

Year 1 Computing Knowledge Organiser– Computer Skills

Prior Learning:

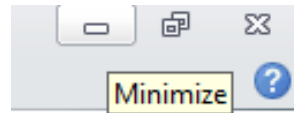
Facts

1. Moving and resizing windows

- On the tool bar there are some icons that you can use to move and resize the windows.
- You can maximize them so they are full screen or half screen.



- You can minimize them so they are not full screen and you can see your desktop again.



2. What is a mouse or trackpad?

- Desktop computers use a mouse which is a hand-held pointing device.
- The movement of the mouse is mirrored into the motion of a pointer on a display.



- A laptop uses a trackpad which is a touch-sensitive surface that lets you interact with your laptop through finger gestures.
- It is very much like a mouse, but it is built into the laptop.



Vocabulary

1. Shutdown—turning off a computer safely.

3. Saving Documents

- When you have created a document you need to save it.
- Saving a document creates a copy of it in a file that you can then access later.

