

Key Vocabulary

copyright	Law protecting other people's work from being used without permission.
delete	A button on the keyboard to remove text.
keyboard	An input device made up of buttons to create
paste	To add copied or cut text.
space bar	A button to add room between letters.
touch typing	Using a keyboard with your fingers without looking at the keys.
word processing	A program used for creating text documents on a computer.

Copyright

# © Copyright

When someone puts something online it belongs to them.

A picture, drawing or photograph      A video, television programme or film      Text, such as a book, article or report      A game

You cannot re-use it without their permission.

Yes you can!

Key Facts

Word processing software:

Writing program - Sid the dog.txt

File Save Print Copy Cut Text Clipart Font

Balsamiq sans

Regular **aA**

Sid, the silly sausage dog, swam in the sparkling sea.

**Bold** **B**

**Sid, the silly sausage dog, swam in the sparkling sea.**

*Italics* *I*

*Sid, the silly sausage dog, swam in the sparkling sea.*

Underline U

Sid, the silly sausage dog, swam in the sparkling sea.

Highlight

Sid, the silly sausage dog, swam in the sparkling sea.

E-books and e-documents can be read on electronic devices



Keyboard Buttons



Important buttons to learn when typing on a computer.

Delete

Enter

Space bar