



Woodpeckers and Swallows



Computing Spring 1

The buttons at the top/side of the page are called tools and they all have different jobs. By clicking on the tool we can select it.

These tools can change the text.

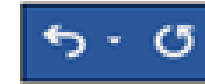
B / I / U - The B makes the text **Bold**. The I writes the text in *italics*. The U underlines the text.

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

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.

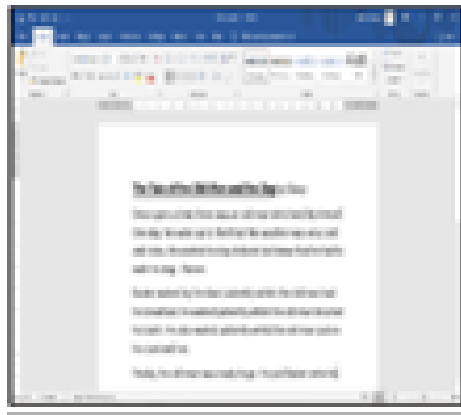
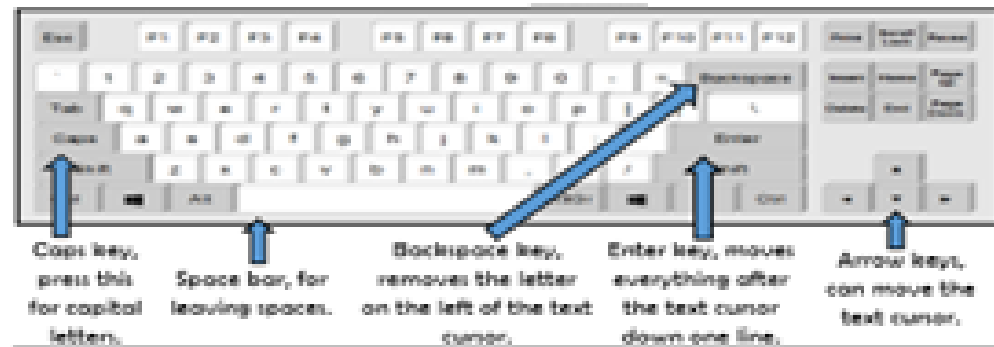
Clicking on this icon opens the text colour tool. It allows you to **change the colour of the text**. There are often many colours to choose from.

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.



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 redoes something that you have undone!



We can use digital devices to help us to write.

The programs that do this are called word processors. Examples of word processors include Microsoft Word and Google Docs.

Microsoft Word and Google Docs.

When we use word processors we use a keyboard and a mouse to enter and remove text.

We can also change the look of the text by changing things like the font and the size.

Writing digitally has the benefit that it is neat and tidy and can be easily edited.

Word processor	The program on a digital device that enables us to write.	Text	The letters, words, numbers and symbols we use to communicate.
Font	The way the text looks.	Keyboard	The hardware that lets a person enter letters, numbers and symbols.
Text cursor	A flashing line that shows you where the text you type will go on the digital page.	Enter	The key that moves everything after the text cursor down a line.
Spacebar	A long key for leaving spaces.	Tool bar	The set of icons and buttons that are at the top of the page in a word processor.
Keys	The buttons on a keyboard.	Icon	The names for the pictures that represent buttons on the toolbar.

Before we learn: Digital writing

1. What is the name of a word processing program?

2. Why might you write using a computer rather than handwriting?

3. Which key do you use to put a space between words?

After we learn: Digital writing

1. What is the name of a word processing program?

2. Why might you write using a computer rather than handwriting?

3. Which key do you use to put a space between words?
