Presentation Skills: Searching and Printing

Aim:	Success Criteria:	Resources:
Use technology safely and respectfully. Children will learn simple searching and printing options. I can search and print.	I can search for files and applications. I can print using different options.	Lesson Pack. Desktop computers or laptops.
	Key/New Words: Search, print, options, date, print options, black and white, colour, selected pages, double sided.	**Preparation:** Children have own folders in home folder. Writing and painting applications for children to launch and save a file.

Prior Learning:	Children will have used copy and paste to insert an image in to their own presentation and reordered the slides in lessons 4 and 5.

Learning Sequence

	Use one of these options to revise the skills from the previous lesson. **Can you? (A)** Children open a writing and painting application side by side. Write name and paint a picture and save both files as "Me" into a new folder called "Side by side" in their own folder. **Can you? (B)** Children open their presentation from previous lesson alongside a painting application. They choose a picture to paint in the painting application, and save into their folder.	
	What can we find? Show children how to search for files by file name and date. **Can I print please?/Print Options:** Ask the children why we need to print and get them to consider the amount of paper wasted by unnecessary printing. Show children the different print options, which are relevant to them. *(Print dialogue boxes are not the same for every application, so children need to learn to look for the options they need).*	
	Search and Print: Children search for the files created today and last week. With the files created today, children to look for the different print options: • Choose a different printer if there is one • Print in black and white • Print selected pages • Print double sided *(The children shouldn't actually print the file many times.)*	
	Our Skills: Children to list the new skills in this unit: • 2 windows on a screen • Create folders • Save work in folders • Search for files • Print options Which skills do they find easy, and which need more practice? Who is confident at saving in their own folder?	

Task*it*
Search*it***:** Children search for files in their folder. **Challenge***it***:** Use the **Challenge Cards** for extension activities.

Computing

Presentation Skills

Searching and Printing

Search

Aim

- I can search and print.

Success Criteria

- I can search for files and applications.
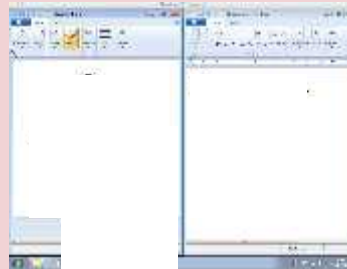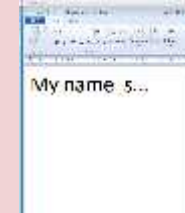- I can print using different options.

Can you? (A)

1: Switch on and log on.

2: Open a writing application and a painting application and place side by side.

3: Type your name in the writing application.

My name s...

4: Paint a picture of yourself in the painting application.

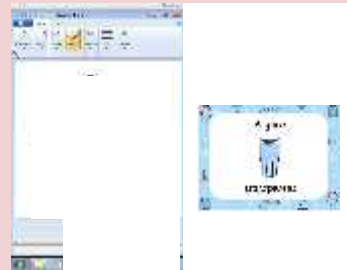**Save both files as "Me" in a new folder called "Side by side" in your own folder.**

Can you? (B)

1: Switch on and log on.

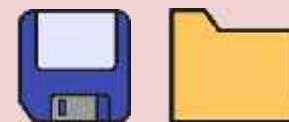**2: Open your presentation and a painting application and place side by side.**

3: Choose an image from your presentation.

4: Paint the picture in the painting application.

5: Save the painting file as "My painting" in a new folder called "painting" in your own folder.

What can we find?

Search for the files made today.

Search for files by name.

Can you find the files you saved today, or the files you saved in the last lesson?

Can I print please?

Before you print ask, do I need to print this?

We waste a lot of paper needlessly printing work.

When do we need to print our work?
- For a display
- As a printed record of our learning

Print Options

If we do need to print there are often different options.

We can usually find these in the print dialogue box.

Change the printer

Number of copies
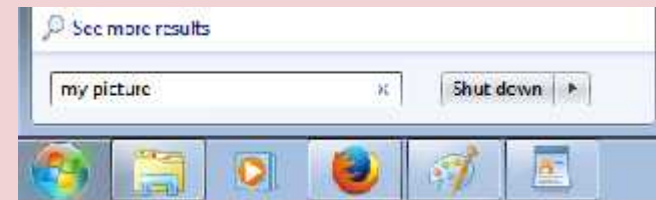
Choose which pages

Print in greyscale

Print double sided

You may have to look a bit harder for some options!

Search and Print

Search for the files you saved today and last week. Make sure your writing goes on 2 pages.

See more results

my picture   ✕   Shut down ▶

Using the 2 files you saved today, find the following print options:

Choose a different printer if there is one.

Print in black and white.

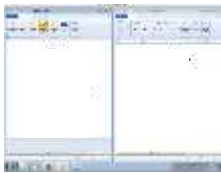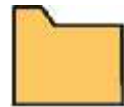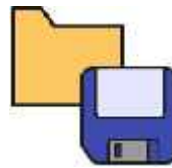Print selected pages.

Print double sided.

Our Skills

What new computer skills have you learnt in this Unit?

Whole Class

2 windows on a screen.	Create folders.	Save work in folders.	Search for files.	Print options.

Which skills do you find easy?

Which skills do you need to practise more?
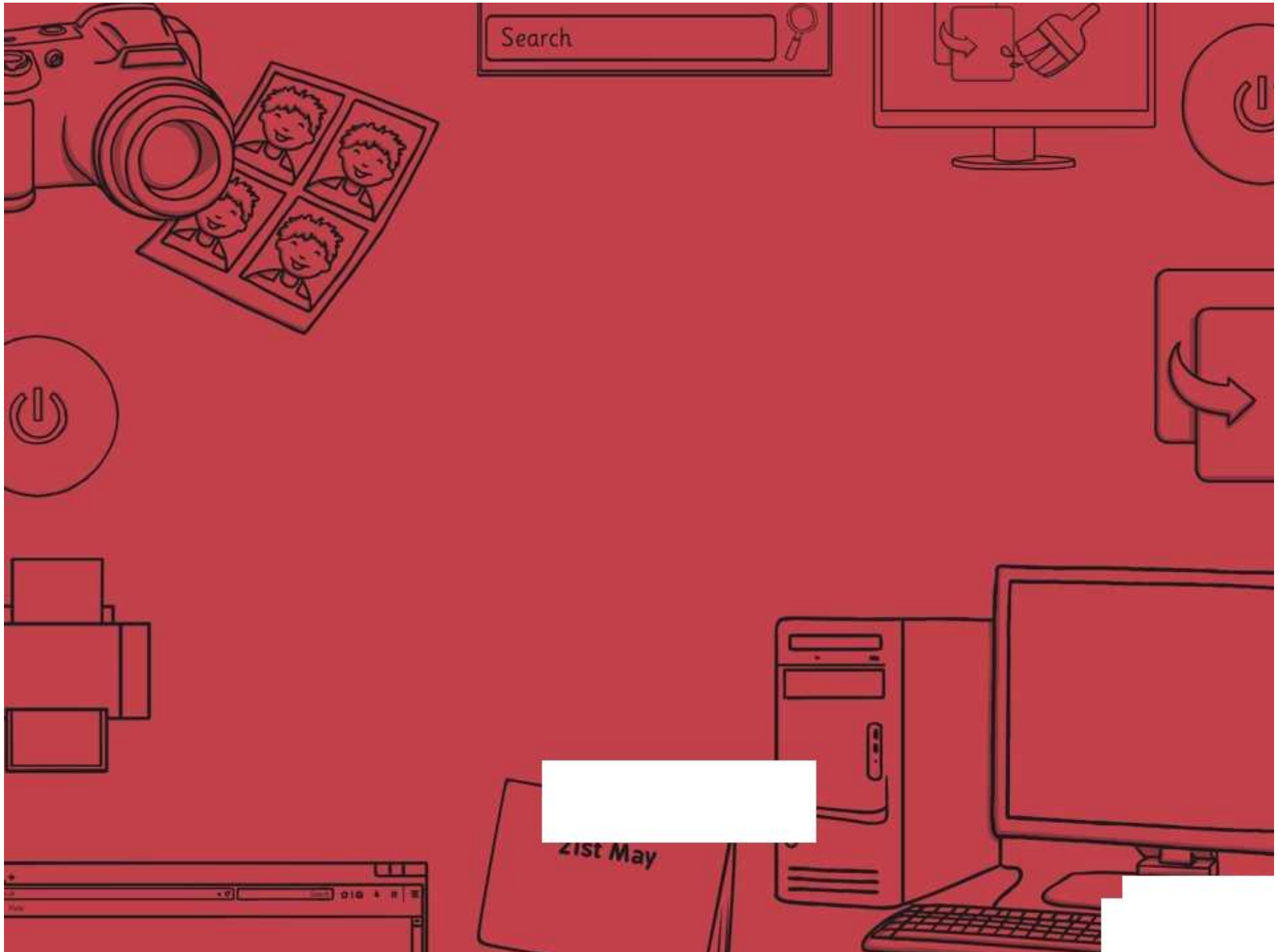
Who is confident at saving work in their own folder?

Aim

- I can search and print.

Success Criteria

- I can search for files and applications.
- I can print using different options.

Search

21st May

Presentation Skills | Searching and Printing

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I can search for files and applications.		
I can print using different options.		

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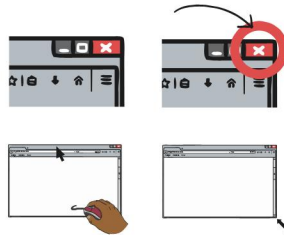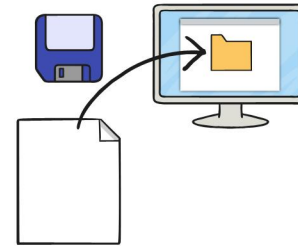|		
I can search and print.		
I can search for files and applications.		
I can print using different options.		

Presentation Skills: I Can...

I can switch on.

I can log on and log off.

I can manipulate windows.
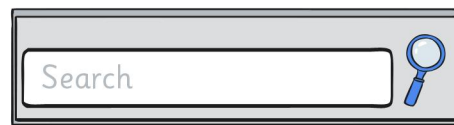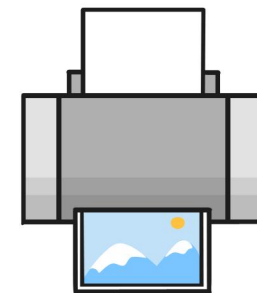
I can save a file in my folder.

I can shut down.

new folder

I can create a folder.

Search

I can search for files and applications.

I can print using different options.