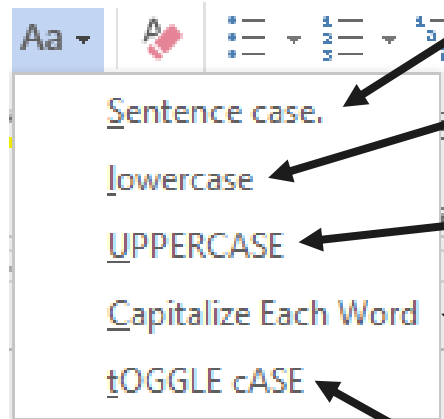
With which skills are you confident?



Change the Case

You can type letters and words in either UPPERCASE or lowercase forms. When word processing, the case chosen can be changed.

It is possible to change the case of some selected text by using the Change Case button.



Capitalise the first letter in a sentence.

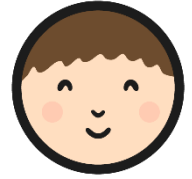
changes all the text to lower case

CHANGES ALL THE TEXT TO UPPER CASE

Capitalise The First Letter Of
Each Word (For Titles)

Swaps upper case to lower case and
lower case to upper case

Change the Case



Write a title for your text

Use the 'Change Case' button to change the case of the title so that the first letters of words (apart from determiners) are uppercase.

Complete the introduction to your text, using any skills you have been reminded to use. Have you used both upper and lower case in your typing?

Save your work.



an introduction to the bronze age



An Introduction to the Bronze Age

How Have We Done?

Let's have a look at some of your work.

Can we make any improvements?

How would you centre a title?

Aim



- I can change the case of text.

Success Criteria

- I can use two hands for typing.
- I can keep typing at the end of a line.
- I can save work in my folder.
- I can use <shift>, <CAPS LOCK> and <space> correctly.
- I can edit using <backspace>, <delete>, the arrow keys, undo and redo.
- I can select and format text.
- I can use the change case button.

