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.

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| **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 trackpadImage 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.
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