NAME _____

ICT			
COMPUTER			**2A**
Basic Skills	**Word Processing**	**Design and Analysis**	**Internet**
• Access preferred option following a sequence of selections, *e.g. opening a file* …… • Switch off computer using the correct procedure …… • Search for information using a CD Rom ……	• Select named text style/font for work …… • Edit work by inserting letters …… • Use spell check …… • Create, save and print own work …… • Edit own work for simple errors, *e.g. spelling mistakes, capital letters etc.* …… • Cut and paste words and sentences ……	• Enter information onto a pre-prepared data base sheet …… • Present data in different ways …… • Follow instructions to print single image from the digital camera …… • Use 'Publisher' to design cards or invitations to suit own needs …… • Create a simple Powerpoint presentation independently …… • Pupils are able to collect and input simple data into a graph form and print it out …… • Able to read/ interpret information from the graph when asked general questions …… • Use simple graphs appropriately to generate, develop, organise and present their work. They share and exchange their ideas with others …… • Amends own work by adding or removing information ……	• Write and send an e-mail…… • Save a website address into 'Favourites' for easy recall …… • Cut and paste a website address …… • Pupils use more recognised search engines to access the internet and perform a simple search for information ……
Level Description – 2A **Pupils use ICT to organise and classify information and to present their findings. They enter, save and retrieve work. They use ICT to help them generate, amend and record their work and share their ideas in different forms, including text, tables, images and sound. They plan and give instructions to make things happen and describe the effects. They use ICT to explore what happens in real and imaginary situations. They talk about their experiences of ICT both inside and outside of school.**			

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