

**Year 1 Unit Medium Term – Computing - Computer Skills**

**N.C POS**

- Use technology purposefully to create, organise, store, manipulate and retrieve digital content.
- Use technology safely and respectfully, keeping personal information private; identify where to go to for help and support when they have concerns about the content or contact on the internet or other online technologies.

**Concept:** change, information, communication, technology, organization

**Strand/s of Computing in this Unit:** Digital Literacy

**Key Vocabulary:** mouse, trackpad, keyboard, log on/off, application, touchscreen, resizing, minimize and maximize

**Prior Learning:** Digital devices need power to turn on, there are controls to turn devices on and off, can use simple tools on an interactive whiteboard (software and pen tools), drag and click with a mouse or trackpad, switch device on an of, can launch an application by double clicking, close applications by pressing X, change the volume on a device.

**Core Knowledge- non-negotiable- specific knowledge must be identified here**

- Switch on and shutdown a computer independently.
- Click and drag with a mouse or trackpad.
- Log on and off on a computer independently.
- Launch an application.
- Manipulate an application window by moving and resizing it.
- Open/Save a document independently.
- Create simple file names.
- Carry out a simple key word search.
- Type their name (keyboard skills)
- Manipulate a touchscreen

**Wider Influences**

**Enduring Understanding**

- **To begin to apply mouse and trackpad skills by launching applications, manipulating windows and opening and saving files and folders.**
- **Begin to develop basic computer skills in order to use a desktop or laptop computer.**