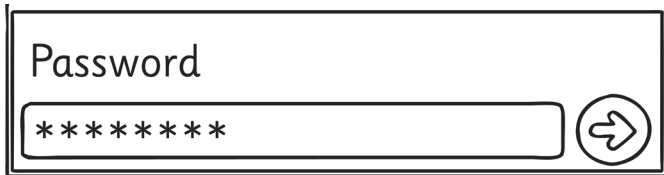


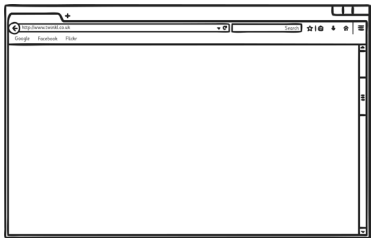
# Computer Skills

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1. Creating a secure password



2. Making screenshots



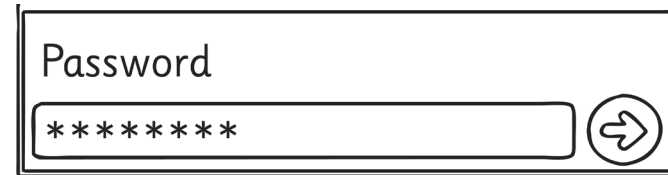
Discuss with your parents or carers the method you have been taught to make good passwords.

Choose an application or game you use at home and using Screenshots or the Snipping Tool make a presentation to show some of the skills you use with this application or game. You may want to include a picture of the controls you use to achieve the skill (e.g. keyboard typing, using a games console controller etc.).

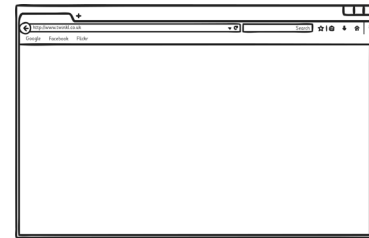
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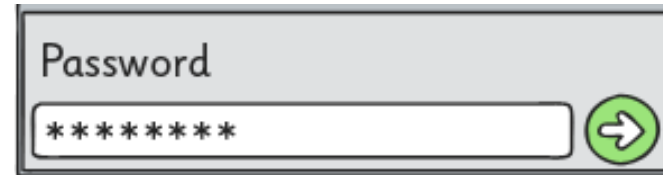
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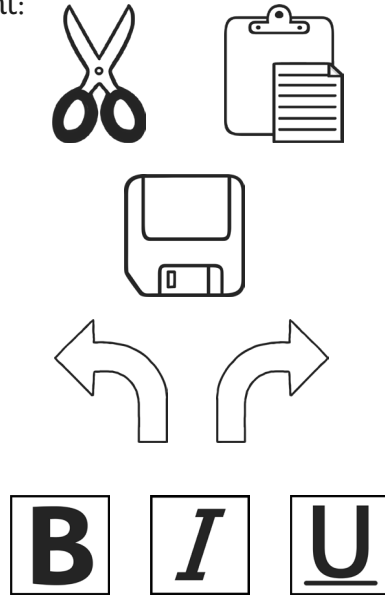
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# Word Processing Skills

You have been learning some word processing skills. One of the skills learnt is to use the keyboard shortcuts which use the <ctrl> (control) key.

These are the ones you have learnt:

- <ctrl> + X cut
- <ctrl> + C copy
- <ctrl> + V paste
- <ctrl> + A select all
- <ctrl> + S save
- <ctrl> + Z undo
- <ctrl> + Y redo
- <ctrl> + B bold
- <ctrl> + I italics
- <ctrl> + U underline



Here is a suggested task that will help reinforce this learning.

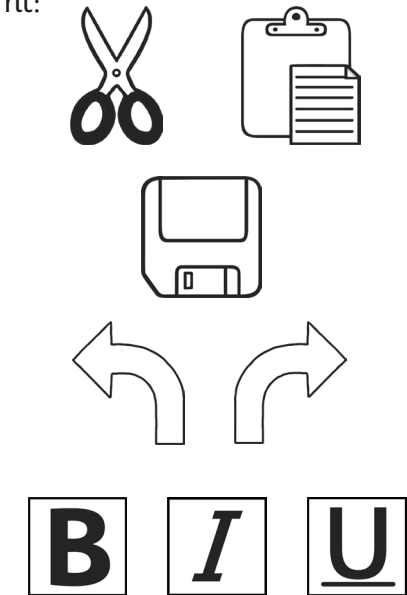
1. Choose a favourite family recipe. Help to cook it if you can.
2. Type the recipe using the skills you have learnt, and use the keyboard shortcuts where you can. Remember to use bullet points or numbering for the instructions.

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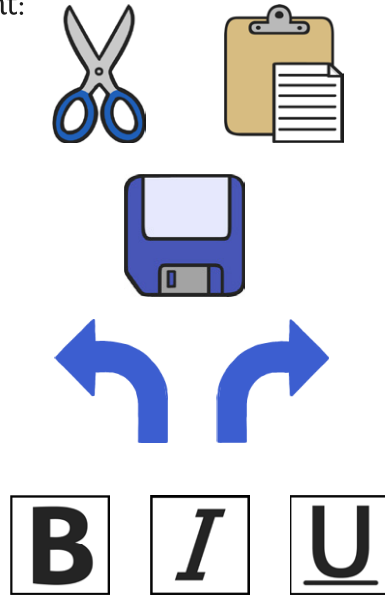
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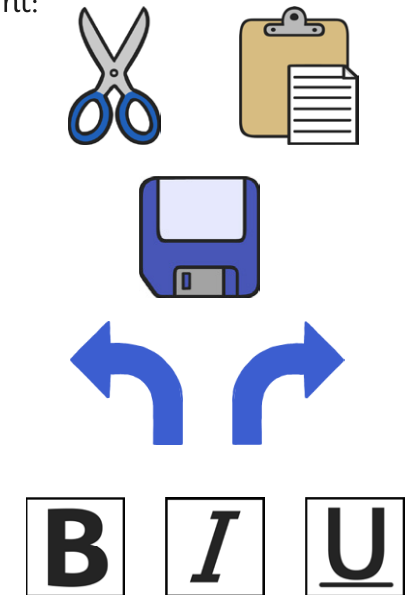
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