LKS2 Owl A **Word Processing**
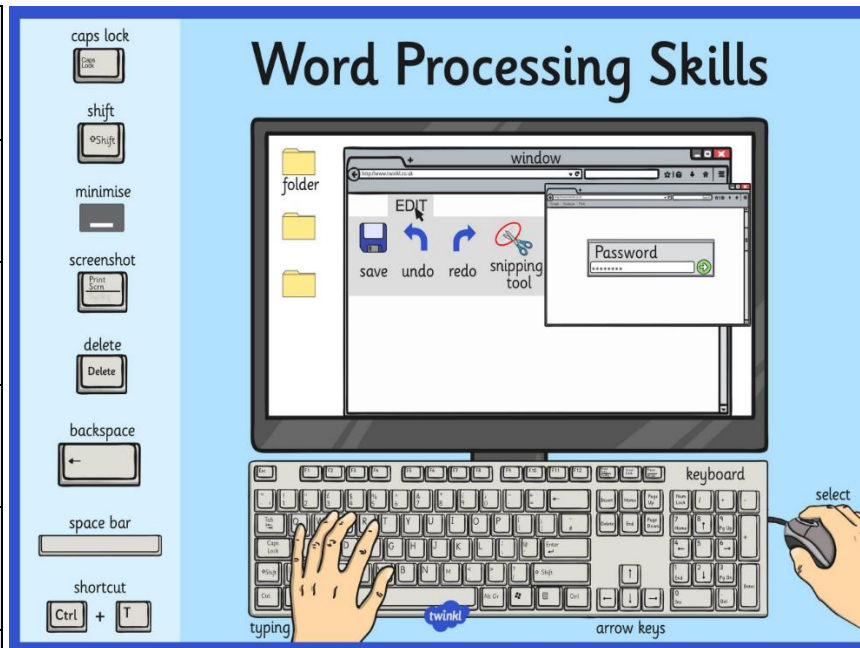
Later in LKS2, you will learn: Presentation Skills

Knowledge

By the end of this unit of study, pupils will be able to:

One	To use basic computer skills.	◯
Two	To change the case of text.	◯
Three	To align text.	◯
Four	To use bullets and numbering.	◯
Five	To use the <ctrl> key.	◯
Six	To insert and format text boxes.	◯

Word Processing Skills

caps lock · shift · minimise · screenshot · delete · backspace · space bar · shortcut Ctrl + T · typing · folder · save · undo · redo · snipping tool · Password · keyboard · select · arrow keys

Key Learning

Use technology safely, respectfully and responsibly.

Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Key Vocabulary

Format   **align**   **text box**   **wrap text**   **insert**

Shortcut   **folder**   **redo**   **undo**   **letter case**