



Vocabulary	Meaning
identify	to recognise, name or find something you are looking for
locate	to find the position of
create	to make something
Google Docs	a Google program to create text online
copy	something that is made to look exactly like or identical to another
type	to write something online by pressing keys
space-bar	a long key on a keyboard to make a space between words
search	try to find something by looking
tools	things we use to perform a task
feature	an important part or quality of something
highlight	to select text online
shortcut	a shorter, quicker, or easier way
copy tool	allows you to make a duplicate of something – something exactly the same as something else
paste tool	allows you to put something copied into a document
changes	to make or become different
share	to give access to others

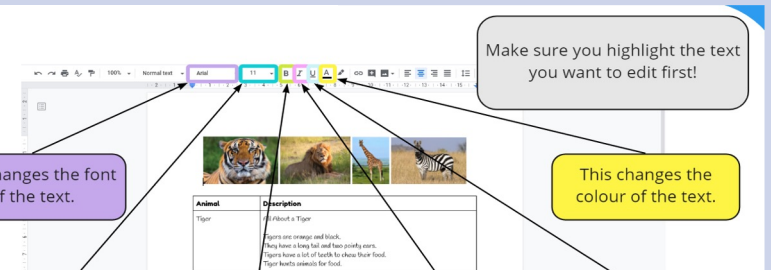
Key knowledge – the keyboards key features



This is the shift button. Hold this down and letters together to make a capital letter.

This is the space bar. It creates spaces in text.

Key knowledge – editing text on a Google document



This changes the font of the text.

This changes the size of the text.

This makes the text **bold**.

This makes the text *italic*.

This underline the text.

Make sure you highlight the text you want to edit first!

This changes the colour of the text.

Key knowledge – short cuts for copy and paste

