Year 3/4 Computing

	Area of Knowledge	Subject specific skills
Computing	General ICT Skills	Switching Computers on and off Logging On and Off Saving Work Resizing Windows Creating and adapting Folders Complex Printing Changing Password Taking Screen Shots Resizing Digital Images
	Digital Literacy	Understand that programs like PowerPoint are primarily about presenting information in manageable chunks/slides Know how to add slides and change their layout using the options available Know how to add text to a slide and how to modify it using simple formatting tools Know how to add pictures or clip art onto a slide Know how to place your slideshow into and out of presentation mode and how to reorder slides Understand that only main information is needed in a presentation you will talk alongside Understand that when you have to get up and talk alongside a presentation no animation and simple slide layout is often less distracting for your audience Be able to talk alongside a basic presentation cycling your presentation slides at the right times Understand that presentations that you speak alongside need to be readable at the back of a room One word searches on a child friendly search engine Bookmarking a web page by creating a favourite Using the word kids in a search Understanding the order of results returned Multiple word searches on a standard search engine Opening multiple web pages without leaving the search Copying text from an internet page to an office document Getting typed text read to you Copying images from an internet page Can type using capitals and lowercase text. Understands how to change the case using caps lock or temporarily change it using shift Understands that symbols on the top of a key can be accessed by holding down shift Knows how to delete both ways using the backspace and delete keys and can micro move the cursor using the keyboard arrow key Know how to undo and redo

			Can use save and save as understanding that it is best to save sequential versions of a document so you can go back to previous versions. Can highlight text by left clicking and dragging or left clicking to the left of the text which highlights the whole line or double clicking on a word which highlights a single word Can make text bold, italic or underline it and know when to use these Can change font type, size of the font & colour of the font and know when to use these Can align text left, right, centre and justify and know when these are used Can build a list by using a bullet or numbered points Create a simple text box Resize a text box Rotate a text box Format a text box Move a text box or any other object around the page Multiple Text boxes and other objects on any page Search for, insert and manipulate Clip Art Deleting a text box, clip art or other objects Understanding what a spread sheet does Knowing how to graph successfully
		Digital Citizenship	Understand why we don't share passwords Understanding how little we know about those we communicate with online To understand that communication without sound and facial context can be perceived very differently from how it was intended
		Computer science	Pupils copy simple blocks from code provided Pupils copy simple blocks from code provided and can explain in their own words what it does. Pupils are given the blocks they need and use trial and error to combine them to achieve a specific purpose Pupils add simple extra blocks to existing code to modify the blocks effect. (eg Looks & Sound Blocks) Pupils reuse blocks of code that they learnt in class within their own similar program. Pupils combine reused blocks with blocks of their own devising Pupils can independently spot that there is something wrong with their code but couldn't tell you where in the code the problem is. Pupils can independently spot that there is something wrong with their code and can identify the block or place where it is wrong but cannot fix it without help. Pupils can independently spot that there is something wrong with their code and can fix it