

Creating Media- Digital Writing- Year 1 - Computing

Key Knowledge

I need to know -

- Microsoft Word is a word processor.
- You press the keys to type.
- The long key is for finger spaces.
- If I make a mistake, I use the backspace key.
- I can use shift or caps locks to type capital letters.
- I drag the mouse to select text.
- I can change the font.
- The bold, italic and underline options are on the toolbar.

Key Vocabulary

Typing	CC.	Using a keyboard to write text	toolbar	■ 5 · 0 \$ · • tournet ited File Home Insert Design Layout References Mailings Review View Add ins	Bar across the top with all of the tools
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underline	3 I <u>U</u> - a	Underline the highlighted text	backspace	The state of the s	Delete text