



Ambition - Community - Equality

Computing								
Word Processing Progression								
	Nursery	Reception	Y1	Y2	Y3	Y4	Y5	Y6
N/C objectives	-	-						
Software	Jit5 Write	Jit5 Write	J2e5 Write Typing.com	J2e5 Write Typing.com	Microsoft Word Typing.com	Microsoft Word Typing.com	Microsoft Word J2e5 J2bloggy	Word processing software determined by pupil
Concrete knowledge/skill progression	I can see that the keyboard makes text on the screen.	I can use a keyboard to represent writing on a computer. I can use a mouse to navigate a page.	<p>I have completed 'Beginner' Lessons 1-8 on typing.com.</p> <p>I can type on a keyboard.</p> <p>I can use the space bar to separate words.</p> <p>I can use the 'cap locks' key to make a capital letter.</p> <p>I can edit text (use backspace to remove a character).</p> <p>I can highlight text that I want to edit.</p> <p>I can open and continue with a previously saved piece of work.</p>	<p>I have completed 'Beginner' Lessons 9-15 on typing.com.</p> <p>I can use the 'shift' key to make capital letters.</p> <p>I can start a new line using the 'enter' key.</p> <p>I can change the font size, style and colour.</p> <p>I can make text bold/italics/underlined.</p> <p>I can use the 'undo' and 'redo' icons.</p> <p>I can edit text by moving around the screen (with arrows or with finger).</p>	<p>I have completed 'Intermediate' Lessons 1-6 on typing.com.</p> <p>I can make use of the spellchecker.</p> <p>I can create and label folders and subfolders to organise my saved files.</p> <p>I can save my work into a specified folder and assign an appropriate name to it.</p> <p>I can align text (left/right/centred/justified).</p> <p>I can use bullet points and numbered lists.</p> <p>I can use the shift key to insert ? ! & " "</p> <p>I can use the 'insert' function to add images, shapes and text boxes.</p> <p>I can screenshot an image and crop to size.</p>	<p>I have completed 'Intermediate' Lessons 7-12 on typing.com.</p> <p>I can use the thesaurus tool to improve my vocabulary.</p> <p>I can use the 'word count' tool.</p> <p>I can change the orientation, size and margins.</p> <p>I can insert hyperlinks.</p> <p>I can use 'text-wrapping' when inserting an image.</p> <p>I can use the 'insert' function to add a table.</p> <p>I can adjust the size and number of rows and columns in a table.</p>	<p>I have completed 'Advanced' Lessons 1-4 on typing.com.</p> <p>I can choose an appropriate layout, font, size and colour to meet a specific audience/purpose.</p> <p>I can use keyboard shortcuts, e.g. save (Ctrl + s), add a hyperlink (Ctrl + k), select all (Ctrl + a) etc.</p> <p>I can insert special symbols, e.g. ÷ ° ½ etc.</p> <p>I can add headers/footers and page numbers to my work.</p> <p>I can share my work with others for editing and feedback.</p> <p>I can add comments to my own work or to work that has been shared with me.</p> <p>I can create my own blog, choosing an appropriate theme and layout.</p> <p>I can add posts onto blogs created by others.</p>	<p>I have completed 'Advanced' Lessons 5-7 on typing.com.</p> <p>Year 6 Project: I can produce a professional piece of writing for a specified topic, using an appropriate layout and formality.</p> <p>I can choose appropriate word processing software to complete a specific task and explain my reasons for choosing it.</p> <p>I can make use of the templates, e.g. letter, advert, newspapers to improve the layout of my work.</p> <p>I can change the layout of text by adding and removing columns.</p> <p>I can insert footnotes and endnotes to begin to reference my work.</p>

Vocabulary	Keyboard, text, screen	Mouse, click, select, key	Type, space bar, caps lock, backspace, edit, highlight, delete, character, save, open	Word processing, software, shift, new line, enter, format, font, size, style, colour, bold, italics, underline, undo, redo, arrow keys	Spellchecker, folder, subfolder, layout, align, justified, bullet points, numbered lists, inset, image, shape, text box, screenshot, snipping tool, crop, resize	Thesaurus tool, review, word count, orientation, size, margin, hyperlink, text-wrapping, table, row, column	Numeric keypad, shortcut, control (ctrl), special symbol, header, footer, page number, share, comment, blog, theme, post	Formality, template, footnote, endnote, reference, bibliography
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