



| Year Group | Pupils who are secure at age related expectation will be able to: |
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| FS | <ul style="list-style-type: none"> • Identify the basic parts of a computer - screen, mouse, keyboard • Recognise the difference between letters and numbers on keyboard • Understand we need to use the mouse to select things • Complete a simple computer program • Seeks to acquire basic skills in turning on and operating some ICT equipment • Knows how to turn on a computer • Recognise that a range of technology is used in places such as homes and schools. |
| Year 1 | <ul style="list-style-type: none"> • Recognise and name a range of digital devices • Understand and be able to log on to the computer and show an understanding of why passwords are needed • Understand that files can be stored on digital devices • Use a mouse to select, click and drag • Use a keyboard to type a simple sentence, recognising enter, space, delete, backspace and arrows • Open a word processing document • Change style and size of font • Save a document in a relevant location |
| Year 2 | <ul style="list-style-type: none"> • Recognise and name a range of digital devices used in school, at home and in the wider world • Recognise and label input devices on a computer (keyboard, mouse, touch screen) and output devices (speakers, printers, monitors) • Remember log in and password to access the computer • Developing keyboard skills to write several sentences • Introduction of double click on mouse • Open up a PowerPoint document • Edit font style, size, colour ect • Edit an image by changing the size and adding a border • Use an internet browser to find a given website • Use a search engine to find images • Take photographs on a tablet and locate them once taken • Save a document in a relevant location giving it an appropriate file name |
| Year 3 | <ul style="list-style-type: none"> • Understand the rules linked to passwords • Open a document saved by a teacher, edit the document and resave giving it an appropriate file name • Developing typing skills to start using more than one finger • Conduct an internet search using a variety of search engines • Refine internet searches by using 'images' or 'maps' to gain more specific information • Open up a Publishing document and set up a template, saving in a given location • Add text and images to a document showing an awareness of layout |

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| | <ul style="list-style-type: none"> • Edit text and images in a document for a particular reason, being able to explain edits made • Understand how to move between a document and the internet using minimise and maximise tools • Understand how to use undo, zoom in and zoom out tool |
| Year 4 | <ul style="list-style-type: none"> • Open and save a file in a suitable folder, and use suitable file names when saving work • Understand that you can organise files using folders, and can delete, move and copy files • Understand that school computers can be connected and they may use a shared area for saving work • Use a search engine to find information using keyword searches • Type using all fingers • Use right-click, left-click and double-click appropriately on a mouse • Know how to copy text and images from a web page or document into another document |
| Year 5 | <ul style="list-style-type: none"> • Open, save, copy and paste files into a suitable folder, using suitable file names • Organise their files using folders and appropriate file names with teacher support • Type using all fingers, with increasing speed and fluency – starting to develop skill of not looking at hands • Use right-click, left-click and double-click appropriately on a mouse • Use common keyboard shortcuts, e.g. Ctrl + C (copy); Ctrl + V (paste) to copy images and text in-between two documents • Know how to change the size and orientation of a page • Understand the size of a document on a computer, in comparison to real life, e.g. font size compared to a print out • Edit, check and print work • Increased precision with search criteria when using a search engine, showing an understanding of how to save an image in folder from a webpage with an understanding of copyright |
| Year 6 | <ul style="list-style-type: none"> • Understand that different devices can have different operating systems, and can give examples linked to use in school, e.g. computer use Microsoft and the iPads use IOS • Independently, organise their files using folders and appropriate file names • Save a different versions of a document in a suitable location, understanding how this can help reduce the loss of accidental deletion • Continue to develop touch typing skills at a suitable pace • Explore other keyboard shortcuts such as minimise all windows (windows key + M) or change window (Alt + tab) • Recognise common file types and extensions and understand that different files work in different ways (JPEG, PNG, GIF, MP3, WAV) • Increased precision with search criteria when browsing the internet, and understand how to refine a search and the results • Preview a document before printing and make suitable edits • Print a document in colour or black and white dependent on the purpose |