

Lesson 3: Exploring the toolbar

Year 1 – Creating Media – Digital writing

Lesson 3: Exploring the toolbar

Lesson objective: To identify that the look of text can be changed on a computer

- I can type capital letters
- I can explain what the keys that I have learnt about already do
- I can identify the toolbar and use bold, italic, and underline

Lesson 3: Exploring the toolbar

Key vocabulary

- Word processor
- Keyboard
- Keys
- Capital letters
- Toolbar
- Bold
- Italic
- Underline
- Google Docs
- Microsoft Word

Log in to the computer and open your poster

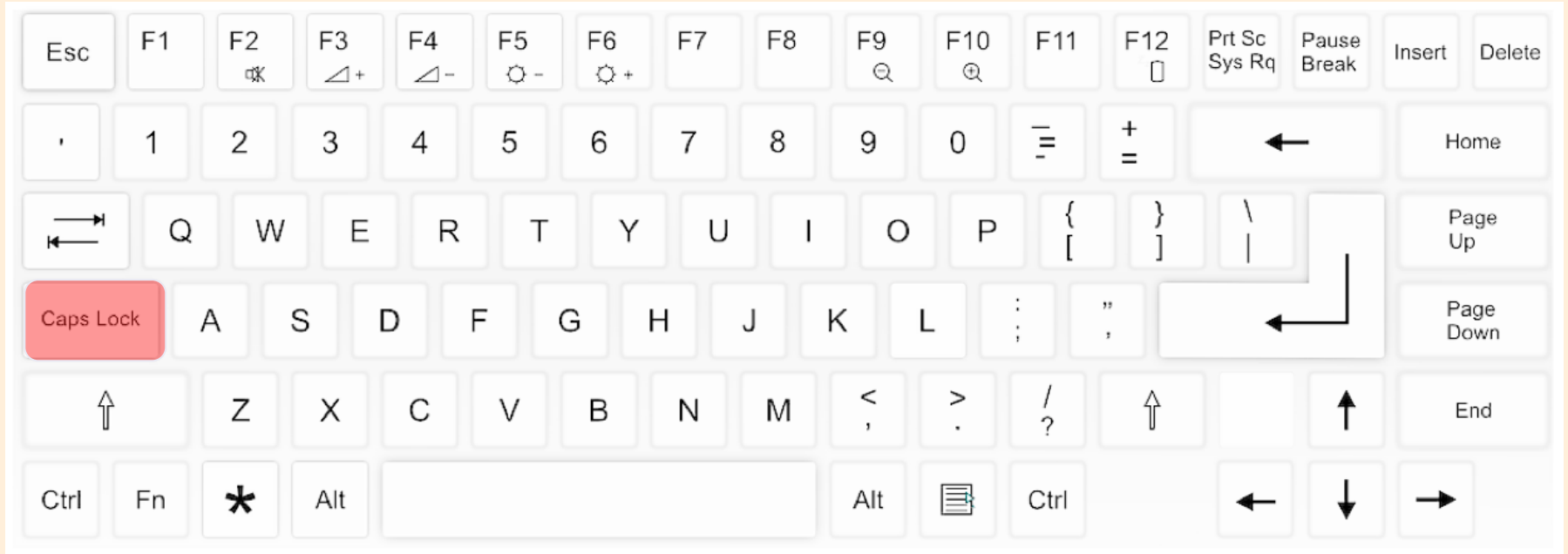


Think, pair, share

What do you need at the start of sentences?

What do you need for names of people, places, and days of the week?

This is the Caps Lock key



Colour in the Caps Lock key on your keyboard template

Adding capital letters

missing



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

Call 01234 594302

Adding capital letters

Think, pair share

Was anything tricky about this activity?

missing



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

Call 01234 594302

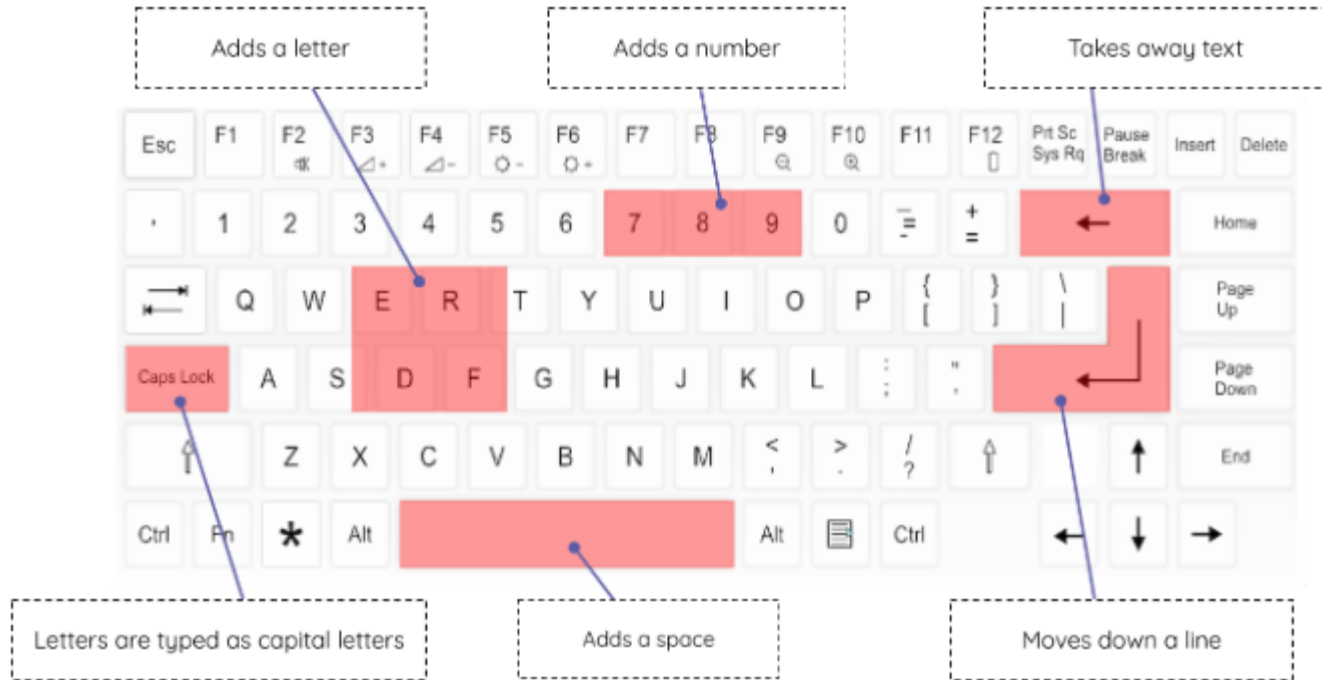
What do these keys do?

Cut out and stick the short descriptions at the end of the line that points to the correct key on the keyboard.

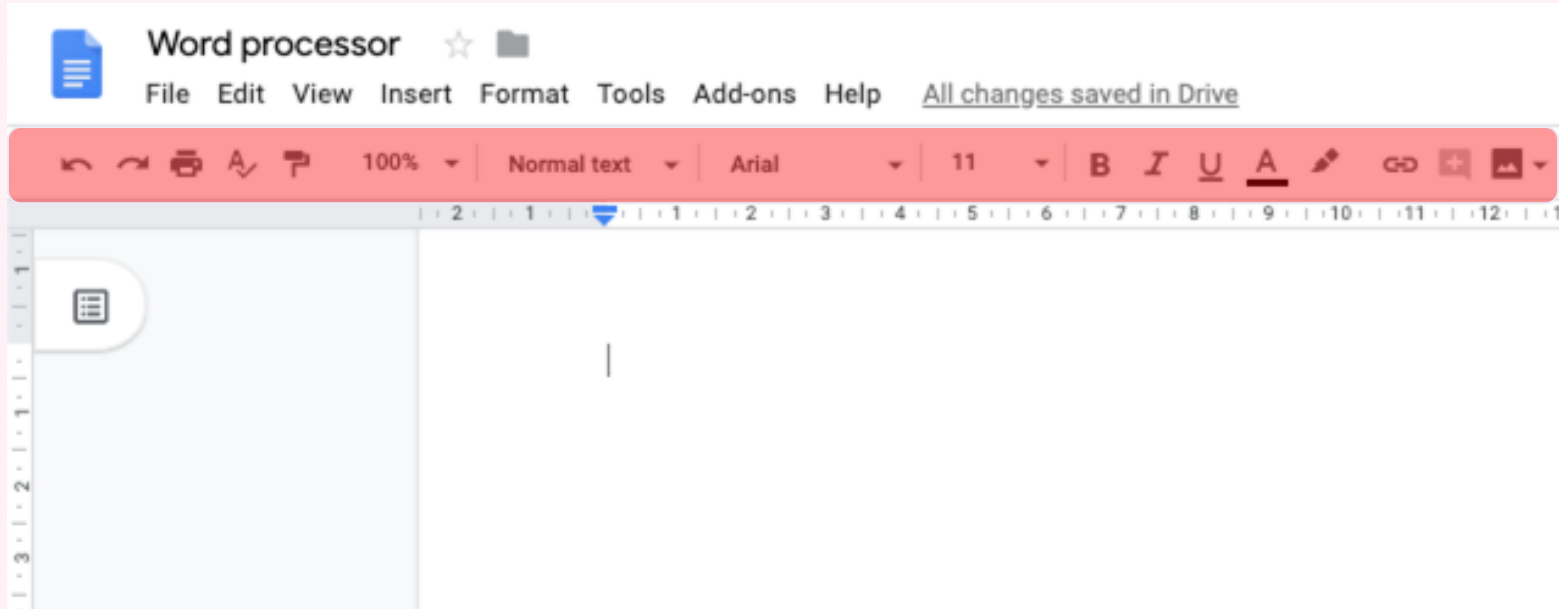


Cut out and stick the short descriptions at the end of the line that points to the correct key on the keyboard

Solution: What do these keys do?



What is this?



This is called the toolbar. It is one of the ways that you can change the way the text looks on the page.

What do you think these tools do?



B



I



U

Move your text cursor to the bottom of the page. Press **B** and write Ted.

What has happened?

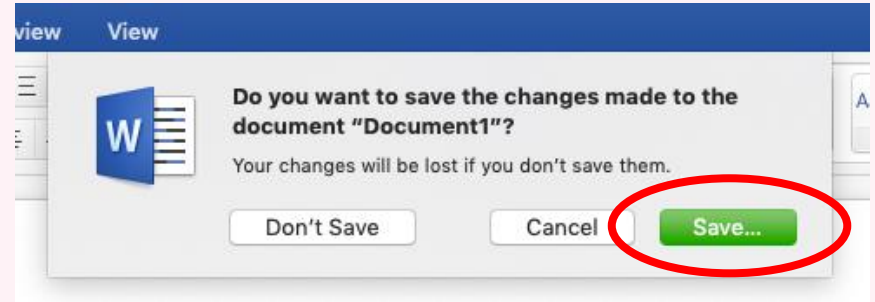
Your writing should look like this...

Ted *Ted* Ted

Did you remember to add a capital letter for Ted's name?

Time to finish!

- Click “Save...”
- Log off your computer



Teach your partner...



B



I



U

What did each of the buttons do to the writing?

How confident are you? (1-3)

- I can type capital letters
- I can explain what the keys that I have learnt about already do
- I can identify the toolbar and use bold, italic, and underline

3 - Very confident



2 - Unsure



1 - Not confident



Next lesson

In this lesson, you...

Added capital letters to text and looked back at some of the keys on the keyboard. You also looked at the toolbar and found out what some of the buttons do.

Next lesson, you will...

Select writing to make it easier for you to change things more quickly, and look at different buttons on the toolbar to explore what they do to the writing.