

ICT SCHEME OF WORK



<p>Using a Word Bank PoS: KS 1 1a 1b 2a</p>	<p>Yr 1: Unit 1B Using the home keys to type and using a word bank</p>	<p>Class: Date:</p>
<p>Theme: Use a word processor to assemble text and start to develop familiarity with the computer keyboard. The children discuss the words they see around them and are introduced to the use of the computer. They could use the keyboard to type and become confident with using the home keys for the left and right hand. Children should be able to build on this unit writing simple reports, descriptions, lists and recipes.</p>		
<p>Where the unit fits in: This is an introductory unit and builds on the QCA unit 1b, by including keyboard/typing and health and safety skills before introducing using a word bank. Children will need to:</p> <ul style="list-style-type: none"> • understand that a mouse controls the pointer; • use a mouse with a degree of eye and hand co-ordination; • be able to select using the correct button on the mouse; • recognise the letters in their name on the keyboard and type using both hands rather than one finger. 		
<p>Vocabulary: keyboard home keys select space bar enter delete print/printer</p>		
<p>More obvious curriculum areas</p> <ul style="list-style-type: none"> • Literacy: constructing sentences; • History/RE: complete a part-complete text about a period of study; • Science: complete a part presented recipe of ingredients • Resource Sheet: Keyboard Picture 		
<p>Resources</p> <ul style="list-style-type: none"> • Word Processor • Mouse or Roller ball, possibly with marked or switched controlled keys • Examples of text e.g. labels, books <p>Reference reading – http://www.becta.org.uk/technology/infosheets/html/keybo ard.html - "Keyboard skills in schools"</p>		
<p>Expectations At the end of this unit: Most children will: enter single words from the keyboard using both hands to type; Some children will not have made so much progress and will: enter their own name and single letters from the keyboard using both hands to type; Some children will have progressed further and will: use ICT to create sentences, which communicate meaning, using both hands to type</p> <p>Throughout this unit children should be reminded of health and safety issues – how to sit straight on to the computer, with a straight back and taking care not to swing round quickly.</p>		

YR1: Unit 1B – Using the home keys to type and using a word bank

Key Understanding	Key Techniques	Activity
<p>That Words convey meaning</p> <p>To know that text can be entered into a computer and printed out</p> <p>That for health reasons, as well as to save time, we should type with both hands</p>	<ul style="list-style-type: none"> • Recognise the letters on the keyboard • To use two hands when typing • To press one key at a time • To learn the home keys of the left and right hand • Press the Enter Key to begin a new line • Find the letters of their name and type it with both hands (Optional for capital letter in this lesson) • Use the back arrow as a rub out key 	<p>1 Lesson</p> <ul style="list-style-type: none"> • Warm children up with a revision of the alphabet – chant a, b, c, d, e, f, g etc. Remind children of the last half term’s work and that the mouse was used to control the computer. • Present a variety of labels – hand written and typed. Ask children how they were produced. Explain that a keyboard is also used to input words on a computer. As with practising handwriting, we need to learn typing correctly so we don’t spend our time searching for letters on the keyboard. • Present a large image of a keyboard (use the jpeg document in the year 1 file and open in PowerPoint if a pen is needed to colour keys or use the on screen keyboard in accessories.) Compare this keyboard image to the computers being used in the lesson – if the computers have upper case letters – discuss this difference with the children. • Using the large image, point to letters and ask children to call out the different letter names. Discuss the layout of the keys and highlight that the keys are not ordered alphabetically as one might have expected • Explain to children that many adults type on the keyboard using just their pointer fingers and that this is very dangerous and can cause serious injury, instead we should use both hands. • Distinguish between the left and right hand. Use the large image to show where the right hand lives on the keyboard and that the King of the right hand is the pointer or the INDEX finger and that it lives on the J; the middle finger on K and the ring finger lives on L. (Use a pen in PowerPoint to colour the keys in if needed.) • Ask children to open a WP program and explain that lots of people in work and school use programs like this. Model to children how to open a new document. • Explain that today the class will simply practise typing the keys with the correct hands and fingers. • Children press J 5 times with the INDEX finger. Reinforce, the right pressure – not too hard and not too soft. • Then, K 5 times with the right hand MIDDLE finger. • Then, L with the right hand RING finger. • Practise typing JKL several times, saying the letters as you type. • Repeat with the left hand using the large image to highlight the home keys for the left hand. Introduce F as the home key for the left hand pointer or INDEX finger, the D for the middle finger and the S for the ring finger and the A for the little finger. Press each one 5 times with the correct fingers. • Explain that the keys above and below the home keys are typed either with the left or the right hand depending where they live. • Model how to type a name with both hands – not one finger and encourage children to find the letters of their own name and the hands they will use. • Show the children the Backspace using the right little finger - you could sing "This little finger on the right". Explain this will delete what you have written. • End the session; it is at the discretion of the teacher as to whether their name document is saved. (This is introduced in 2A)

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	<ul style="list-style-type: none"> • Recognise the letters on the keyboard • To use two hands when typing • To press one key at a time • To learn the home keys of the left and right hand • Press the Enter Key to begin a new line • Find the letters of their name and type it with both hands (Optional for capital letter in this lesson) • Use the back arrow as a rub out key • To press the space bar with the thumb 	<p>1 or 2 SESSIONS Remind children how to open a word processing program and open a new document.</p> <p>Model how to hold both hands above the 7 home keys: A S D F J K L Type AND say the letters or sounds as you type them</p> <p>FFFF JJJJ DDDDD KKKKK SSSSS LLLLL AAAAA</p> <p>Start a new line using Enter (little finger right hand).</p> <p>Press the space bar with a thumb - have a practice.</p> <p>FFF space JJJ space DDD space KKK space FFF space JJJ</p> <p>New line - repeat twice.</p> <p>Remind children to type slowly and that there is no need to rush and try to find a rhythm using an even pace.</p> <p>S L S space DKD space FJF space LSL space KDK space JFJ</p> <p>Repeat twice – remind children not to forget the space bar!</p> <p>DKD space FJF space SLS space DKD space FJF space SLS</p> <p>Repeat twice.</p> <p>SAD space LAD space DAD space SAD space LAD space DAD</p> <p>Repeat twice.</p> <p>Ask children to suggest words we can type with our left hand (dad, dead) and our right hand (hill, pop)</p> <p>Allow children to type their name again, more able can type their surname and use the shift key for the capital letter.</p>

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Key Understanding	Key Techniques	Activity
	<ul style="list-style-type: none"> • To begin to use the arrow keys to move around the text • To use the back space key • To type a label for the classroom using both hands • OR • Type a sentence – (possible publishing opportunity from literacy) using both hands 	<p>1/2 SESSION</p> <p>Remind children how to open the WP program and open a new document</p> <p>Hold finger above the 7 home keys A S D F J K L Type AND say the letters or sounds as you type them</p> <p><i>Warm up with practise drills such as:</i></p> <p><i>J space J space J space F space J space JA space J space JA space – repeat several times.</i></p> <p>Model to the whole class, using a large piece of text, moving the cursor with the arrow keys - these will move the cursor up, down, right and left.</p> <p>Ask children to watch the cursor when you press the arrow keys.</p> <p>Repeat, using the backspace key.</p> <p>What happens when you use the Backspace key? Is it the same?</p> <p>Allow children to use the backspace key.</p> <p>Ask children if they can suggest any other words to type with the left hand/right hand and both hands.</p> <p>Children then type either simple words or a sentence, but using both hands and the home keys</p>

