

## 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.

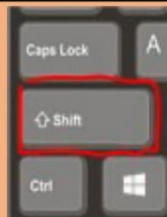
- You can navigate back through words using the arrow keys on your keyboard.
- Once you have found your mistake you can use the backspace or delete keys to delete your mistake and then correct it.



#### 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.



