



COMPUTING SYSTEMS AND NETWORKS KNOWLEDGE ORGANISER

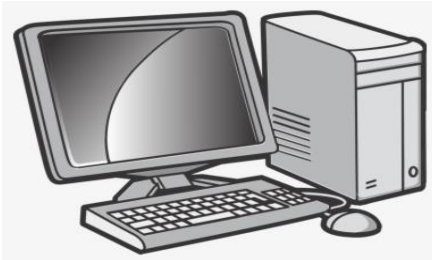


Overview

Technology Around Us



- Technology is something that has been made by people to help us.
- Technology is 'man-made' and not 'natural.' Examples include computers, phones, cars, bikes, and even pencils!
- Computers are a type of digital technology.
- Some of the different parts of a computer include the monitor, mouse and keyboard.
- There are a number of important rules to help us use computers safely.



Computers

Screen/ Monitor

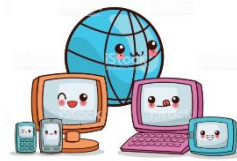


- Desktop computers need to be placed on a surface, e.g. a table or desk. Laptop computers are portable – they can be moved to different places.
- The screen (or monitor) displays what the computer is doing.
- The mouse lets you select and move objects (some computers have a trackpad instead).
- The keyboard lets you type letters and numbers.
- Computers can run different programs. Programs do different tasks on the computer. E.g. Microsoft Word, Microsoft PowerPoint and Paint.
- When we are using a program, we can save our work by pressing Ctrl + S or by clicking on this icon.



Technology

- Technology is the name for man-made things that help us.
- Technology is all around us, and helps to make our lives easier.



-Digital technology is the name for electronic items that create and store information, e.g. computers, mobile phones, and televisions.



-Non-digital technology is the name for non-electronic items that do not create and store information.



Using Technology Safely

- When using technology, we should:
- Hold the device carefully and use it gently.
 - Not have food and drink around the device.
 - Only use the programs that we are supposed to be using.
 - Take turns with our partner, and stop using the device when we are being spoken to.



Using a Mouse



- The mouse can be used to click and drag.
- Clicking the left button lets us select something. Clicking twice quickly lets us open files and programs.



- Clicking the right button gives us options.
- Holding the left button down allows us to drag things.

Using a Keyboard



- Writing on a computer is called typing. We do this on a keyboard.
- Holding the shift key, or pressing caps lock, helps us to type a capital letter.
- Delete and backspace buttons can help us to remove typing.

Important Vocabulary

Technology

Man-made

Digital

Screen

Mouse

Keyboard

Program

Click/ Drag

Cursor

E-Safety