

Word processing

Backspace	A key to move the cursor backwards.
Copyright	The law that protects other people's work from being copied or used without permission.
Delete (text)	A button on the keyboard which deletes text.
Image	A picture.
Import	To place another file into a document, such as an image.
Keyboard	An input device made up of buttons that create letters, numbers, and symbols, as well as perform other functions.
Keyboard character	Any letter, symbol, space, number or punctuation mark that can be input with a keyboard.
Paste (text)	To insert copied or cut text.
Redo	To step forwards to the next edit.
Space bar	A button on a keyboard to insert room between letters.
Touch typing	Using a keyboard with all your fingers, without looking at the letters on the keys.
Undo	To step backwards to the previous edit.
Word processing	A program used for creating text documents on a computer.

Keyboard buttons:

Important buttons to learn when typing on a computer.



Key facts

Word processing software:

Writing program - Sid the dog.txt

File Save Print Copy Cut Text Clipart Font
Balsamiq sans

Regular aA

Sid, the silly sausage dog, swam in the sparkling sea.

Bold B

Sid, the silly sausage dog, swam in the sparkling sea.

Italics I

Sid, the silly sausage dog, swam in the sparkling sea.

Underline U

Sid, the silly sausage dog, swam in the sparkling sea.

Highlight

Sid, the silly sausage dog, swam in the sparkling sea.

E-books and e-documents can be read on electronic devices

