



Travel agents

Key Words

Combine – To put information together to create something. For example, a travel leaflet containing text and graphics.

Digital literacy – The ability to find, evaluate and share information in a variety of ways.

Format – A layout for data on a screen.

Graphics – Graphics are visual images on a surface such as paper or a screen.

Insert – This is a command which allows the user to add something to their document such as text or graphics.

Manipulate – Any modification (changes) made to text, pictures, videos, sounds and other data on a computer.

Search engine – Searches the internet for you, using the words you have selected/typed in. It uses algorithms to give you the most useful results first.

Text - Text is a collection of letters or words that are understandable to the reader. On a computer, the text can be added, viewed and edited using a word processing program. A keyboard is usually used to edit text.

Word Art – A gallery of text styles that you can add to documents to create decorative effects, such as mirrored or shadowed text.

For example: **WordArt** WordArt **WordArt**

Websites you can use at home:

Google slides

Google docs

Typing practice - <https://www.freetypinggame.net/play9.asp>

<https://www.freetypinggame.net/play1.asp>

What is a command?

A command is an instruction given by a user telling a computer to do something, such as run a program. Commands are usually issued by typing them in or inserting a command 'block'.

Text

Text can be manipulated in many different ways. For example:

Font (**font**, *font*, font, **font**)

Colour (colour, **colour**, colour, colour)

Size (size, **size**, size, **size**)

Shortcuts

Windows, Google and many other programs use keyboard shortcuts to make actions easier, such as copying and pasting.

New Slide	Ctrl + M
Duplicate Slide	Ctrl + D
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y

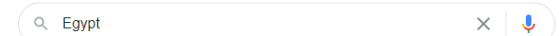
Key Sites



Google Docs



Google Slides



Google Search I'm Feeling Lucky

Graphics

Graphics are computer images displayed on a monitor. Graphic means an image created by drawing or painting. Computer graphics are images displayed on a computer screen. We will learn how to use formatting tools to combine text and graphics to create our travel brochures.

