

# GGA- Computing Knowledge Organiser for Year One-Spring Term Microsoft Word

## Vocabulary

Keyboard	
Left Click	
Right Click	
Cursor	Shows where your writing will appear.
Space Bar	Inserts a space between your words.
Backspace	Deletes the letter before the cursor.
Delete	Deletes the letter after the cursor.
Font	The size and style of a writing.

## Skills that I am going to learn.

<p>Open Microsoft Word.</p> <p>Find the Icon and double click on it.</p> 	<p>Opening a New Document</p> <p>When you open word choose 'Blank Document'</p>  <p>Blank document</p>	<p>Input words and phrases.</p> <p>Use the keyboard to choose the letters that you want to write.</p> 
<p>Saving your Work</p> <p>File -&gt; Save As Type your name Click Save.</p> 	<p>Use the Spaces between words.</p> <p>When you have finished a word click the space bar once</p> 	<p>Deleting Letters</p> <p>Use delete or backspace to delete unwanted letters.</p> 
	<p>Capital Letters</p> <p>Press the Shift or Caps Lock to get capital letters.</p> 	



### Why are we learning this?

So we can write on a computer.

### Why is this important?

Word Processing is used in almost every job.

Vocabulary		Skills that I am going to learn.		
eSafety	Safe and responsible use of technology.	Know to ask to use technology. I will only use technology if an adult lets me. 	Know who your trusted adults are. I can identify at least 5 trusted adults. 	Know about the AUP I will understand and sign the AUP. 
AUP	Acceptable Use Policy is the agreement we sign to stay safe using technology in school.	Know how technology is used in the world. I can identify where technology is used at home and in jobs. 		
Trusted Adults	Adults that we trust and can talk to if we have any problems with technology.	Private Information		
<b>Why are we learning this?</b> To help us make green and safe choices when using technology.		<b>Why is this important?</b> To help us stay safe on technology.		