Basic Computer Skills

Written: March 2021

As a result of the National Lockdown from Jan – Mar 2021, it was recognised that, although our children were fairly proficient using tablets and telephones, they lacked some of the basic computer skills that ensure efficient use of a computer and enable them to use a computer effectively independently without adult support.

Below are a list of basic computer skills that may be necessary for children to understand how to do when using a computer. These skills are separate from our progressive computing curriculum as they are skills that can be applied across multiple other areas of computing and they are relevant to and required for **all pupils** in key stage 2. These skills may not be taught in a discreet computing lesson but in conjunction with other lessons (both computing and other areas of the curriculum). From full school return on Monday 8th March, we will aim to provide children with more regular opportunities to complete some wider curriculum work on the computer.

- Locating "My Documents" within the computer
- Opening a document using the programme
- Saving a document in a specific, retrievable location
- Dealing with error messages
- Short cuts
    - Copy ctrl + c
    - Paste ctrl + v
    - Select all ctrl + a
    - Programme switch alt + tab
    - Undo ctrl + z
- Touch typing
- Changing volume and microphone settings
- Role of the left click compared to the right click
- Highlighting text/objects using click and drag
- Role of the shift key: capital letters and other punctuation
- Printing
- Print screening
- Snipping your screen
- Enter key: new paragraph
- Difference between signing out and switch user
- Copying and pasting from the internet
- Saving and locating pictures from the internet
- Use of basic programmes: word, PowerPoint
- Zoom using the mouse pad
- Understanding file types: picture (jpeg), PDF and word