

# Computing

Please help your child with their learning by going through this fact sheet with them. They will be quizzed on this at the end of half term. We appreciate your support.

The shift button can be used to make one capital letter (you hold shift and press the letter).

You can use the review tab in word or publisher to check spellings or use a thesaurus.

If you mistype a word, you can use your cursor to go between the letters where you missed a letter and click to change your spelling.

You cannot use all pictures you find from Google in your work.

If you're editing a saved piece of work, you can just click the floppy disk icon at the top too quickly save it again.

The best programme to make something with pictures at different angles is Publisher.

To highlight words, you need to select them and then press the 'ab' button to highlight them.

Portrait orientation is when the paper is taller rather than wider.

The shift button on the keyboard looks like an arrow that is pointing upwards.

If you see something on the screen you don't like, you should turn off the screen or lock the iPad and then tell an adult.

## Key Vocabulary

- **Cursor** - the arrow or 'I' you see on screen when you move the mouse.
- **Programme** - something you can use on your computer such as word or TTRS.
- **Google** - an online search engine.

