Bomere and the XI Towns Federation Knowledge Organiser - Computing

Topic: Creating Media—Digital Writing

Class/Year Groups: Rabbits

Term: Summer

What you already know?

This unit progresses the learners' knowledge and understanding of using computers to create and manipulate digital content, focussing on using a word processor. The learners will develop their ability to find and use the keys on a keyboard in order to create digital content. The learners are then introduced to manipulating the resulting text, making cosmetic changes, and justifying their reason for making these changes.

Making Careful Choices

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!

Hand writing or Digital writing?

-Hand writing is often seen as more personal. For many people, it is a bit quicker than typing.

-Digital writing is often neat, tidy and easy to read. It can be more easily edited (changed).

What you will learn:

The Toolbar

The toolbar is the set of icons and buttons that are at the top of the page in a word processor. Below are some of the most common tools.

B *I* U — These tools can change the text. The B makes the text **Bold**. The *I* writes the text in *Italics*. The U underlines the text.

14 — 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.

Berlin Sans FB — Clicking on this icon allows you to change the font (style) of the text. Most word processors have many styles to choose from.

A — Clicking on this icon opens the text colour tool. It allows you to change the colour of the text. There are often many colours to choose from.

💾 — When we want to save our writing, we should click on this icon. The first time that we save, we need to choose a file name and a location (folder) to save it in.

Using a Keyboard

-A keyboard is an input device that 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:

Word processor	A program that allows a user to create and edit text
Text	A group of letters or words that can be typed and read.
Font	The way text looks. This can be the style or size.
Keyboard	An input device that lets a person enter letters, numbers and symbols.
Text cursor	The cursor tells the person using the computer where they are typing things on the screen
Enter	Enter key is also called the return key. It is used to move to the next line.
Space bar	The long bar below the letter keys that you press in order to make a space between words
Toolbar	A set of icons/buttons that are at the top of the page in a word processor

National Curriculum Objectives:

- Use technology purposefully to create, organise, store, manipulate, and retrieve digital content

- Use technology safely and respectfully, keeping personal information private