



## Basic ICT Skills

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
<ul style="list-style-type: none"> <li>• Use passcode on a tablet and log in on laptop/PC.</li> <li>• Use home button on a tablet.</li> <li>• Develop coordination and motor skills in operation a mouse or roller pad on a laptop or PC.</li> <li>• Open a document or other file on a laptop/PC.</li> <li>• Open appropriate App or Home screen link on a tablet.</li> <li>• Take a photo and open camera roll on a tablet.</li> <li>• Follow a hyperlinked image to a website using a laptop or PC.</li> <li>• Follow links to find information</li> <li>• Use keyboard to find the letters of your name or basic spellings. (Encourage use of left and right hands.)</li> <li>• Use uppercase key for a capital letter.</li> <li>• Use space bar between words.</li> </ul>	<ul style="list-style-type: none"> <li>• Use personal log in for online resources</li> <li>• Open Apps and software</li> <li>• Save and Open files and images</li> <li>• Insert images within apps and software</li> <li>• Use simple children's search engine eg Kiddle</li> <li>• Use keyboard to enter text (index fingers left and right hand)</li> <li>• Know when and how to use the RETURN/ENTER key.</li> <li>• Use SHIFT and CAPS LOCK to enter capital letters</li> <li>• Use DELETE and BACKSPACE buttons to correct text</li> </ul>	<ul style="list-style-type: none"> <li>• Navigate public drive to save and retrieve files</li> <li>• Connect peripheral devices using USB lead</li> <li>• Use images saved to camera roll within a variety of Apps</li> <li>• Use Save and Save As on laptops and PCs</li> <li>• Copy and rename files to edit on tablets</li> <li>• Use safe search engine eg Primary ICT / Swiggle</li> <li>• Use individual fingers to input text and use SHIFT key to type characters.</li> <li>• Amend text by highlighting and using SELECT/DELETE and COPY/PASTE</li> <li>• Swap between letters and symbol input on a tablet</li> <li>• Add shapes and word art to documents and presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Securely log on to tablet, laptop and PC devices</li> <li>• Rename documents and other files</li> <li>• Browse to a specified website</li> <li>• Create hyperlink to a website</li> <li>• Recognise appropriate online sources for clipart and images</li> <li>• Acknowledge source of information / images</li> <li>• Use a keyboard effectively, including the use of numbers</li> <li>• Know how to use a spellcheck</li> <li>• Be aware of keyboard shortcuts on laptops and PCs.</li> <li>• Change font sizes and colour of text</li> <li>• Use appropriate screen capture and insert in document or presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Use a secure personal log in for a variety of online resources</li> <li>• Combine appropriate apps through the use of the camera roll on a tablet</li> <li>• Combine software to achieve effective outcomes.</li> <li>• Work collaboratively on documents and presentations</li> <li>• Create hyperlinks within and between documents</li> <li>• Identify three online sources to check information</li> <li>• Use keyboard to confidently input text, characters and numbers</li> <li>• Use bullet points</li> <li>• Add text boxes</li> <li>• Move, resize and rotate shapes, text and pictures</li> <li>• Use common keyboard shortcuts on laptops and PCs</li> </ul>	<ul style="list-style-type: none"> <li>• Securely access a variety of devices and online resources</li> <li>• Store documents and videos online where they can be accessed by themselves and shared with others</li> <li>• Use knowledge of software and apps to combine technologies to support my learning</li> <li>• Recognise file types for text, image and video files</li> <li>• Use a range of search filters e.g. +, -, or, info: advanced searching, file type</li> <li>• Effectively use right click menu within documents and presentations</li> <li>• Save as a particular file type</li> <li>• Select menu options within a variety of apps</li> <li>• Create tables</li> <li>• Use find and replace when editing documents</li> </ul>