

	Word Processing	Graphics	Spreadsheets	Databases	Internet	Touch-typing
1 - 2	Keyboard familiarity (lower case) Back space Space bar Number pad Shift key/caps lock Full stop Save & open Print Enter vs. continuous typing Question mark Exclamation mark Font style, size & colour Bold, italic & underline Left, right, centre & justify Undo/redo	Using the mouse to produce marks/pictures Choosing colours Eraser Auto shapes Fill with colour Print Save & open Edit pictures – flip, rotate Brushes (inc. change size) Resizing pictures Save as different file types (JPEG/BMP)	Filling in simple numerical data Columns, rows and cells	Filling in simple information, e.g. name, age, class, favourite colour. Save and print	What is the Internet? What software can we use to access the Internet? The address bar Most websites begin www. Use websites that the teacher has preselected and checked If you click on a hyperlink, it takes you to a new page Internet safety: http://www.thinkuknow.co.uk/5_7/ Search engines: Yahoo is safer to use (less likely to bring up offensive material) Guide children to choose key words for searching for information or pictures.	bbc.co.uk/schools/typing Levels 1 - 3
3 - 4	Cut, copy & paste Bullets & numbering Tables Direction of text Inserting graphics Borders & shading Red/green zig-zags, spelling Highlight Columns Tab (for paragraphs & alignment)	Clip art & pictures from files Simple photo editing Resizing and moving objects Drawing tools & auto-shapes Cut, copy & paste Tables Text boxes and word art Formatting text	Create own spreadsheets Autosum Simple graphs and charts	Topic related database – set up by teacher Answer questions by interrogating data	Internet safety: http://www.thinkuknow.co.uk/8_10/	bbc.co.uk/schools/typing Level 4
5 - 6	Track changes Page setup Format painter Header & footer	Page set-up (booklets, etc.) Insert page Picture toolbar,	Using more complex functions Using more complex graphs	Set up own database to investigate a question	Internet safety: http://www.thinkuknow.co.uk/8_10/	Ensure that when students are typing, they are using correct fingers and encourage them to

	<p>Page breaks Page numbers Format paragraph Forms Appropriateness of font to audience Short cuts using ctrl</p>	<p>inc. crop Order, rotate, flip, nudge Audience Special paper Full editing of word art Arrows Short cuts using CTRL Hyperlinks More complex photo editing Saving as a picture</p>	<p>and charts Sorting Filtering</p>			<p>look at the monitor rather than their fingers.</p>
7 - 9	<p>Word count Table of Contents Hyperlinking Inserting Excel spreadsheets</p>	<p>Photo Story 3 Movie Maker Animation techniques</p>	<p>Inserting spreadsheet into other applications.</p>	<p>Inserting spreadsheet into other applications.</p>	<p>Internet safety: http://www.thinkuknow.co.uk/11_16/</p>	<p>Continue to encourage students to use correct fingers. If new students join MYP, they can be advised to join project club or ICT club to complete the programme.</p>