

LKS2 - Knowledge Organiser – Word processing

Key Facts

- MS Word is a word processing program used for creating documents.
- A command is an instruction given by the user telling the computer to do something.
- Text can be manipulated in a variety of ways (size, colour, font)
- Tables can be inserted to present text information and/or numerical data.
- Spell check is used to correct misspelled words.
- A keyboard shortcut is a combination of keys that allows the user quick access to a particular function.
- Images can be inserted into documents.

Key Vocabulary

- Word processing
- Image
- Keyboard
- Font
- Table
- Mouse
- Insert
- Hyperlink
- Format
- Command
- Spell check

Font (*font*, **FONT**, **font**)

Size (*size*, size, **size**)

Colour (*colour*, colour, *colour*)

