

# Year 3 Skills Wall

e-mail / recipient

address

internet

shortcut keys for  
cut/ copy / paste

desk  
top

sequence

data projector

network

select  
all

explore

consequences

align:  
left / right / centre

highlight

text box

resize

graphics

clip art / graphic

object

insert

save / retrieve

icon

word art /  
text effects

CD-  
Rom

shared area

home area

floppy disk

hard  
drive

database

field

graph: line,  
bar, pictogram

information

data

record card

entry

sort / classify

chart

MS PowerPoint

animate

order

present

sound  
music

compose

morph

record

alter

