

Computing

Logging on, Saving and navigating

Overview

A computer is a machine that helps us do lots of things. You can use it to play games, watch videos, write stories, draw pictures, and even talk to people. It has a screen to show you things, a keyboard to type, and a mouse or trackpad to click. Computers can remember your work and follow the instructions you give them. Some are big and stay on desks, these are called desktops, and some are small you can carry around. Computers you can carry are called laptops.



Computers can use a variety of programs to complete different tasks. Examples of programs include Microsoft Word, PowerPoint, and Paint.

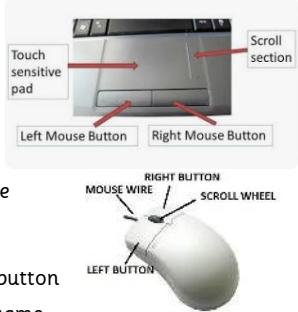
Trackpads and Mice

Logging on – This means typing your name and a password so the computer knows it's you and lets you in.

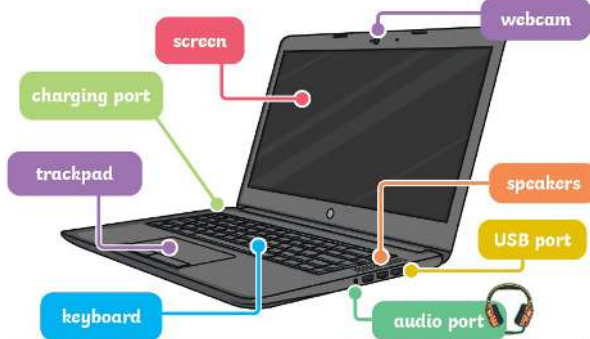
Left click – This is pressing the left button on the mouse or trackpad one time to choose something.

Right click – This is pressing the right button on the mouse or trackpad to see a menu with more choices.

Double click – This is tapping the left mouse or trackpad button two times quickly to open something, like a picture or a game.



Parts of a laptop



Screen – This is the part you look at. It shows pictures, words, and videos.

Charging port – This is where you plug in the charger to give the laptop power.

Trackpad – This is a flat square you can move your finger on to move the arrow on the screen.

Keyboard – These are the buttons with letters and numbers that you press to write.

Audio port – This is where you can plug in headphones to listen quietly.

USB port – This is a little slot where you can plug in things like memory sticks or a mouse.

Speakers – These let you hear sounds from the laptop, like music or voices.

Webcam – This is a tiny camera at the top of the screen that can take pictures or show your face on a video call.

Saving

1. When you're working, Look at the top left corner of the screen.
2. Click on the picture of a floppy disk (it looks like a square with a line). – If you can't see it, click on "File", then click "Save".
3. Type your name or what your work is about in the box.
4. Click "Save" at the bottom.



Key Questions

- What is a mouse or trackpad for?
To click on things on the screen and move them around
- What two pieces of information do you need to log on to the computer?
User name and password
- Which mouse button chooses things?
Left button
- Which mouse button opens the menu?
Right button
- What is the part of the computer you type on called?
Keyboard

Key Vocabulary

Computer, Screen, Keyboard, Mouse, Trackpad, Click, Double-click, Save, Program, Laptop, Speakers, Webcam, USB port, Charging port, Log on