

	With help	By myself
I can log onto my account		
I can log off the laptop safely		
I can find and open Microsoft Word		
I can start a new document		
I can save a document in my folder		
I can open a saved document		
I can use click and drag to select text		
I can change the alignment of text		
I can change the size, colour and font of text		
I can use the shift key to write capital letters and punctuation		
I can insert, move and format shapes		
I can insert, move and format images		
I can copy, cut and paste images, shapes and text		

Key Vocabulary

open	To access a document that has already been saved
save	Saving something so you can get to it again
document/file	The piece of work you are creating
folder	Where you save something
text	Writing
graphic/image	A picture, photo, clipart or chart
copyright	A law that means you can only use an image or video if you have permission from the creator
design	What something looks like or will look like.
font	What your text looks like
Microsoft Word	A piece of software used for text.

