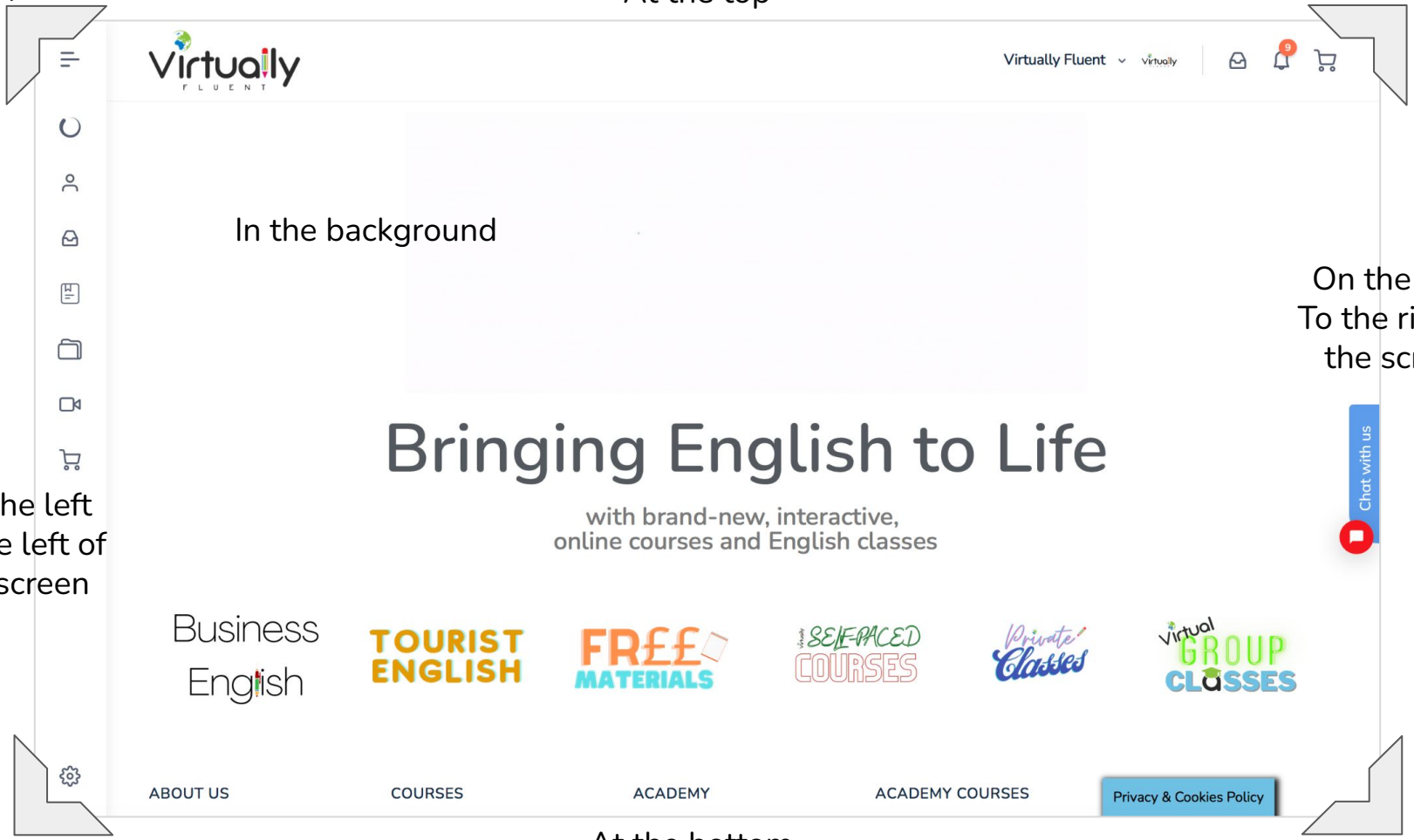
In the top left-hand corner

At the top

In the top right-hand corner



On the left
To the left of
the screen

On the right
To the right of
the screen

In the bottom left-hand corner

At the bottom

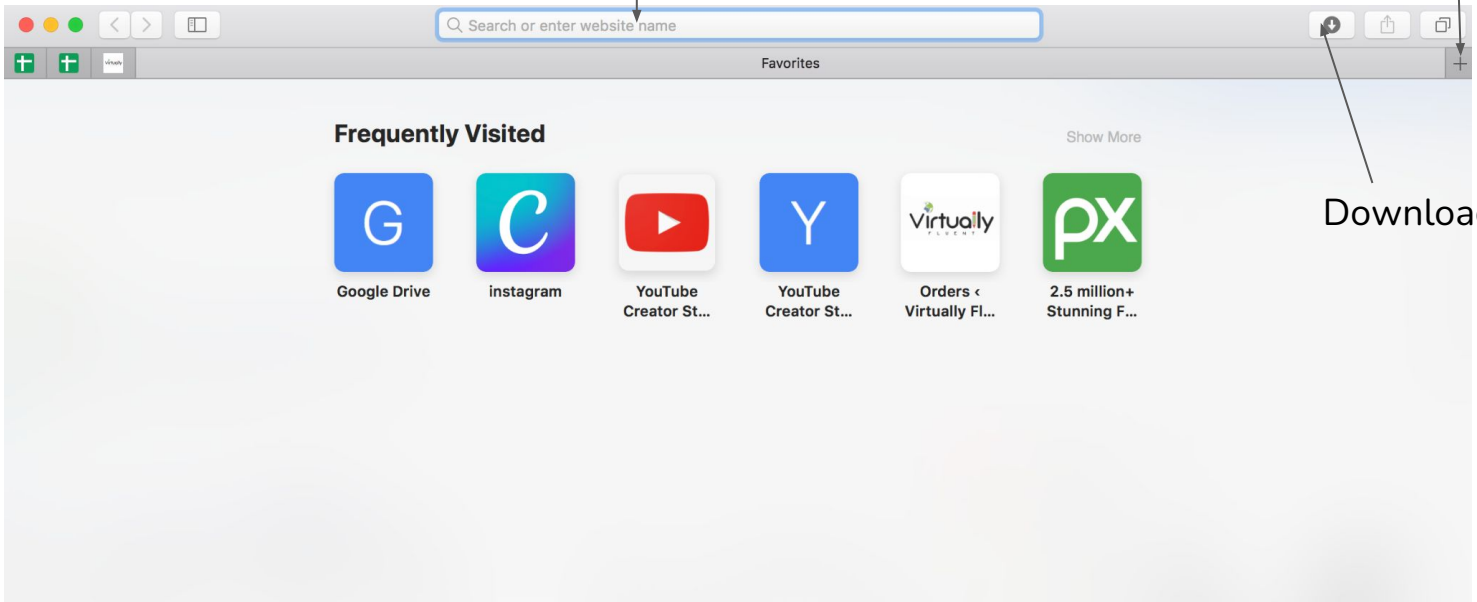
In the bottom right-hand corner

Open a new window/ close the window

Type the web address

Type ... into the search bar

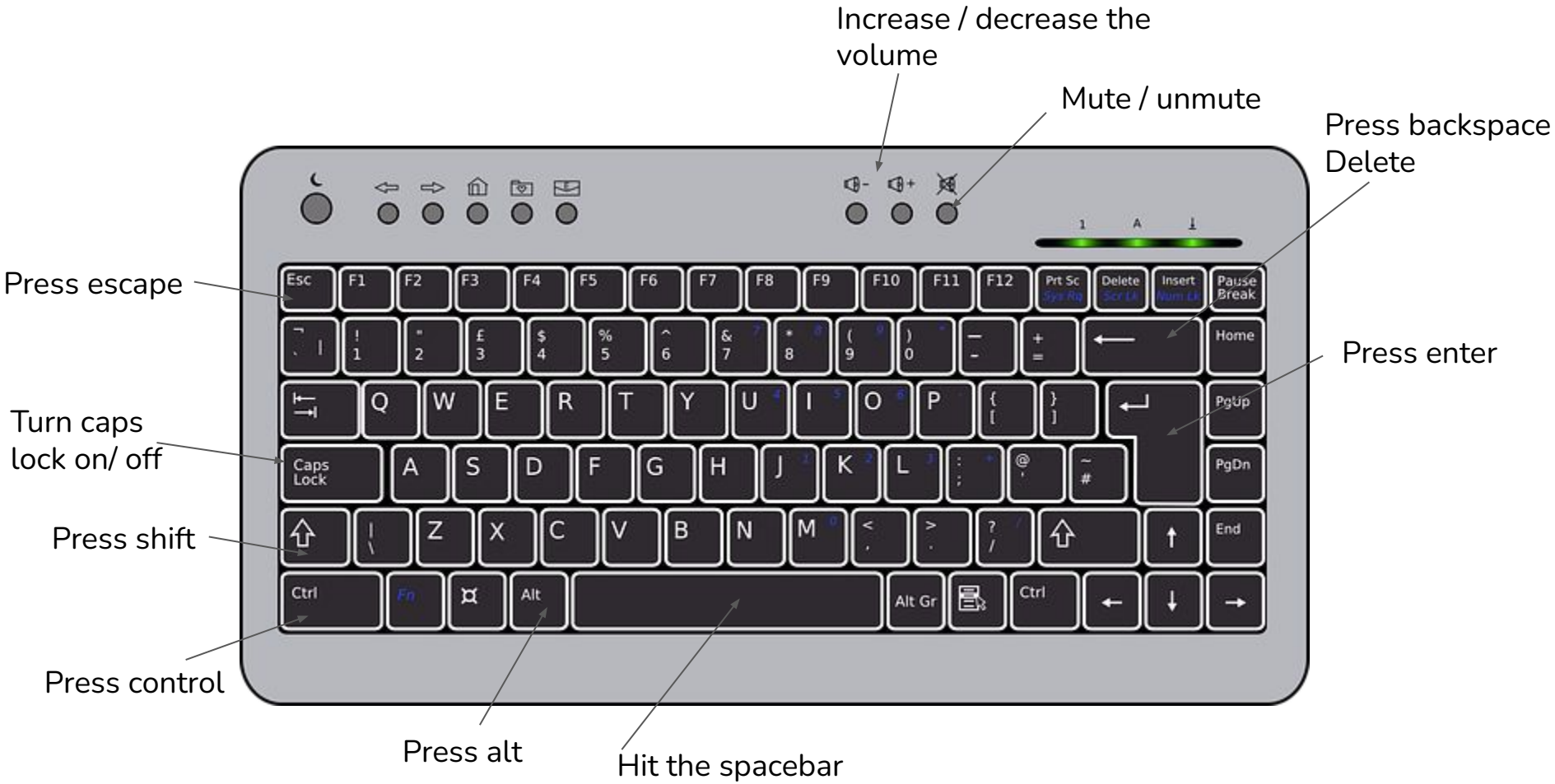
Open a new tab



Download ...

Remember/ take note of/ save the address

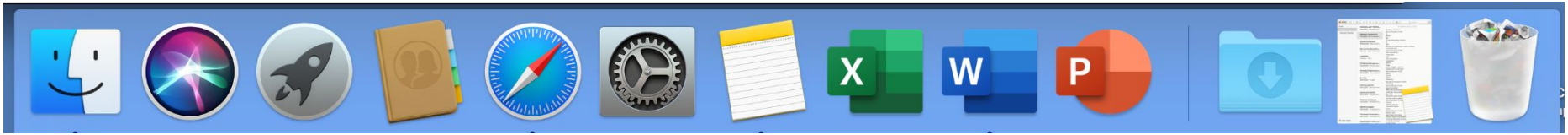
Type ...


Increase / decrease the volume
Mute / unmute
Press backspace Delete
Press escape
Press enter
Turn caps lock on/ off
Press shift
Press control
Press alt
Hit the spacebar

Keyboard Symbols

!	Exclamation mark
“”	Speech marks
@	At
.	Full stop
#	Hashtag
%	Per cent
&	And sign / ampersand
/	Forward slash
\	Backward slash
(	Open bracket/parenthesis
)	Close bracket/ parenthesis
=	Equals sign
?	Question mark
‘	Apostrophe
*	Star / asterisk
`	Accent
+	Plus sign
[	Open square bracket
]	Close square bracket
-	hyphen / minus sign
_	underscore
:	colon
;	semi-colon
,	comma
<	Open angle bracket
>	Close angle bracket
{	Open curly bracket / braces
}	Close curly bracket / braces

Open the application/ programme
Click on it



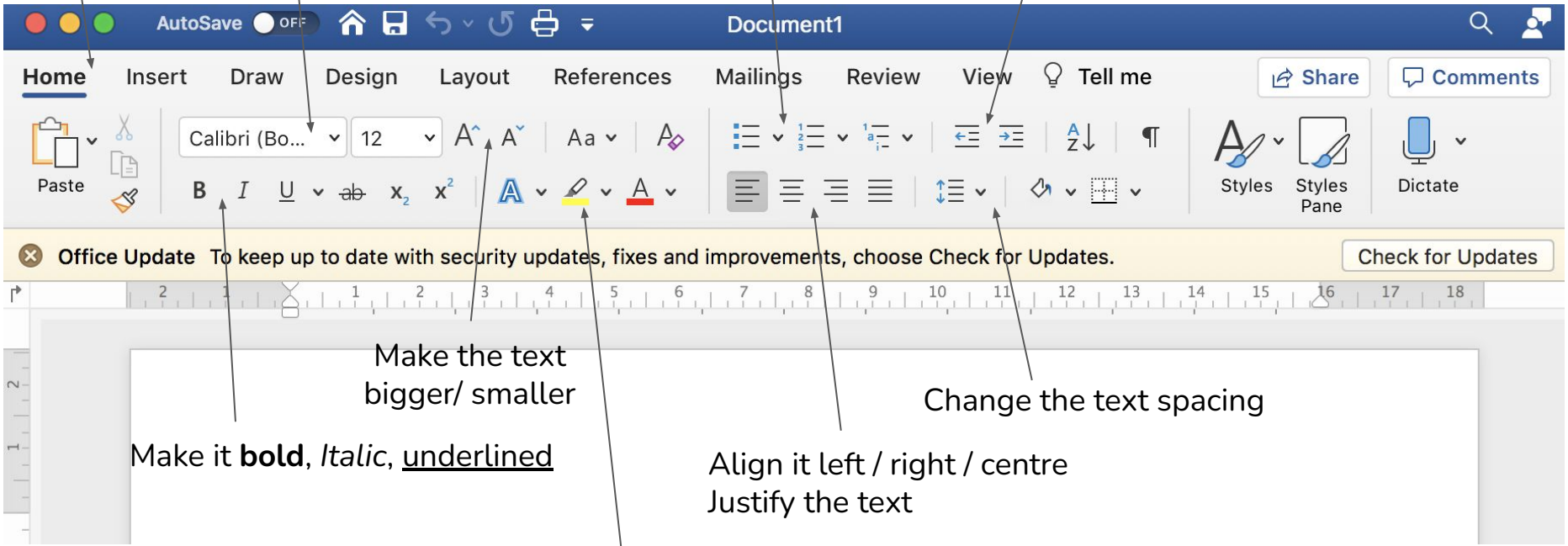
Start a new document / spreadsheet

Click on/ go to home / insert

Change the font style / size
Make the font/size …

- Add bullet points /
  a. numbers

Indent the text



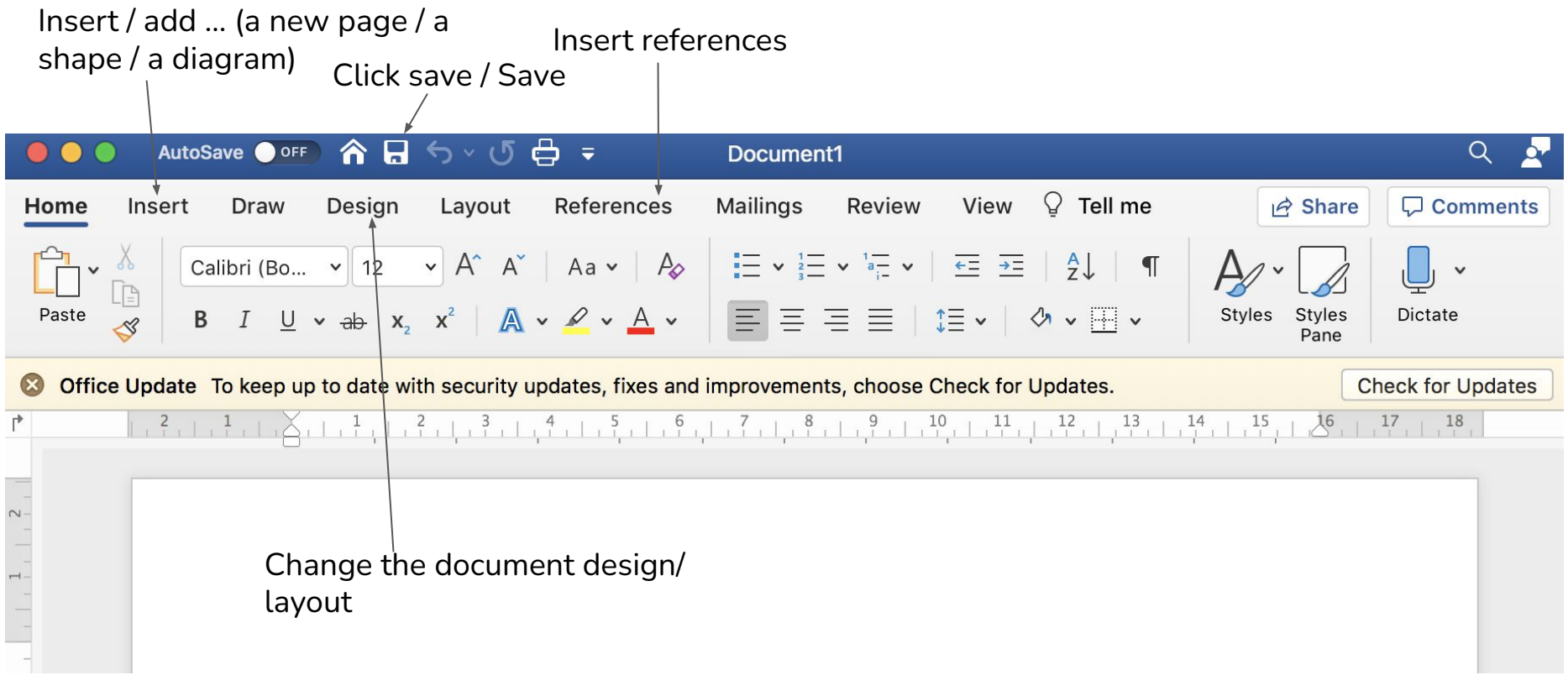
Make the text bigger/ smaller

Make it **bold**, *Italic*, <u>underlined</u>

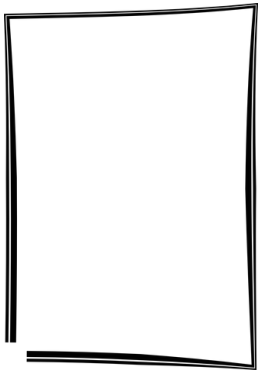
Change the text spacing

Align it left / right / centre
Justify the text

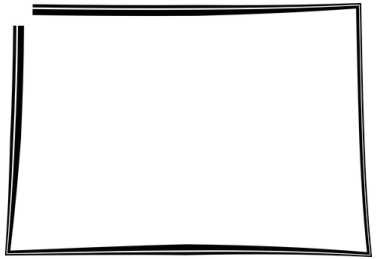
Highlight …


Insert / add ... (a new page / a shape / a diagram)
Click save / Save
Insert references
AutoSave
OFF
Document1
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Tell me
Share
Comments
Paste
Calibri (Bo...
12
Aa
Styles
Styles Pane
Dictate
Office Update
To keep up to date with security updates, fixes and improvements, choose Check for Updates.
Check for Updates
Change the document design/ layout

Portrait



Landscape

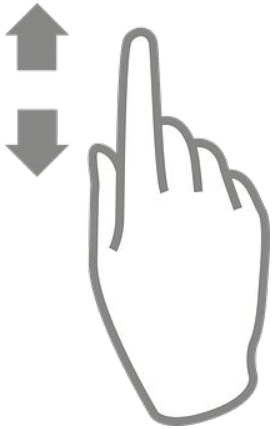


Zoom in

Zoom out

Scroll up

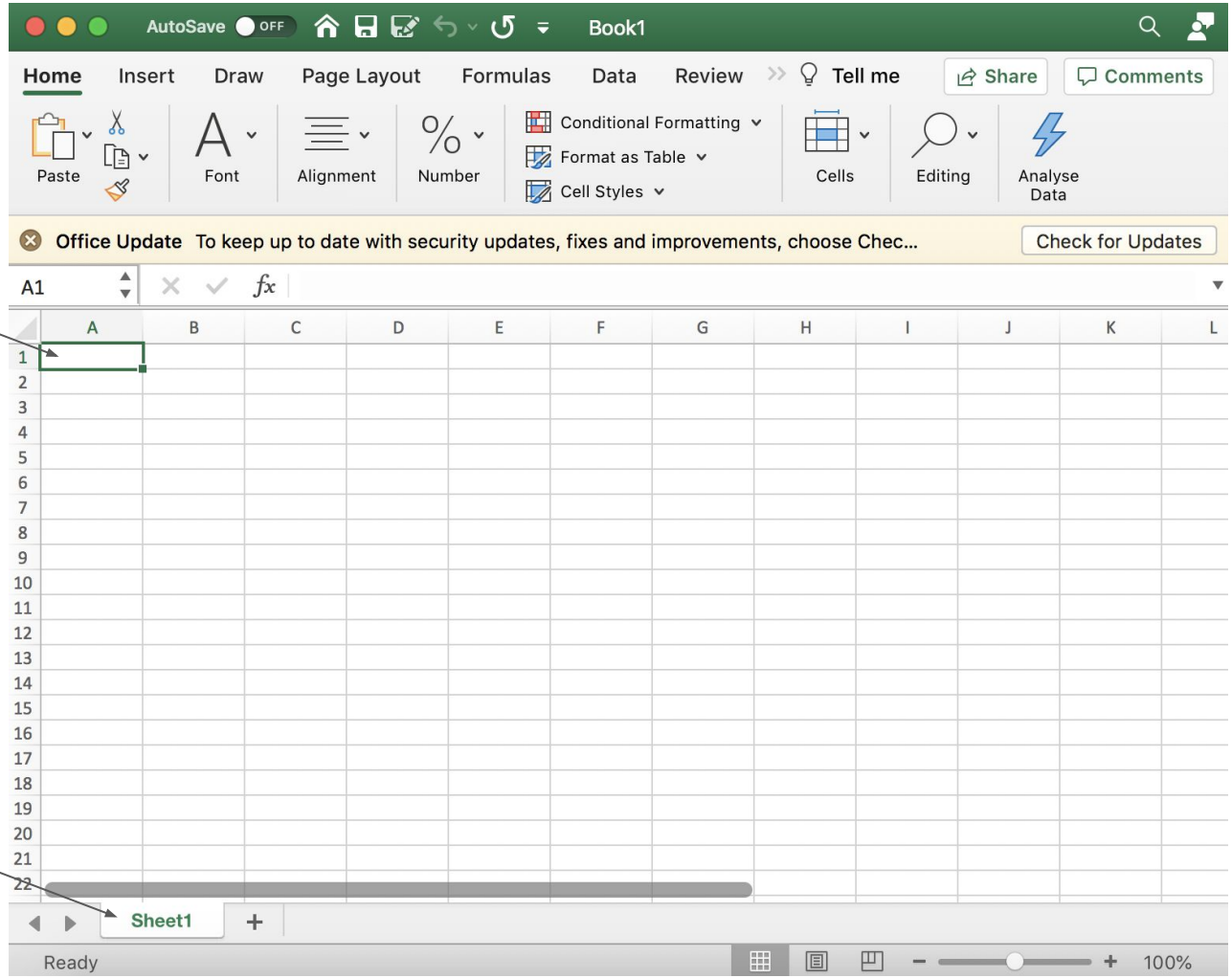
Scroll down



Enter / type … in cell *A1*
Row 1
Column A

Insert the formula …

Create a new sheet

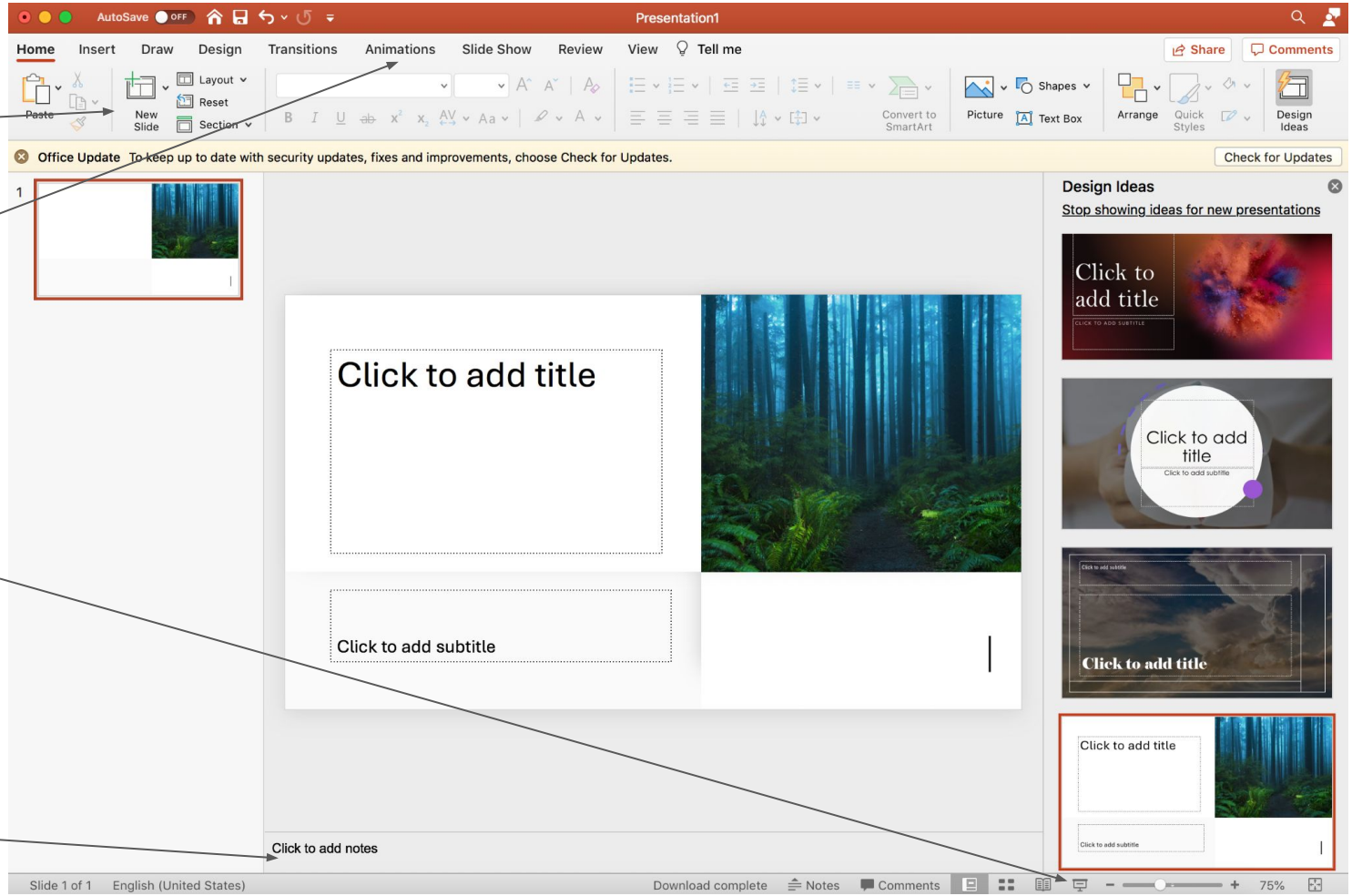


Add / insert a new slide

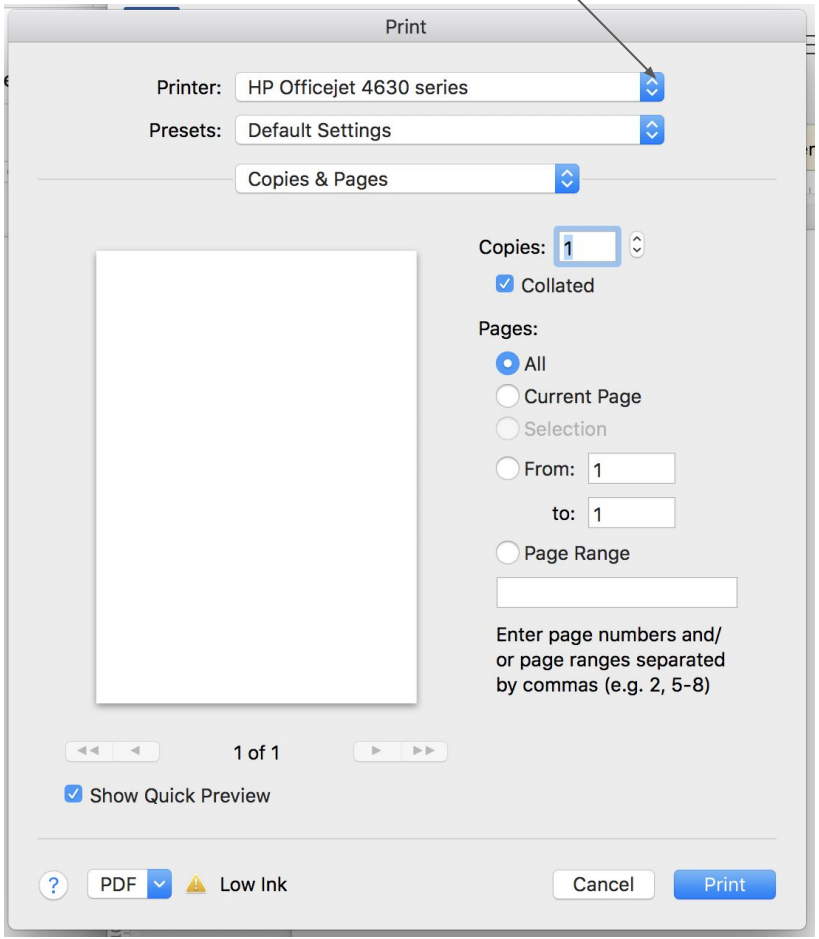
Animate …

Present …
Show it as a slideshow
Put it in full screen

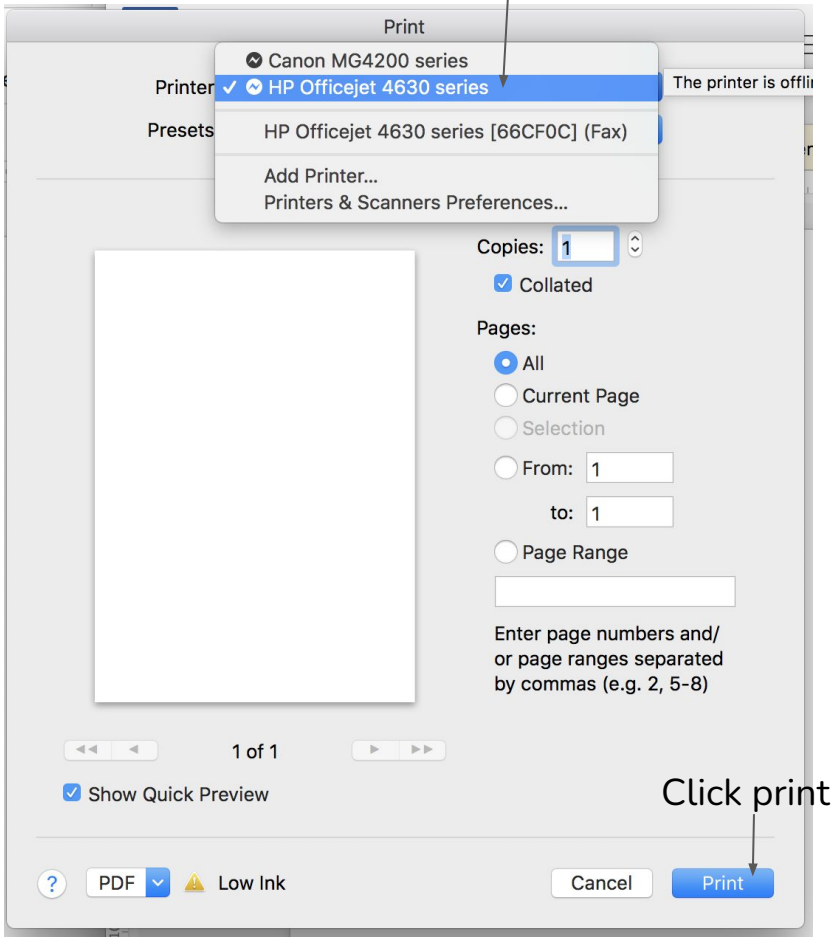
Write … in the notes



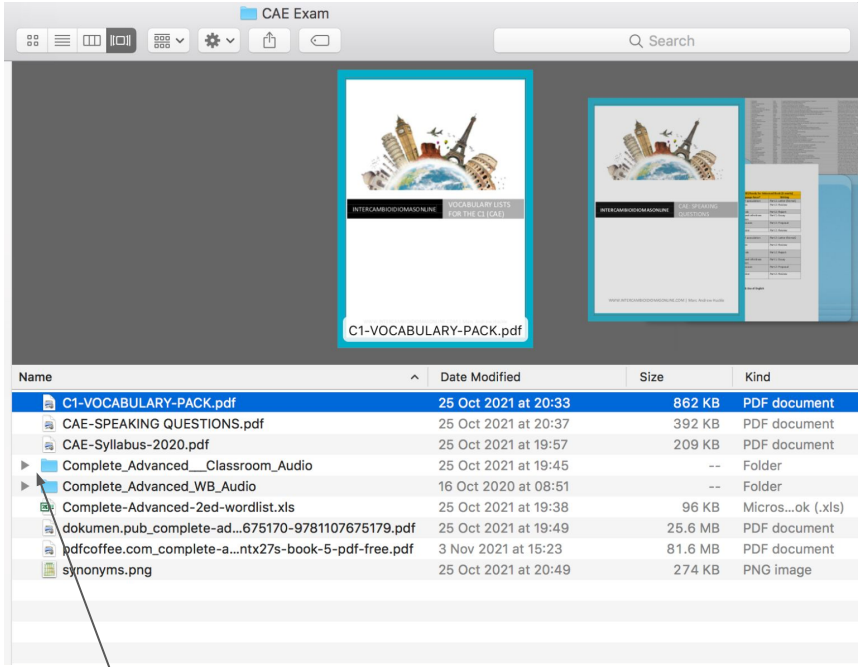
Click the drop-down arrow



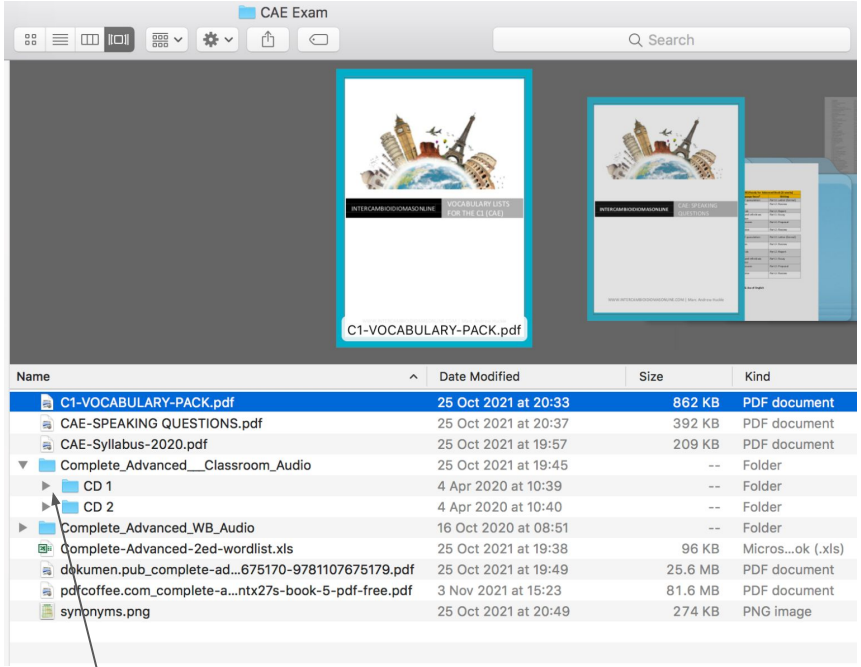
Select the correct device / printer



Click print



Open folder ...



Close folder ...

Screen Shot
2022-01...11.00.38

Screen Shot
2022-01...11.00.45

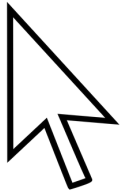
Screen Shot
2022-01...11.03.04

Screen Shot
2022-01...11.07.31

Double-click ... to open it

Right-click to open the menu

Left-click



Cursor
Where the cursor is ...
Move the cursor up/down / to the right / to the left

Close the window

A form will pop up/ appear
A new window will pop up
In the pop up window ...

Complete/ fill in the form
Fill out all you details
Complete all the fields
The form is complete/ incomplete

Tick the box

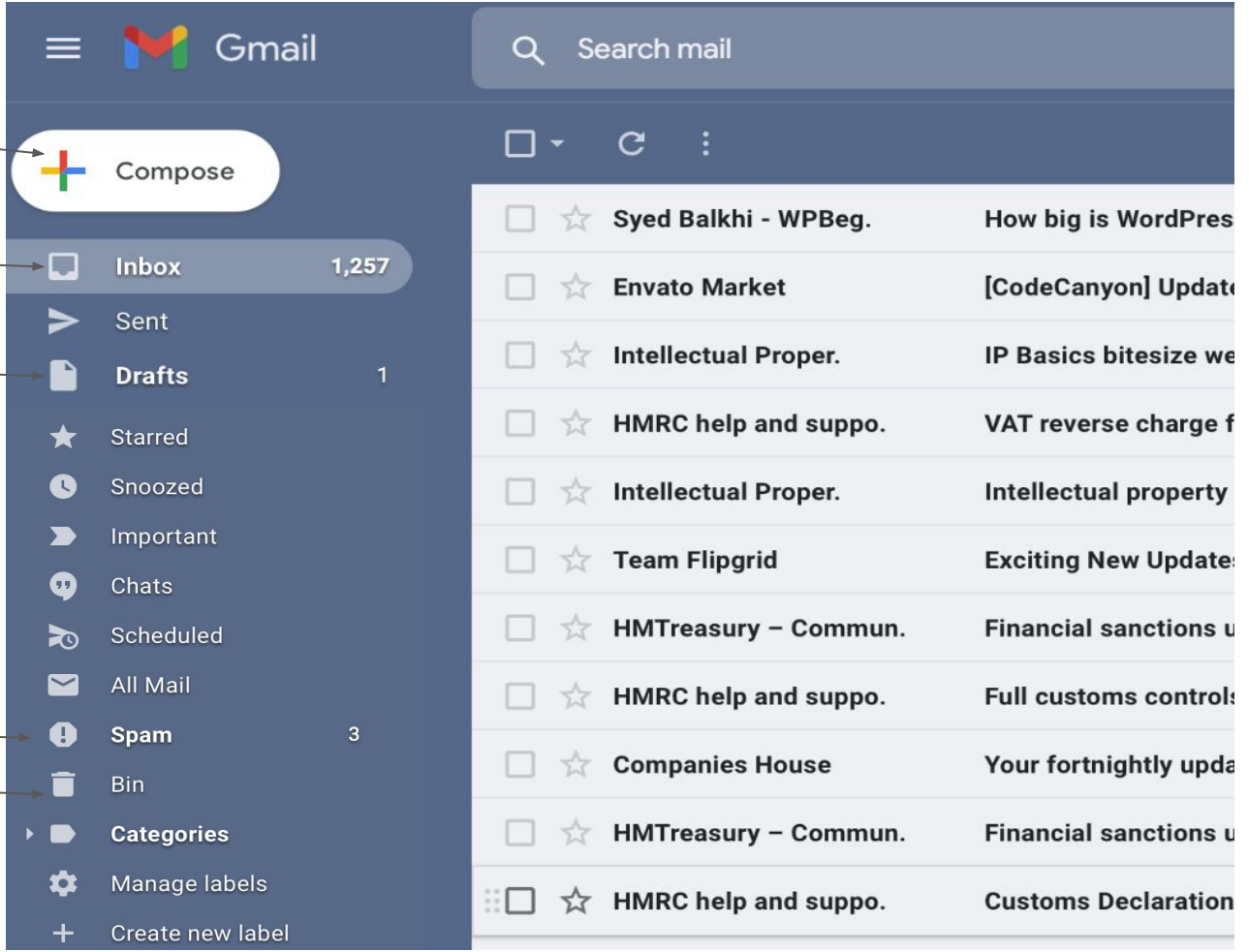
Compose / create / open a new email

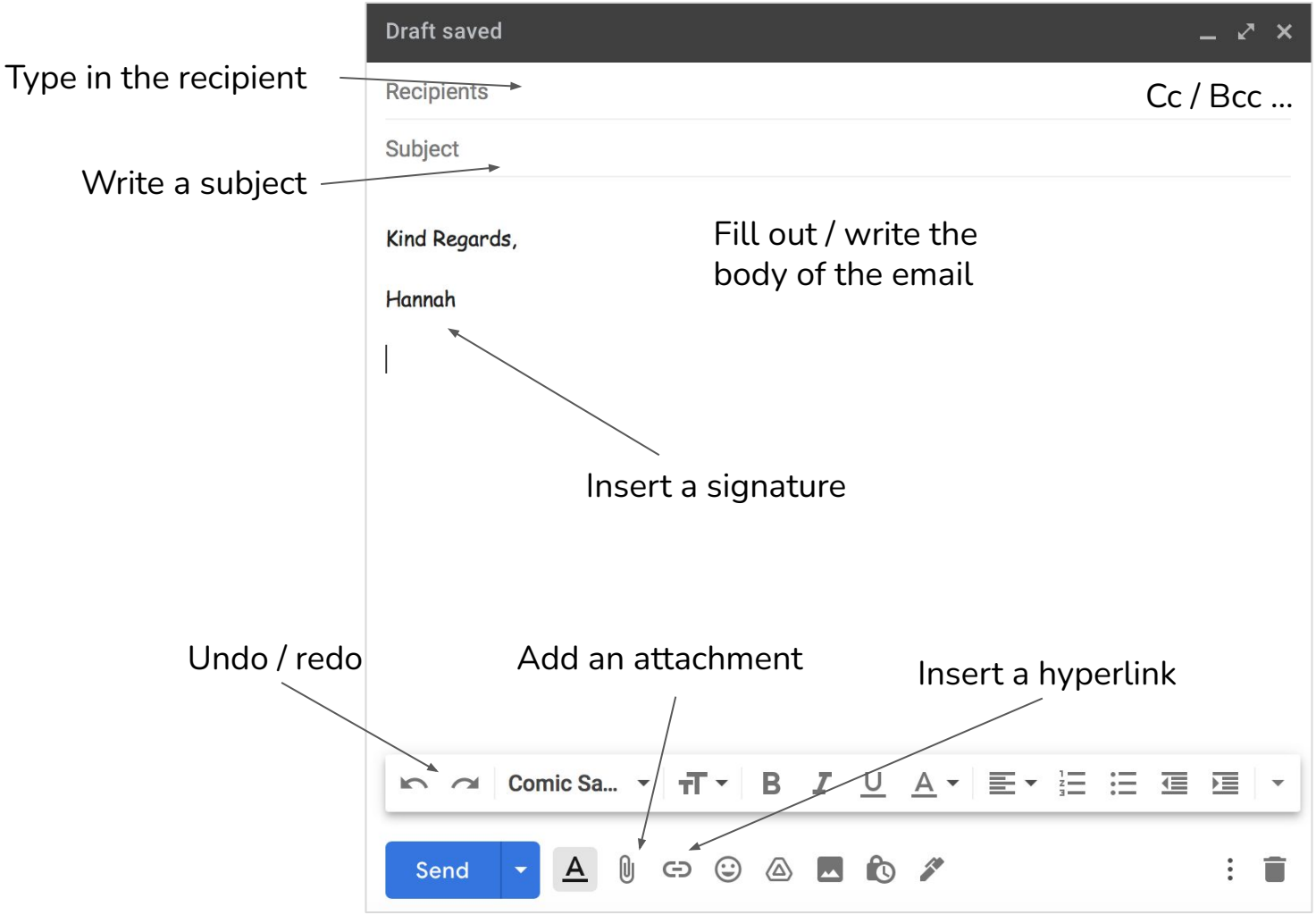
Check your inbox

Save to drafts

Prevent spam / junk mail

Empty the bin




Type in the recipient
Draft saved
Recipients
Cc / Bcc ...
Write a subject
Subject
Kind Regards,
Hannah
Fill out / write the body of the email
Insert a signature
Undo / redo
Add an attachment
Insert a hyperlink
Comic Sa...
Send

Computer Issues

- My screen/ my mouse froze
- My screen is unresponsive
- An error message appears
- My computer has a virus
- There’s no more space
- It won’t connect to the Internet
- It’s very slow / it won’t load
- It’s run out of battery
- A wire has come loose
- My computer has crashed
- My computer is overheating

Computer Solutions

- Turn it off and back on again
- Let it cool down
- Uninstall and reinstall the application
- Plug it in / charge it
- Take it to a technician
- Transfer some documents to an external hard drive