

Throughout KS2	Year group / software / topic
Create a presentation	Y3 (publisher) Y4 (PowerPoint) Y5 and Y6 (open)
Create a brochure	Y5 (Word or Publisher)
Create a greetings card	Y3, Y5 and Y6 (Publisher)
Create a poster	Y3 (Word), Y5 and Y6 (Publisher)
Create a book review	Y3 (Word), Y4 (PowerPoint), Y5 (VLE blog) and Y6 (Html blog)
Create a newspaper article	Y4 (Publisher)
Create a letter	Year 2-6 (Word)
Write and Illustrate a Poem	Year 2-6 (Word or publisher)
Create a movie.	Y3 - (single take iPads) Y4 & Y5 (iMovie with editing)
Create something using HTML	Y6

Year	MS Word & MS Publisher	Powerpoint, Excel and other Software	iPads and other skills
6	<i>All previous skills plus:</i>	<i>All previous skills plus:</i>	<i>All previous skills plus:</i>
	Use ctrl shortcuts and function keys	HTML to create websites	Consolidation of skills
	Print a selection	CAD (Computer Aided Design) using TinkerCAD	Continue to develop touch-typing speed and accuracy
	Insert tables		
	Reformat tables		
	Use word count		
5	<i>All previous skills plus:</i>	<i>All previous skills plus:</i>	<i>All previous skills plus:</i>
	Insert symbols	Excel: Create tables	iMovie - storyboard and capture videos for a purpose
	Copy and paste from the internet	Excel: Graphing	iMovie - plan for the use of special effects and transitions
	Use find and replace	Excel: Sorting	iMovie - trim, arrange and edit audio levels to improve quality
	Double click on a word to select it	Excel: Auto Sum	iMovie - export video
	Use spell check	Excel: Headings	Continue to develop touch-typing speed and accuracy
	Put text into columns		
	Using page set up		

Year	MS Word / Publisher	PowerPoint, Excel	iPads and other skills
4	<i>All previous skills plus:</i>	<i>All previous skills plus:</i>	<i>All previous skills plus:</i>
	Text in footer	PowerPoint - create slideshow and add content	iMovie - Choose which clips to keep and which to discard.
	Name and date or similar in header	PowerPoint - use pre-set and own backgrounds & themes	
	Use bullet points and numbering	PowerPoint - add slide transitions and autoplay	iMovie - Trim and arrange clips
	Use the highlight tool	PowerPoint - add audio to a slideshow	iMovie - Add titles, credits, transitions, special effects.
	Align right/centre/left and justify	PowerPoint - use hyperlinks within and outside slideshow	
	Insert headings and sub-headings	PowerPoint - use moving graphics	Continue to develop touch typing skills
	Page views, zoom and print preview		

Year	MS Word	MS Publisher	iPads and other skills
3	<i>All previous skills plus:</i>	<i>All previous skills plus:</i>	<i>All previous skills plus:</i>
	Insert word art and format and resize	MS Publisher - create a document	Touch Typing using EnglishType - two hands and trying not to look at the keyboard.
	Insert a text box and format and resize it	MS Publisher - insert and arrange clipart/ online images	
	Insert shape and text box and format and resize	MS Publisher - insert text boxes	Capture video using camera function
	Insert clipart & online images; format and resize	MS Publisher - insert borders and accents	Publish vlogs on a safe site (School VLE etc)
	Create a border	MS Publisher - insert borders and accents	
	Use a drop-down menu		
	Use cut/copy and paste icons		
	Use the caps lock key		
	Use bold/italic and underline		
	Open a saved document		

Year	MS Word	Other technology, skills and software, including iPads
2	<i>All previous skills plus:</i>	<i>All previous skills plus:</i>
	Change the font size, style and colour	Take photos on an iPad and use delete, edit, filters and think about quality control
	Insert a picture	Laptop skills: logging on, finding Espresso Coding, finding correct unit
	Resize a picture	Logging on and off laptops correctly
	Select a piece of text by clicking and dragging	Shutting down laptop correctly
	Use the number keys	Use St Monica's VLE to find links put there by the teacher for them to use.
	Place the cursor with mouse and arrow keys	EnglishType typing tutor: children should move from hesitantly using one or two fingers to using both hands over the year.
	Use the print button	
	Use a word bank	
	Open a new page	
	Use the save button and name my work	
	Type user name	
1	Use the enter key to move to a new line	Turn iPads on and off and use approved apps
	Use the full stop key	Change volume on iPads - through phonics games etc
	Use the space bar to create a finger space	Laptops - log onto Year 1 area
	Use the backspace key to delete a letter	Access St Monica's home page and Year 1 class pages
	Use the undo button	Log on to own St Monica's VLE account.
	Use the shift key to create a capital letter	Take and delete photos on the iPads
	Find letters on a keyboard and write my name	
Reception	Use mouse AND trackpad to operate a programme	
	Use buttons to control audio devices - stop, play etc.	
	Programme a BeeBot to move forwards, backwards and to the side.	
	Unlock the iPad	
	Play games on an iPad	
	Use camera to take a photo	