



# St Joseph's Catholic Primary School



| Information Technology Progression of skills  |   |  |   |   |   |
|---|---|--|---|---|---|
| Year 1  | Year 2  | Year 3   | Year 4  | Year 5  | Year 6  |
| <p>Begin to apply mouse and trackpad skills by launching applications, manipulating windows and opening and saving files and folders.</p> <p>Begin to develop basic computer skills in order to use a desktop or laptop computer.</p> <p>Begin to develop typing and word processing skills.</p> <p>Have some knowledge of the location of letters and symbols on the keyboard.</p> <p><b>Key Vocabulary</b><br/>mouse, trackpad, log on/off, application, resizing, minimize and maximize</p> <p>shift, space, enter, redo, undo, bold, italic, underline, backspace, delete, save, format, font</p> | <p>Master specific techniques with design-based software.</p> <p>Use a mixture of styles and skills learnt to produce own computer-painted work.</p> <p>Make a simple presentation using learnt skills.</p> <p>Know how to save files in a folder.</p> <p><b>Key Vocabulary</b><br/>save, undo, redo, format, text, images, create</p> <p>shift, space, enter, redo, undo, bold, italic, underline, backspace, delete, save, format, font</p> | <p>Media processing programs can be used to present information.</p> <p>The different ways presentations can be edited on media processing programs.</p> <p>How to use video and audio in presentations.</p> <p><b>Key Vocabulary</b><br/>presentation, hyperlink, transition, audio, video, animation</p> | <p>Understand that word processing documents are used to organise information.</p> <p>Utilise a number of features on a word processing program.</p> <p><b>Key Vocabulary</b><br/>multimedia, layout, design, structure, select, import, graphics, peer/self-assessment</p> | <p>Use a range of abilities for multimedia and word processing packages (word and PowerPoint).</p> <p>Understand that a hyperlink links one page to another using a highlighted word or image.</p> <p><b>Key Vocabulary</b><br/>multimedia, layout, design, structure, select, import, graphics, peer/self-assessment</p> | <p>Use a range of abilities for multimedia and word processing packages (word and PowerPoint).</p> <p>Understand that a hyperlink links one page to another using a highlighted word or image.</p> <p>To understand that a database is a source of information that can be recorded in a number of different ways.</p> <p>Databases can be used as a tool to convert data to be presented in different ways.</p> <p><b>Key Vocabulary</b><br/>multimedia, layout, design, structure, select, import, graphics, peer/self-assessment</p> <p>survey questionnaire, data collection, field, criterion.</p> |