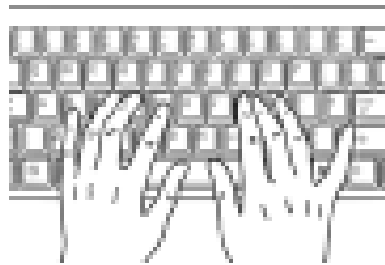


COMPUTING 1

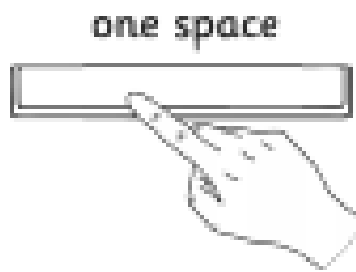
WALT – use word

Today we are going to look at typing using a keyboard

Typing



I can use 2 hands to type.



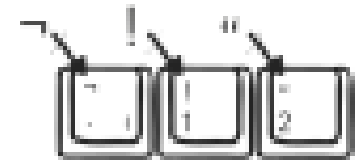
I can use one space between words.



I can keep typing at the end of a line.

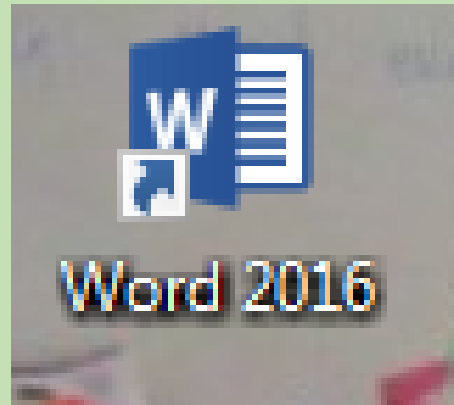


I can use the shift key for capitals.

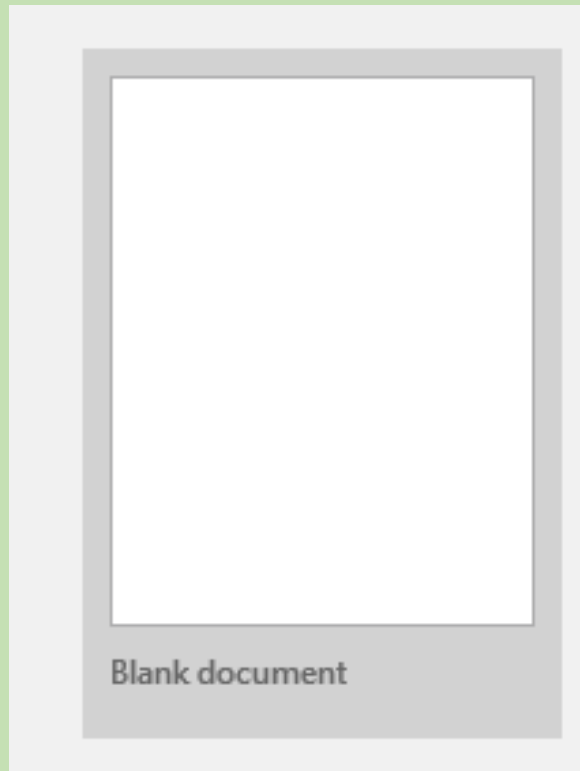


I can type symbols using the shift key if necessary.

1. Can you open word on your computer by double clicking on this symbol?



2. Can you create a new word document by double clicking on 'blank document'?



3. Can you type about a something you have done recently?

Can you use the shift key to input capital letters where they are needed?

4. Can you save your document?

File

Save as