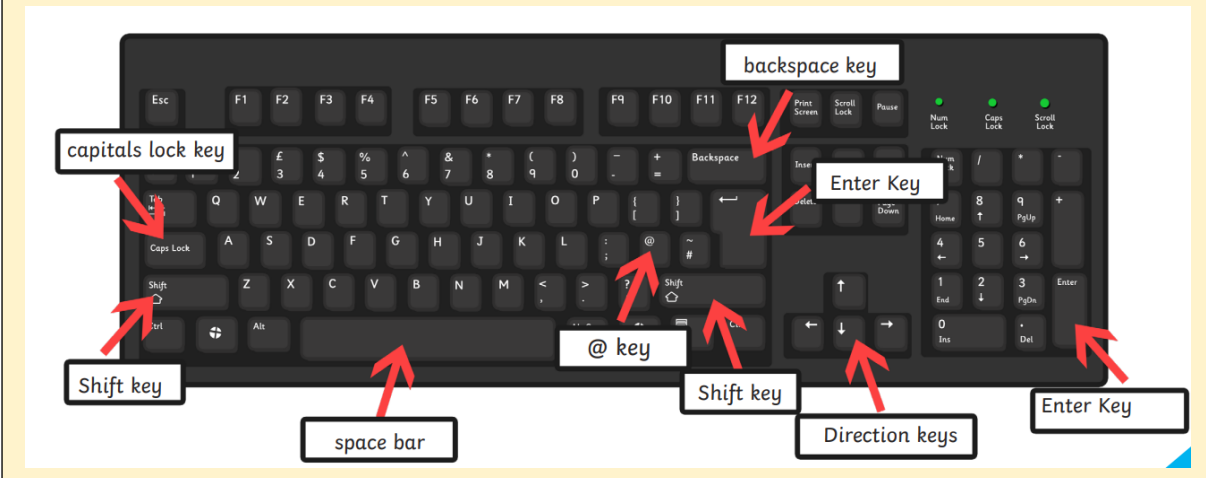


My EYFS unit on Basic Laptop Skills, and my unit on Technology All Around Us earlier in Year 1, will help me with this unit.

This unit will help me with my unit on Basic PowerPoint Skills in Year 2.

**Key information**



**Vocabulary**

<b>Caps Lock Key</b>	The key on the keyboard that allows us to type a capital letter
<b>Space Bar</b>	The key on the keyboard that allows us to create finger spaces between words
<b>Backspace Key</b>	The key on the keyboard that allows us to delete any mistakes
<b>Enter / Return Key</b>	The key on the keyboard that allows us to move our cursor to the next line

**Online Safety Focus**

- Know that children should use a child-safe **search engine** such as Swiggle
- Know that if children see something on the **internet** that scares or upsets them, they should tell an adult they trust

**Key Computing Skills and Knowledge**

- Know that **Microsoft Word** is a type of **word processor** but that other computers might have a different word processing programme
- Know how to **open Microsoft Word**
- Know how to **type** a sentence, using the **caps lock key** for capital letters, **space bar** for finger spaces and the **full stop key** as well as the **letter and number keys**
- Know that on most **keyboards**, the **letter keys** are in capital letters
- Know that the **letter keys** are not in alphabetical order
- Know how to use the **backspace key** to **delete** any mistakes
- Know that the **enter / return key** takes us onto the next line
- Know how to **save** a **Word document**
- Know how to **retrieve** a **Word document** that has been previously saved
- Know that to **copy** an **image** from a **search engine**, we need to right click and select **copy**
- Know that to **paste** that **image** into a **document**, we need to right click and select **paste**