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| school logoschool logo**Lacock Primary School – Computing – Digital Writing** | | | |
| **Important Vocabulary** | |  | **Key Skills** |
| ***Key*** | ***A button on the computer keyboard*** | * To use letter, number and space keys * To use punctuation * To use backspace to remove text * To use undo * To move the cursor * To select text and edit it * To save work |
| ***Shift*** | ***A special key which changes the action of a key*** |
| ***Undo*** | ***To undo the last action*** |  |
| ***Select*** | ***Highlight an area on the screen*** |  |
| ***Backspace*** | ***Remove the text to the left of the cursor*** |
| ***Cursor*** | ***Place where you are typing from*** |
| ***Text*** | ***Words on the screen*** |
| ***Return Key*** | ***A special key which takes you to the next line*** |
| ***Character*** | ***A single letter, number or symbol*** |
|  | | **Key Knowledge/Facts** | |
| * To recognise a keyboard is used to enter text into a computer. * To recognise the shift key changes what a key does. * To know that text can be changed. * To know how to change the appearance of text. | |
| What I should already know:  How to draw and take photos on a computer  Desktop Publishing in Beech Class | | | |