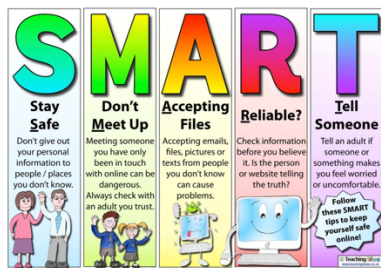


Key vocabulary

format	change the layout and appearance of a document with purpose
highlight	select text (words, sentences, paragraphs)
cut	remove information to put somewhere else
copy	make a copy of information to put somewhere else
paste	place the information you have cut or copied

online safety



Key knowledge

Text can be formatted to be clear for the person my document is intended for

The shortcuts “ctrl+a” (select all), “ctrl+c” (copy) and “ctrl+v” (paste) can be used to shorten processes

Images can be inserted into Google Docs (either from clipart, or from Google Images using copy & paste)

Images can be formatted to aid with interest and clarity for the document reader. They can be resized, cropped or rotated.

