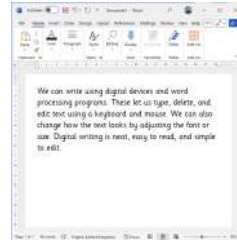


# Computing

## Digital Writing

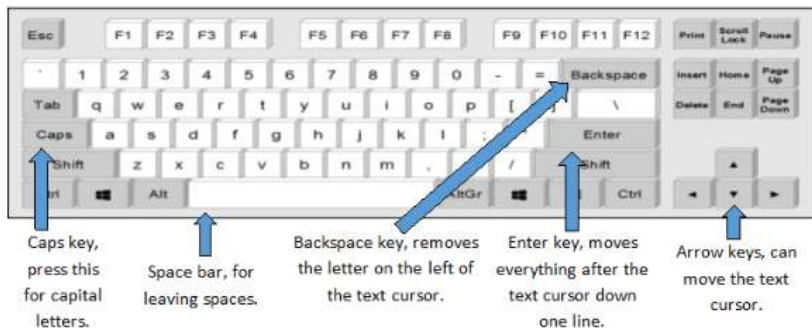
### Overview

We can write using digital devices and word processing programs. These let us type, delete, and edit text using a keyboard and mouse. We can also change how the text looks by adjusting the font or size. Digital writing is neat, easy to read, and simple to edit.



### The Keyboard

A keyboard is an input device used to type letters, numbers, and symbols. Most have a similar layout, known as QWERTY. The buttons are called keys. To type, move the cursor to where you want text, click, and a flashing line (the text cursor) will appear—this is where your typing will go.



### Key Vocabulary

Word processor, font, keys, numbers, spacebar, Backspace, select, text, italic, shift, cursor, toolbar, underline, bold

### The Toolbar

The toolbar is a row of buttons and icons at the top of a word processor. These tools help you change and control your text. Here are some common ones:

**B** – Makes text bold

*I* – Makes text italic

U – Underlines text

11 A – Lets you choose how big or small your text appears

SassoonCRInfant – Changes the style of your writing (e.g., Arial, Comic Sans)

A – Changes the colour of the text

Save icon – Saves your work. The first time, you'll need to give it a file name and choose where to save it

Undo icon – Reverses your last action (useful for fixing mistakes)

Redo icon – Re-applies something you just undid



### Key Questions

**What device do we often use to type on a computer?**

*A keyboard.*

**What is the name of the tool we use to write on a computer?**

*A word processor.*

**Why is digital writing often easier to read than handwriting?**

*Because it is neat and clear.*

**Name two things you can change about your text using a word processor.**

*Font, size, colour, bold, italic, underline*

**What is the name of the standard keyboard layout used on most computers?**

*QWERTY.*

**Which key do you press to make a capital letter?**

*Shift.*

**Which key do you press to start a new line?**

*Enter or Return.*

**Which key is used to remove letters or words?**

*Backspace or Delete.*

**What is the name of the flashing line where your typing appears?**

*The text cursor.*

**What does the undo tool do?**

*Reverses your last action.*