

KS1 ICT Skills

General ICT			
Parts	R	Match the names monitor, mouse, keyboard and CPU	
	R	Open a laptop	
	R	Plug in headphones	
	R	Plug in a mouse	
	1	Know the difference between a laptop and PC	
	1	Switch on a computer	
	1	Shut down a computer	
	1	Take out a laptop and put it back correctly	
	1	Log in	
	1	Know when the battery is dead	
	1	Know when the wireless switch is on	
	1	Plug in a power supply	
	2	Plug in an extension lead	
	2	Know how to change the volume/ switch mute off	
	Navigating	R	Open desktop folders
		1	Use minimize
1		Open more than one program	
2		Move between folders	
Saving	2	Save into a specific folder	
	1	Print to a printer	
Printing	R	Left click	
	R	Click and drag	
	1	Use the mouse pad	
	1	Scroll using scroll bar or wheel	
	1	Double click	

Modelling		
Kar2ouche	1	Alter the gestures of characters
	1	Change the size of characters
	1	Delete characters
	2	Copy slides
Simulations	2	Add speech bubbles and thought bubbles
	R	Move things around a screen

Data		
Graphs	1	Collect data to create a graph
	1	Input data into a table
	1	Answer questions about a chart or graph

Internet Navigation/Communication			
WWW	R	Open Internet Explorer	
	R	Click on hyperlinks	
	R	Use the back button	
	R	Open a website from Favourites	
	1	Enter an URL to find a web site	
	2	Search for an image	
	Learning Platform	1	Log in/log out
		1	Look at different areas e.g. calendar, news
1		Send a message	
1		Complete a survey or quiz	
1		Mark messages as read/delete	
1		Look at people's home pages	
2		Create text on a home page	
2		Insert pictures and on a home page	
E Safety	2	Know what to do with inappropriate images	
	2	Know what to do when accidentally visiting inappropriate sites.	

Presentation		
Slides	1	Insert a new slide
	1	Insert background to one slide
	2	Insert background to all slides
	2	Use fill effects
	2	Use fill effects
Text	2	Insert text box
	2	Delete text box
	2	Edit text
Transition	2	Add transitional effects

Multimedia		
Sound	1	Make rhythms using music software
	1	Make sounds using music software
	2	Use a range of instruments to make sounds
	2	Edit a composed piece of music
Animation	1	Make an animation using 2Animate moving 1 thing
	1	Look at others' animations and say what is good
	2	Make an animation using 2Animate moving more than one thing
Cameras, Photos and pictures	1	Take a photograph that is clear
	2	Up load photographs onto the computer
Videoining	2	Create a presentation using Photostory
	2	Record an activity
Graphics	R	Use a pen tool and change colours
	R	Change the width of a pen tool
	R	Use the fill tool
	R	Use shapes
	R	Change the background colour

Word Processing		
Typing	R	Type one letter or number at a time
	R	Locate correct letters and keys on the keyboard
	R	Put one space between words
	R	Use 'Shift' to create capitals
	R	Use a word bank
	R	Use backspace to delete
	1	Change colour
	1	Change the size
Editing	1	Change the font style
	2	Use Enter to begin a new line
	1	Delete text
	1	Use arrow keys
	2	Highlight text
2	Insert a text box	

Programming		
Robots	R	Move a floor robot forwards and backwards
	R	Turn a floor robot left and right.
	1	Predict where the robot will finish (straight line)
	1	Programme a floor robot to move in a straight line.
	1	Write a programme to move a robot along a straight route
	2	Predict where the robot will finish (straight and 1 turn)
	2	Programme a floor robot to move to a particular spot by turning once
	2	Write a programme to move a robot along a route with a turn
	2	Predict when the robot will finish (straight and more than 1 turn)
	2	Predict when the robot will finish (straight and more than 1 turn)
On Screen	1	Sequence instructions
	1	Use arrow buttons to move an object on the screen (one action at a time)
	1	Use arrow buttons to move an object on the screen and then press 'Go'