

Computing Long Term Plan Appendix 1

Reception

Generic Skills

Can log on a computer.

Can log off a computer.

Can begin to talk about how they are using ICT.

Can find letters on a keyboards.

Can begin to type using one hand.

Can hold and use a mouse correctly.

Text

Can open a word processing document with support.

Can enter text with support.

Can begin to use the space bar.

Can begin to understand how to use the delete/backspace key if they have mistyped.

Computing Long Term Plan Appendix 1

Year 1

Generic Skills

Can print work using the Print icon.

Can use both hands on the keyboard.

Can load programs with support.

Can save work with support.

Can retrieve work with support.

Can talk about how they are using ICT.

Can start to use appropriate ICT vocabulary.

Text

Can access and open a word processing document.

Can enter text.

Can use upper and lowercase letters.

Can use the space bar.

Can use the Return key.

Can use the Shift key to create a capital letter.

Can understand how to use the delete/backspace key if they have mistyped or repeated a letter.

Can word process short texts using word lists.

Can move the cursor and insert text.

Computing Long Term Plan Appendix 1

Year 2

Generic Skills

Can load programs independently.

Can save work independently.

Can retrieve work independently.

Can plan what they are going to do.

Can edit their work.

Can practise keyboard skills using both hands, try to use more than two fingers, and try to use the thumb on the spacebar.

Can explain their work and how they have used ICT.

Can use appropriate ICT vocabulary.

Text

Can understand how text can be saved and retrieved.

Can change the font style.

Can change the font size.

Can change the font colour.

Can use the cursor (arrow) keys for simple on screen editing.

Can import graphics and add text, with support.

Computing Long Term Plan Appendix 1

Year 3

Generic Skills

Can use a range of ICT equipment and software with support.

Can create and name new folders, with support.

Can print work using the drop down menu.

Can make changes to their work.

Can consolidate keyboard skills.

Can highlight/select items.

Can use the snipping tool to cut, copy and paste.

Can explain their work and how they have used ICT.

Text

Can select text and change the font style, size and colour.

Can select text and use Bold and Underline icons.

Can confidently use the cursor (arrow) keys for simple on screen editing.

Can use the scroll bars to view different parts of a document.

Can justify and align text.

Can import graphics and add text.

Can use Page Setup and choose Portrait and Landscape page as appropriate.

Computing Long Term Plan Appendix 1

Year 4

Generic Skills

Can choose an appropriate program, with support.

Can create and name new folders independently.

Can use Print Preview.

Can understand that work can be saved in different places e.g. network, writeable CD ROM, Pen Drive.

Can plan what they are going to do and evaluate the results.

Can describe their work and explain how and why they have used ICT.

Text

Can import graphics and use the Picture Toolbar to choose the text wrapping.

Can use the spell checker.

Can learn how to insert and use a simple table.

Can use the Zoom menu to view the whole page.

Can use word art.

Computing Long Term Plan Appendix 1

Year 5

Generic Skills

- Can choose an appropriate program to perform a task.
- Can understand and use the hierarchical file system.
- Can combine information from various sources.
- Can describe and discuss their work and explain how and why they have used ICT.

Text

Children should be given the opportunity to use their word processing skills in a range of contexts.

- Can change the layout of a document using centering and justification.
- Can use the tab key to format a list.
- Can import, position and manipulate graphics into word processing document.
- Can move, resize and reshape text and graphics on a page.
- Can begin to use basic shortcut tools e.g. CTRL & C = Copy, CTRL & V = Paste, CTRL & Z = Undo.

Computing Long Term Plan Appendix 1

Year 6

Generic Skills

Can choose and combine the use of appropriate ICT tools to complete a task.

Can critically evaluate the fitness for purpose of work as it progresses.

Can annotate their work samples using question prompts.

Text

Children should be given the opportunity to use their word processing skills in a range of contexts.

Can split cells in a table.

Can merge cells in a table.

Can insert/delete cells in a table.

Can use Find, search and replace if appropriate.

Can confidently use basic shortcut tools e.g. CTRL & C = Copy, CTRL & V = Paste, CTRL & Z = Undo.