

Vocabulary	Meaning
identify	to recognise, name or find something you are looking for
locate	to find the position of
create	to make something
Google Docs	a Google program to create text online
copy	something that is made to look exactly like or identical to another
type	to write something online by pressing keys
space-bar	a long key on a keyboard to make a space between words
search	try to find something by looking
tools	things we use to perform a task
feature	an important part or quality of something
highlight	to select text online
shortcut	a shorter, quicker, or easier way
copy tool	allows you to make a duplicate of something – something exactly the same as something else
paste tool	allows you to put something copied into a document
changes	to make or become different
share	to give access to others

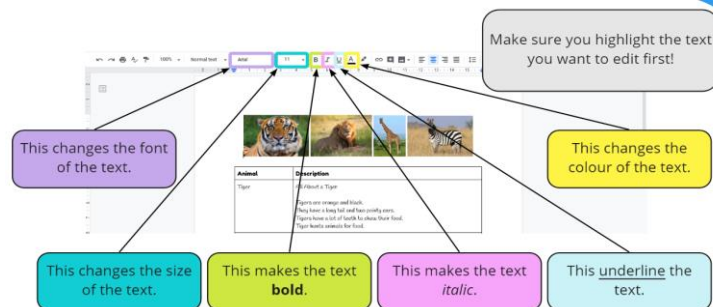
Key knowledge – the keyboards key features



This is the shift button. Hold this down and letters together to make a capital letter.

This is the space bar. It creates spaces in text.

Key knowledge – editing text on a Google document



Make sure you highlight the text you want to edit first!

This changes the font of the text.

This changes the colour of the text.

This changes the size of the text.

This makes the text **bold**.

This makes the text *italic*.

This underline the text.

Key knowledge – short cuts for copy and paste

