# 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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