

ICT Skills KS2

General ICT		
Parts	6	Set up a PC
	6	Identify the main parts of a computer
	6	Know the job of the main parts of a PC
	6	Understand the basic job of the server and internet
Navigating	3	Create a new folder
	4	Use the Windows key
Saving	3	Give file a sensible name
	3	Know when a file has been saved
	4	Understand Read Only
	4	Understand Save and Save As
Printing	6	Save in a different format (jpeg)
	3	Print to a specific printer
	4	Print specific pages
	4	Use Print Preview
Mouse	4	Change the layout: landscape/portrait
	3	Right click and use tools
Shortcuts	2	Use F5 to refresh
	3	Use shortcut keys Ctrl + z
	3	Use shortcut keys Ctrl + c, x and v
	4	Use shortcut keys Ctrl + [and]
	4	Use Ctrl + s
	4	Use print screen

Modelling		
Kar2ouche	4	Add pre-recorded sound
	4	Add own sounds
	5	Add effects changing transparency, colour etc
Simulations	5	Alter the timing of slides
	3	Explore problems using trial & error
	5	Follow instructions to solve a problem
	5	Create a sensible layout of a room or area

Internet Navigation/Communication		
WWW	3	Recognise the size of images
	3	Search for information
	3	Copy text & images from the internet
	4	Use Google tools to make search specific
	4	Open a new window using Ctrl N
Email	4	Open a link in a new window
	5	Add to favourites
	5	Skim and select information checking for bias
Learning Platform	4	Open an email
	4	Send an email
	4	Add an attachment
	3	Inset photos on a home page
E-Safety	3	Edit the layout of a home page
	4	Add hyperlinks to a home page
	3	Access forums – read and add messages
	3	Add a comment to a forum
	5	Upload a resource to learning platform
E-Safety	3	Be aware of strangers on the internet and not to meet them
	3	Recognise unsafe or unkind emails/messages
	3	Recognise unkind emails/messages and inform an adult
	4	Be aware of adverts and 'Win a prize' banners
	4	Know what spam is and how to deal with it
	4	Know not to include personal details on-line

Word Processing		
Typing	3	Use 'Shift' to insert "\$% etc
	3	Use 2 hands to type
	4	Use more than one finger to type
	3	Move text
Editing	3	Use spellchecker
	3	Change layout from portrait to landscape
	3	Use Office clipboard
	3	Use Home and End keys
	3	Insert a border
	3	Insert columns
	4	Change alignment
	4	Change text direction
	4	Use Insert key
	4	Change picture/text box alignment
	5	Insert bullet points or numbering
	5	Change the spacing
	5	Use find and replace
	5	View picture and drawing toolbars
	5	Change the toolbars
	6	Alter margins
Tables	6	Insert page breaks
	6	Insert Header and Footer
	4	Insert a table
	4	Type in cells
	4	Use Tab key to move and add rows
	5	Delete rows and columns
	5	Distribute rows and columns evenly
	5	Change width and height
	5	Change cell background
	5	Merge Cells
	5	Alter boarder width and colour

Multimedia			
Sound	4	Record sounds using a sound recorder	
	6	Edit recordings	
	3	Use Digiblu cameras to create stop animation	
	4	Add sound effects to an animation	
	4	Add other effects on the screen	
	4	Evaluate animation and make changes	
	Cameras, Photos & Pictures	3	Delete unwanted photographs
		3	Use the zoom tool when taking a photograph
4		Resize	
4		Rename	
4		Rotate a picture	
4		Crop	
4		Investigate taking photos on different settings with or without a flash	
6		Change to black and white	
6		Alter brightness	
6		Alter contrast	
Videoing	6	Merge photographs	
	6	Change the order of images e.g. send to back	
	3	Upload a video onto the computer	
	4	Use zoom appropriately	
	5	Edit recordings	
	6	Add music to recordings	
Graphics	6	Create a storyboard	
	6	Evaluate work	
	3	Use different medium types – watercolour, pastel, oil etc	
	3	Mix colours	
	4	Copy parts of a picture	
4	Repeat patterns		
5	Manipulate colour, size, position & shape		

Programming		
Robots	3	Move a robot along a route with more than one turn.
	4	Type fd, bk, lt and rt commands in logo in immediate mode.
On Screen	4	Use clear and home commands
	4	Draw a square
	4	Draw a rectangle
	4	Create a number of shapes on the screen using penup and pendown
	4	Predict a shape by understanding commands
	4	Copy a shape but make it smaller or bigger
	4	Draw a polygon using the repeat command
	6	Draw a circle
	6	Create a procedure
	6	Make more turtles
Control and Monitoring	6	Changing the starting direction
	5	To create a simple flow chart to turn an output device on and off.
	5	Create a flow chart that is timed.
	5	Create a flow chart that repeats.
	5	Identify reasons why the flow chart does not work and edit
	5	Use delay or wait command
	6	Use If and Then commands
	6	Control more than one output at a time

Presentation		
Slides	3	Copy slides
	3	Delete slides
	4	Move slides
Text	4	Format text
	3	Insert a picture from clipart
Inserting Pictures & sounds	3	Insert a picture from the internet
	4	Group pictures
	5	Insert a photograph
	5	Insert sounds
	6	Insert recorded sounds
Transition	4	Add custom animation
	4	Change the timing of slides
Hyperlink	5	Choose appropriate transitions
	4	Insert a hyperlink to a picture
	6	Insert a hyperlink to a textbox
Viewing	6	Edit hyperlinks
	6	Solve problems with hyperlinks (trial and error)
	5	Peer review presentation
	6	Evaluate the process and make changes
	6	Save as Powerpoint show

Data		
Databases	4	Add information into a database
	4	Know what a branching database is & give examples
	4	Identify an object using a branching database
	4	Create a branching database to identify objects
	5	Choose sensible fields
	5	Understand the words record, field, data type and query
	5	Conduct a simple query
	5	Conduct an AND query
	5	Answer questions about data
	5	Create graphs from a database
Spreadsheets	5	Know how inaccurate data affects databases
	5	Find errors in a database and correct
	6	Select correct criteria to answer questions
	6	Conduct an OR query
	6	Create a graph from a query
	4	Enter data into a spreadsheet
	4	Change the colour of cells and borders
	4	Change the width of a column and height of a row
	4	Make a chart
	4	Change the way that a chart looks
Graphs	5	Use Ctrl + D
	5	Use SUM
	5	Use formulae with + and -
	5	Alter the format of numbers to time, money, 2 decimal point etc
	5	Change the thickness of borders
	5	Insert and delete columns and rows
	5	Change information within cells and look at what happens
	6	Use shortcuts e.g. fill down and across
	6	Use formulas with \$
	6	Solve a problem using spreadsheets
Data logging	4	Change the way a graph looks
	4	Sort a graph into ascending or descending order
	4	Create graphics to show results of an investigation using a sensor
	5	Connect a sensor, input and output leads to a control box
	5	Use a sensor to detect and show changes in physical conditions
	6	Display collected data as a graph
	6	Use two or more sensors, show and explain changes