NAME _____

ICT			
COMPUTER			1A
Basic Skills	**Word Processing**	**Design and Analysis**	**Internet**
• Follow a sequence of instructions to switch on the computer and log on …… • Identify and select programme using the icons …… • Identifies and uses the icons : Print …… Save …… Open …… Close …… • Enlarge and reduce font size with prompts ……	• Writes whole name including use of capital letters from memory …… • Deletes the last letter typed using back space editing with prompts …… • Uses the space bar to put spaces between words …… • Copy simple sentences using keyboard ……	• With a graphics programme insert a picture or clip art independently …… • Create a picture on a given theme using a variety of tools independently, *e.g. a Safari theme* …… • Retrieves very simple information and can spot obvious errors in data charts/graphs …… • When using a variety of programmes related to imaginary situations pupils negotiate their way around the software using icons confidently …… • They are able to use simple models to work out and answer simple 'What if..' questions related to the software ……	• Identify a website address …… • Select a page within a website by clicking on appropriate area with prompts …… • Return to the home page independently …… • Pupils can begin to start to use simple 'search engines' , *e.g. www.symbolworld.org which has a limited number of places to access but also allows access to a wide field of information* …… • Copies and pastes website address to access site …… • Know that the internet can be used to send messages via e-mail ……
Level Description – 1A **Pupils explore information from various sources, showing they know that information exists in different forms. They use ICT to work with text, images and sound to help them share their ideas. They recognize that many everyday devices respond to signals and instructions. They make choices when using such devices 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**	