

Word Processing – 21st Century Typing

Software you will need:

Laptops: Microsoft Word OR WordPad

Tablets: Docs (Google Docs)

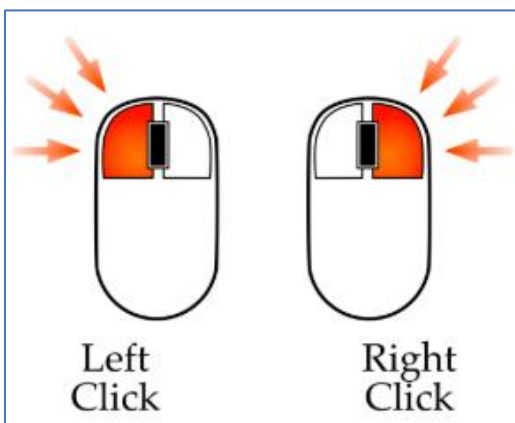
NOTE: If you do not have any of this software on your computer, please ask a friend to help you download from Microsoft Store or Google Play Store (*Please note this could be at an additional cost, so always confirm this before proceeding*)

What is word processing?

Word processing software is what we used to call Typing. We can create “Documents” which contain text and pictures, use different coloured letters or words. We can edit the document until it is ready to print or show to others.

Open word processing software

Computer - Find the software and Left click twice upon it to open it – **You try!**



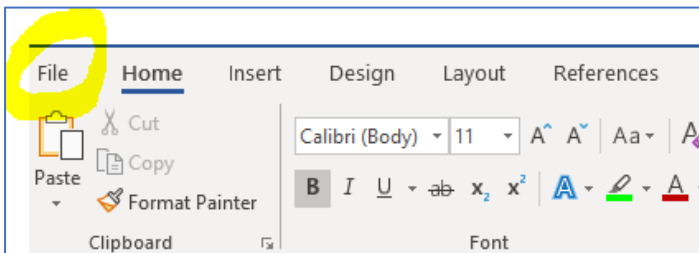
Tablet – Find the software and click on it with your finger – **You try!**



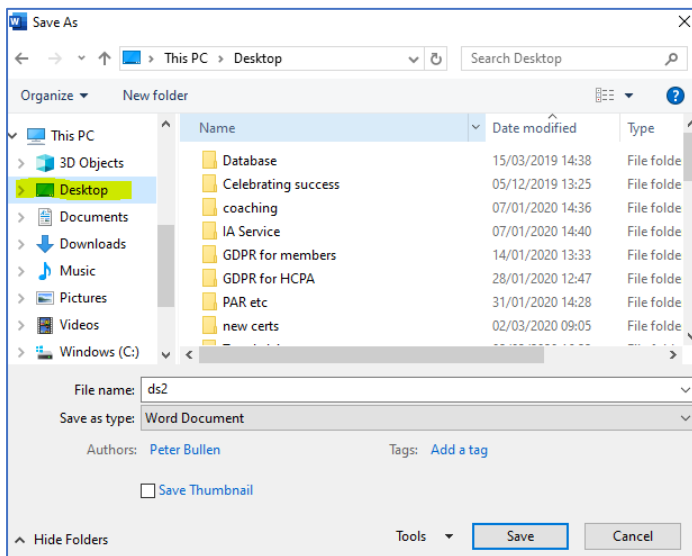
The software should open as a new window or appear on your screen

Write and save – Computer – You try!

- Using the keyboard, type your name
- Go to the menu bar and Left click on FILE, select “save as” by Left clicking upon it



- Select your destination to save the document, i.e. DESKTOP

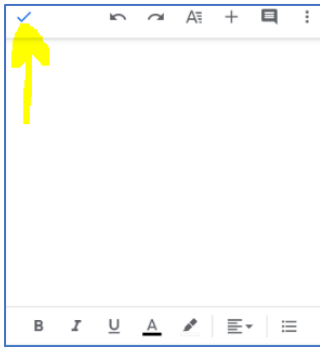


- Give you file a name – perhaps call it “my name”?
- Left click on “SAVE”
- Close the software by Left clicking on the X at the top right-hand corner of the screen



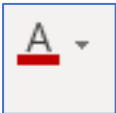
Write and save – Tablet – You try!

- Tap the screen and a keyboard should appear. Use this keyboard to type your name
- Press the TICK button (arrow pointing Left at top of screen)

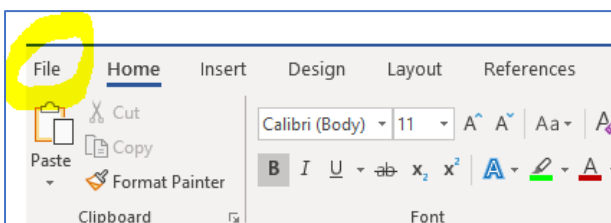


QUICK TASK - Computer – You try!

1. Open the document you made with your name in it
2. Move the mouse so the cursor appears after your name, and Left click
3. Press Enter / Return button to drop down to next line
4. Now move the mouse to left click on this symbol:



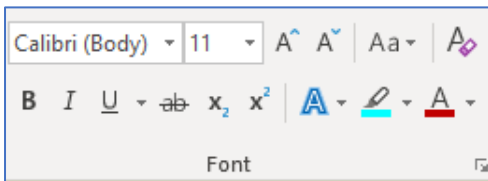
5. Left clicking the little arrow next to the symbol will allow you to choose a different colour of text – left click a colour you like, perhaps red
6. Use the mouse to return to the line below your name and Left click
7. Now write the town you were born it, in this new colour
8. When this is done, use the mouse to left click on the menu bar “file”, then left click “save” from the list



9. Close the software by left clicking the X in the top right-hand corner of the screen

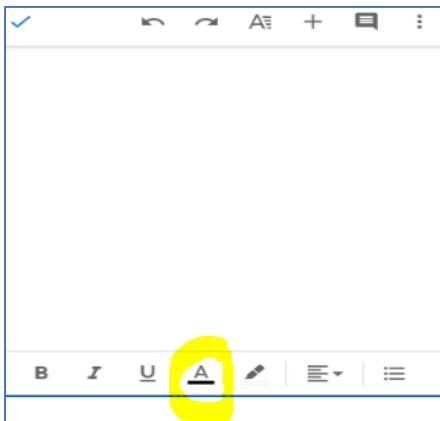


10. Now you have a Document which contains text and uses different colours. If you want to do further work on this document, repeat steps 1 to 3 and then try clicking on other buttons, such as these:

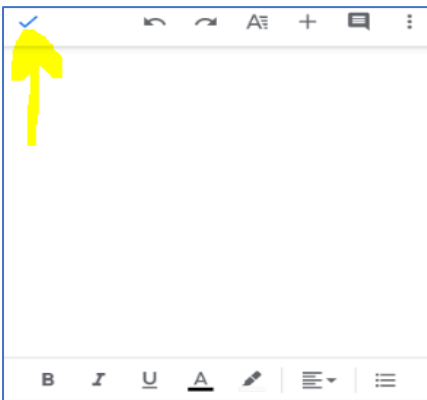


Quick Task – Tablets – You try!

1. Open the document you made with your name in it, by opening Docs and selecting the document you made earlier
2. With your finger, press after where you wrote your name
3. Press Enter / Return button on your screen keyboard
4. Now move the use your finger to click the underlined A symbol



5. This will allow you to choose a different colour of text – choose a colour you like.
6. Use your finger to click on the line below your name, a keyboard should appear
7. Now write the town you were born in, using this new colour
8. When this is done, use your finger to click the Tick symbol



9. Close the software by pressing the home button:



10. Now you have a Document which contains text and uses different colours. If you want to do further work on this document, try pressing other symbols and other places on the screen – see what happens.