



# Year 2 Typing



This is the icon for Microsoft Word, which you will use to do your typing

**You have already learnt...**

In Year 1, you learnt how to type on a keyboard. You know it is important to sit correctly and use both hands to do typing. You have used Microsoft Word in Year 1 to look at changing the colour of your writing and how big it is.

**Key Knowledge**

When you are **typing** on a **keyboard**, it is important to use **two hands** and try to look at the **screen**. This is called **touch typing**. you have typed your words, you can make them **bigger** or **smaller**, and change the **colour** and **font**.

**Key Skills**

- Use technology to share information through typing
- Be able to alter font by changing colour and size
- Type using two hands with increasing accuracy
- Start up and shut down a laptop, computer or iPad effectively



This is the symbol that means on and off when you are using electronics

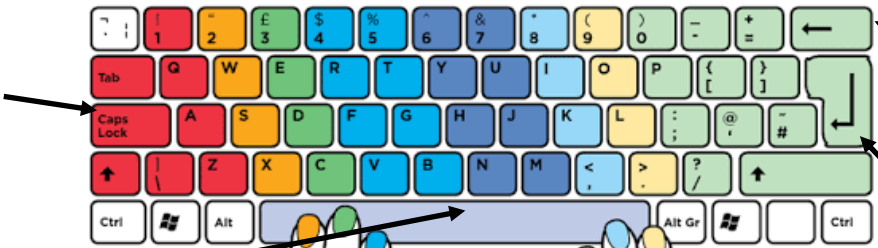


We use a computer keyboard with two hands, and it is easier to reach certain keys with certain fingers



This font menu is what you use to change the style of your writing, colour and size. You can also make it **bold** *italic* or underlined

This key will change your keyboard into being capital letters



You can click this key to get rid of what you have done

This key will create finger spaces in your work on the Computer.

You can click on this key to start a new line

Dance mat typing will come up with words and letters that you need to type using the keys on the Computer. It will help you to practise typing with two hands without looking.



**Next you will learn...**

Throughout your time at school you will need to use your typing skills, and you will get better at touch typing the more you practise.

Word	Definition
Colour	This is the colour your writing will come up in, which can be changed using Microsoft Word
Enter key	This is the key that you press to start a new line in your writing
Touch typing	This is typing your words into the keyboard without looking, so you can look at the screen
Size	This is what you use to make your writing bigger or smaller
Space bar	You click this with your thumb to make a space in your writing, like finger spaces.