What should I already know?

- *To be familiar with a computer keyboard*
- *To be able to recognise letters and numbers on a keyboard.*

Key Knowledge
o I can open a word processing program.
o I can find and use keys on a keyboard: letters and numbers (to add text), space bar (to separate a new word), backspace (to delete/remove text).
o I can change text by underlining it, making it **bold** or *italic*.
o I can add a capital letter to a word by using caps lock.
o I know how to 'undo' a change in a piece of text.
o I can explain the differences between writing on paper and writing on a computer.

Key Vocabulary and definitions

Word processor	An app for typing.
Keyboard	A device that when you type, symbols appear on the screen.
Space bar	Start a new word.
Backspace	Delete/remove text.
Caps Lock	Turn a letter into a capital letter.
Undo	To change the last command.
Bold	Changing the text so that it **stands out**.
Italic	Changing the text so it is *slanted*.

Keyboards on an iPad.

Backspace

Caps Lock

Space bar

Backspace

Undo

Space bar