# Knowledge Mat – Digital Literacy – Year 1

National Curriculum Links: KS1 Computing

- **Use technology purposefully to create, organise, store, manipulate and retrieve digital content**

- **I will know**

DL1.1 how to input text and images using a simple publishing programs
DL1.2 how to type a simple sentences on the screen, making use of a word bank
DL1.3 how to format my typing in a number of ways (size, colour, font)
DL1.4 the main keys for typing e.g. shift, space bar, full stop

DL1.5 how to type simple sentences using the correct format (Capital letters, space and full stop)
DL1.6 how to make text bold/ italics / text alignment etc.
DL1.7 simple keyboard shortcuts Ctrl + B, I, U to edit my text style
DL1.8 how to move to different places in the text using the arrow keys or mouse
DL1.9 how to use the 'undo' icon to fix a mistake

Digital Literacy Vocabulary

Term	Definition
Digital Literacy	Having the skills to live, learn, and work where communication and access to information is increasingly through technology
word processing	Writing on a computer
keyboard keys	Letters, numbers and symbols needed to type on the computer
sentences	A group of words that make an idea
punctuation	All sentences need punctuation, just the same as writing
caps lock shift space bar	Caps lock will type all capitals letters. Hold down shift and press a key to type one capital letter or type the top symbol. Press space bar once to add one space
document	A piece of writing or word processing
cursor	The flashing line that shows where you will type or insert a picture
insert	Put something into a document, like a picture
formatting	Making the writing look different
abstraction	Being able to focus on task before the look and feel e.g. colour, size, background

Backspace – this will delete text behind the cursor

Delete – this will delete text in front of the cursor
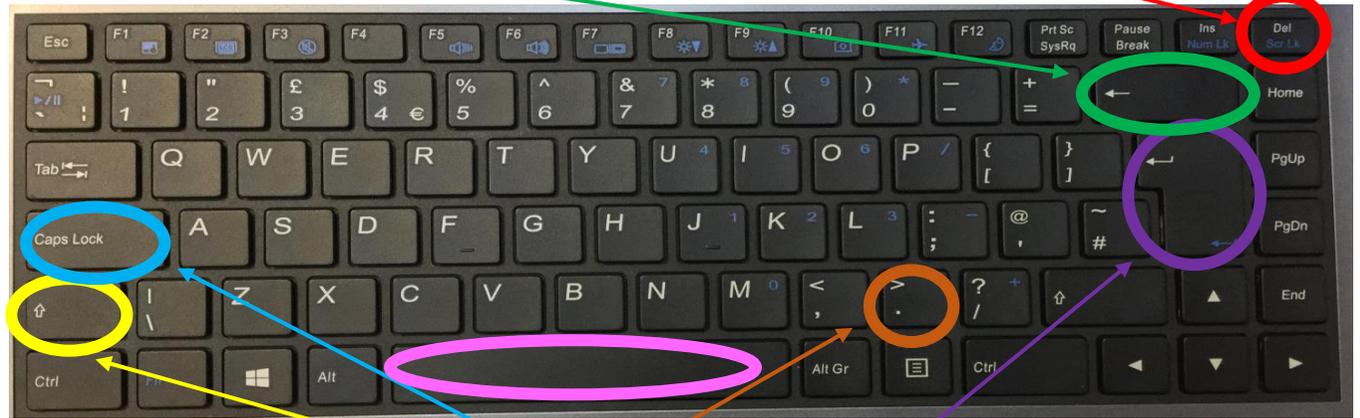
Main word processing keys – shift, caps lock, full stop and space bar

Enter / Return – sends the cursor to the next line. Also press to choose OK, like when logging in.

UNDO – go back to the last thing you did

REDO – change the undo

Changes the colour of the background

Makes text **thicker**	Makes text 'fall over'	Draws a **line** under text	Moves the text to the **left, right** or **middle**.	Makes text 'spread out'	Puts **numbers** or **bullet points** in for a list	Changes the **size**. Bigger numbers means bigger text.	Changes the **style** of the text	Changes the **colour** of the **text**

Inserting pictures

Click to add clipart.

Click to draw a picture.

Click to upload a saved picture.

Use the **arrow keys** to move around in your text.

Keyboard Shortcuts	**Ctrl + b Bold**	*Ctrl + i Italic*	Ctrl + u Under