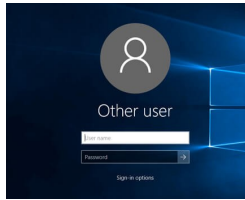# Year 2: Computing and Online Safety

Keyboard and mouse skills
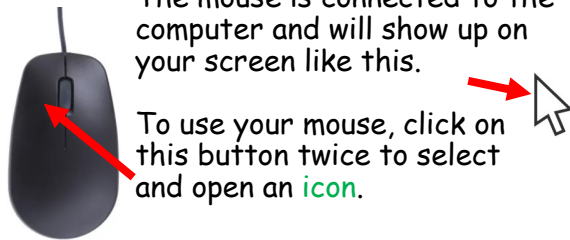
To turn your laptop on, you need to press the on button.

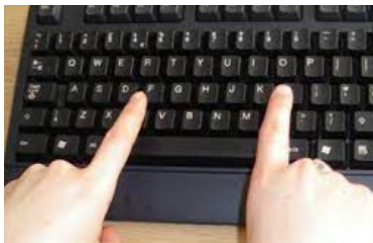Log on with your first initial and surname.
For example:
Bob Smith = bsmith

To use a mouse, you need to use your full hand.

The mouse is connected to the computer and will show up on your screen like this.

To use your mouse, click on this button twice to select and open an icon.

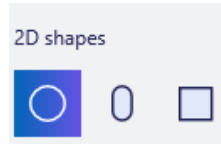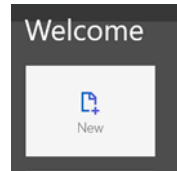Try to use your two index fingers to type on your keyboard.

CRC - Article 29: All children have the right to be the best that they can be.

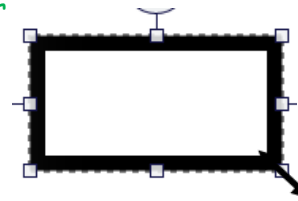Article 19: All children have the right to be safe.

RIGHTS RESPECTING SCHOOLS

Multi-media

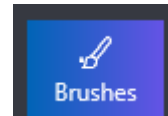Open Microsoft Paint 3D.
Choose a new document.

Welcome
New

Choose a **shape** that you want and drag it to the right size.

2D shapes

Make a shape bigger or smaller by dragging the corner.

To colour the shape select the **brushes** tab.
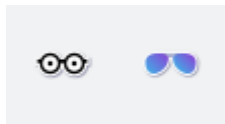
Brushes

Select the **fill** button.

You can add a **solid** colour

or change the **effects** by adding stickers.

Insert your picture from the 3D Library tab.

3D library

Click on the text tab and click where you want to write.

Text

Drag and draw a text box and add your text.

hello

Online Safety

Some people can be nasty online and can make you feel sad, uncomfortable or frightened.

Always be kind to others online.

Mum   Dad   Teacher

If there are any issues online, ask for help!

S Speak to somebody if you need help

A Ask an adult before going online

F Friends are real people we know

E Enjoy play, have fun and stay safe

e-safety adviser

Vocabulary

edit	change something
effects	add texture or colours
fill	to make something all one colour
icons	buttons with a meaning
Microsoft	a company that produces computer software
resize	make bigger or smaller
solid	a full block of colour
tools	pencil, paint, text, eraser, colour