Key Vocabulary

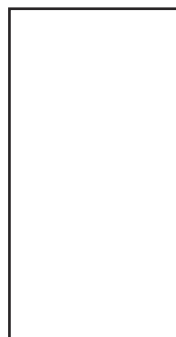|	
align	To line up text or objects with each other on a page.
cell	A box in a **table** in which you enter a single piece of data.
column	A range of **cells** that go down (vertically) in a **table**. A column can also be straight, vertical section of text on a page or screen.
copyright	A law that prevents people from copying the creative work of others without their permission.
edit	To make changes to or correct errors in digital content, such as text, images or videos.
format	The appearance or presentation of text, objects or images.
highlight	The process of selecting text by holding down a mouse button or trackpad and dragging over the required text.
hyperlink	A piece of text or an image that can be clicked to access a web page or even another part of the same document.
orientation	The direction of rectangular paper for printing. This can be portrait or landscape.
row	A range of **cells** that go across (horizontally) in a **table**.
table	A way to organise and present data in rows and **columns**.
text box	An object that can be placed in a document and used to enter text.
URL	The unique web address for an individual web page. This is the address given to find web pages on a web browser, for example www.twinkl.co.uk.
wrap text	Changing the text to fit around an image or object.

Keyboard Shortcuts

Ctrl	+	Z	Undo
Ctrl	+	X	Cut
Ctrl	+	C	Copy
Ctrl	+	V	Paste
Ctrl	+	A	Select All
Ctrl	+	S	Save
Ctrl	+	Y	Redo
Ctrl	+	B	**Bold**
Ctrl	+	I	*Italics*
Ctrl	+	U	Underline

Orientations

landscape

portrait

Insert a Table

Microsoft Word

On the toolbar, select **Insert**. Then, select **Table**.

Use your cursor to select the size of the **table** you need. For example, 5x4 means 5 **columns** and 4 **rows**.

Google Docs

On the toolbar, select **Insert**, then select **Table**.

Use your cursor to select the size of the **table** you need. For example, 5x4 means 5 **columns** and 4 **rows**.
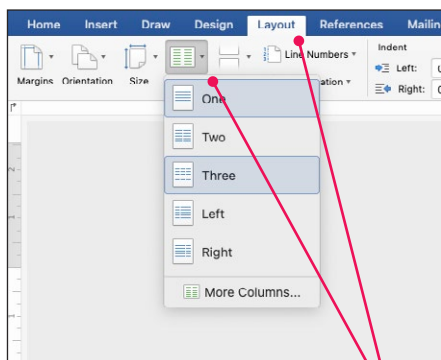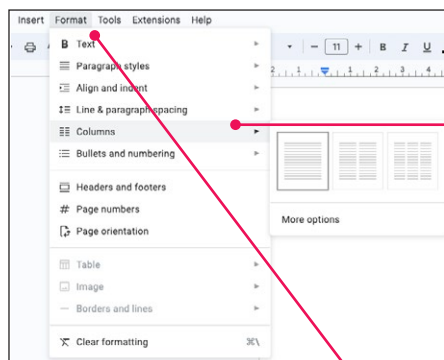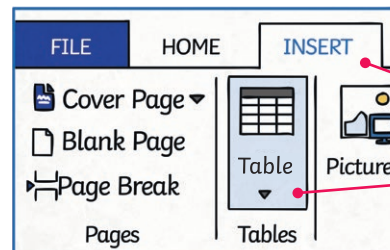
Creating Columns

Microsoft Word

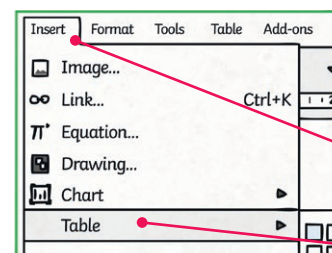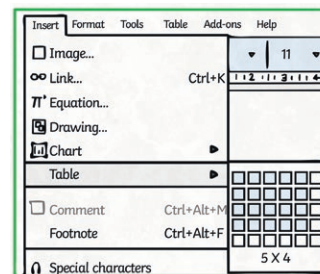On the toolbar, select **Layout**. Then, select **Columns**.

Google Docs

On the toolbar, select **Format**. Then, select **Columns**.