



Spring 1

Lostwithiel Primary School

Year 2

Digital Literacy - Presentations

Computing Knowledge Organiser

Oak Tree Class

Prior Learning: In Year 1 children will have become familiar with using Microsoft Word as a word processing tool. They will know how to enter text, that the text will automatically move to the next line when the end of the page is reached, they will be able to add spaces between words, delete mistakes, change lower case to upper case and save/open their work.

Key Computing Knowledge:

- Know how to open, edit, save and print work in Microsoft PowerPoint.
- Know how to add a textbox by using the insert tab and drawing our box before typing.
- Know that text will flow automatically onto the next line.
- Know how to use the cursor, mouse/mouse pad or arrow keys to add text/word within a sentence.
- Know how to find the spell checker on the review tab and use it to check the spelling of those words underlined in red.
- Know how to add images by copying and pasting from the internet or 'inserting' photographs from a digital camera into presentations.
- Know how to change font, font size, font colour using the menus on the home tab.



Resources	Key Computing Vocabulary			
Laptops Microsoft PowerPoint	textbox	A rectangular area on the screen where you can enter text	mouse	A handheld device that controls a cursor.
	cursor	A moveable line on your page that shows where you will start typing or the point where to start highlighting from.	arrow keys	Buttons on a computer keyboard that move the cursor, text box or image in four directions.
	image	A picture, photograph, diagram or drawing of a person or thing.	shift key	Changes the use of most keys on the keyboard. If held whilst a letter key is pressed, the letter will become capitalised.
	insert	To place into something else.	spell check	A tool which will check incorrect spellings.
	folder	A place on the computer to store a collection of work.	font	How the text looks - shape, size and colour.
	file	A piece of work created and saved on the computer.	internet	The largest computer network in the world.

Computing Outcomes	Cross Curricular Links
Children will produce a recount of their school trip to Falmouth Maritime Museum. They will also use PowerPoint in English to publish a non-chronological report on the five oceans.	<p>History - To ask and answer questions, choosing and using parts of stories and other sources to show that they know and understand key features of events.</p> <p>Geography - Name and locate the world's seven continents and five oceans.</p>

Linked documents: [Class Overview](#), [Computing Whole School Progression document](#) and [Class Medium Term Planning](#).

