

Progression of computing skills

	General computer skills	Microsoft skills
Reception	<ul style="list-style-type: none"> • Use a mouse and know what the buttons do • Begin to type on the keyboard • Find their way around an iPad, opening folders and going on games • Name the monitor, keyboard and mouse • Play on programs already opened up 	
Year 1	<ul style="list-style-type: none"> • Log on to the computers • Open up their own programs using the program menu • Print work 	<ul style="list-style-type: none"> • Type on Microsoft word • Use the return key to make a new line
Year 2	<ul style="list-style-type: none"> • Save work into folders • Open work from folders • Access the internet and type in web addresses 	<ul style="list-style-type: none"> • Change text size, colour and font • Position text • Add a picture from a saved file and position it • Copy and paste • Add text to slides on PowerPoint • Begin to spell check
Year 3	<ul style="list-style-type: none"> • Print from the iPads • Save work on the iPads to the camera roll • Create new folders in their own document drive 	<ul style="list-style-type: none"> • Add extra slides to PowerPoint • Add pictures direct from the internet • Create tables and text boxes • Add headers and footers in Word • Add columns in Word • Change the page layout • Use spell check effectively
Year 4		<ul style="list-style-type: none"> • Add transitions and effects to PowerPoint • Change the design of slides in PowerPoint • Crop images • Create graphs and tables in Excel
Year 5	<ul style="list-style-type: none"> • Change image sizes 	<ul style="list-style-type: none"> • Use formulae in Excel • Add hyperlinks and sounds to PowerPoint • Use the thesaurus in Word
Year 6	<ul style="list-style-type: none"> • Reinforce previous skills 	<ul style="list-style-type: none"> • Enter text and numbers into a spreadsheet. • Identify and refer to cells by row and column. • Begin to enter formulae with the SUM function. • Be able to enter formulae into cells. • Edit data and discuss the effect on results. • Use further functions including AVERAGE, MIN and MAX. • Create graphs. • Design their own spreadsheet for a specific purpose