




Prior Learning:

Facts	Vocabulary
<p><b>1. <u>Formatting Text</u></b></p> <p>While using word processing programs you can format and edit the text in a variety of ways. You can make text:</p> <ul style="list-style-type: none"> <li>• <b>Bold</b></li> <li>• <i>Italics</i></li> <li>• <u>Underlined</u></li> </ul>	<ol style="list-style-type: none"> <li>1. Undo—undo the last action you performed in the program.</li> <li>2. Redo—redo the last action you performed in the program.</li> <li>3. Font—a design for a set of characters.</li> </ol>
<p><b>2. <u>Editing Text</u></b></p> <p>It is important to be able to go back and edit a mistake while you are using word processing programs.</p> <ul style="list-style-type: none"> <li>• You can navigate back through words using the arrows keys on your keyboard.</li> <li>• Once you have found your mistake you can use the backspace or delete keys to delete your mistake and then correct it.</li> </ul> 	<p><b>4. <u>Space Bar</u></b></p> <p>Just as you would in your writing, you need to include spaces within typed words on word processing programs.</p> 
<p><b>3. <u>What is the shift key used for?</u></b></p> <p>The shift key can be used to switch between lower-case and upper-case letters.</p> <p>To do this you hold the shift key down while you also press the letter you want to be upper-case.</p> 	<p><b>5. <u>Enter Key</u></b></p> <p>The enter key can be used to send the cursor to the next line.</p> 