

St Andrew's Church of England Primary School

KSI Knowledge Organiser - Term 5: Computing: Creating media: Digital writing



Glossary of key words:

Vocabulary	Definition
backspace	A keyboard key that deletes something when you are typing.
caps lock	A keyboard key that causes all letters typed to be in uppercase.
font	The specific style of text (writing) printed on a page or displayed on the computer screen.
select	On a computer, you can use the mouse or keyboard to carefully choose something.
toolbar	A set of different icons that can be used to quickly do something.
word processor	A device or software program capable of creating, storing and printing text documents.

End of unit outcomes:

- How to use a computer to write.
- How to add and remove text on a computer.
- How to change the look of text on a computer.
- How to make careful choices when changing text.
- How to explain why I used the tools that I chose.
- How to compare typing on a computer to writing on paper.

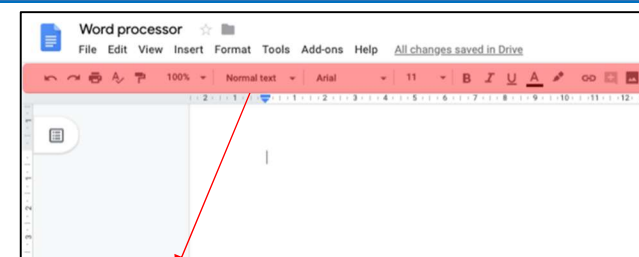
This unit's key ideas:



The 'caps lock' key

← A keyboard is used to enter letters, numbers and other symbols into a computer. The individual buttons are called keys.

The 'backspace' key



The toolbar provides several ways to change the way the text looks.