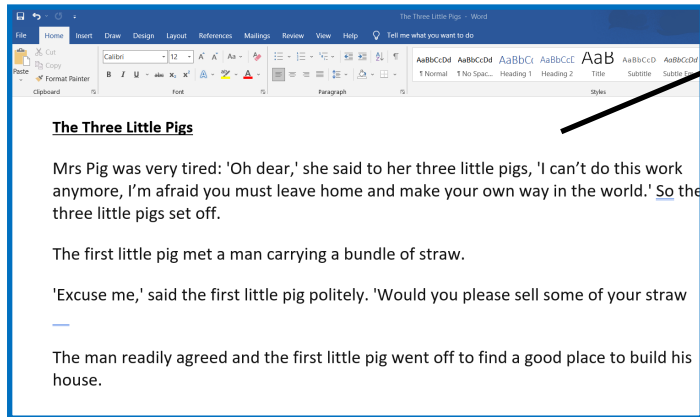# Year 2: Computing and Online Safety

Word Processing

Microsoft Word is a computing program that is used for **word processing**.

You will be making a **word document**, just like the one below, by **typing** with two hands. You will need to use the **shift, space** and **enter** keys to do this.
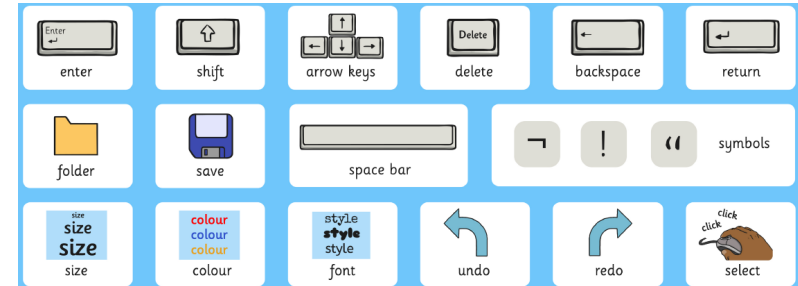
You can then edit your work using the **backspace**, **delete** and **arrow** keys.

Finally, you will learn how to use **undo**, **redo** and **format** text so that it is **underlined**, **bold** or in **italics**.

The Three Little Pigs

Mrs Pig was very tired: 'Oh dear,' she said to her three little pigs, 'I can't do this work anymore, I'm afraid you must leave home and make your own way in the world.' So the three little pigs set off.

The first little pig met a man carrying a bundle of straw.

'Excuse me,' said the first little pig politely. 'Would you please sell some of your straw —

The man readily agreed and the first little pig went off to find a good place to build his house.

How to create a wonderful word document:

1. Click **Microsoft Word**.
2. **Type** your story with both hands.
3. Make your title **bold** and **underlined** to make it stand out.
4. **Correct** any mistakes.
5. **Save** your story by clicking the save icon and typing a sensible name.

enter	shift	arrow keys	delete	backspace
return				
folder	save	space bar	symbols	
size	colour	font	undo	redo	select

Vocabulary

backspace	Makes the cursor move backwards.
bold	Having a strong, vivid appearance.
delete	To remove or get rid of.
document	A printed piece that records information.
enter	The key used to start a new line.
format	To arrange or place in a specific way.
internet	Shares information by connecting to billions of computers.
italics	*Slanted letters.*
keys	Buttons on a keyboard used to instruct a computer.
Microsoft Word	A computer program used for word processing.
shift	The key used to make a capital letter.
word processor	A program used to type, edit and format text and words.

Privacy and Security

When you use websites and some apps, you are connected to the Internet. The Internet is made up of billions of computers that are able to contact each other. These computers are all around the world. Many devices connect to the Internet including:

- phones;
- tablets, PCs and iPads;
- games consoles;
- smart TVs;
- Smart Watches.

This is a Wi-Fi symbol and a Wi-Fi router. Have you seen these before?