**Year 1 – Word Processing Skills Knowledge Organiser**

|  |
| --- |
| **Prior Learning: Write their name using a keyboard on different devices, use shift or caps lock for the initial sound in their name, choose an application to draw with** |
| **Facts** | **Vocabulary** |
| **1 - How do I open Microsoft word?** * Double click the Icon on the desktop
 | 1. **Microsoft Word**- Software programme
2. **Bold**- Makes things darker
3. **Italics**- Changes the lettering to italics
4. **Underline**- Underlines the highlighted text
5. **Enter Key**- is used to send the cursor to the next line
6. **Space Bar**- Is used to leave finger spaces between words, just as you would in your writing

  |
| **2 - How can I format text when using word processing programmes?** While using word processing programs you can format and edit the text in a variety of ways. You can make text: **Bold** *Italics* Underlined |
| **3 - Editing Text**It is important to be able to go back and edit a mistake while you are using word processing programs. * You can navigate back through words using the arrows keys on your keyboard.
* Once you have found your mistake you can use the backspace or delete keys to delete your mistake and then correct it.

  | **5 - Space Bar*** Just as you would in your writing, you need to include spaces within typed words on word processing programs.

**6. Enter Key*** The enter key can be used to send the cursor to the next line.

 Blue-bot_algorithms |
| **4 - What is the shift key used for?*** The shift key can be used to switch between lower-case and upper-case letters.

* To do this you hold the shift key down while you also press the letter you want to be upper-case.

   |