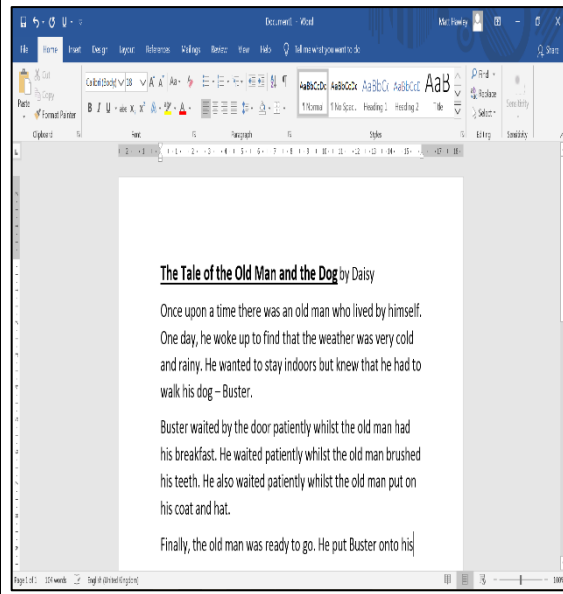




# COMPUTING: Digital Writing




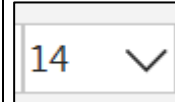
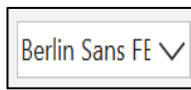



## Digital Writing - Key Facts



- We can use digital devices to help us to write.
- The programs that we do this on are called word processors.
- You use a keyboard and a mouse to enter and remove text.
- Text can be changed by changing the font and the size.
- Writing digitally is neat and tidy, and it can be easily edited.

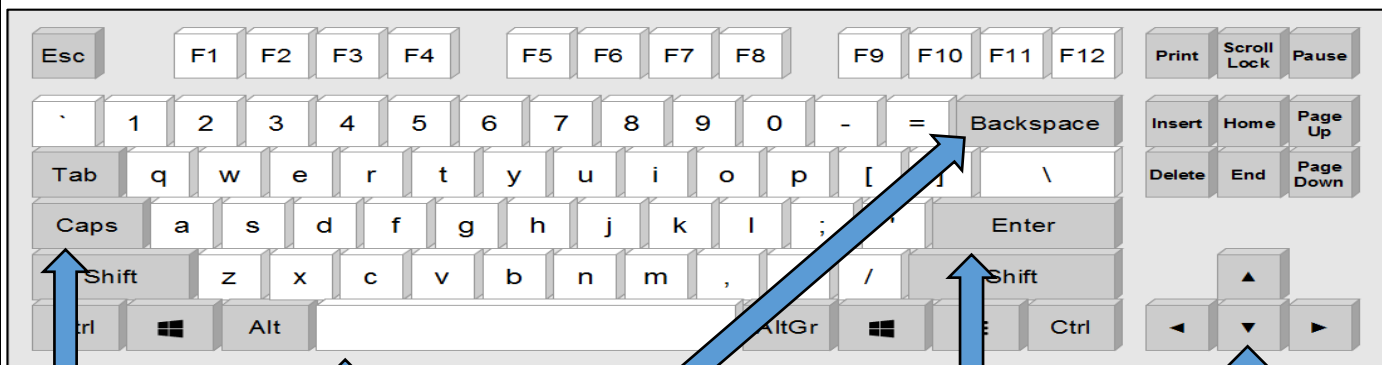
## The Toolbar

The toolbar is the set of icons and buttons that are at the top of the page.

 <p>These tools can change the text. The <b>B</b> makes the text <b>Bold</b>. The <i>I</i> writes the text in <i>Italics</i>. The <u>U</u> <u>underlines</u> the text.</p>	 <p>Clicking on this icon allows you to change the size of the text. After pressing the icon, you will see a list of numbers. The larger the number selected, the bigger your text will be.</p>
 <p>Clicking on this icon allows you to change the font (style) of the text.</p>	 <p>Clicking on this icon allows you to change the colour of the text.</p>
 <p>When we want to save our writing, we should click on this</p>	 <p>The undo tool reverses the last thing that you did. If you make a mistake, the undo tool can help you to get it back to how it was. The redo button re-does something that you have undone!</p>

## Using a Keyboard

- A keyboard lets a person enter letters, numbers and symbols.
- Most keyboards are laid out in the same way. This is often called the QWERTY layout.
- The buttons on a keyboard are called keys.
- You can choose where to write by moving the cursor (the arrow) over the page. When you click a flashing line will appear. This is the text cursor. It allows you to type in letters.



Caps key, press this for capital letters.





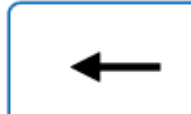

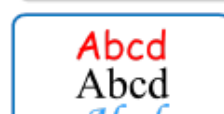





Space bar, for leaving spaces.

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.

## Vocabulary

 keyboard	 key	 italic	 underline
 delete	 cursor	 font	 double click
 text	 bold	 drag	 explanation