Coley Primary School – Knowledge Organiser

SUBJECT FOCUS:	Computing – digital media	YEAR	2

Prior learning: technology at home, at school and in the wider world. Using iPads to take and edit photographs, record sounds and compose music.

Links: oracy and history (presentations) / maths (data logging)

Key knowledge

Logging on

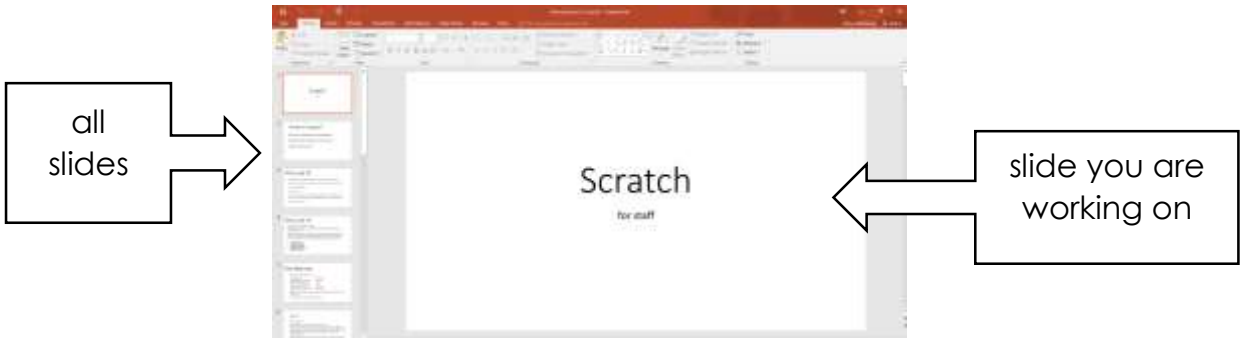
Before we can use computers at school we have to **log on**. This means we put in our username and password. Your teacher will make sure that you know what these are.

Apps

Once you are logged on you will see your desktop. This has lots of little pictures on it called **icons**. When you click on an icon it will take you to an app.

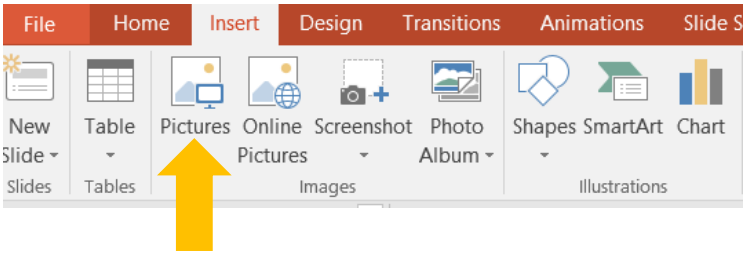
Powerpoint

Powerpoint is an app which lets you create **presentations**. It is used a lot by schools, universities and businesses. Presentations are used when people are giving talks to others.



You can see all of your **slides** down the left hand side of your screen. When you click on one of the small versions of your slides it shows you that slide in full screen. You can add and **format** text by changing its colour, making it **bold**, *italic* or by underlining it.

You can also insert images (pictures)



Skills

- use the shift key to insert capital letters
- use backspace, delete and arrow keys
- select single words or a section of text
- make text bold, italic or underlined
- type with two hands

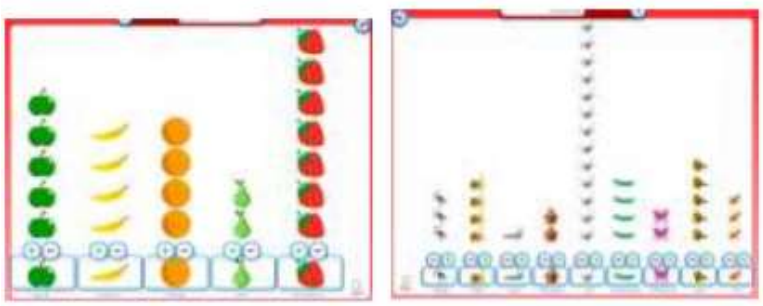
Saving

You must make sure that you **save** your work regularly. This is so that if the computer runs out of power or there is an error, you will be able to **open** your saved work and not have to start all over again. The first time you save, you will need to go to the file menu at the top, click on 'save as' give your presentation a **title**. This should be something like your name and the topic you are working on. You want to be able to find your work easily next time you want to work on it. Any time you want to save your work after this, click on file 'save'.

Data and graphs

Computers are very useful for collecting **data** (information). We can use computers to create charts and graphs. These can help people to understand the data. We can collect information and then input it into a program which will show our data in a **graph**.

Pictograms



Bar graphs



Vocabulary

open – start a program or file save – tell the computer to keep a copy of your work

Powerpoint – an app used to create presentations

presentation – collection of individual slides which contain information about a topic

slide – a single screen in a presentation

format - change

image – picture

transition – where you change from one slide to the next one

data – collection of information: often in numbers

input – put in

graph - drawings that show mathematical information with lines, shapes, and colours. Graphs are also known as charts. People use graphs to compare amounts of things or other numbers

Can you …?

Log on with a username and password

Find the Powerpoint icon and open the program

Give your presentation a name you will remember

Add new slides, import images and add captions

Save your work as you go along and a final copy

Find and open your file to edit it

Add information to, make and save pictograms and bar charts

Possible experiences

Create a presentation linked to your history topic and use it to give a short talk to your group or class

Creating a Powerpoint presentation for kids
https://www.youtube.com/watch?v=KBTvPpGmNc4

Collect data about your classmates (this could be their favourite hobby, healthy snack, animals) and use a program or an app to create a pictogram

Use a traditional and a digital thermometer to read and record the inside and outside temperature every day and present this in an electronic bar graph

J2 data
https://www.j2e.com/j2data/