Year 1 – Computer Skills & In - Knowledge Organiser

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| Prior Learning: Use various digital technologies, talk about digital devices and relate to real life, digital devices need power to work, controls to turn on and off, write their name using a keyboard on different devices, use simple tools on an interactive whiteboard, use digital technologies with support (using a mouse/trackpad to click), switch on and shut down a computer with support, launch and application by double clicking. |

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| Facts | Vocabulary |
| **1. Moving and resizing windows**     * On the tool bar there are some icons that you can use to move and resize the windows. * You can maximize them so they are full screen or half screen.          * You can minimize them so they are not full screen and you can see your desktop again. | 1. Maximize – increase the size of. 2. Minimize – decrease the size of. 3. Shutdown—turning off a computer safely. |
| **2. What is a mouse or trackpad?**   Desktop computers use a mouse which is a hand-held pointing device.   The movement of the mouse is mirrored into the motion of a pointer on a display.  Related image           A laptop uses a trackpad which is a touch-sensitive surface that lets you interact with your laptop through finger gestures.   It is very much like a mouse, but it is built into the laptop.  Image result for laptop trackpad  Image result for laptop trackpad | **3. Saving Documents**     When you have created a document you need to save it.     Saving a document creates a copy of it in a file that you can then access later. |
| **4. What are inputs and outputs?**   * Input and output devices are parts of a computer that we can physically see and touch. ​​​​​​​ * input_devicesInput devices are components that put information IN to a computer – so, things like a keyboard, a mouse, a microphone or a webcam.​​​​​​​ * In the image to the right, you can see other input devices that put information into a computer – such as a gamepad, a joystick or a scanner. * Output devices feed information OUT of a computer – like speakers, a monitor or a printer. * They are parts of a computer that let the user see or hear the results of the computer’s data processing. |