Year 3
Document Editing and Creation
E-Safety and Digital Literacy

Respect, Believe, Achieve

Key Words	
Word processor	A pierce of software to type and edit text.
Find and replace	A tool to automatically find a word and replace it with another. Useful when you want to replace more than one of the same word.
Format	Change the look of text, such as the colour and size.
Text wrapping	Choose how the text appears around an image.
Keyboard shortcuts	Combine keys together to perform an action quickly. For example Control + c keys to copy a piece of text.

| What do I already know? |
|---|
| 1. Move the mouse or trackpad and left click to select an object. 2. Drag and drop with mouse or trackpad to move objects around the screen. 3. Use double click or double tap. 4. Find letters or numbers on keyboard. 5. Begin touch typing with home row keys. |

Document editing and creation

1. Copy and paste
Copy the Summer poem by clicking and dragging over it to highlight it and then copy and paste it into your document.

Copy and paste text
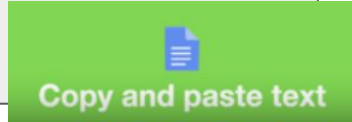
2. Find and replace
Find words within a document and replace them with alternatives.

3. Format
Learn to change the font, size, alignment and colour of the text.

Arial — 12 + **B** *I* U A

4. Images
Add an image and edit it.

5. Bullet points
Learn how to add bullet points to make a list.

6. Keyboard shortcuts
Use shortcut keys to speed up formatting.

Ctrl + C

Ctrl + V

7. Typing
I will practice typing using correct finger positioning. I will practice weekly to secure the skills I have acquired.