

Topic: Computing - Digital literacy	Year group	Term
Digital Foundations 3	Year 3	Autumn 1 6 sessions

Background knowledge

Digital Foundations 3 has been designed to provide children with a strong foundation in the knowledge and skills required for their computing journey over the coming year. The six steps in this unit teach concepts and skills to develop the children's understanding of: technology and input and output devices; device connections; operating system familiarity; recognising icons and symbols; mouse and keyboard skills and formatting text.

In order to teach Digital Foundation 3 confidently, a good understanding of different devices and their functions is essential for teaching the differences between devices and how they are connected. An understanding of operating systems, common icons and how to find files and programs is also required to support the children in becoming familiar with navigating a computing device. To support children with formatting digital content, a solid grasp of word-processing software is required. Each step includes a CPD in 3 Video and a CPD Quick Guide aimed to build confident subject knowledge before teaching the step.

What should I already know?

It would be beneficial for children to have prior knowledge of different digital devices and parts of a computer and their uses. They will also benefit from having basic mouse or trackpad and keyboard skills to help them navigate around a computing device and enter text.

National Curriculum Objectives / Key Skills	The Journey
NC Children should be taught to: use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact; select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.	1. To understand elements of the IPO (Input-Process-Output) model for computing. (Input and Output Activity sheet: match the device to the function) 2. To understand how and why components of a computing device are connected. (Creating connections: Match the device to the connection to the function) 3. To understand the role of an operating system in organising digital files. To be able to locate digital files in order to complete tasks.

Key Skills This unit provides children with knowledge and skills that can be applied in their use of technology throughout the curriculum, for example: creating digital content for other curriculum subjects; accessing apps, programs, files and folders needed for learning.	(Can you find? activity. Extension: Children find their own icons and say where they found them. eg. file explorer) 4. To recognise an increasing range of common shared icons and their functions. (Icon scavenger hunt) 5. To understand aspects of mice and trackpads. To use two hands on a keyboard to type letters, numbers and symbols. (Drag and drop; complete the keyboard; correct hands) 6. To use formatting tools within a document to manipulate the content. To understand that word processing programs have spelling and grammar tools to help with editing a document. (Select the text and changing the text activities)
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Outcomes

This unit begins your children's journey towards the following key milestone concepts:

- * Children will understand the presence of technology in daily life, recognise digital devices and demonstrate responsible usage habits.
- * Children will confidently interact with technology by learning to use a mouse or trackpad and a computer keyboard effectively for navigation and input.
- * Children will identify the basic components of an operating system and demonstrate an ability to navigate through simple tasks.
- * Children will create, save, open and close files.
- * Children will recognise and use icons for specific tools within a program.

Throughout the unit, children will:

- * I know the difference between a device and a digital device and name some examples.
- * I know what input and output devices are and give examples of them.
- * I know the function of different input and output devices.

- * I know why devices need to connect.
- * I know how devices can be connected.

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- * I know what an operating system is.
- * I can find a file or program on my computing device in different ways.

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- * I can identify the tool or action an icon represents.
- * I can name a range of common icons and explain what they do.

- * I know some of the different actions that can be achieved with a mouse or trackpad.
- * I know the locations of the main keys on a keyboard.
- * I know which keys are better typed using the right or left hand.

- * I can use a mouse or trackpad to select words.
- * I can change the appearance of text on a page.

* I know that word processing software has tools to check the spelling of text on a page.

Key Vocabulary

device	An electronic piece of equipment that has been designed to carry out a particular job or function.
digital device	Any piece of equipment that contains a computer or microcontroller, such as a smartphone, smartwatch or laptop.
function	The purpose of an object or person.
input	Data or information sent to a computer to make it run.
output	Data that has been processed and generated.

cable	A plug or connector made up of a series of wires that send power or data to devices.
connection	A link between a device from a plug or wirelessly.
device	An electronic piece of equipment that has been designed to carry out a particular job or function.
digital device	Any piece of equipment that contains a computer or microcontroller, such as a smartphone, smartwatch or laptop.
function	The purpose of an object or person.
input	Data or information sent to a computer to make it run.
output	Data that has been processed and generated.
radio waves	A wireless electrical signal passed from one device to another.
wireless	Instead of using cables to connect, wireless devices send information through electronic signals, such as Wi-Fi, radio waves or Bluetooth.

computing device	A piece of digital technology created to carry out a particular job.
desktop	The main screen where icons and programs are displayed and organised.
file	A way to store information on a computer. Different software programs create different types of files.
icon	A small image or symbol representing a file, function or program.
operating system	Software that controls how a computing device works and manages all the programs you want to use.
program	A set of instructions given to a computing device so that it can function properly.

action	Part of a digital device that carries out the function.
computing device	A piece of digital technology created to carry out a particular job.
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file	A way to store information on a computer. Different software programs create different types of files.
icon	A small image or symbol representing a file, function or program.
operating system	Software that controls how a computing device works and manages all the programs you want to use.
program	A set of instructions given to a computing device so that it can function properly.
symbol	Represents the tool or action with a picture.
tool	Part of digital software that allows you to carry out its given function.

computer keyboard	A device that allows the user to input text, numbers and symbols.
computer mouse	A handheld input device that controls a cursor on a device's screen.
keys	Input buttons on a keyboard used for typing.
left button	The button on the left-hand side of the mouse or trackpad.
right button	The button on the right-hand side of the mouse or trackpad.
scroll wheel	A wheel between the right and left mouse buttons for scrolling up and down on a page.

appearance	How text looks on a page.
bold	Thick, large text that stands out.
cursor	A moveable symbol controlled by a mouse or trackpad used to drop, click or drag items.
font	A set of text characters in the same style and size.
italic	A style of font that slants letters to the right, influenced by calligraphy.
page	A space where information can be typed on a word processing document.
spelling	A word processing tool that can delete a mistake, replace it with the correct alternative and help you stay grammatically accurate.
text	A group of letters, words or other symbols that can be typed, formatted and read.
underline	Text that is underlined with a straight line.
word	A collection of letters that can be spoken, written or typed.

Question of the week.

1. What is the difference between input and an output and can you give an example of any?
2. Which devices are wired and which devices are wireless?
3. Tell me the name of an operating systems. (Windows, IOS, Android)
4. Which files do we save our work in on the system? (My PC, Common X).
5. Tell me some letters you type with your left hand or right hand.
6. Which button do you press to get the spell check on Word or Powerpoint?