

Creating Media - Digital Writing

Vocabulary	Word Definition
Font	A design for a set of characters (there are lots of different writing styles to choose from).
Bold	Text that is darkened and often used to emphasise words.
Italics	A cursive styled font/style of writing.
<u>Underline</u>	A line running beneath words.

Questions

1. Which button on a keyboard removes text?
2. Can I use a range of tools to edit and improve writing on a computer (e.g. changing font, size, etc)?
3. Can I compare writing on paper and writing on a computer?

Editing Text

It is important to be able to go back and edit a mistake while you are using word processing programs.

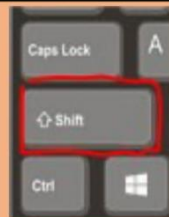
- You can navigate back through words using the arrow keys on your keyboard.
- Once you have found your mistake you can use the backspace or delete keys to delete your mistake and then correct it.



What is the shift key for?

The shift key can be used to switch between lower-case and upper-case letters.

To do this you hold the shift key down while you also press the letter you want to be upper-case.



Space Bar

Just as you would in your writing, you need to include spaces within typed words on word processing programs.



Enter Key

The enter key can be used to send the cursor to the next line.



