



“Whatever you do, work at it with all your heart”

Colossians 3:23



Using Microsoft Word

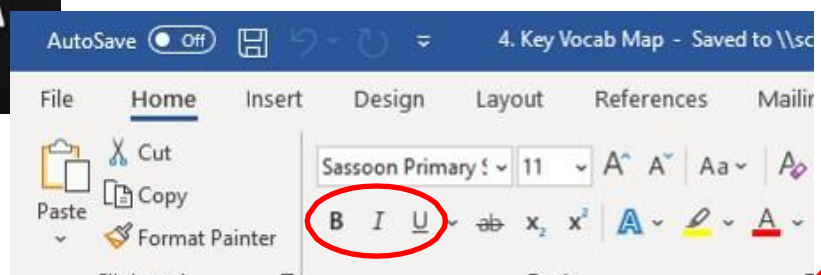
Year 3

Spring 2

Key Knowledge:

To know that:

- ◆ A word underlined in red could be spelt incorrectly.
- ◆ The ‘backspace’ button deletes what is behind and the ‘delete’ button deletes what is ahead.
- ◆ Font can be made bold, underlined or italic by clicking on the icons on the Home tab.
- ◆ Child-friendly search engines are available to find things safely online.
- ◆ If you right click on a word that is underlined in red, it will give you hints to the correct spelling or grammar to use.



Key Vocabulary:

Font - An assortment of letter styles

Backspace— the key on a computer keyboard that you use to move backwards on a line of text and remove letters that you have already typed.

Delete— to remove something

Bold— used to emphasize something strongly in writing

Underlined— is a section of text in a document where the words have a line running beneath them

Italic— a style of typeface in which the text appears slanted

Search engine - an online program that helps people find the information they are looking for

