



Seamer and Irton CP School

Computing Progression of Skills



Listed below are key computer skills that should be covered in each year. These skills can be taught using a range of programs (e.g. word processing: Word/Publisher/Excel) so that planning can be tailored to suit your topics. These skills **must** be covered in the year group listed to allow relevant progression through the following years.

Computing: Computer Skills Early Years and KS1

Computing: Computer Skills Early Years		Skills:
	EYFS	<ul style="list-style-type: none">• Know that some devices have touch screen functionality, and some do not.• Control devices e.g. using buttons, keys, a mouse, a touch pad.
Computing: Computer Skills KS1		
KS1: Use technology purposefully to create, organise, store, manipulate and retrieve digital content	Year 1	<ul style="list-style-type: none">• Switch on and shut down a computer.• Move the cursor and click, using a mouse and trackpad.• Open and close a program.• Type using a keyboard, locating letters, number keys and some punctuation.• Use the space bar between words.• Use text within work.• Use the mouse, backspace, arrow keys and return buttons to edit.• Use shift and capital lock button to type capital letters.• Paint with different brushes and colours.• Create shapes and fill areas.• Make changes to improve work.
	Year 2	<ul style="list-style-type: none">• Save a file.• Open a saved file.• Use bold, italics and underline.• Highlight and edit text.• Change font size, colour, and type.• Copy and paste.• Combine text and images.• Print a file.

Computing: Computer Skills KS2 National Curriculum requirements		
<p>KS2: 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.</p>	<p>Year 3</p>	<ul style="list-style-type: none"> • Choose the correct page set up option when creating a document. • Align text (left, centre, right, justify). • Use bullets and numbering. • Use ctrl to cut, copy, paste. • Locate letters, numbers and symbols on a keyboard. • Insert and format text and pictures including clipart and photos from a variety of sources. • Draw and manipulate shapes and lines. • Use word art. • Minimize and maximise pages. • Use spellcheck features to check text. • Change the shade of a colour for effect including solid, pattern and gradient fills.
	<p>Year 4</p>	<ul style="list-style-type: none"> • Use 'start' icon to locate and search for programs and files. • Align text using the left, right and centre tools. • Change layout and background. • Edit and enhance photos for presentation. • Create a simple presentation. • Add a slide. • Reorder slides. • Add slide theme, transition and animation to a presentation. • Present a presentation.
	<p>Year 5</p>	<ul style="list-style-type: none"> • Record own sounds and visuals. • Edit and play own sounds and visuals. • Make choices about page setup. • Use Undo and Redo. • Insert a hyperlink. • Use 'select all' function. • Zoom in and out. • Use in-program tools to support writing such as spellcheck and thesaurus.
	<p>Year 6</p>	<ul style="list-style-type: none"> • Type at a reasonable speed. • Create and edit a table. • Insert and delete cells in a table. • On spreadsheets, use the terms cells, rows, and columns. • Change row and column size and width. • Enter data on a spreadsheet. • Use spreadsheet formula including = + - / SUM • Highlight data and change it into the correct graph type. • Fill in title and axis details on the graph. • Organise files by creating folders and renaming files. • Order and group objects. • Use find and replace tools to edit text. • Use a wider range of ctrl shortcut keys.