



Year 1  
Digital Writing

*Key vocabulary*

Word processor	An app that helps us to organise our writing on a computer
Text	Information as words
Font	The style of lettering
Keyboard	An input device with buttons for letters, numbers and punctuation marks
Cursor	The marker for where text input happens
Enter	Sometimes called return this key confirms your text input or moves to the next line
Spacebar	A button for adding a gap when typing
Toolbar	A menu of tools in a program
Icon	A picture to represent a tool or application

*Apps/ Software*

Pages	Word

*Important tools*

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!



*Toolbar choices*

	Change between bold, italic and underline styles
	Choose which font to use
	Change the text colour
	Change the text size

*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).