

Word Processing

Learning

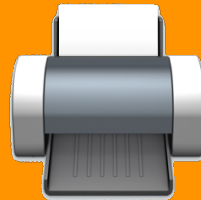
- To recognise that text can be created in a number of ways
- To use word processing software to create text
- To understand that a computer can be connected to a printer
- To select and insert text into a word processing application
- To open and save a word processing document
- To understand the value of using a word processor to produce text

Key Vocabulary

text	Written words
word processor	A computer program that lets you write, store, send and print text
key	A button that represents a letter, number, symbol or function
keyboard	A set of keys that operate a word processor
save	To store something
print	To produce a paper copy of text and images stored on a computer
backspace	A key that can be used to move backwards
return/enter	A key that moves you to the next line

Word Processing

Images



Key Questions

How can you correct mistakes using a word processor?

What are the benefits of using a word processor?

How can you get to your work later?

Backspace, delete or cut



You can quickly make changes to text



Saving or printing

