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

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| **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. |