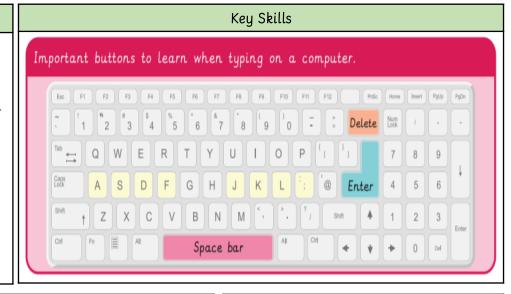| | Castlefield School- Computing | | |
|---|---|---|---|
| **Topic:** Word processing. | **Year:** Two | **Theme:** Use technology safely and responsibly. | |

## How to use computers purposefully and safely.

- Learn how to stay safe online.
- Discover how the keyboard is organised and take the first steps in touch typing, including shortcuts.
- Understand how to create, edit and store documents on a computer.
- Use the internet to copy and paste poems into a poetry book and explore the law of copyright.
- Create digital online safety posters.

## Key Skills

Important buttons to learn when typing on a computer.

## Key Vocabulary

| Backspace | A key that moves the cursor backwards. |
|---|---|
| Delete (text) | The button on the keyboard that deletes (removes) text. |
| Image | A picture or diagram. |
| Import | To place another file into a document, such as an image. |
| Keyboard | An input device, made up of buttons or keys, that creates letters, numbers and symbols on the computer screen. |
| Keyboard character | Any letter, symbol, space, number or punctuation that can be input using the keyboard. |
| Paste | Inset copied or cut text into a document. |
| Touch type | Using a keyboard with all of your fingers, without needing to look at the letters on the keys. |
| Undo | To take a step back and delete the last thing that you did. |
| Word processing | A program used for creating text documents on a computer. |

## Websites to help:

For more information on how to stay safe when online visit:
https://www.childnet.com/young-people/primary/get-smart

See if you can learn the first row of touch typing keys using:
https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr