



SKILLS PROGRESSION (INFORMATION TECHNOLOGY)

	KEY STAGE 1		LOWER KEY STAGE 2		UPPER KEY STAGE 2	
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
	Word Processing	IT1.1 I can confidently type words correctly on a digital device.	IT2.1 I can use the space bar only once between words and use caps lock for capital letters.	IT3.1 I can use index fingers on keyboard home keys (f/j), use left finger for a/s, d/i/g and use right fingers for h/j/k/l.		
IT1.2 I can use the space bar to make space and delete to delete letters and words. I can make a new line using enter/return.		IT2.2 I can copy and paste images and text and can add images alongside text in a word-processed document.	IT3.2 I can use cut, copy and paste to quickly duplicate and reuse text.	IT4.2 I can combine digital images from different sources, objects and text to make a final piece for a variety of tasks: e.g. posters, documents, eBooks, scripts, leaflets.	IT5.2 I can import sounds and hyperlinks to accompany and enhance the text in my document.	
IT1.3 I can dictate into a digital device.			IT3.3 I can dictate into a digital device with accurate punctuation.			
				IT4.4 I can use spell check and thesaurus including through Siri and other AI technology. I can edit the style and effect of my text and images to make my document more engaging and eye-catching, for example, borders and shadows.		IT6.4 I can confidently choose the best application to demonstrate my learning. I can format text to suit a purpose and publish online regularly and discuss the audience and purpose of my content.