



CAROLINE HASLETT KNOWLEDGE ORGANISER

COMPUTING

YEAR 1 SUMMER 2

WE ARE CELEBRATING



VOCABULARY

Text	writing on a computer
element	Images used in a creative document
upload	Add a document/file
font	Style of writing/text.
shift key	Key which is held down to give a capital letter or non alphabetical character

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.



Online .

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.