ICT Key skills

	Keyboard/ mouse	Word processing skills	Programmes
Year 1	Use the left button on the mouse to click.	Log in Open word Type their name/ simple words Use the full stop key Use caps lock to create a capital letter Use the space bar to create a finger space Use the back space to delete a letter	Word Templates in Purple Mash
Year 2	Use the left button on a mouse to click and drag. Place correct fingers on the home row.	Use the enter key to move to a new line Use the shift key make capital letters and symbols Save my work in 'My documents' Use a word bank Select the correct the correct printer before printing Open a saved document Copy and paste Use a drop down menu Change font, size, colour Underline and bold	Word Templates in Purple Mash
Year 3	Use two hands to complete drills without looking at the keyboard all the time.	Create a new folder in 'My Documents or 'Pupil Shared work' Save my work in 'Pupil Shared Work' Open a new page Use a drop down menu Insert clip art, format and resize Insert a shape, format and resize Double click Use undo and redo Use the right click for short cuts	Word and Publisher
Year 4	Use proper finger positions and techniques for each letter of the alphabet	Insert a text box, format, resize Create a border Use columns Align right, left and justify Bullet points and numbering Spell check Copy and paste from the internet Use the 'wrap text' tool Insert a table Use find and replace	Word and Publisher
Year 5	Type a document without looking at the keyboard 8-11 words per minute	Use the word processing tools in Publisher Add a new page Use a template for a card, invitation, brochure Use the word processing skills in PowerPoint Add a new page Add animations to elements within the slide Set up a timed presentation	Publisher and PowerPoint
Year 6	9-14 words per minute		PowerPoint and Excel