



Computing Passport

Year 6



	I am confident to do this...	My teacher agrees...
Type efficiently using both hands.		
Use a range of keyboard shortcuts.		
Organise files effectively using folders and files names.		
Recognise common file types and extensions e.g. jpeg, png, doc, wav		
Use the advanced search tools when using a search engine to find specific information and images		
Know how to open an existing spreadsheet in Microsoft Excel		
Use the auto sum function in Microsoft Excel		
Add columns to a word document		
Add a table to a word document		
Use a range of skills in a powerpoint presentation		

Name: