NAME _____

ICT			
COMPUTER			2B
Basic Skills	**Word Processing**	**Design and Analysis**	**Internet**
• Close down software correctly …… • Follow a sequence of instructions to search for information using a CD Rom …… • Find, open and retrieve work from a disc with prompts …… • Follow a sequence of instructions to close down the computer correctly ……	• Select required text size …… • Select named text style/font with prompts …… • Edit own work with prompts for spellings, capital letters …… • Consistent use of full stops and capital letters when typing text …… • Moves the cursor to the correct place to edit text …… • Use bold, underline, centre ……	• Follow instructions to import a picture …… • Follow instructions to enter information onto a pre-prepared data base sheet …… • Find out how the data can be presented with help …… • Print a single image from a digital camera with help …… • Add text to picture on a background …… • Access 'Publisher' and create a simple invitation with prompts …… • Access 'Powerpoint' to create simple presentation with prompts …… • Able to collect and input simple data into a graph form and print it out with prompts …… • When asked general questions about information from a graph, can read/ interpret information with prompts …… • Amends own work by adding or removing information with prompts ……	• Type in a website address with prompts …… • Identify e-mail icons …… • Find the home page of a specific website when given the website address …… • Follow instructions to log on to the internet …… • Pupils start to use more recognised search engines to access the internet for information, *e.g. Yahoo, Google* ……
Level Description – 2B **Pupils use ICT to classify information and present their findings. They use internet with help to gather information and to send e-mails. They use ICT to record, amend and present their work to different audiences. They give instructions to make things happen and can describe the effects. 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**	