Document Creation and Editing Knowledge Organiser

❓ What are we learning about document creation?

A word processor is a piece of software on a computer that can used to create a text document (writing). If you write a story or a letter in your exercise book and want to type it on a computer then a word processor is what to use. There are various word processors on different types of computers, such as Microsoft Word, Google Docs and Apple Pages. The software makes it quick to create and edit text because we can use tools such as copy & paste, find and replace words and also insert images.

📝 National Curriculum Content

Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals.

📖 Key knowledge

- Understand how word processing
- Know how to copy and paste text and images
- Know how to find and replace words
- Know how to format text for a purpose
- Know how to edit images inside documents
- Know how to add bullet points to make lists
- Know how experiment with keyboard shortcuts

🔤 Important Vocabulary

Word processor	A pierce of software to type and edit text.
Find and replace	A tool to automatically find a word and replace it with another. Useful when you want to replace more than one of the same word.
Format	Change the look of text, such as the colour and size.
Text wrapping	Choose how the text appears around an image.
Bullet points	Turn text into a list on different lines above and below each other with a circle at the start of each line.
Keyboard shortcuts	Combine keys together to perform an action quickly. For example Control + c keys to copy a piece of text.

💡 Quick tips

- If you have a physical keyboard, use the arrows keys to move the cursor around the text.
- Use the undo tool if you make a mistake (Edit>undo).

- On a Windows computer or Chromebook, try selecting some text and experimenting with the keyboard shortcuts below.

Apply bold formatting =Ctrl+B
Apply underline formatting = Ctrl+U
Apply italics formatting = Ctrl+I

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