

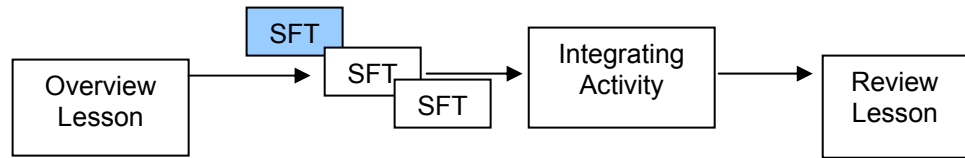
Learning objective: I can.....

Lesson 2 of 8

PoS 3b

Alter the size of my writing

QCA Unit: 4a



## Resources

Print out of 'size.doc' or 'size for write away'

### Software you could use:

Talking first word (TFW) or Write Away (WA)

### Support files:

Size.doc (for TFW) or Size.waw (for WA)

## Setting the scene (5 mins)

Share the learning objective with the class.

The children will learn and practice how to alter the size of fonts using a Word Processing package.

## Main Input (5 Mins)

### Away from the computer

Look at the print out of the size. Discuss with the children that they are going to identify which of the suggestions would be the most important for improving the playground. Once the most important area has been identified cross out the word and re-write in large letters. Repeat the process for the other areas with the words gradually decreasing in size depending on their importance.

### At the computer

Demonstrate how to open the word processing package and the appropriate file. Explain to the children that on a computer we do not need to cross out the words instead we can just make them larger. Demonstrate how to alter the size of the word they want to change.

Move the mouse so the 'I' bar is at the beginning of the sentence

Hold the left hand button down on the mouse and drag it across the word/sentence. (This is called click and drag)

Move the mouse to the menu at the top and find the box with the numbers inside. Notice how when you hover you mouse over this box it tell you it is the font size.

Click on the drop down arrow next to the box to show all the different choices.

Select a number which is larger than the existing one.

Click anywhere white to get rid of the black selection box.

Finally remind the children that they need to make the word which they think is the most important the largest, the second most important the second biggest and so on.

Repeat the process with the next word and ask 2 children to come up and demonstrate the process for the last 2 words.

## Activity – short focused task (5 mins)

Each child is given 5 minutes to practice selecting a word and changing the size of the font, depending on its importance to them.

Leave the print out was used for the class discussion on display so that children can refer to this if necessary.

## Review and recall (10 mins)

Bring the class together and review the learning objective.

### Key questions to ask and to display:

How do we select some text? Is it the same process for either a word or a sentence?  
Where can you find the font size box?

### Vocabulary:

text, enlarged, click and drag, 'I' bar, selection

## Teaching Points:

Watch out for children selecting too much of the text/document. Remind them they can click somewhere white to get rid of the selection and then try again.

Remind the children of the 'undo' icon that they can use if they make a mistake.

## Assessment Opportunities:

Assessment of this task is possible with a quick glance at the computer screen. It is worth printing out a couple of documents as samples of evidence.

Children can also complete their self-assessment cards upon completion of the activity.

## What comes next:

Using cut and paste – 'What's in a Fairytale?'