



Knowledge Organiser - Digital Writing (Year 1)

Digital Writing

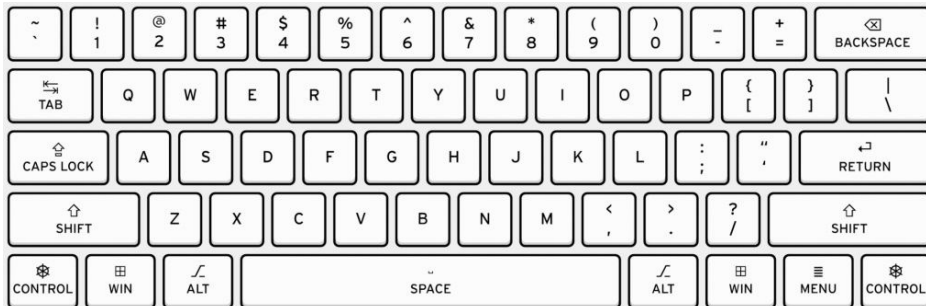
Digital devices can help us to write. The programs are called word processors. We usually use a program called **Microsoft Word**.



We use a **keyboard** to enter and remove text. The word processor can change the look of the text. Writing digitally makes our writing neat and it can be easily edited.

The Keyboard

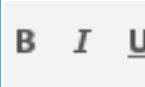
A keyboard is an **input device** that you use to enter text in a word processing program. All keyboards are set out in the same way on EVERY computer. The buttons are called **keys**.



[Click here to practice your typing skills.](#)

How to change the FONT

There is a **toolbar** at the top of the page in a word processor. This can be used to change how the **text** looks.

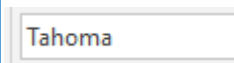


These tools can change the text:

B makes the text **bold**.

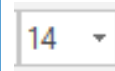
I writes in *Italics*.

U underlines the text



If you click on this tool, it allows you to change the font (the style of the text).

There are lots of fonts to choose from.



This tool allows you to change the size of the text. The larger the number the bigger the text will be.



This tool allows you to change the **colour of the text**. **There are lots** of colours you can choose from.

Important tools



When you have finished your work, click this icon (in the top left corner) and save your work. Choose a file name and where you will save it.



If you make a mistake, the undo tool will get it back to how it was before. The redo button will redo something you have undone.



Knowledge Organiser - Digital Painting (Year 1)

Digital Painting

Digital devices can help us to draw and paint pictures. The programs are called word processors.

We use different tools to create different painting effects. We can draw in different ways using the pencil tools, lines and shapes. The colour and size can also be changed.

Simple Tools

To use one of these tools, click it using the left mouse button.



The pencil tool lets you draw. When you click and hold the left mouse button it will draw on the page. The pencil will follow the mouse.



The rubber (eraser) lets you rub out parts of the drawing if you have made a mistake. Click and hold the left mouse button to rub out.

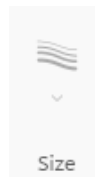


The paintbrush works like the pencil. You can choose different colours and different styles of paint brush.

Other tools



The fill tool will fill the whole shape with one colour. Make sure there are no gaps in the shape or it will colour the whole page.



This tool lets you change the size of the lines to thin lines or thick lines.



When you have finished your drawing, click on this icon to save your work just like when you are using a word processor.

