

# Year 1 Computing – Digital Writing

## What I should already know

- To know that I can 'write' digitally through typing
- To recognise the different components of a digital device (e.g. keyboard)
- To recognise that a keyboard is used to enter text into a computer

### Using a Keyboard

-A **keyboard** is an **input device** that lets a person enter letters, numbers and symbols.  
 -Most keyboards are laid out in the same way. This is often called the **QWERTY layout**.  
 -The buttons on a keyboard are called **keys**.  
 -You can choose where to write by moving the **cursor** (the arrow) over the page. When you click a flashing line will appear. This is the **text cursor**. It allows you to type in letters.



**Caps key**, press this for capital letters.

**Space bar**, for leaving spaces.

**Backspace key**, removes the letter on the left of the text cursor.

**Enter key**, moves everything after the text cursor down one line.

**Arrow keys**, can move the text cursor.

### Making Careful Choices



The **undo** tool reverses the last thing that you did. If you make a mistake, the **undo** tool can help you to get it back to how it was.

The **redo** button re-does something that you have undone!



#### Hand writing or Digital writing?

- Hand writing is often seen as more personal. For many people, it is a bit quicker than typing.
- Digital writing is often neat, tidy and easy to read. It can be more easily edited (changed).

## What I will learn by the end of this unit

- How I can use various aspects of a computer to create and manipulate text.
- Become more familiar with using a keyboard and mouse to enter and remove text.
- Be able consider how to change the look of text, and will be able to justify their reasoning in making these changes.
- Be able to consider the differences between using a computer to create text, and writing text on paper. They will be able to explain which method they prefer and explain their reasoning for choosing this.

### Disciplinary Skills

- Use technology purposefully to create, organise, store, manipulate, and retrieve digital content
- Use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

### The Toolbar

The **toolbar** is the set of icons and buttons that are at the top of the page in a word processor. Below are some of the most common tools.

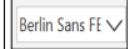
These tools can change the text.



The **B** makes the text **Bold**.  
 The **I** writes the text in *Italics*.  
 The **U** underlines the text.



Clicking on this icon allows you to change the size of the text. After pressing the icon, you will see a list of numbers. The larger the number selected, the bigger your text will be.



Clicking on this icon allows you to change the font (style) of the text. Most word processors have many styles to choose from.



Clicking on this icon opens the text colour tool. It allows you to change the colour of the text. There are often many colours to choose from.



When we want to save our writing, we should click on this icon. The first time that we save, we need to choose a file name and a location (folder) to save it in.

### Key Vocabulary

Word Processor	Text	Font	Keyboard
Text	Cursor	Enter	Spacebar
Toolbar	Font	icon	