



Computing Passport

Year 5



	I am confident to do this...	My teacher agrees...
Type using fingers on both hands.		
Use common keyboard shortcuts, e.g. ctrl C (copy), ctrl V (paste).		
Use folders to organise files.		
Know how to mute and unmute audio on a computer or tablet		
Recognise that there is more than one search engine, and they may produce different results		
Know how to open a new spreadsheet in Microsoft Excel		
Input simple data into a spreadsheet		
Add a border to a word document		
Find and replace words in a word document		
Add a header and footer to documents and know their purpose		
Add animations to powerpoint presentations		

Name: