

# Lesson 2: Adding and removing text

Year 1 – Creating Media – Digital writing

## Lesson 2: Adding and removing text

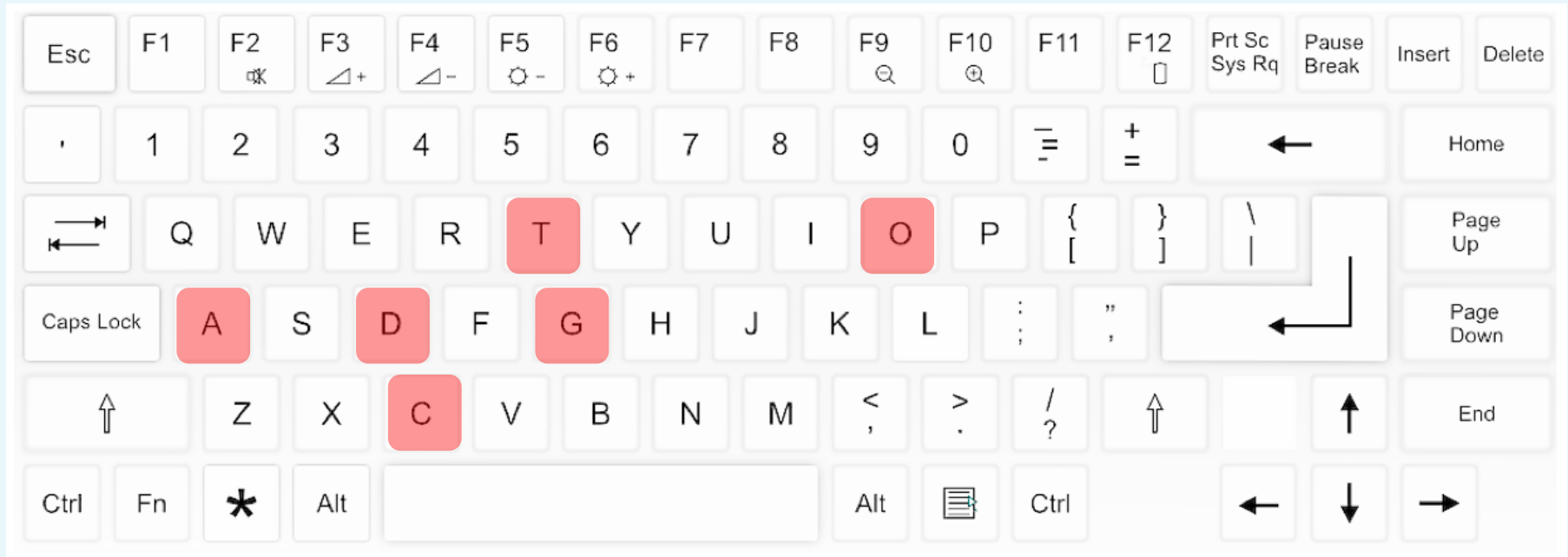
**Lesson objective: To add and remove text on a computer**

- I can enter text into a computer
- I can use letter, number, and space keys
- I can use backspace to remove text

# Lesson 2: Adding and removing text

## Key vocabulary

- Word processor
- Keyboard
- Keys
- Letters
- Numbers
- Space
- Backspace
- Text cursor
- Google Docs
- Microsoft Word



catdog

# Think, pair, share

Is this how you would write these two words on paper?

What have you missed out?

# Does anyone know how to write spaces on a computer?



Colour in the space key

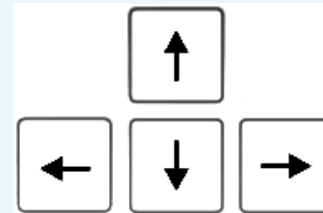
# Text cursor

This tells you where your writing will appear.

To move it, you can:

- Use the arrow keys **or**
- Move the mouse and click where you want it

| h | i |



This is William.



This is his lost toy, Ted.





# Log in to the computer and open the word processor



Ted is...

small

big

brown

soft

Ted has...

a \_\_\_\_\_ nose



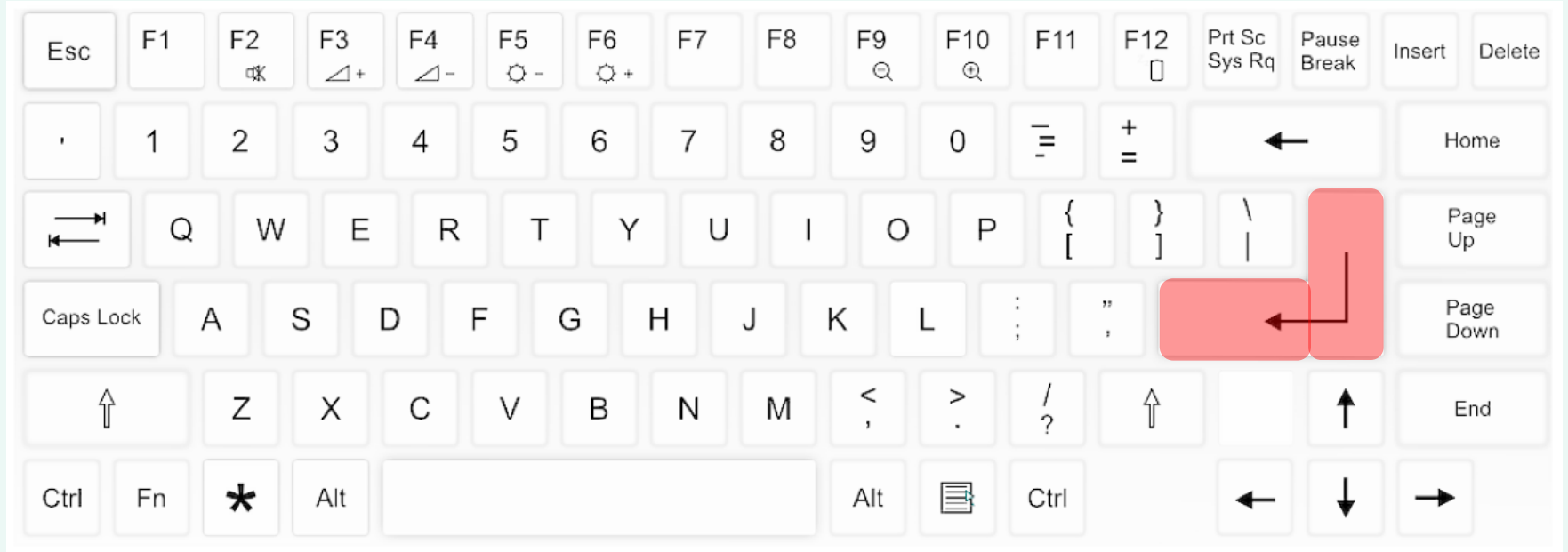
\_\_\_\_\_ fur



\_\_\_\_\_ ears



Does anyone know how to move down to start writing on a new line, when using a computer?



Colour in the Enter key

# Think, pair, share

What does William need to add so that people can tell him if they find Ted?

# Think, pair, share

Should you ever write your own personal phone number for everyone to see?

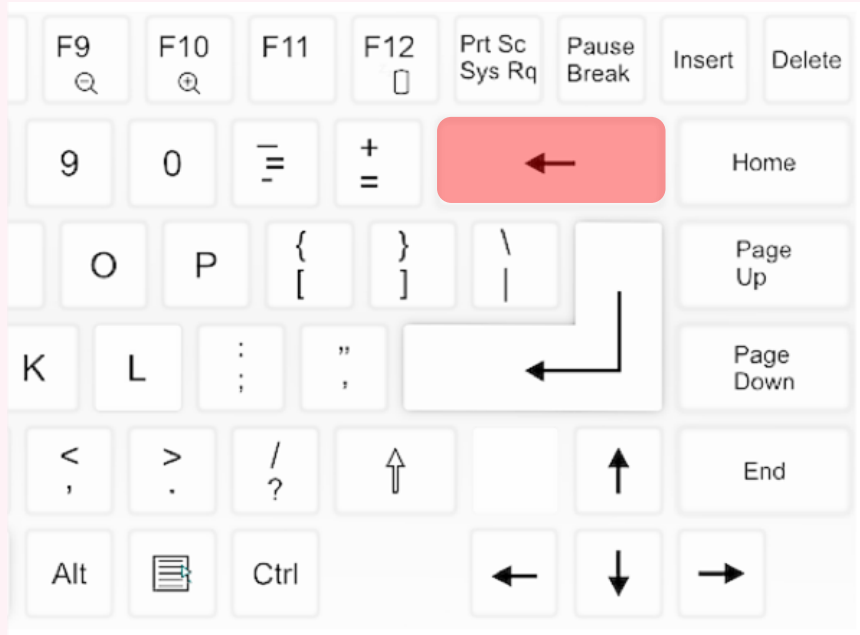
Why not?

# Phone number

Write a phone number at the bottom of your page:



This is the backspace key — colour it in on your keyboard



| h | i |

## Think, pair, share

What changes would you make to this lost toy poster?

missing



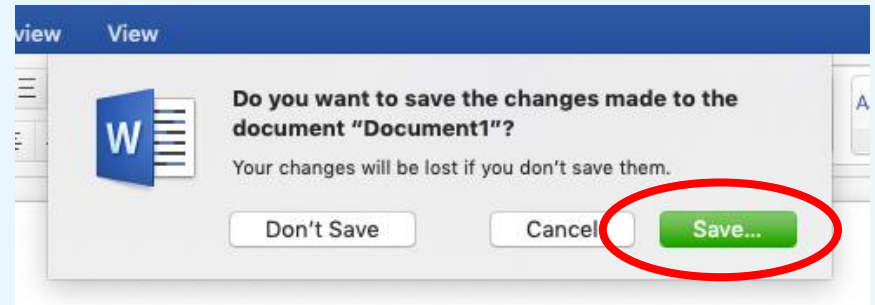
this is ted. he has two black eyes. ted has soft red fur. ted is small.

Call 01234 594302



# Time to finish!

- Close your word processor using the x in the top right corner.
- Click 'Save...' if it asks you to save!
- Log off your computer.



## With a partner...

- What steps do you need to take to correct the writing?
- Can you share your partner's answers?



## How confident are you? (1-3)

- I can enter text into a computer
- I can use letter, number, and space keys
- I can use backspace to remove text

3 - Very confident



2 - Unsure



1 - Not confident



# Next lesson

## In this lesson, you...

Used the keyboard to write text onto the page, and used the backspace key to remove text from the page.

## Next lesson, you will...

Add capital letters to text and look at some of the keys on the keyboard. You will also look at the toolbar and find out what some of the buttons do.