Key Vocabulary

font	The way **text** looks. This can be the style, size or colour.
format	Change the way **text** looks and is set out in a document.
key	A button that you press on a **keyboard** to **type**.
keyboard	An input device with a set of **keys** that allows you to enter **text** into a computer.
mouse	A small, handheld device that controls a cursor on a device's screen or monitor.
save	Store a file so that you can **save** what you have done and open it up again later.
text	A group of letters, words or other symbols that can be **typed**, **formatted** and read.
type	To add **text** into a PC device using the **keys** on a **keyboard**.

What Is a Word Processor?

A word processor is a computer program that allows you to create and edit **text** in a document. A word processor can be used to show **text** in different ways. Here are some examples of word processors:

Hardware

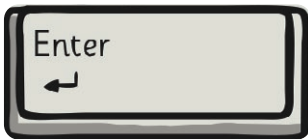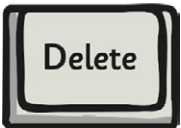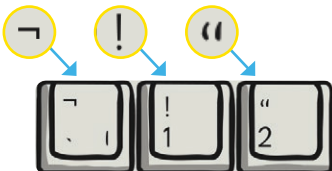|	
desktop computer	monitor
keyboard	**mouse**
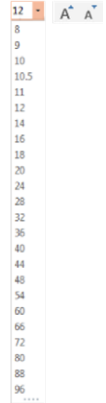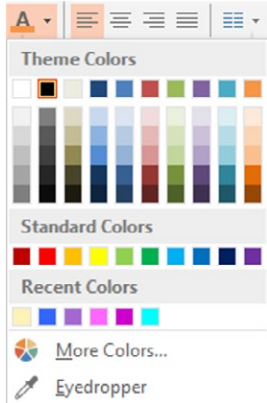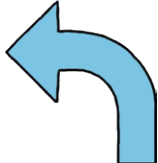
Keys on a Keyboard

Caps Lock	Shift
Space Bar	Enter
Backspace	Delete
Arrow Keys	Symbol Keys

Format Text

B	I	U
bold	*italic*	<u>underline</u>
font style	**font** size	**font** colour

Helpful Icons

save	folder	undo	redo