NAME _____

ICT			
COMPUTER			**2C**
Basic Skills	**Word Processing**	**Design and Analysis**	**Internet**
• Close down software with prompts …… • Follow the correct procedure to close down the computer with help ……. • Search a CD Rom for information with help …… • Open and retrieve work within a programme …… • Recognise icons : Font ……. Text Size …… • Use scroll bars …… • Enlarge and reduce font size independently …… • Turns on the computer and follows the sequence to log on independently ……	• Edit text by inserting letters with help …… • Identify errors in own work when printed, *e.g. spellings* …… • Use full stops and capital letters for sentences, with occasional errors …… • Moves the cursor to the correct place to edit text with prompts …… • Highlight specific words ……	• Enter information onto a pre-prepared data base sheet ……. • Place the digital camera card in the card reader on the computer …… • Alter images taken using a digital camera with help …… • Access 'Publisher' and explore programme with help ……. • Access 'Powerpoint' and explore programme with help ……. • Be able to collect and input simple data into a graph form and print it out with help …… • When asked general questions about information from a graph can read/ interpret with help …… • Amends own work by adding or removing information with help ……	• Identify where to type in a website address …… • Type in a website address with help …… • Log on to the internet with help …… • Recognise e-mail icons …… • Open an e-mail with help ……..
Level Description - 2C **Pupils begin to organise and classify information. They use ICT to generate and amend their work. They begin to share their ideas using ICT in different forms. They talk about their experiences of ICT both inside and outside the school.**			

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