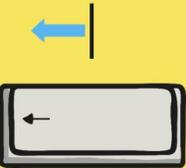


# Year 2 Computing

## Computing

### Word processing and Data

1. Backspace removes the letter before the cursor.



2. Delete removes the letter after the cursor.



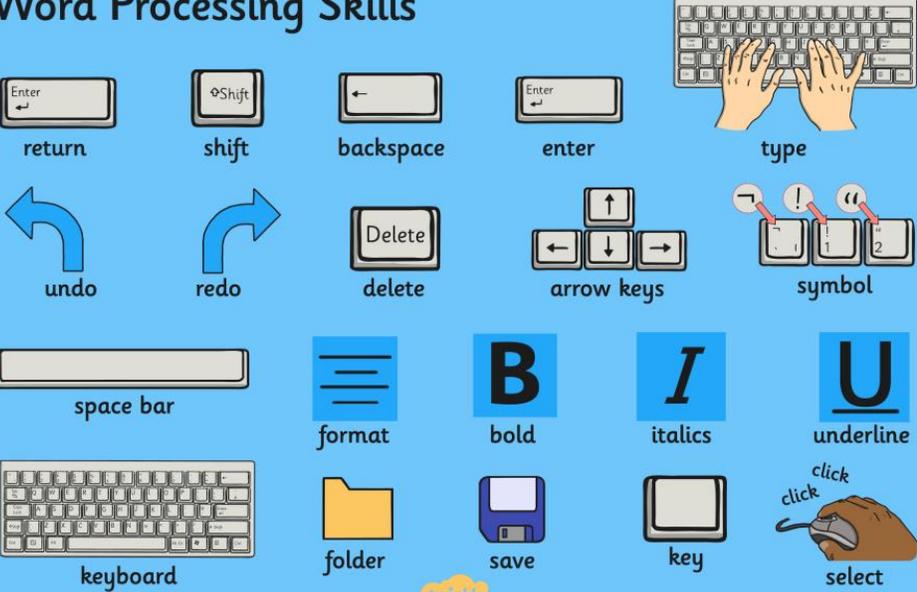
Can you remember how you changed the text to **bold**, *italics* or underline?

**B**      *I*      U

**What is DATA?**

Data is any information that we do something with. It might be words, numbers, images and even sounds.

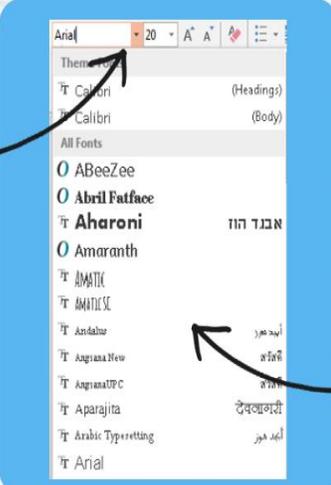
### Word Processing Skills



- return
- shift
- backspace
- enter
- type
- undo
- redo
- delete
- arrow keys
- symbol
- space bar
- format
- bold
- italics
- underline
- keyboard
- folder
- save
- key
- select

twinkl

Change the font by choosing from the dropdown menu.



Click on the arrow.

Then, choose the font.

**What is INPUT?**

In computing, 'input' means adding data to a document or programme.