

# Computing Outcomes Portfolio



Year 2 - Autumn 2

Touch Typing (2Type, Google Docs / Microsoft Word)

## Intent

This unit of work uses Microsoft Word, Google Docs and 2Type (which can be found within the Tools area of Purple Mash) and is designed to help the children learn the basics of quick and efficient typing.

Typing, as with handwriting, needs regular practice and although the unit will give the children a basic understanding, regular and consistent practice is needed over the next few years to ensure typing skills develop.

As with handwriting, some children will find learning to type easier than others. For this reason, you may need to adapt the pace of the lessons.

## Lesson 1: L.Q. What is the correct way to type the home, top and bottom row keys?

When you have your fingers in the correct starting position, practise reaching the other keys. We have colour coded the keyboard so you can see which fingers to use. Take a look at the index finger and practise moving it to the top row of the red letters and then back down to the starting position.



## Lesson 2: L.Q. How efficiently can I type punctuation and symbols? (shift key)

These are your shift keys. The shift key is used to change from small letters to capital letters or from capital letters to small letters. This will work if you hold down the shift key and letter `practis` together.



# Lesson 3: L.Q. What is text case and how can it be edited?

## prehistoric times

there is a large period of time for which we have no written records, we call this 'prehistory'. starting from evidence of the first early humans, it is split into three sections. the bronze age in britain lasted around 1500 years.  
the stone age – 800,000 bc  
the bronze age – 2,100 bc  
the iron age – 750 bc



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# Lesson 4: L.Q. What is text alignment and when/how can it be used?

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Lesson 5: L.Q. Which keyboard shortcuts using the <ctrl> key do you find the most helpful? Why?

<p><b>Copy</b></p>  <p><b>ctrl + C</b></p>	<p><b>Paste</b></p>  <p><b>ctrl + V</b></p>
<p><b>Undo</b></p>  <p><b>ctrl + Z</b></p>	<p><b>Cut</b></p>  <p><b>ctrl + X</b></p>
<p><b>Select All</b></p>  <p><b>ctrl + A</b></p>	<p><b>Screenshot</b></p>  <p><b>prt sc</b></p> <p><small>(copied to clipboard)</small></p>