

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.



Key Facts

Word processing software:



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.

