## Computing Knowledge Map – Autumn I — Word Processing Skills



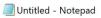
## Vocabulary



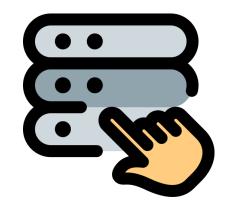


Online Safety

Passwords



File	Edit	Format View Help	
	N	Undo	Ctrl+Z
		Cut	Ctrl+X
		Сору	Ctrl+C
		Paste	Ctrl+V
		Delete	Del
		Search with Bing	Ctrl+E
		Find	Ctrl+F
		Find Next	F3
		Find Previous	Shift+F3
		Replace	Ctrl+H
		Go To	Ctrl+G
		Select All	Ctrl+A
		Time/Date	F5



Keyboard Shortcuts

Selecting text or an object

_	Online Safety	Being aware of the nature of the
		possible threats that you could en-
		counter whilst engaging in activi-
		<i>ty</i> through the Internet.
2	Password	A secret word or phrase that must be
		used to gain admission to a place.
3	Application	Computer program designed to carry
		out a specific task
4	Undo	a feature of a computer program that
		allows a user to cancel or reverse the last
		command executed.
5	Bullet points	A list organised using symbols.
6	Keyboard Shortcuts	A keyboard key that invokes a function
		in the operating system or application
		when pressed
7	Change Case	Change the text case instead of having to
		re-type it
8	Select	Highlighting text or picking an object