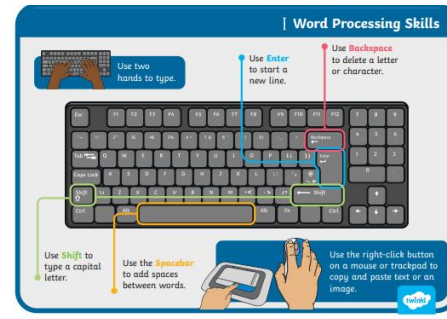
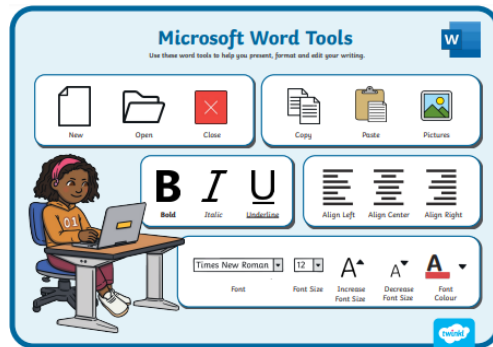


Key Knowledge

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		Using a keyboard to write text	toolbar		Bar across the top with all of the tools
undo		Removing the last mistake	cursor		Where your mouse is
underline		Underline the highlighted text	backspace		Delete text