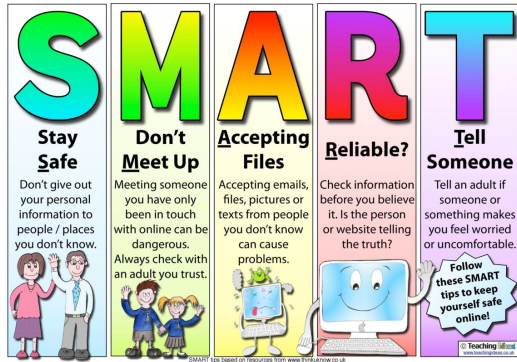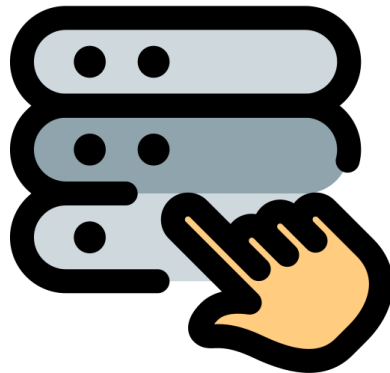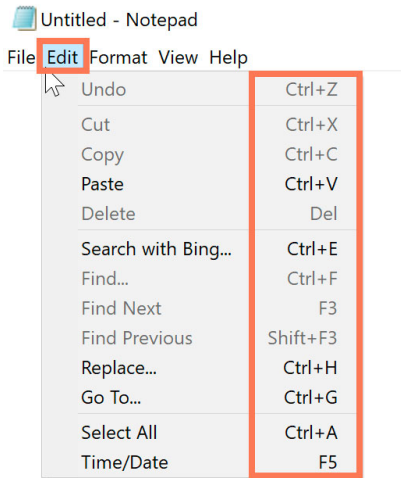# Computing Knowledge Map - Autumn 1 – Word Processing Skills

Online Safety

Passwords

Keyboard Shortcuts

Selecting text or an object

	Vocabulary	
1	Online Safety	Being *aware of the nature of the possible threats that you could encounter whilst engaging in activity* 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