

Year: 1
Term: Spring 1
Topic: Creating media - Digital writing

We can use **digital devices** to help us to **write**.

Using a keyboard

A keyboard is an **input device** that lets people enter letters, numbers and symbols.

The buttons on a keyboard are called **keys**.



Caps key, press this for capital letters.

Spacebar, for leaving spaces.

Backspace key, removes the letter on the left of the text cursor.

Enter key, moves everything after the text cursor down one line.

Arrow keys, can move the text cursor.

The Toolbar

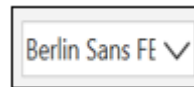
The **B** makes the text **Bold**.
The **I** writes the text in *Italics*.
The **U** underlines the text.



You can change the size of the text.



You can change the **font** (style) of the text.



You can change the colour of the text.



This will save your work



If you make a mistake, the undo tool reverses the last thing that you did.



Glossary

cursor The arrow that you move around the screen using your computer mouse.

font The style of the text.

select Choosing an item on the screen so you can do something with it, like move it, copy it or open it.

shift When you press this key, you can type capital letters.

word processor A computer program or device that helps you write and save text.

