Digital writing

Year 1 Computing | Knowledge organiser

We can use a word processor to type and change our writing.

Keyboard keys

A B C	Letter keys type letters.
1 2 3	Number keys type numbers.
Space	Makes a gap between words.
Backspace	Removes the letter before the text cursor.
Caps Lock	Turns capital letters on. Press again to turn them off.

Keys show capital letters, but usually type lower-case letters when Caps Lock is off.

Words to know

Text: written letters, numbers and words.
Text cursor: shows where you will type.
Edit: make changes to your writing.

Change the look of text

The toolbar has buttons for changing text.
Font means the style of the letters.

B **Bold**
Makes text thicker.

I **Italic**
Makes text slant.

U **Underline**
Puts a line under text.

Select text before changing it

Double-click a word to select it.
Click and drag across words to select more text.
Then choose a tool or a different font.
Undo takes back your last change.

Explain your choices

I used ... because ...
Does the change make my writing easier to read?
We can write with a pencil or type on a computer.

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