

Year 4 – Spring 1 and 2

Computing Knowledge Organiser

Lowercase

a b c d e f g h

Uppercase

A B C D E F G H

Bold

This is bold.

Word



Open

Open

Cursor



Symbols

' @ " ?

Shortcuts

Open a document	Ctrl	+	O
Create a new document.	Ctrl	+	N
Save the document	Ctrl	+	S
Close the document	Ctrl	+	W
Cut the selected content to the Clipboard.	Ctrl	+	X
Copy the selected content to the Clipboard	Ctrl	+	C
Paste the contents of the Clipboard	Ctrl	+	V
Select all document content	Ctrl	+	A
Apply bold formatting to text	Ctrl	+	B

Save



Underline



Italics

I

Bullet points



PowerPoint



Numbering



Animation

to add a special visual or sound effect to an object

