

Chulmleigh Academy Trust

Subject: Computing

Topic: Key Skills

Phase: KS2

What should I already know?

- How to turn on the computer/unlock iPad
- How to use mouse to move and click
- How to use the keyboard to type

Key learning

- Confidence with mouse and keyboard skills
- How to use your own login to access the school computers
- How to open programs such as Word and Chrome
- How to access folders on the server such as TempWork
- How to save work in own folders and on TempWork
- How to find and open work saved in folders
- How to use search engines to find information
- How to use your own logins for websites such as Mathletics, Purple Mash and TTR

Key vocabulary

Keyboard/mouse – External devices that allow you to input data.

Login – A username and password that is specific to you to access the computer or a website.

Username – To allow you to login. It is usually your whole name, or your name with numbers.

Password – A secret word or phrase that allows you to login. Passwords should be kept private and not shared with anyone else.

Program – A collection of instructions that perform a specific task. Examples of programs that we use include Microsoft Word, PowerPoint and Google Chrome.

Server – A computer that provides data to other computers.

TempWork – A location/folder on our school network. Anything saved in TempWork can be seen/edited by your teacher and by other children.

Folder – A place to store files. Making folders with specific names helps you to organise your work and find your work later on.

Search engine – A program/website that searches for and identified items based on your criteria. Used especially for finding information or websites.

Internet – A computer network providing a variety of information and communication facilities.

Website – A set of related web pages/information located in one place.

Key questions

- Why should I type certain keys with certain fingers?
- How can I make sure my login details stay private?
- How do I know which program to use for my work?
- How do I decide which folder to save my work in?
- How can I use file names/folders to make sure that I can easily find my work later?
- What is a search engine?
- How do I use a search engine effectively?