



# Computing Passport

## Year 3



Name: .....

	I am confident to do this...	My teacher agrees...
Know where to save and open files (e.g. in shared folder).		
Save files with appropriate names		
Use a keyboard effectively to type in text		
Use left-, right- and double-click on the mouse		
Add an image to a document from the internet		
Resize and move an image in a document		
Use a search engine to find simple information		
Know how to create a new document in Microsoft Word		
Change the text font, colour and size.		
Alter text to make it bold, underlined or in italics		
Add bullet points and numbering to texts.		
Know how to create a new powerpoint in Microsoft Powerpoint		
Add a new slide, choosing different layouts.		
Add a transition between each slide.		