

Cambois Primary School.

Computer Progression Document.

Word Processing/Typing			
Year Group	NC Objectives	Skills/Knowledge	Apps and Links
EYFS	Children recognise that a range of technology is used in places such as homes and schools. They select and use technology for particular purposes.	I can play on a touch screen game and use computers/keyboards/mouse in role play • I can type letters with increasing confidence using a keyboard and tablet. • I can dictate short, clear sentences into a digital device.	Seesaw, Word, Pages Google Docs Pic Collage,
1	Co2/1.4 use technology purposefully to create, organise, store, manipulate and retrieve digital content	I can confidently type words quickly and correctly on a digital device. • I can use the space bar to make space and delete to delete letters/words • I can make a new line using enter/return • I can dictate into a digital device more accurately and with punctuation.	Seesaw, Word, Pages Google Docs Pic Collage, Book Creator
2		I can use the space bar only once between words and use touch to navigate to words letter to edit • I can copy and paste images and text • Use caps locks for capital letters. • I can add images alongside text in a word processed document. • I can dictate longer passages into a digital device with accurate punctuation.	Seesaw, Word, Pages Google Docs Pic Collage, Book Creator Popplet
3	Co2/1.6 select, use and combine a variety of	I can use index fingers on keyboard home keys (f/j), use left fingers for a/s/ d/f/g, and use right fingers for h/j/k/l •	Seesaw, Word, Pages Google Docs Pic Collage,

	software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.	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. • I can use cut, copy and paste to quickly duplicate and organise text.	Keynote Book Creator Popplet
4		I can combine digital images from different sources, objects, and text to make a final piece of a variety of tasks: posters, documents, eBooks, scripts, leaflets. • Confidently and regularly use text shortcuts such as cut, copy and paste and delete to organise text • Use font sizes appropriately for audience and purpose. Use spell check and thesaurus including through Siri and other AI technology.	Seesaw, Word, Pages Google Docs Keynote Pic Collage, Book Creator Popplet
5		I can start to apply other useful effects to my documents such as hyperlinks. • I can import sounds to accompany and enhance the text in my document. • I can organise and reorganise text on screen to suit a purpose.	Seesaw, Word, Pages Google Docs Keynote Pic Collage, Book Creator Popplet
6		• I can confidently choose the best application to demonstrate my learning. • I can format text to suit a purpose. • I can publish my documents online regularly and discuss the audience and purpose of my content.	Seesaw, Word, Pages Google Docs Keynote Pic Collage, Book Creator Popplet