



Computing Knowledge Organiser

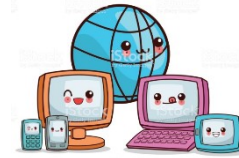
Year 1 ★ Computing Systems and Networks: Technology Around Us



Key Vocabulary

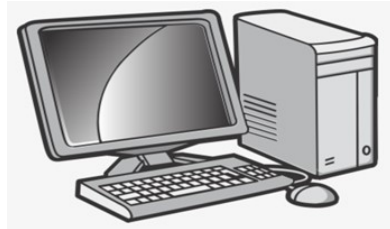
Technology

- Technology is the name for man-made things that help us.
- Technology is all around us, and helps to make our lives easier.



Digital technology

is the name for electronic items that create and store information, e.g. computers, mobile phones, and televisions.



Desktop computers

need to be placed on a surface, e.g. a table or desk.

-Non-digital Technology

is the name for non-electronic items that do not create and store



Laptop computers

are portable – they can be moved to different places.

Important Vocabulary

Screen/ Monitor



Keyboard

Mouse

- The keyboard lets you type letters and numbers.
- The mouse lets you select and move objects (some computers have a trackpad instead).

-There are a number of important rules to help us use computers safely.

Using Technology Safely

When using technology, we should:

- Hold the device carefully and use it gently.
- Not have food and drink around the device.
- Only use the programs that we are supposed to be using.
- Take turns with our partner, and stop using the device when we are being spoken to.



-Computers can run different programs. Programs do different tasks on the computer. E.g. Microsoft Word, Microsoft PowerPoint and Paint.

-When we are using a program, we can save our work by pressing Ctrl + S or by clicking on this icon.



Using a Mouse



-The mouse can be used to click and drag.

-Clicking the left button lets us select something. Clicking twice quickly lets us open files and programs.

-Clicking the right button gives us options.

-Holding the left button down allows us to drag things.



Using a Keyboard



-Writing on a computer is called typing. We do this on a keyboard.

-Holding the shift key, or pressing caps lock, helps us to type a capital letter.

-Delete and backspace buttons can help us to remove typing