



Key Skills for Computing

Year 1



Hardware:

- I can turn on and log into a computer using my own login
- I can use a mouse to select and move words and pictures
- I know the position of keys on a keyboard
- I can log off and shut down a computer
- I can use the double click function

Word processing:

- I can write single words or sentences using a keyboard using a basic word programme

Use of General Software:

- I can close a programme using the red cross

Vocabulary:

- I know the names of vocabulary around me e.g. printer, photocopier, camera, laptop, tablet



Key Skills for Computing

Year 2



Hardware:

- I can understand aspects of a keyboard e.g. space bar, caps lock, full stop
- I know that the shift key can be used to access other symbols on the keys

Word Processing:

- I can use a basic word programme to edit words e.g. text size, colour, font, create labels
- I can type an extended piece of writing using a word processing programme

Editing and Manipulating:

- I can insert pictures into a programme and alter the size
- I can drag and drop pictures

Use of General Software:

- I can enter information into a simple graphing package e.g. pictogram
- I can print my work
- I can use spellcheck

Use of Desktop and File Explorer:

- I can open a programme using the start menu or folder
- I can open a saved piece of work



Key Skills for Computing Year 3



Word Processing:

- I can use bold, underline and italic
- I can use bullet points and numbers
- I can highlight text
- I can use 'select all'
- I can align left, align right and centre text
- I can combine graphics and text
- I can use the shift key to insert character e.g. exclamation marks
- I can type in capitals and lowercase letters by putting caps lock on or using shift
- I can use delete and backspace
- I can create a simple text box
- I can resize, rotate and format text boxes
- I can move a text box or any other object around the page
- I can insert and manipulate multiple text boxes and other objects on any page

Use of general software:

- I can use undo and redo tools



Key Skills for Computing

Year 4



Use of General Software:

- I can take screen shots

Internet:

- I can copy and paste information from the internet into a document using Ctrl and C or copy and paste through right clicking
- I can insert a picture from a website/search engine
- Web skills:
 - I can use ~ on google to return synonym results e.g. ~large lakes will find results for great lakes as well
 - I can use *define* before a word using google to the dictionary definition
 - I can use a minus (-) to exclude words on a web search e.g. Manchester – football would take out results for Manchester that involved football
 - I can google search using *OR* to give equal value

Hardware:

- I can alter font type, size and colour for emphasis and effect

Powerpoint:

- I understand that programs like PowerPoint are primarily about presenting information in manageable chunks/slides
- I can add slides and change their layout using the options available
- I can add pictures or clip art onto a slide
- I can place my slideshow into and out of presentation mode

Word Processing:

- I can add text to a slide and modify it using simple formatting tools



Key Skills for Computing

Year 5



Use of General Software:

- I can minimise, resize and close windows on a desktop
- I can get back to the desktop

Internet:

- I can open multiple tabs without leaving the search e.g by right clicking and opening in a new tab
- I can use and save favourites in the web browser
- I can send and receive an email
- I can reply to an email
- I can use an address book to store and select email addresses
- I can send an attachment via email

Powerpoint:

- I can insert a picture from a file
- I can reorder slides
- I can add a sound file to a slide as an object
- I can record a simple sound clip as an object on a slide

Excel:

- I understand the terms field, record, file, sort, classify and order
- I can use a database to answer questions
- I can use a spreadsheet to make various types of charts
- I can use a database to sort and classify information and present findings

Word Processing:

- I know that the shift key can be used to access other symbols on the keys
- I can insert and manipulate Word Art
- I can insert and format shapes
- I can group and ungroup objects
- I can layer objects for a purpose
- I can insert and format a table e.g add a border, change the background colour etc



Key Skills for Computing

Year 6



Use of General Software:

- I can use menus effectively to navigate software

Internet:

- I can use *define* before a word using google to the dictionary definition

Powerpoint:

- I can add a video to a slide
- I can add hyperlinks to a slide
- I can create slide transitions to cater for a particular audience
- I can add animations to objects on the page
- I can change the running order of animations and slide timings

Excel:

- I can use the following terms to search a database – greater than, less than, and, or.
- Spreadsheets:
 - I can enter labels and numbers into a spreadsheet
 - I can enter a formulae into a spreadsheet
 - I can use 'SUM' to calculate the total set of numbers in a range of cells
 - I can change data in a spreadsheet to answer 'what if...?' questions and check predictions

Word Processing:

- I can use spell and grammar check through menu bar and right clicking
- I can use find and replace tool
- I can move a word or a sentence by lassoing the text and dragging it into a position
- I can orient the page view and page size
- I can insert a table and adjust its formatting adding new columns and rows and merging cells
- I can save a copy of a word file as a PDF
- I can understand why a document would be saved as a PDF