



Computing

Word Processing Skills

Typing



twinkl

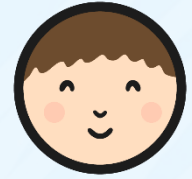
Aim

- I can type on a keyboard.

Success Criteria

- I can use two hands to type.
- I can use one space between words.
- I can keep typing at the end of a line.
- I can use the shift key for capitals.

Can You Type Your Name?



Type your name and
a sentence or two
about yourself.



- Did you use 2 hands?
- Did you remember a capital letter?
- How did you type the capital letter?
- What did you do at the end of each line?
- How many spaces did you use between each word?

Upper and Lower Case

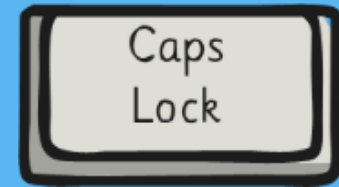
1. Always use 2 hands on the keyboard



2. Hold down the shift key for one or two capital letters.



3. Only use CAPS LOCK FOR LOTS OF CAPITALS.



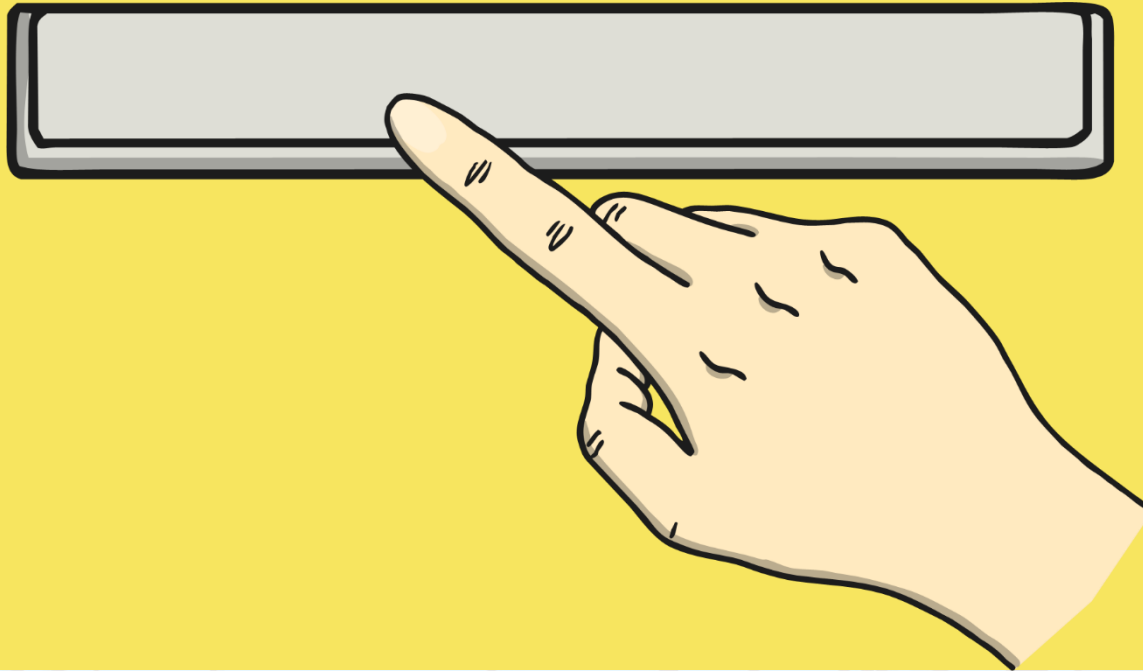
Remember

CAPITALS on a computer is regarded as shouting.



Space

Press the space bar **once** after each word and full stop.



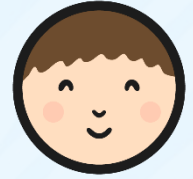
At the End of a Line...

Carry on typing at the end of a line...

... unless it's the end of a paragraph, a title, a list or a poem.



And Now For Some Sentences...



Remember:

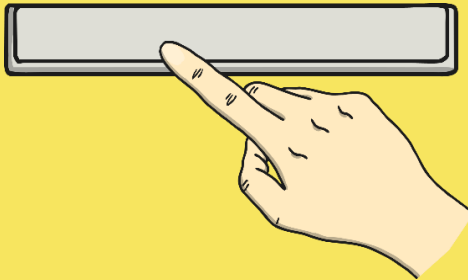
2 hands.



Hold shift for capitals.



One space.



Keep on typing at the end of a line.

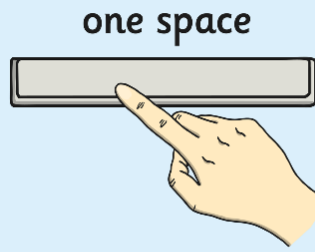


What Skills Have You Learnt Today?

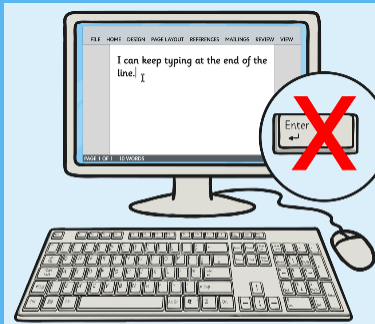
Can you remember the key skills from this lesson?



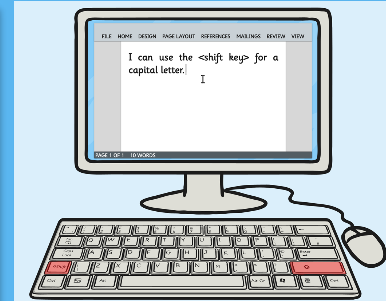
I can use 2 hands to type.



I can use one space between words.



I can keep typing at the end of a line.



I can use the <shift> key for a capital letter.

For next lesson...

How would you type a ? or £ sign?

£

?

Aim



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