

COMPUTING

Computer Skills – All Years

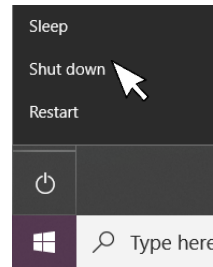


Operating the machine



I know what button to press to switch a machine on.

I also know how to log off or shut a computer down.



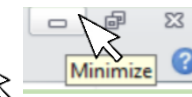
I know how to type in a username and password to log on/off



Windows



I know the red X button closes the window.



I know this button hides the window so I can see other windows instead.



I know this button changes the size of my window to full or half screen.

Computing Devices

I know I might use:



A desktop computer



An iPad/tablet



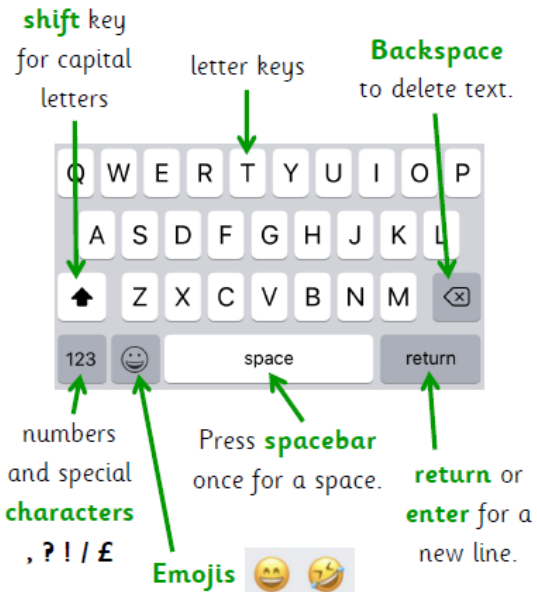
A laptop



A smart phone

Keyboard

I know the keyboard helps me to input information. I can do this by typing letters and words or using a symbol or emoji



Mouse

Left Click – This lets us select something. Clicking twice quickly lets us open files/programs.



Right Click – Clicking this button gives us a menu to choose from different options.