







@	Symbol	A character that is not a number or a letter. E.g. @, £, %
	Shift	The Shift key allows you to change a single capital letter and change the top number to a symbol.
	Space	The key on the keyboard that allows you to leave a space between words.
<b>B</b> Bold <ctrl> + b	Bold	The letters are darker and heavier than normal.
<i>I</i> Italics <ctrl> + i	Italic	The letters are slanted slightly to the right.
<u>U</u> Underline <ctrl> + u	Underline	The letters have a line underneath them.
	Backspace	A key on a computer keyboard used to move the cursor backwards and delete a character.
	Delete	To remove or erase something such as the text or an image.
	Mouse	A mouse moves the on-screen cursor to different items on the screen.
	Cursor	A shape on screen that shows where actions made with the keyboard or mouse will make a change.

I know how to type using both hands to type with.

I know how to align the text.

I know how to edit the style and effect of my text and images to make my document more engaging. (Change font, colour + images).

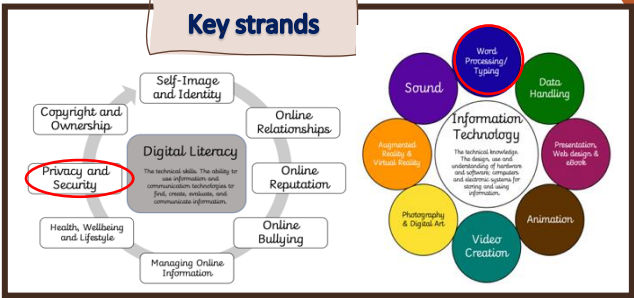
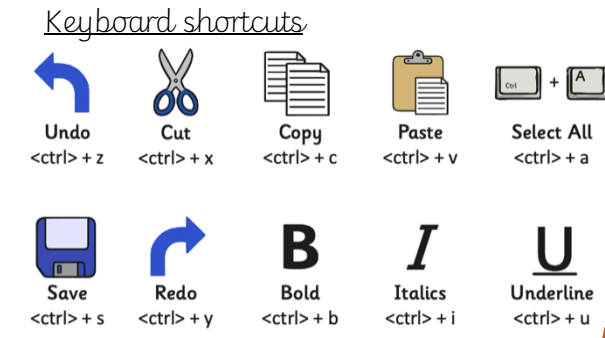
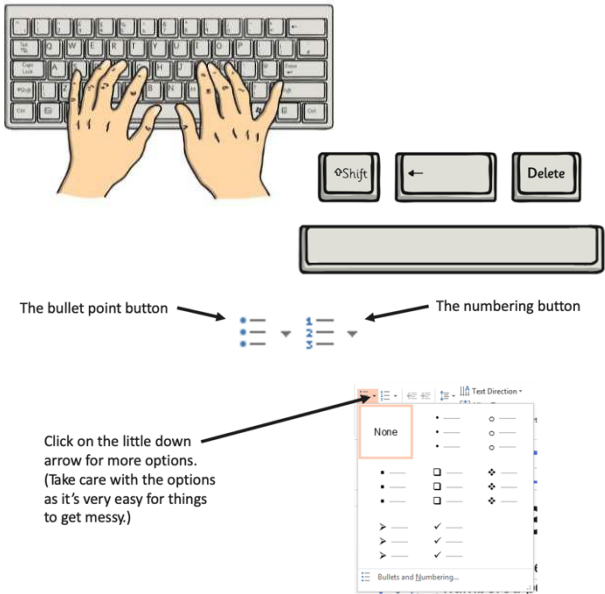
Objectives:

I know how to use bold, italics and underline.


I know how to use cut, copy and paste to quickly duplicate and organise text.

I know how to use keyboard shortcuts to complete tasks more efficiently.

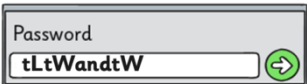
I know how to bullet point and use numbering.




Lesson 1 – Can I identify ways to stay safe online?




Lesson 2 – Can I screenshot and create a secure password?



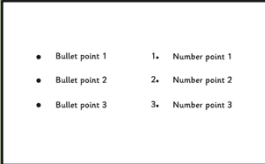
Lesson 3 – Can I change the case between lower and upper case?



Lesson 4 – Can I align the text on my page?



Lesson 5 - Can I bullet point and number key facts?



Lesson 6 - Can I present my work using skills taught?