

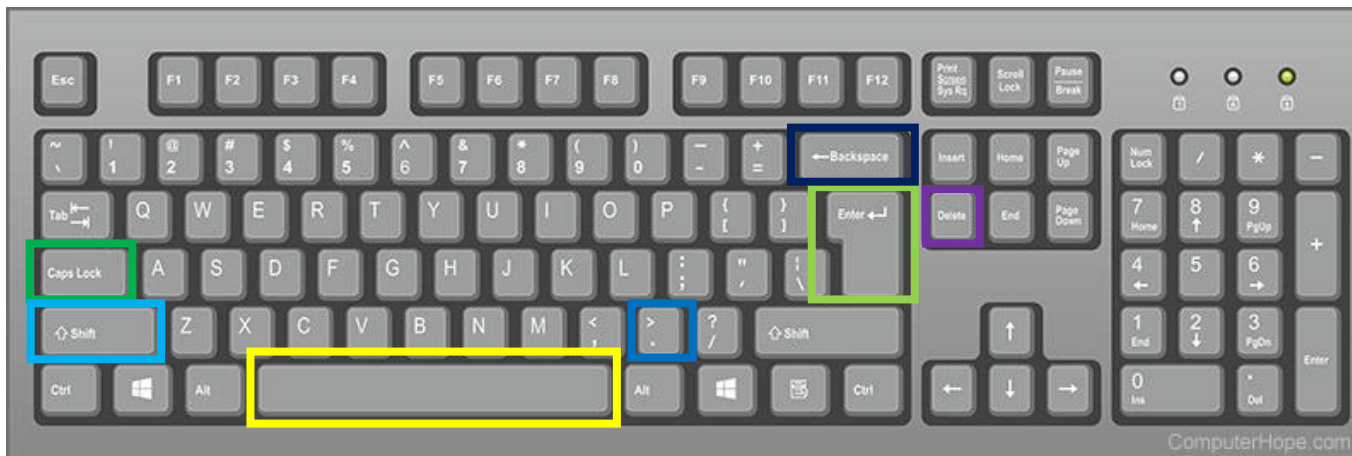
## Sticky Knowledge:

- ✓ I can input text and images using a simple publishing program.
- ✓ I can type a simple sentence on the screen, making use of a word bank.
- ✓ I can format my typing in a number of ways.
- ✓ I know the main keys for typing.
- ✓ I can type simple sentences using the correct format.
- ✓ I know how to make text bold, use italics and text alignment.
- ✓ I can use simple keyboard shortcuts.
- ✓ I can move to different places in the text using the arrow keys or mouse.
- ✓ I can use the 'undo' icon to fix a mistake.

## Using the Keyboard

I can identify and use the following keys:

space bar    enter    caps lock    shift    full stop    backspace    delete



## Big Idea:

I can use technology purposefully to create, organise, store, manipulate and retrieve digital content.

## Formatting and keyboard shortcuts

Ctrl + B = **bold**

Ctrl + I = *italics*

Ctrl + U = underline

Ctrl + Z = undo ↶

## Vocabulary

### Digital literacy:

Being able to understand and use technology.

### Caps lock:

A button used to generate capital letters until it is pressed again.

### Shift:

A button that is pressed down whilst typing to produce capital letters.

### Document:

A paper with written information.

### Insert:

To add something to a document.