



Computing Passport

Year 4



Name:

	I am confident to do this...	My teacher agrees...
Recognise that you can organise files using folders		
Explain what a good file name would look like		
Delete and move files		
Use key parts of a keyboard effectively, e.g. shift, arrow keys, delete)		
Know how to copy and paste text or images in a document		
Crop an image and apply simple filters		
Use a search engine to find specific information.		
Know how to open an existing document in Microsoft Word		
Change the alignment of text in a word document		
Change the layout of a page		
Insert a text box into a document		
Know how to open an existing powerpoint in Microsoft Powerpoint		
Change the background on a slide		
Insert shapes to a document and powerpoint		

