Year 2 Robins

Computing

Spring 2

Creating media

Digital writing

E-safety: Managing online information

There are things online that people will like and will not like. Some good rules for going online are:

I only go online with a grown-up.

I am kind online.

I keep information about me safe.

I tell an adult id something online makes me unhappy.

Key Vocabulary	Definition
computer	An electronic device for storing and processing data
digital	Involving the use of computer technology
E-Safety	The safe and responsible use of technology
Information Technology	The study or the use of computers for storing, retrieving and sending information
keyboard	The part of a computer which allows the user to type on to a computer to create words and symbols
mouse	A hand held device which moves a cursor on the monitor of a computer
program	a series of coded software instructions to control the operation of a computer or other machine
toolbar	A graphical element on which on screen icons can be used
tools	A device used to carry out a particular function on the computer

Toolbar

A toolbar often allows for quick access to functions that are commonly used within a program. Some toolbars might have a save function and functions which can help to change the font of a text. A toolbar is normally located at the top of a program. It is possible to change the icons on a toolbar.

Parts of a computer

Each of the parts of a computer has a different function. The mouse allows the user to move the cursor and click and highlight the information they need. The keyboard allows the user to type in actions and words onto a word processor. The monitor allows the user to see what they are doing. The computer is where work is stored when it is saved for the user to open at another time to change or complete it.

Keys on the keyboard

The keys do not just contain the alphabet but also other keys which can help to edit a text. There are keys to make capital letters, to move pages up and down, to put numbers into a text and a key to delete the work that has been done.

Saving your work

People who create their work digitally always save their work. This is so they are able to go back to it and make changes to it whenever they need to. If they did not save their work they would need to restart every time, which would be a huge waste of time. Some pieces of work can takes months to complete so learning to save work can be extremely helpful.

End of Unit: Creating media - digital writing

What functions are on a toolbar?

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What key allows the user to delete the work that has been done?

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What does E-safety mean?

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