



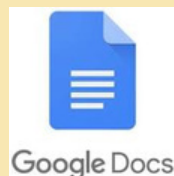
# CAROLINE HASLETT KNOWLEDGE ORGANISER COMPUTING YEAR 1 SUMMER 1 DIGITAL WRITING

## Lost

My teddy got lost.  
He is brown.  
He has black eyes.  
He has white cream.  
He has a red cherry on his belly.  
He has a green tie.  
He has a Christmas hat.  
Call 980103 51248.  
His name is ninja.



By Eliot



## VOCABULARY

Word Processing	the creation of typed documents on the computer
Keyboard/Keys	alphabetical and numerical keys in the qwerty arrangement
Mouse	enables the user to select and move objects.
spacebar	a horizontal bar on a keyboard that produces a blank space rather than a character.
backspace	a key on a computer keyboard used to cause the carriage or <u>cursor</u> to move <u>backwards</u> .
Text cursor	a visual indicator on a computer screen that shows the current position for entering or editing text.
Microsoft Word/Google Docs	Computer programmes used for word processing.



Undo the last action you performed in the program.



## Lost



Arit is lost.

He has brown skin.

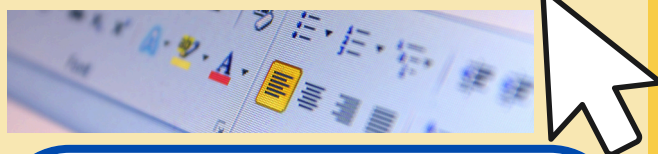
His t-shirt says abc.

Call 07459634.

By Arit

## SKILLS

- become familiar with using a keyboard and mouse to enter and remove text
- consider how to change the look of the text.
- justify reasoning in making changes to text.
- explore the different buttons available on the toolbar.
- use toolbar buttons to change text.
- use the shift key to add capital letters to writing.
- begin to understand when it is best to change the look of text
- Understand which tool will achieve the most appropriate outcome.
- use a cursor to select text to enable them to make more efficient changes
- explore the different fonts and colours available to them in order to change the look of text.



Google Docs and Microsoft Word are computer programmes used for Word processing.

While using word processing programs, text can be formatted and edited in a variety of ways.

Text can be made:

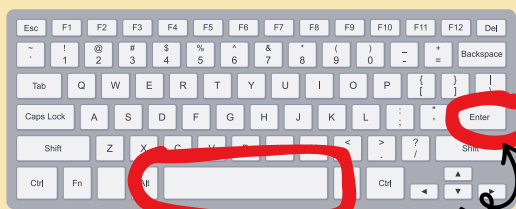
- Bold
- Italic
- Underlined

It is important to be able to go back and edit a mistake while using word processing programs.

Words can be navigated back through using the arrow keys on your keyboard.

Once a mistake has been found, the backspace or delete keys can be used to remove a mistake and then correct it.

The shift key can be used to create uppercase letters. To do this, the shift key is held down while the letter wanted to be upper-case is pressed.



### Space bar

Include spaces in typed words just as in writing

### Enter

The enter key is used to send the cursor to the next line.