Text-based Skills Development

Year 1 to Year 6

Year	Skills to have achieved by the end of each year.
1	All children should be able to log onto the PC. They should also develop the following text-based skills using **Microsoft Word:** • To type with both hands • To use the space and enter buttons correctly • To select and edit text using the backspace and arrow keys. • To format text by making it bold, italic or underline • To save their work in a folder
2	All children should be confidently and independently logging onto the PC. They should also consolidate previous text-based skills as well as develop the following using **Microsoft Word:** • To save and retrieve work from the (s)drive confidently • To use the shift button correctly • To cut, copy and paste text • To use the undo and redo keys • To insert a picture into their text
3	Children should be able to log onto the Chromebooks using their personal email addresses and passwords. They should be reminded of previous text-based skills and apply them to **Google Docs** as well as developing the following: • To save and retrieve work from the Google Drive. • To insert and format pictures including resizing and repositioning • To 'screen shot' images and paste into another document **(link to e-safety – being able to save evidence of cyber bullying)** • To use <ctrl> keyboard shortcuts. • To use bullet points and numbering effectively.
4	Children should be logging onto the Chromebooks independently. They will apply their knowledge of text-based skills whilst developing the following skills using **Google Slides:** • To insert slides, add and type in a text box • To insert images • To format text and text boxes • To use slide transitions
5	Children should be confidently logging onto the Chromebooks independently. They will consolidate and build upon their previous skills on **Google Slides:** • To insert audio and video files (where applicable) • To set when the audio or video file plays • To use animations to introduce text/picture on a slide • To evaluate and reorder slides and present their presentation

6	Children will be expected to use a range of the above skills to demonstrate their creativity across the curriculum on the Chromebooks. They will begin to create spreadsheets using **Google Sheets** focussing on the following skills: • To insert text and numbers into a spreadsheet • To identify and refer to cells by row and column • To enter functions such as SUM, AVERAGE, MIN and MAX • To create a graph using data • To design a spreadsheet for a specific purpose