

Y2 Computing (Key Skills)

National Curriculum	Knowledge	Skills	Y1 Vocab	Y2 Vocab
<ul style="list-style-type: none"> • Use technology purposefully to create, organise, store, manipulate and retrieve digital content 	<ul style="list-style-type: none"> • Understand that there are many different applications and that a word processor is a type of application. • Know that a word processor will automatically move onto the next line. • Understand that mistakes can be undone. • Understand that there are a variety of ways to edit a text. 	<ul style="list-style-type: none"> • Use two hands to type. • Use the shift key for capital letters. • Type symbols using the shift key. • Edit text. • Use backspace and delete key to remove characters. • Use arrow keys to move around the text. • Use undo and redo. • Select a single word or section of text using the mouse or keyboard. • Use bold, italic and underline. 	<ul style="list-style-type: none"> • Mouse • (Double) Click • Drag • Trackpad • Pressure • Keyboard • Monitor • Desktop unit • Launch • Application • Minimise • Restore • Save • Open 	<ul style="list-style-type: none"> • Shift Key • Space Bar • Folder • Arrow Keys • Backspace • Delete • Cursor • Undo • Redo • Bold • Italic • Underline • Select • Section
Units to Teach	Key Questions			
<ul style="list-style-type: none"> • Word Processing Skills 	<ul style="list-style-type: none"> • <i>Can you type your name?</i> • <i>How can we make a capital letter using a computer?</i> • <i>What will happen if I keep typing at the end of the line?</i> 	<ul style="list-style-type: none"> • <i>How do you type symbols on a computer?</i> • <i>How many hands do you use when typing?</i> • <i>What does the word 'save' mean?</i> 		
Previous Learning – Y1	Future Learning – Y4			
<ul style="list-style-type: none"> • Understand the difference between shutting down and turning off a computer. • Understand that computer or laptop can be controlled by a mouse. • Click & double click mouse. • Drag using a mouse. • Launch and close an application. • Move, change the shape or position of a window. • Save and open a file. 	<ul style="list-style-type: none"> • Understand that Microsoft Word has further, more technical ways of editing work (K) • Understand that Microsoft Word has a series of shortcuts, commands and other tools that make editing easy (K) • Edit using <backspace>, <delete>, the arrow keys, undo and redo (S) • Use the Show all characters button to see where space and return are used (S) • Use some keyboard shortcuts (S) • Use <ctrl> to select sections of text (S) 			