

Computer system skills

names computer hardware parts
turns computer on/off
opens/exits programs
starts up/closes CD ROM program
navigates with mouse
click & double click
uses scroll bars and arrows

Keyboard familiarity

Space Bar/Enter/Delete
Shift/Caps Lock
recognize keys
uses two hands on keyboard

Word processing

enter text
'wrap-around' aspect of text
edit using mouse
removes text with backspace
change font & font size
can align text centre & left
click & drag mouse
highlight to change text
inserts graphics
resizes & moves graphics
prints a document

Drawing/Painting

draws straight lines
uses eraser
uses shape tools
uses paintbrush/fill
adds text to drawing
prints out drawing

Multimedia

develops simple slide presentation - 2 slides

Internet/email

starts Internet Explorer
searches given site for information
uses back/forward arrows in browser
identifies/uses links on web page
sends/receives email under direction
uses prepared bookmark for navigation

File and folder management

makes own folder on desktop
saves document to own folder
retrieves saved document from own folder

Computer system skills

Turns computer on/off
starts up/closes CD ROM program
accesses program through icons
names hardware of computer system
terms: Icon, Tool Bar, Cursor, Mouse pointer, Desktop
manipulates mouse accurately
selects, moves objects with mouse

Keyboard familiarity

Space bar/Enter/Backspace/Delete
Full stop/Comma/Inverted commas/apostrophe Shift/Caps Lock
recognize keys - letter and numeral
uses both hands on keyboard

Word processing

enter text
'wrap-around' aspect of text
uses delete key for errors
deletes text with backspace
moves cursor around text
inserts text
changes font & font size
changes colour of font
can align text to centre & left
highlight to change text
highlight word or large sections of text
inserts graphic - moves & resizes
uses correct spacing after full stop, comma
prints document

Drawing/Painting

draws straight line
uses eraser
uses shape tools - circles, squares
uses paintbrush/fill
adds text to drawing
selects and copies elements
prints out drawing

Desktop publishing

uses desktop publishing program
designs card/invitation
uses text borders
prints out card/invitation

Multimedia

develops PowerPoint presentation - 2 slides
uses Word Art
inserts Clip Art or scanned picture

Internet/email

starts browser software
uses back & forward arrows in browser
identifies & uses links on web page
searches given Internet site for information
sends and receives email under direction
uses prepared bookmark for navigation
is aware of strategies to ensure Internet safety

File and folder management

makes own folder on desktop
saves document to own folder
retrieves saved document from own folder

Computer system skills

can turn computer on and off
can access program through icons
can start up, close a CD ROM program
can manipulate a mouse accurately

Keyboard familiarity

know position and function of all standard keyboard keys including letters, numbers enter, shift, caps lock, punctuation, delete, maths symbols, brackets, escape
can use both hands on keyboard (correct fingers)
am able to place hands on home keys

Word processing

can use Microsoft Word
understand terminology used in menu
use delete key for errors
use shift key for capitals
use full stop and comma
use editing skills i.e move cursor around text, delete text, insert text
understand difference between cut and copy
can highlight text
can change size and style of font
can insert graphics
aligns a section of text eg centre heading
can prints a document
understands 'wrap-around' aspect of text - ie no need to hit 'Enter' key to move to new line

Drawing/Painting

can draw straight lines
can use shape tools
use paintbrush/fill
add text to drawing
can print out drawing

Desktop publishing

can use a desktop publishing program
can design a card/invitation
can use text, borders etc
can insert clip art
can save and print drawings

Multimedia

can develop a PowerPoint presentation - 4 slides
can design a simple web page

Internet/email

can send and receive e-mail under direction
can start browser software
use prepared 'Favourites' for navigation
can search a given Internet site for information
can use back and forward arrows in browser
can identify and use links on a web page
can print out a web page
is aware of strategies to ensure Internet safety

File and folder management

can create folder on the desktop
can share folder
can save document to own folder
can save to own folder from another computer
can retrieve saved document

Computer system skills

can turn computer on and off
can access programs through menu - starting, escaping, continuing
can access program through icons
can start up, close a CD ROM program
can save and retrieve a document
can understand difference between 'close' and 'exit'
can minimize working documents/programs

Keyboard familiarity

know position and function of all standard, keyboard keys including letters, numbers, enter shift, caps lock, punctuation, delete, maths symbols, brackets, escape
can use both hands on keyboard (correct fingers)
am able to place hands on home keys

Word processing

can use Microsoft Word
understand terminology used in menu
use delete key for errors
use shift key for capitals
use full stop and comma
use editing skills i.e move cursor around text, delete text, insert text
can change size and style of font
use spell checker
can save and retrieve a document
can prints a document - making adjustments to page setup, number of copies, full document or certain pages

Drawing/Painting

can draw and move shapes - circles, squares, lines
can resize graphic elements
can copy, duplicate graphic elements
experiment with line properties - thickness, colour etc
can use fill pattern, colours, shading

Desktop publishing

can use a desktop publishing program
can design posters
can use text, borders etc
can insert clip art
can scan picture/drawing and saves to disk
can insert scanned picture/drawing into document
can save and print drawings

Multimedia

can develop a PowerPoint presentation with sound - 4 slides
can use the digital camera
can download and print pictures taken with digital camera
can produce a short animated film
can produce a PhotoStory
can design and publish a simple web site

Internet/email

can send and receive e-mail under direction
can start browser software
uses prepared 'Favourites' for navigation
can search a given Internet site for information
can use back and forward arrows in browser
can identify and use links on a web page
can print out a web page
is aware of copyright issues involved with downloading from web pages
is aware of strategies to ensure Internet safety

Spreadsheet

can open a prepared spreadsheet
can enter data into specific cells

File and folder management

can understand the difference between 'save' & 'save as'
can create folder on the desktop
can share folder
can save document to own folder
can save to own folder from another computer
can retrieve saved document

Computer system skills

can turn computer on and off
know the difference between 'close' and 'quit'
can minimize documents and programs

Word processing

can use Microsoft Word
use the 'delete' key for mistakes
know how to make one capital letter
know how to type a word in capitals
know how to insert text
can change size, style and colour of font
can use spell checker
can change size of page (eg to 25% view)
can resize graphics
can change page from portrait to landscape
can print: a full document, a certain page of a document
can use the back space

Keyboard familiarity

know position and function of all standard keyboard keys including letters, numbers, enter, shift, caps lock, punctuation, delete, maths symbols, brackets, escape
use both hands on keyboard (any fingers)
can place hands on home keys

Drawing/Painting

can resize graphics
can copy and duplicate graphics
have experimented with line - thickness, colour etc
can use fill patterns, colours, shading

Spreadsheet

can open a prepared spreadsheet
can enter data into specific cells

Desktop publishing

can name and use a desktop publishing program
can use a text box
can add borders
have designed a poster
can insert clip art
can insert a saved picture/drawing into a document

Multimedia

can develop a PowerPoint presentation with sound - 4 slides
can use the digital camera
can download, edit and print pictures taken with digital camera
can produce a PhotoStory
can design and publish a simple web site

Internet/Email

can send and receive e-mails
can use a given search engine (eg Google)
can download a file
can print out a web page
can copy and paste from a web page into a document
is aware of copyright issues involved with downloading from web pages
is aware of strategies to ensure Internet safety

File and folder management

can understand the difference between 'save' & 'save as'
can create folder on the desktop
can create a folder in 'My documents'
can share folder
can save document to own folder
can save to own folder from another computer
can delete a file
can copy a file
can move a file

Computer system skills

can 'troubleshoot' basic problems

Keyboard familiarity

know position and function of all standard keyboard keys

can use both hands on keyboard (correct fingers)

can operate keyboard at a rate equivalent to handwriting speed

Word processing

can use Microsoft Word

can use delete key for errors

can use shift key for capitals

can use full stop and comma

use editing skills i.e move cursor around text, delete text, insert text

can change size and style of font

can save and retrieve a document

can prints a document - making adjustments to page setup, number of copies, full document or certain pages

can use lists, bullets

can use style, formatting appropriate for text genre

can work between a number of documents

File and folder management

can understand the difference between 'save' & 'save as'

can create folder on the desktop

can share folder

can save document to own folder

can save to own folder from another computer

can delete a file

can copy a file

can move a file

Desktop publishing

can design posters, brochures

can use text, borders etc

can insert clip art, scanned picture

can save and print a drawing

can use a desktop publishing program to publish a class newspaper

Internet/email

can send and receive e-mail

can select appropriate search terms for the task given

can use appropriate search engines to locate information

can download a file

can copy, paste from web page to document

is aware of copyright issues involved with downloading from web pages

is aware of strategies to ensure Internet safety

Spreadsheet

can understand concept of a spreadsheet

can edit data in a prepared spreadsheet

can create a new spreadsheet

can understand difference between columns and rows

can use simple formulae - sum of digits

can format entries (eg bold)

can save, retrieve, print spreadsheets

Multimedia

can develop a PowerPoint presentation with sound - 6 slides

can use the digital camera

can download, edit and print pictures taken with digital camera

can produce a short animated film

can produce a PhotoStory

can design and publish a simple web site

Drawing/Painting

can select multiple objects

can flip, invert objects

can use text boxes and frames

can align graphic objects

can layer objects (moves to front, back)

Computer system skills

can 'troubleshoot' basic problems

Keyboard familiarity

know position and function of all standard keyboard keys
--

can use both hands on keyboard (correct fingers)
--

can operate keyboard at a rate equivalent to handwriting speed
--

Word processing

can use Microsoft Word

can demonstrate an understanding of terminology used in menu
--

can use shortcut keystrokes

can use spell checker, thesaurus, word count
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can add drawings, lines, frames etc to text documents

can save and retrieve a document

can print a document - make adjustments to page setup, number of copies, full document or certain pages

can use lists, bullets

can use text wrap on graphics

can work between a number of documents
--

Drawing/Painting

can select multiple objects

can flip, invert objects

can use text boxes and frames

can align graphic objects

can layer objects (moves to front, back)
--

Desktop publishing

can design posters, brochures

can use text, borders, watermark etc

can insert clip art, scanned picture

can save and print a drawing

can use a desktop publishing program to publish a class newspaper

Multimedia

can develop a PowerPoint presentation with sound - 6 slides

can use the digital camera

can download, edit and print pictures taken with digital camera

can produce a short animated film

can produce a PhotoStory

can design and publish a simple web site
--

Internet/email

can send and receive e-mail

can select appropriate search terms for the task given
--

can select a search engine to locate information
--

can download a file

can copy, paste from web page to document

is aware of copyright issues involved with downloading from web pages

is aware of strategies to ensure Internet safety
--

Spreadsheet

can enter row, column headings

can enter data into rows, columns

can move, copy, deletes cells

can use simple formulae for basic operations - add, multiply, subtract, divide
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can save, retrieve, print spreadsheet document
--

can convert table to graph

File and folder management

can understand the difference between 'save' & 'save as'
--

can create folder on the desktop

can share folder

can save document to own folder

can save to own folder from another computer
--

can retrieve saved document

can delete a file

can copy a file

can move a file
