

Keyboard & Microsoft Word **Lessons**

Year 3 and 4

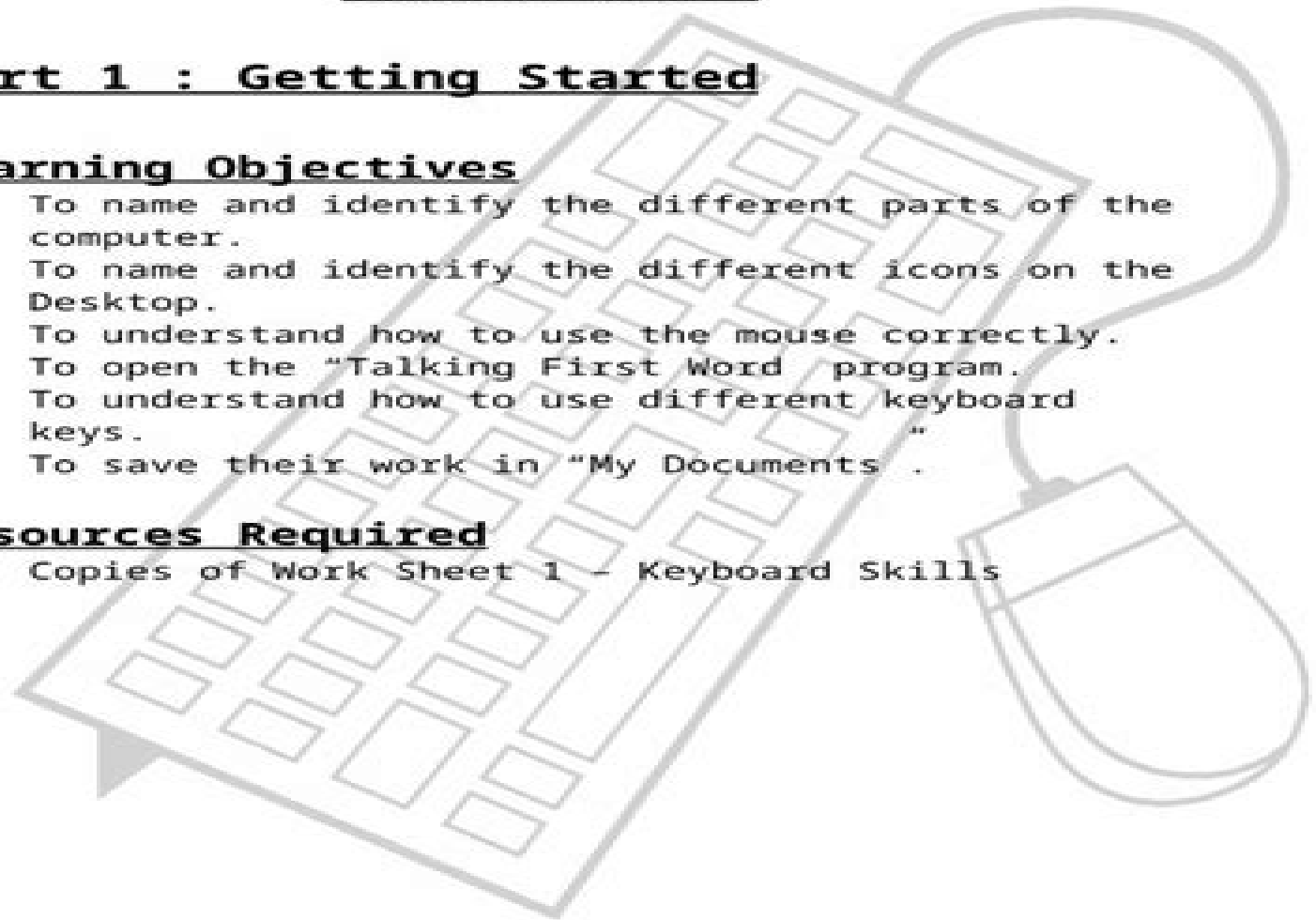
Part 1 : Getting Started

Learning Objectives

- To name and identify the different parts of the computer.
- To name and identify the different icons on the Desktop.
- To understand how to use the mouse correctly.
- To open the "Talking First Word" program.
- To understand how to use different keyboard keys.
- To save their work in "My Documents".

Resources Required

- Copies of Work Sheet 1 - Keyboard Skills



Keyboard Microsoft Word Lessons Primary Resources

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