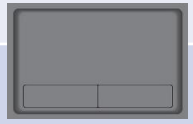
GGA- Computing Knowledge Organiser for Year One Autumn term- Basic Skills

Parts of a Laptop

Laptop	
On Button	
Screen	
Keyboard	
Touch Pad	
Mouse	
Left Click	
Right Click	

Skills that I am going to learn.

Turning on a Laptop

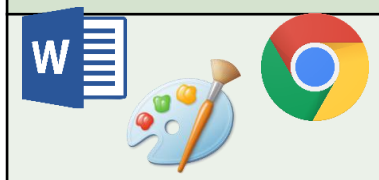
Press the On Button once and wait.

Logging On

Type your class name in User Name and Password.

Opening a Programme

Find the correct Icon and double click.



Saving your Work

File -> Save As
Type your name
Click Save.

Opening your Work

Find where you saved you work and then double click on the file name

Shutting Down

Double click on shut down. Wait until the screen have turned off then close the laptop

Painting Tools

Pencil	Draws a thin line.
Brush	Draws a thicker line.
Fill	Colours in an entire area or shape .
Eraser	Rubs out work you do not want.
Shapes	Lets you draw different shapes in your work.
Colours	Lets you change the colour you are using.

Why are we learning this?

To know how safety use a laptop to support our learning.

Why is this important?

We need these basic skills in every Computing Lesson.