













Using and Applying: Skills Check

Aim: Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of applying basic skills of using a computer. I can demonstrate a range of basic skills to use a computer and its software.	Success Criteria: I can turn on a computer and log on. I can open an application in different ways. I can move and resize windows. I can click, double-click and drag. I can save and open files. I can close windows and applications	Resources: Lesson Pack Desktop computers or laptops
	Key/New Words: Launch, application, software, window, minimise, restore, size, move, screen, close, click, drag, log on, log off.	Preparation: Differentiated Skills Check Activity Sheets as required

Prior Learning: Children will have previously studied the Y1 computer skills unit.

Learning Sequence

	Important Skills: What kind of skills are important for using a computer at school? What are the important things you need to know how to do? If someone new was coming into the class, what would you teach them about using the computer?	
	Our Skills So Far: Recap all the skills that children have learned so far, particularly from the Computer Skills unit. There are also many skills we become so familiar with that we might just apply them without thinking, e.g. mouse-click, turning on, opening applications.	
	Filenames and Saving Work: Take the opportunity to remind children about saving work with an appropriate, descriptive filename and to the correct location. <i>Can children save and open files?</i>	
	Skills Check: Children will work in pairs to demonstrate their skills to each other and tick them off from the checklist on the differentiated Skills Check Activity Sheets. Explain that each child should show that they can remember how to do something and prove it to their partner before ticking off that item on the list. <i>Can children demonstrate a range of basic skills to use a computer and its software?</i>	
	 Complete shorter checklist from differentiated Skills Check Activity Sheets.	 Complete longer checklist from differentiated Skills Check Activity Sheets. Move on to challenge of Combining Skills afterwards.
	Be the Teacher: Select one of the skills at a time, at random from the checklist. Ask if any child can 'Be the Teacher' by coming to the front and explaining to everyone else or demonstrating how to use and apply that skill, as if they were teaching it for the first time.	

Taskit

Explainit: Make your own 'How To' guide to show how to use some of your key computer skills.

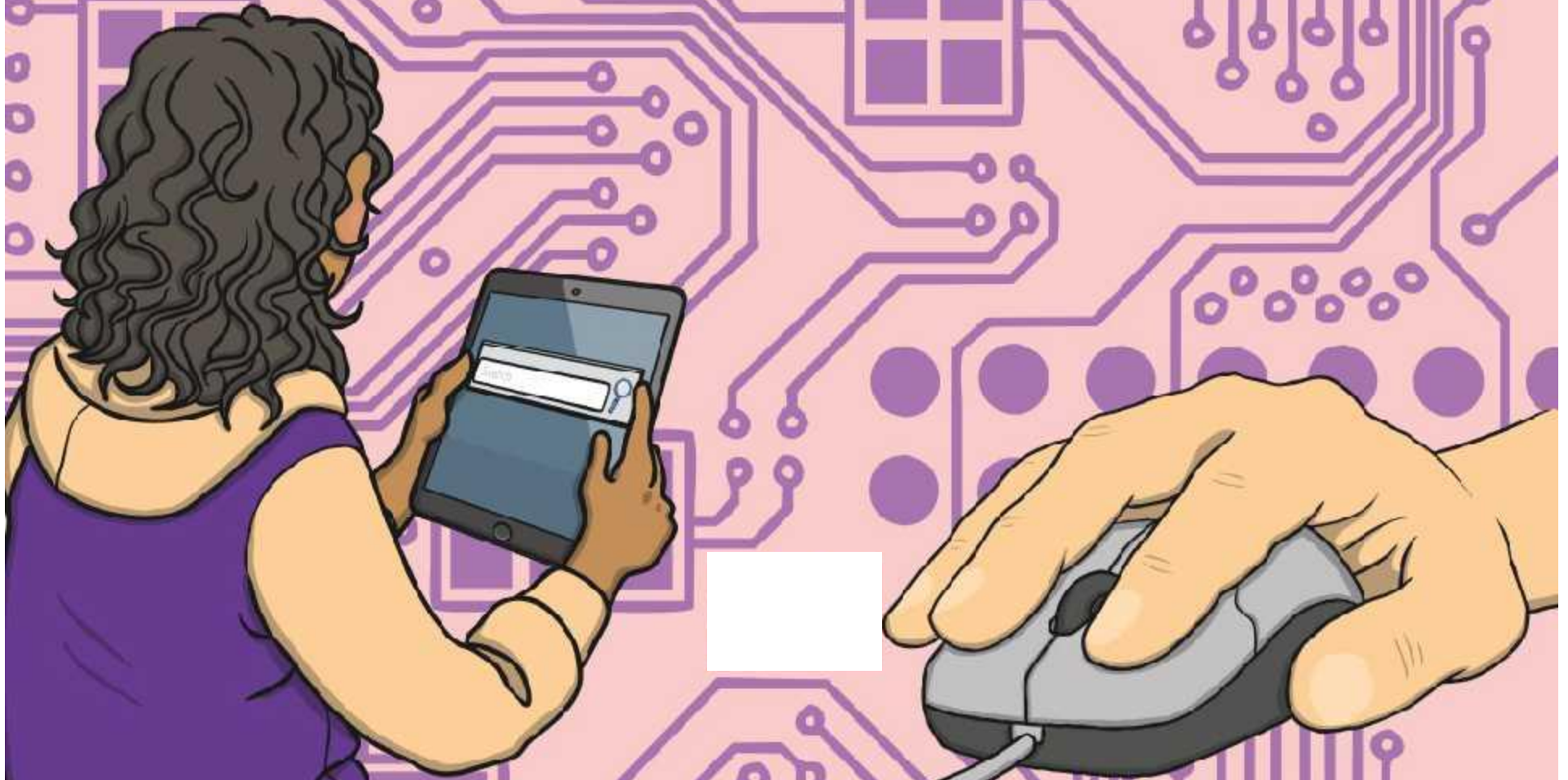
Labelit: Can you draw and label the parts of a computer including a main computer unit, a mouse, a monitor and a keyboard?



Computing

Using and Applying

Skills Check



Aim

- I can demonstrate a range of basic skills to use a computer and its software.

Success Criteria

- I can turn on a computer and log on.
- I can open an application in different ways.
- I can move and resize windows.
- I can click, double-click and drag.
- I can save and open files.
- I can close windows and applications.

Important Skills



What kind of skills are important for using a computer at school?

What are the important things you need to know how to do?

If someone new was coming into the class, what would you teach them about using the computer?



Our Skills So Far



Let's think about all the skills that we have learned so far.

There are lots of things that we are good at doing when using computers.

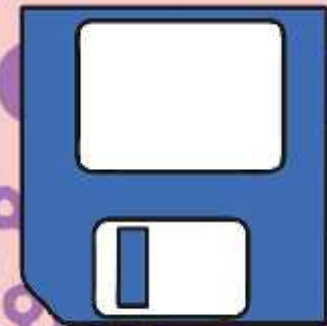
There are also many skills that we all become so familiar with that we might just use them without thinking, like clicking the mouse, turning on the computer or opening applications.



Filenames and Saving Work



- One important thing to remember is saving our work.
- When using the computer, always remember to click save and safely keep your work in the correct place.
- You have to give your work a filename. You should include your own name in this filename so we can all easily tell who it belongs to.



Skills Check



- Your task now is to work in pairs to demonstrate your computing skills to each other.

Skills Check

Can you find out more about how to use a computer? Complete the checklist below.

Can you show that you are able to use all the skills on the checklist?
Were you able to show your partner that you can demonstrate the skills before you tick it off?

Checklist

- Can you turn the computer on and use it?
- Can you turn the computer off?
- Can you open an application?
- Can you save a file?
- Can you print a page?
- Can you click and drag files with a mouse or a touchpad?
- Can you drag and drop files to make a folder?
- Can you go to the website you want to visit?

Challenges: Combining Skills

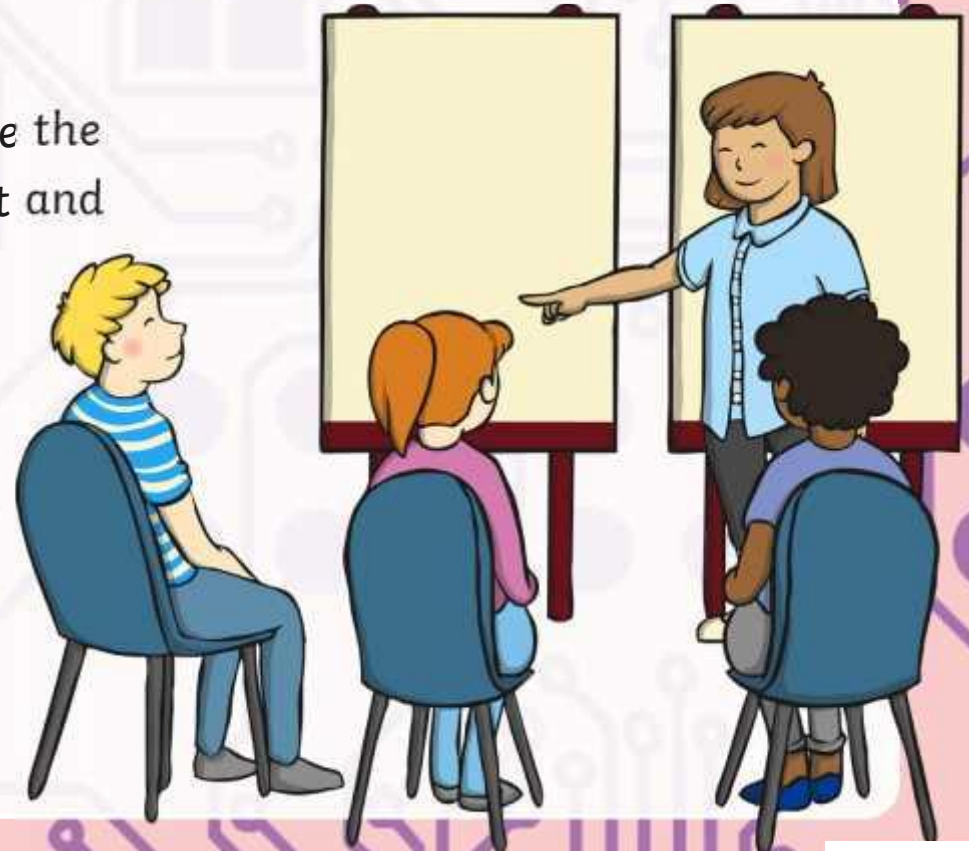
1. Can you type in text on a computer and save it as a file?
2. Can you type in text on a computer and save it as a file?
3. Can you type in text on a computer and save it as a file?

You can each tick off the skills from the checklist on the Skills Check Activity Sheet you are given. Each person should show that they can remember how to do something and prove it to their partner before ticking off that item on the list. Work together and help each other if you get stuck.

Be the Teacher



- To finish, we are going to select one of the skills at a time, at random from the checklist.
- For each one, can you try to 'Be the Teacher' by coming to the front and explaining to everyone else or demonstrating how to use and apply that skill, as if you were teaching it for the first time?

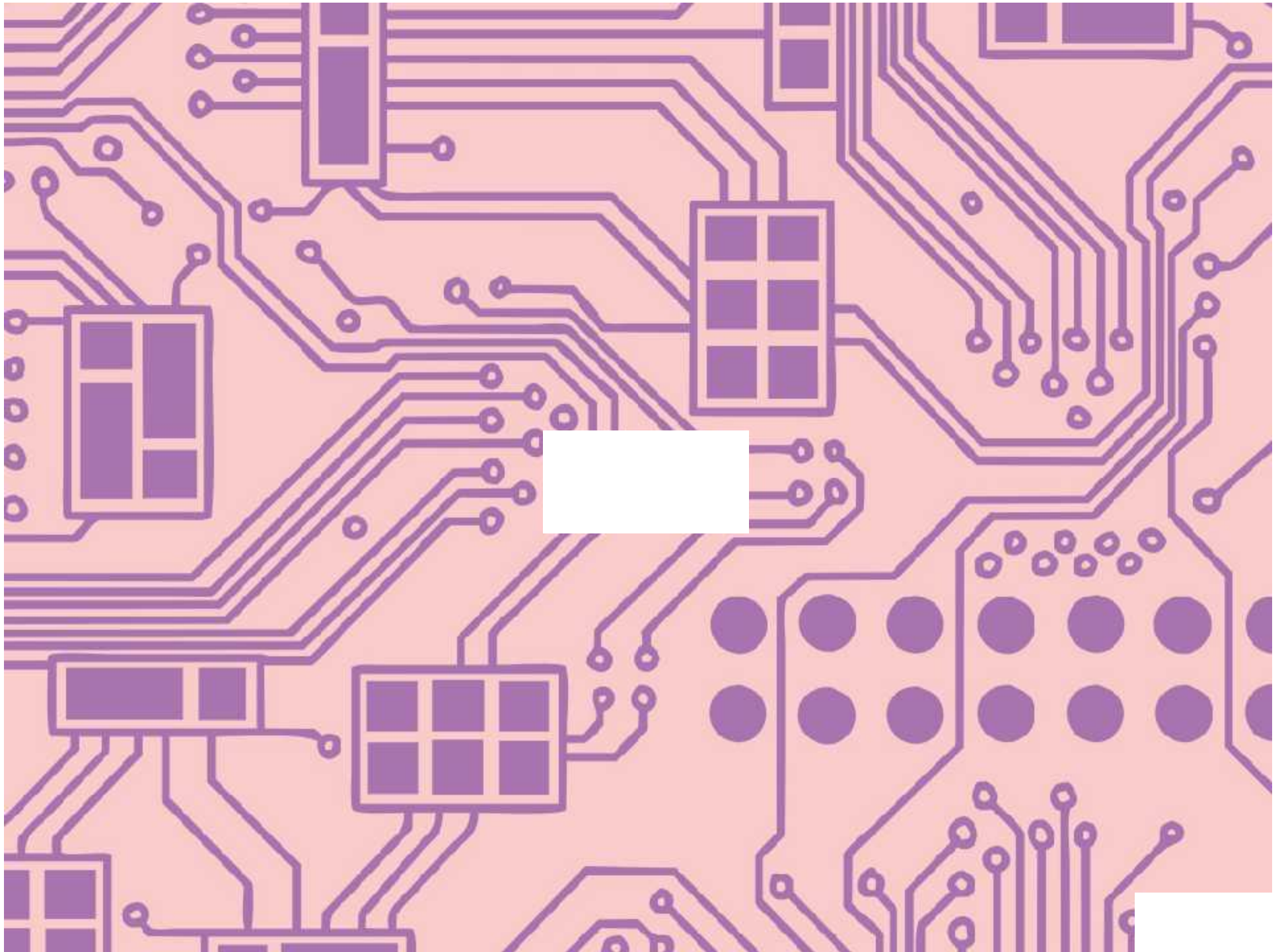


Aim

- I can demonstrate a range of basic skills to use a computer and its software.

Success Criteria

- I can turn on a computer and log on.
- I can open an application in different ways.
- I can move and resize windows.
- I can click, double-click and drag.
- I can save and open files.
- I can close windows and applications.





Skills Check

I can demonstrate a range of basic skills to use a computer and its software.



Can you show that you are able to use all the skills on the checklist?

Work with a partner. Show your partner that you can demonstrate the skill before you tick it off.

Checklist

- I can turn the computer and monitor on.
- I can turn the monitor on.
- I can log on.
- I can open an application.
- I can save a file.
- I can find and open a file.
- I can click and double-click with a mouse or trackpad.
- I can drag an object with a mouse or trackpad.
- I can type letters with a keyboard, including capitals.
- I can close an application.

Challenge: Combining Skills

1. Can you type a sentence or draw a picture and then save the file to the right place?
2. Can you log off and shut down the computer safely when finished?



Skills Check

I can demonstrate a range of basic skills to use a computer and its software.



Can you show that you are able to use all the skills on the checklist?

Work with a partner. Show your partner that you can demonstrate the skill before you tick it off.

Checklist

- I can turn the computer and monitor on.
- I can log on/off.
- I can open an application in different ways.
- I can save a file with a suitable filename.
- I can find and open a file.
- I can click, double-click and drag with a mouse or trackpad.
- I can type letters with a keyboard, including capitals.
- I can use the shift key to type some symbols.
- I can minimise and restore a window.
- I can move and resize a window.
- I can close an application.

Challenge: Combining Skills

1. Can you type a note to your teacher and save it in a location to be opened later?
2. Can you draw a picture using different tools and minimise it, then restore it to show someone?
3. Can you log off and shut down the computer safely when finished?

Using and Applying Skills

The purpose of the Using and Applying Skills unit is for children to review and recap learning from prior units in the year. It provides a chance to reinforce the skills and apply them in a new context.

The format of the unit at KS1 is the same as other PlanIt Computing units with 6 lessons. However, there is an assumption that the Using and Applying unit will be done after some/all of the previous units.

Some Using and Applying lessons will only rely on the prior teaching of one previous unit or a particular lesson.

In this case, Lesson 1 is focused on the Computer Skills unit, reinforcing the basic skills children need to access using the computer, such as turning on and shutting down; using a mouse or trackpad; saving files; using Windows and applications.

The Skills Check Activity Sheet can be provided for all children to tick off or can be laminated for reuse. An editable version is provided to add or remove skills as required.

Teachers and adults should take care to emphasise particular agreed school rules and procedures regarding logging on/off and folder locations for saving files as these will be different from school to school.

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