

## Keyboard/Microsoft Progression of skills

### Reception

Teach Computing	Hagley
	<ul style="list-style-type: none"> <li>• Use a keyboard to type different letters (unplugged).</li> <li>• Navigate the home page of an iPad.</li> <li>• Lock an iPad.</li> <li>• Find different apps on an iPad.</li> </ul>

### Year 1

Teach Computing	Hagley
<p><u>Technology unit</u></p> <ul style="list-style-type: none"> <li>• Use a mouse to open a program</li> <li>• Click and drag to make objects on a screen move</li> <li>• Type my name on a computer</li> <li>• Save my work to a file</li> <li>• Open my work from a file</li> <li>• Use the arrow keys to move the cursor</li> <li>• Delete letters using the backspace key.</li> </ul> <p><u>Digital Writing Unit</u></p> <ul style="list-style-type: none"> <li>• Open Microsoft word.</li> <li>• Recognise keys on a keyboard</li> <li>• Identify and find keys on a keyboard</li> <li>• Enter text into a computer</li> <li>• Use letter, number, and space keys</li> <li>• Use backspace to remove text</li> <li>• Type capital letters using Caps Lock button</li> <li>• I can identify the toolbar in Microsoft word and use <b>bold</b>, <i>italic</i>, and <u>underline</u></li> <li>• Select a word by double-clicking</li> <li>• Select all of the text by clicking and dragging</li> <li>• Change the font</li> </ul>	<ul style="list-style-type: none"> <li>• Use a mouse to open a program on the computer (Microsoft Word &amp; Google Chrome etc).</li> <li>• Recognise keys on a keyboard</li> <li>• Type words using the keyboard.</li> <li>• Use the arrow keys to move the cursor</li> <li>• Delete letters using the backspace key.</li> <li>• Use letter, number, and space keys</li> <li>• Type capital letters using Caps Lock button</li> <li>• Change the font</li> <li>• Identify the toolbar in Microsoft word and use <b>bold</b>, <i>italic</i>, and <u>underline</u></li> <li>• Select all of the text by clicking and dragging</li> <li>• Select a word by double-clicking</li> <li>• Move objects (shapes, text boxes, pictures etc) by clicking and dragging.</li> <li>• Save my work to a file</li> </ul>

### Year 2

Teach Computing units	Hagley
	<ul style="list-style-type: none"> <li>• Identify where the different punctuation marks and symbols (£, &amp;, ,, ,, ?, !, +, =) are on the keyboard.</li> <li>• Use shift button to type a question mark and an exclamation mark.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use the shift button to make a capital letter.</li> <li>• Change the colour of chosen font.</li> <li>• Highlight your font in different colours.</li> <li>• Change font size.</li> <li>• Insert an image, using the insert tab, onto a word document/PowerPoint from clipart or from the internet. <u>Children are not expected to copy and paste from the internet.</u></li> <li>• Change the 'wrap text' settings to <b>square</b> to make the image easier to move.</li> <li>• Insert shapes onto a document.</li> <li>• Insert a text box.</li> <li>• Explore using transitions and animations on PowerPoint.</li> <li>• Open work from a file created by the teacher.</li> </ul>
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### Year 3

Teach Computing Units	Hagley
<p><u>Desktop Publishing</u></p> <ul style="list-style-type: none"> <li>• I can change font style, size, and colours for a given purpose</li> <li>• I can edit text</li> <li>• I can define the term 'page orientation'</li> <li>• I can paste text and images</li> <li>• I can make changes to content after I've added it</li> </ul>	<ul style="list-style-type: none"> <li>• Use copy and paste functions to copy and paste text and images.</li> <li>• Identify when to use the left or right part of the mouse.</li> <li>• Combine text and image on a document to share ideas and learning</li> <li>• Edit text confidently</li> <li>• Demonstrate how to manipulate and edit an image on a digital device (Make it smaller, bigger, rotate it etc.)</li> <li>• Use shortcut Ctrl B, Ctrl U and Ctrl I to change the text.</li> <li>• Use 'erase all formatting' button under home tab.</li> <li>• Change the positioning of text on Microsoft or similar software.</li> <li>• Change design of word document or ppt using design tab.</li> <li>• Send images forwards or backwards using layout tab.</li> </ul>

	<ul style="list-style-type: none"> <li>• Save work to my individual area or pupil share and give your work an appropriate name so that you can find it easily.</li> </ul>
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## Year 4

<b>Teach Computing units</b>	<b>Hagley</b>
	<ul style="list-style-type: none"> <li>• Use bullet points to present ideas.</li> <li>• Use the increase and decrease indent settings for your bullet points.</li> <li>• Use 'change case settings' under home tab and consider why you might change cases etc.</li> <li>• Use a header or a footer on Microsoft Word.</li> <li>• Change margins on document.</li> <li>• Insert a table to a word document.</li> <li>• Explore how you can edit a table by using 'table design' and 'layout' tab.</li> <li>• Use shortcut Ctrl C, Ctrl V and CtrlX to copy, paste and cut text from Microsoft word or PowerPoint.</li> <li>• Use the thesaurus feature to find synonyms to improve their work.</li> <li>• Use spell checker to review and edit my work.</li> </ul>

## Year 5

<b>Teach Computing units</b>	<b>Hagley</b>
	<ul style="list-style-type: none"> <li>• Use keyboard shortcuts Ctrl &amp; S (to save a document), Ctrl &amp; F (opens search box) and Ctrl &amp; Z (undo the last action).</li> <li>• Use Ctrl + K to add a link to your work.</li> <li>• Use symbols @, (, ), %, \$ and ^ in your work.</li> <li>• Embed a video onto PowerPoint.</li> <li>• Add a hyperlink onto the PowerPoint presentations that takes you to a trustworthy webpage</li> <li>• Use tool option on Google images to filter search (e.g. medium images are normally better quality)</li> <li>• Explain why organising the work you save on a digital device is important and how to create folders.</li> </ul>

	<ul style="list-style-type: none"> <li>Review and edit my own work based on feedback from others.</li> </ul>
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## Year 6

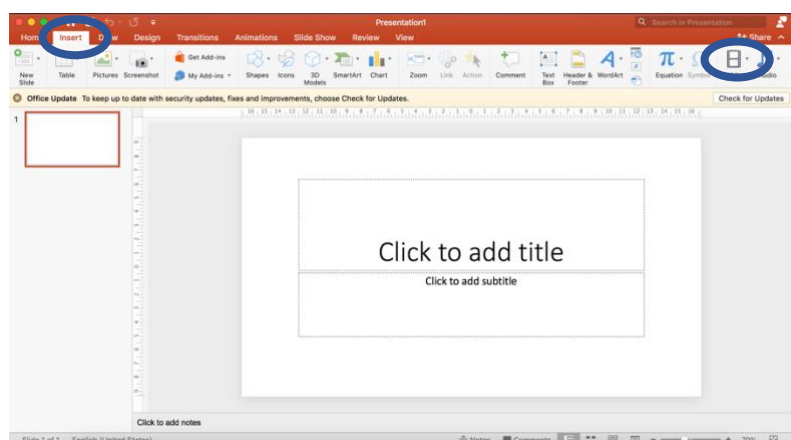
Touch typing Skills??

<https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr>

<b>Teach Computing units</b>	<b>Hagley</b>
	<ul style="list-style-type: none"> <li>Use Flag button, alt and shift to scroll through tabs on windows.</li> <li>Apply the skills previously learnt and create their own presentation using app/software of their choice using a range of different Medias (Not Microsoft software).</li> <li>Recognise the importance of Google.</li> <li>Type using the correct technique (No expectations for prior year groups to type with good technique).</li> <li>Improve your touch type accuracy.</li> <li>Present their ideas to the rest of the class.</li> <li>Identify what the different F buttons do on a keyboard.</li> </ul>

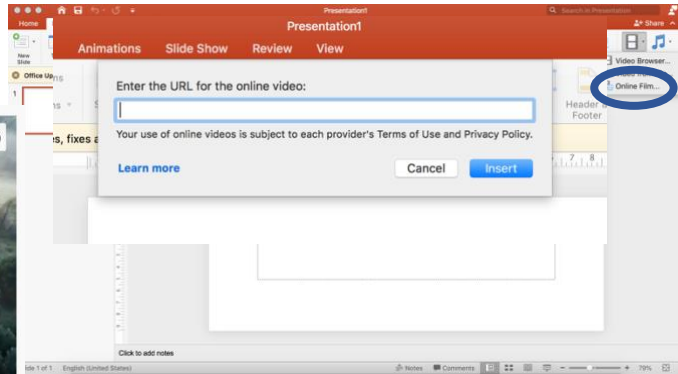
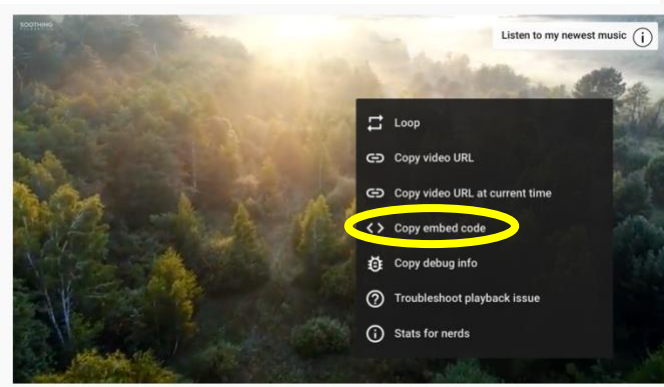
## Year 5 - How do you embed a video into a

1. Click on insert
2. Click on video
3. Click on online film
4. Copy and Paste the YouTube webpage link into the box, press enter and your video will be embedded onto the ppt slide.



ppt?

5. Sometimes it will ask you for an embed code – not the URL link. To do this you need to right click on the video and then press copy embed code. Please see image below.



**Year 6 -**

**Presentation apps children can use**

Below are a range of apps you can use with children for them to be able to present their ideas.

-Prezi - <https://prezi.com>

- Animoto - <https://animoto.com> (video/presentation maker)
- PowerPoint (Microsoft)
- Sway (Microsoft)

- Keynote (Apple Software)
- Nearpod
- Google Slides (Google)
- Explain Everything Whiteboard

**What are the function keys?**

The F keys (please see image below) have different functions depending on the app/software you are currently using, the brand of laptop and what other buttons you press along-side with it. Below is a list of how you can use F keys when using...

- **F1** - Opens help menu in Chrome and Microsoft
- **F2** - In Microsoft Windows, [renames](#) a highlighted [icon](#), [file](#), or [folder](#) in all versions of Windows.
- **F3** – Opens find feature in Firefox and Chrome or search in windows explorer.
- **Ctrl & F4** – closes the open window or [tab](#) in the active window in Microsoft Windows.
- **Alt & F4** - closes the program [window](#) currently active in Microsoft Windows.
- **F5** – reloads the webpage you are on or opens 'Find and Replace' on MS word.
- **F5** – starts slide show from first slide on PowerPoint
- **F6** – Move the cursor to the [address bar](#) in [Internet Explorer](#), [Mozilla Firefox](#), and most other Internet browsers.
- **F7** – MS office programs it is a spell and grammar checker
- **Shift & F7** – opens thesaurus on a highlighted word
- **F9** – [Refresh](#) document in [Microsoft Word](#).
- **F10** – In most Microsoft Windows programs, by default, F10 activates the [menu bar](#)
- **Shift & F10** - is the same as [right-clicking](#) a highlighted icon, file, or Internet link.
- **F11** – Enter and exit [fullscreen](#) mode in all modern [Internet browsers](#).

