Eversley Primary School– Knowledge Organiser

Computing	Creating Media – Digital Writing	Year 1	Spring 1

Key Knowledge

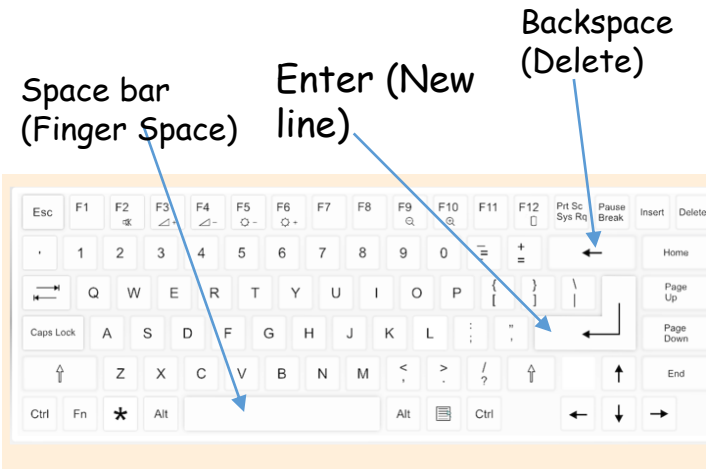
To use a computer to write	• I can open a word processor • I can recognise keys on a keyboard • I can identify and find keys on a keyboard
To add and remove text on a computer	• I can enter text into a computer • I can use letter, number, and Space keys • I can use Backspace to remove text
To identify that the look of text can be changed on a computer	• I can type capital letters • I can explain what the keys that I have already learnt about do • I can identify the toolbar and use bold, italic, and underline
To make careful choices when changing text	• I can select a word by double-clicking • I can select all of the text by clicking and dragging • I can change the font
To explain why I used the tools that I chose	• I can say what tool I used to change the text • I can decide if my changes have improved my writing • I can use 'Undo' to remove changes
To compare typing on a computer to writing on paper	• I can make changes to text on a computer • I can explain the differences between typing and writing • I can say why I prefer typing or writing

Possible experiences

- Write a story using Microsoft word, practising your typing skills and getting used to where the different keys are.
- Type your name and experiment using different fonts, sizes, **bold,** underline and *italic.*
- Play a typing game with an adult, such as; Jungle Racing - Typing Games (kidztype.com)
- With an adult, practise closing your eyes and finding the different keys you have learnt. E.g. "press the space bar". This will help you get used to the feel of the keys.

Statutory requirements

- Use technology purposefully to create, organise, store, manipulate, and retrieve digital content
- Use technology safely and respectfully, keeping personal information private

Key vocabulary

Spelling	Definition
Word Processor	A word processor, such as Microsoft Word, can store, manipulate, change text and provide printouts
Toolbar	A toolbar has many functions on a word processor, all in one place
Font	A font is the style of text. It can be changed in many different ways.
Keyboard	A piece of computer hardware used to input text, characters and other commands into a computer or similar device.
Backspace	A key on the keyboard used to delete text.
Caps Lock	Caps Lock is a key used to change a letter on the keyboard into a capital letter.