

Key Vocabulary

font	The way text looks. This can be the style, size or colour.
format	Change the way text looks and is set out in a document.
key	A button that you press on a keyboard to type .
keyboard	An input device with a set of keys that allows you to enter text into a computer.
mouse	A small, handheld device that controls a cursor on a device's screen or monitor.
save	Store a file so that you can save what you have done and open it up again later.
text	A group of letters, words or other symbols that can be typed , formatted and read.
type	To add text into a PC device using the keys on a keyboard .

What Is a Word Processor?

A word processor is a computer program that allows you to create and edit **text** in a document. A word processor can be used to show **text** in different ways. Here are some examples of word processors:



Hardware



desktop computer



monitor



keyboard



mouse

Keys on a Keyboard



Caps Lock



Shift



Space Bar



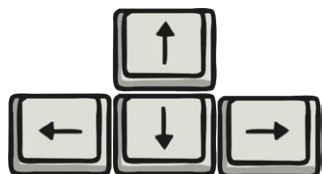
Enter



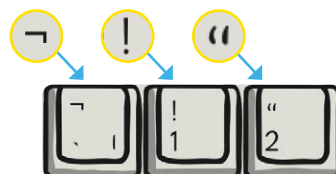
Backspace



Delete

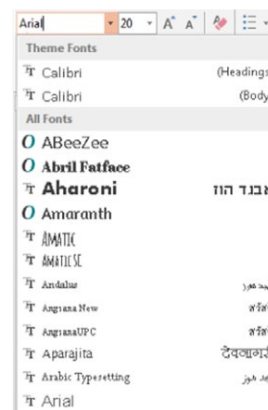
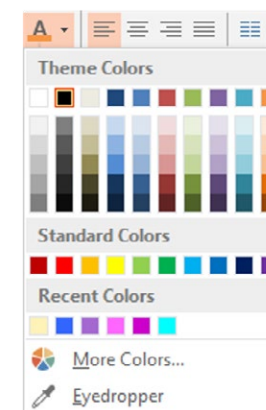


Arrow Keys

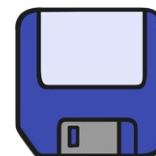


Symbol Keys

Format Text

**bold***italic*underline**font** style**font** size**font** colour

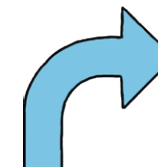
Helpful Icons

**save**

folder



undo



redo