














# Word Processing Skills:

## Passwords and Screenshots

<p><b>Aim:</b> Use technology safely, respectfully and responsibly.</p> <p>Children will revise basic computer skills from the previous units and learn to use effective passwords and take screenshots.</p> <p>I can use basic computer skills.</p>	<p><b>Success Criteria:</b></p> <p>I can manipulate windows including viewing 2 windows at once.</p> <p>I can create and organise files and folders.</p> <p>I can search for files.</p> <p>I can print using specific options.</p> <p>I can create secure passwords.</p> <p>I can take screenshots.</p>	<p><b>Resources:</b> Lesson Pack</p> <p>Desktop computers or laptops</p>
	<p><b>Key/New Words:</b></p> <p>Launch, application, window, minimise, restore, size, move, screen, split, create, organise, file, folder, close, exit, search, print, password, screenshot, Snipping Tool.</p>	<p><b>Preparation:</b></p> <p>Choose a web page for children to access and use to write questions.</p>

**Prior Learning:** Children will have experience in switching on and shutting down a computer, logging on and logging off, manipulating windows, using search, and using print options.

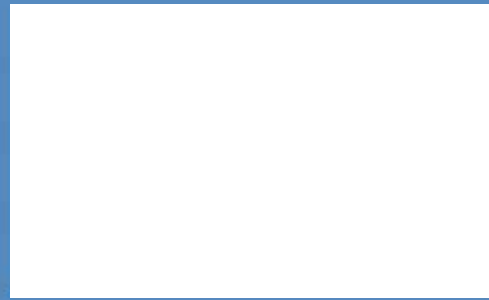
### Learning Sequence

	<p><b>Can you?</b> Ask children to open an Internet page and writing application side by side and write some questions. Then a partner searches for the file and answers the questions.</p>	
	<p><b>Creating Passwords:</b> Demonstrate to the children good password practice.</p>	
	<p><b>Your Own Passwords:</b> Ask the children to come up with some password strings they could use to make passwords. You could use the example "The Owl and the Pussycat went to sea," or the children's own ideas.</p>	
	<p><b>Screenshots/ The Snipping Tool:</b> Demonstrate how to take a full screenshot and paste into paint, and how to use the Snipping Tool to screenshot a selection.</p>	
	<p><b>Demonstrate a Skill:</b> Ask the children to use the Snipping tool to make a presentation slide to demonstrate a computing skill.</p>	
	<p><b>Let's Have a Look:</b> Show some of the children's presentation slides. (The slides could be joined together to make a class presentation.)</p> <p> Ask the children to evaluate their computing skills. What are the skills they feel they need to practise more?</p>	

### Taskit

**Snipit:** Make some posters illustrating ways to create a secure password.

**Challengeit:** Use the **Challenge Cards** for extension activities.



# Computing

## Word Processing Skills

# Passwords and Screenshots



# Aim

- I can use basic computer skills.

# Success Criteria

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# Can You?



Log on and open a writing application and an Internet page associated with your classroom learning.

Place the windows side by side and write some questions.

Save the file and ask a friend to search for the file, open it and answer the questions in *italics*.

Print the file at the end of the session using the options your teacher asks you to use.




# Creating Passwords

Here are some principles for good passwords:


- Never share your password
- Don't use real words or easy names
- Have at least 6 characters (a mix of letters, numbers or symbols)

To create a good password use a line from a song or book. Harry Potter and the Philosopher's Stone could make:

Password

Password

# Your Own Passwords



What password could you make from this nursery rhyme?

## The Owl and the Pussycat Went to Sea

The Owl and the Pussycat went to sea,  
In a beautiful pea green boat,

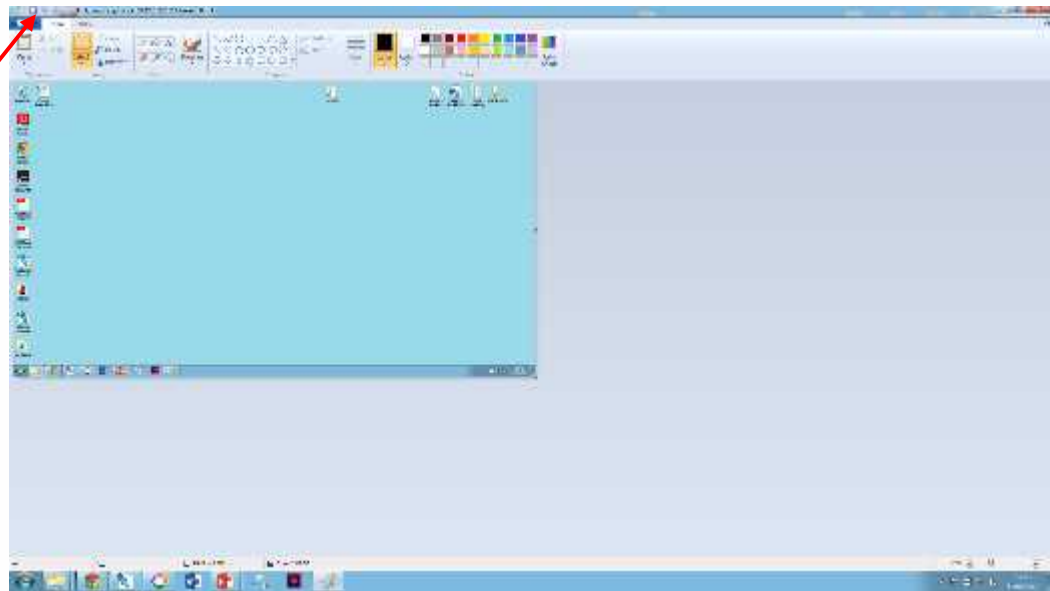
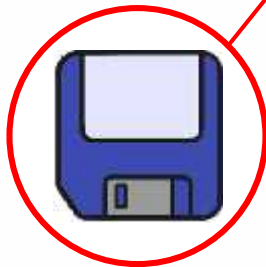


They took some honey, and plenty of money,  
Wrapped up in a five pound note.

# Screenshots

To take a screenshot of the whole desktop:

1. Press the <Print Screen> key
2. Open “Paint” and paste the desktop image
3. Save the image

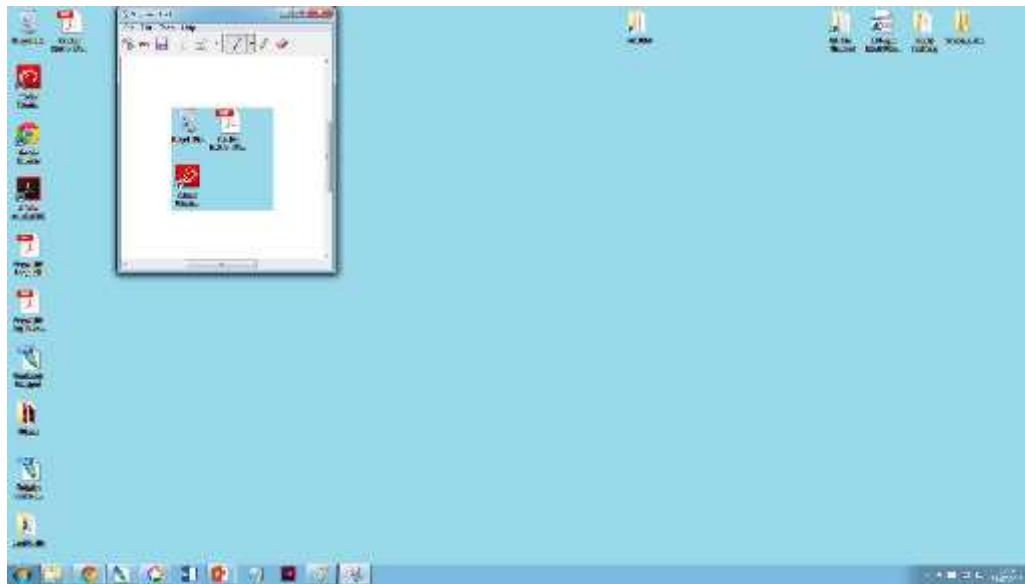




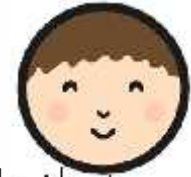
# The Snipping Tool

In Windows 7 and 8, there is the Snipping Tool:

1. Search “Snipping Tool” to launch the tool.
2. The screen around the tool will go faint.
3. Select the area you want to capture.
5. Save the image.
6. You can also try editing the image.

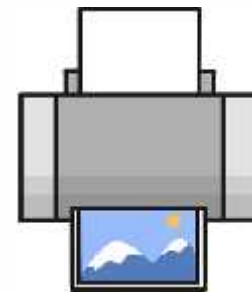
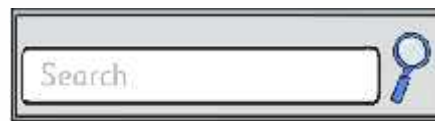
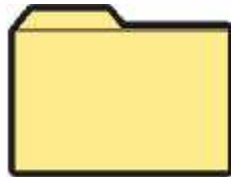
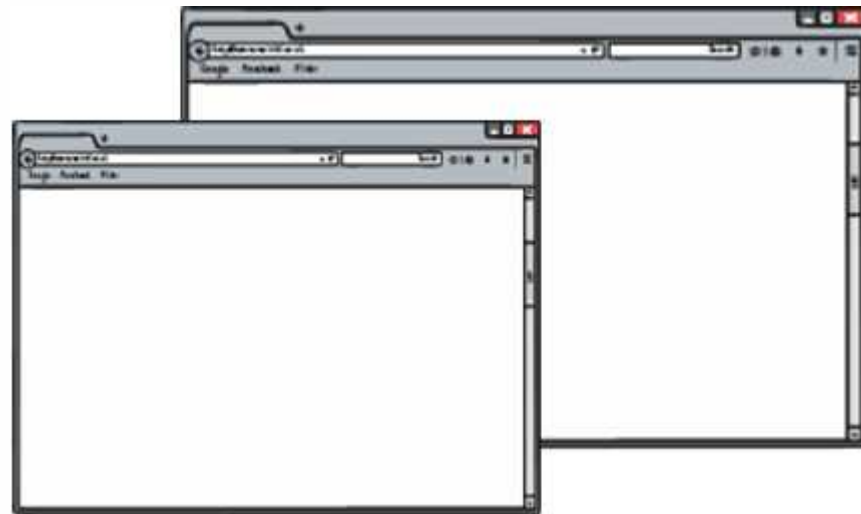


# Demonstrate a Skill



Use the Snipping tool and some presentation software to make a single slide that demonstrates one of the computer skills you have learnt.

- Saving
- Creating folders
- Manipulating windows
- Searching
- Printing options



# Let's Have a Look

Have a look at some of your presentation slides.

Which computer skills do you feel confident about?

Which skills do you feel you need to improve or practise?



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