NAME _____

ICT			
COMPUTER			1B
Basic Skills	**Word Processing**	**Design and Analysis**	**Internet**
• Identifies required software from icons ……. • Closes programme when asked using icon ……. • Uses a simple programme independently ……. • Turns on the computer and follow the sequence to log on with prompts ……	• Writes a list of words/symbols, presses return to start a new line …… • Uses shift key for capital letters when copying names …… • Copy simple sentences with prompts using a keyboard …… • Creates sentences with 4+ words and/or symbols with programmes, *e.g. clicker* …… • Fill in missing letters of words ……	• Within a graphics programme insert a picture or clip art with prompts …… • Follow a sequence of instructions to create a graph/chart …… • Create a picture on a given theme using a variety of tools with prompts, *e.g. A space theme* …… • Retrieves very simple information with prompts and begin to notice obvious errors in data charts/graphs …… • Begins to use a range of programmes related to imaginary situations, can negotiate their way around the software independently ……	• Move forwards and backwards through a website with help …… • Print out information using icon …… • Return to the home page with prompts ……
Level Description - 1B **Pupils work with ICT to help them enter, retrieve and discuss the information. They can identify and respond to signals and instructions. They make choices when using programmes to produce different outcomes. They talk about their use of ICT.**			

	Date		Date		Date		Date		Date
20% Achieved		**40% Achieved**		**60% Achieved**		**80% Achieved**		**Level Achieved**	