

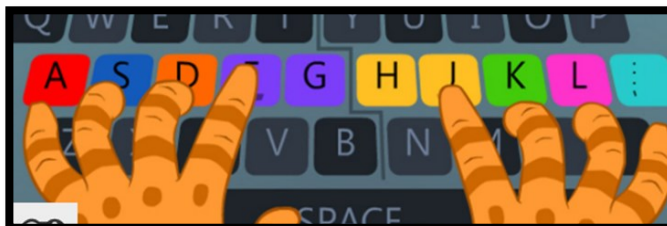
## Vocabulary

<b>keys</b>	the buttons we press on a laptop to type words
<b>keyboard</b>	the name given to all of the keys on our laptop
<b>shift</b>	the key which we use to change between capital and lower case letters
<b>enter</b>	the key which we use to start a new line
<b>touch-pad</b>	also known as a mouse-pad. This is the pad below the keyboard which allows you to move objects on the screen.
<b>cursor</b>	a marker on the screen which can be moved using the touch-pad. The cursor lets go to an exact point in your text.

## Knowledge Organiser



### Year 3 Laptop skills



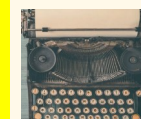
## Learning at home

Practise your typing skills using bbc dance mat.  
<https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr>

Practise your editing skills on Microsoft Word or Open Office.

## Key Facts

The buttons we press on the laptop are called keys. The keys on the laptop and ipad are placed in a certain order. This is called qwerty because, if you look at the keys, you'll see that the first 6 letters are q,w,e,r,t and y.



The qwerty keyboard was first used in 1872. The reason that the keys were not placed in alphabetical order was to stop people typing too fast. Fast typing caused old-fashioned typewriters to jam.

The shift key does not only allow you to type in capitals. If a key has more than one symbol on it, the shift key will allow you to type the top symbol. For example, if you press shift and then number 3, you'll type a £ symbol.



## Questions to deepen your learning...

Character	Critical Thinking	Creativity	Communication	Citizenship	Collaboration
What do I need to do to improve my typing speed?	How can I improve my text. What different ways do I know of checking for mistakes?	How could I use text editing to improve the quality of my work?	Can I suggest to my partner how they could improve their work?	Can you think of any jobs which might involve using typing or laptop skills?	Why is it better to involve your partner in editing, rather than doing it by yourself?

## Teacher Assessment

Learning Objective	Working Towards	At Expected	Above Expected
Can I use two hands to type?			
Can I locate important keys on the keyboard?			
Do I know how to save and retrieve my work?			
Can I use the cursor to make changes?			

## Self Assessment

What went well...	Even better if...