

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

1 - How do I open Microsoft word?

- Double click the Icon on the desktop



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.



4 - What is the shift key used for?

- The shift key can be used to switch between lower-case and upper-case letters.

Aa Bb Cc

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



Vocabulary

- 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

5 - Space Bar

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



6. Er

- The enter key can be used to send the cursor to the next line.

