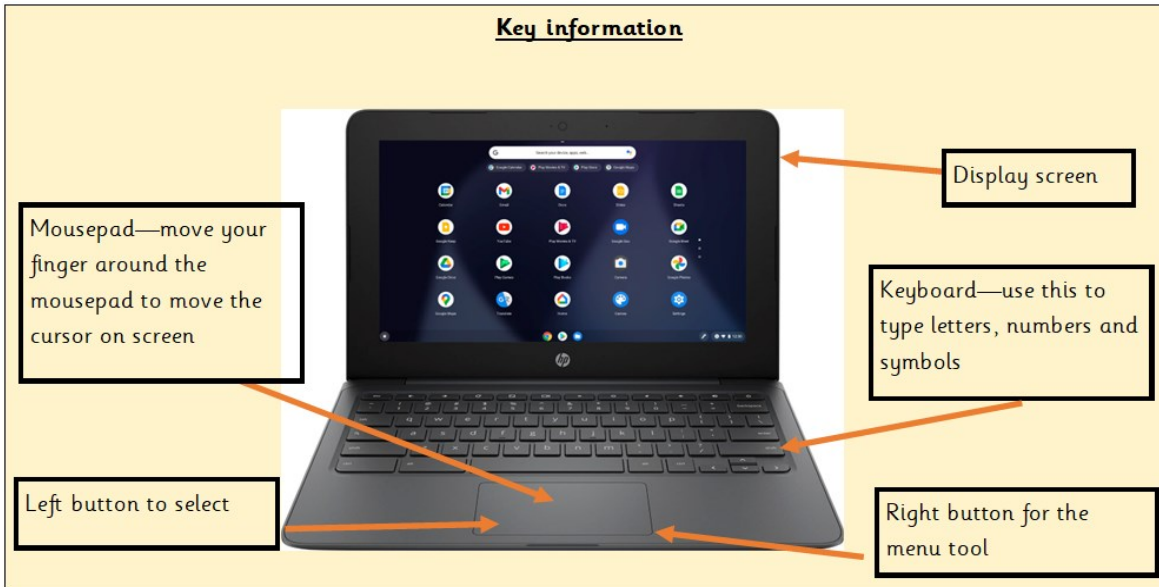


My EYFS units on Basic Laptop Skills will help me with this unit.

This unit will help me with my Digital Painting and Basic Word Skills units later in Year 1, and my unit on IT All Around Us in Year 2.

**Key information**



**Vocabulary**

<b>Laptop</b>	A computer that is portable and requires a charger
<b>Type</b>	Using a keyboard / keypad on a device to create online text
<b>Technology</b>	Something that has been made for a specific purpose to help us with a specific task /

**Online Safety Focus**

- Know ways in which to keep safe and **healthy** when using **technology** e.g. holding devices carefully and not sharing **passwords**
- Know that we must use our name when **saving** our work so others know it belongs to us

**Key Computing Skills and Knowledge**

- Know that we must handle the **laptops** extremely carefully, placing them down gently and opening the **screen** correctly then carefully placing them back onto the trolley to be **charged**
- Know how to type in our **username** and **password** in order to **log in**
- Know how to **switch on** a **laptop** and **shut down** safely
- Know that to **drag** an item you hold down the **left mouse button** with one hand and use the other hand to control the **mouse pad**
- Know how to **open** a browser using a **double click**
- Know how to use the **mouse** to **drag** the **paintbrush tool** across the **screen** to make marks
- Know how to use the **mouse** to change the **line colour** and **line thickness** within a painting app
- Know how to use the **fill tool** and **text box tool** within a painting app
- Know how to **type**, using the **space bar** for finger spaces, **left and right arrow keys** to navigate and **back-space key** to **delete** mistakes
- Know how to **save** a document
- Know how to **open** previously **saved** work