My Word Processing & Typing Journey

KS2 - Co2/1.6
Select, use and combine a variety of 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.

End of Year 6

- I can publish my documents online regularly and discuss the audience and purpose of my content.
- I can confidently choose the best application to demonstrate my learning.
- I can organise and reorganise text on screen to suit a purpose
- I can format text to suit a purpose.

Year 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.
- Use font sizes appropriately for audience and purpose. Use spell check and thesaurus including through Siri and other AI technology
- I can confidently and regularly use text shortcuts such as cut, copy and paste and delete to organise text

Year 4

- 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 edit the style and effect of my text and images to make my document
- 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.

Programmes & Apps
- Class Dojo,
- Word,
- Pages
- Google Docs
- Pic Collage
- Notes Digital Whiteboard
- Pic Collage
- Book Creator
- Popplet
- Keynote

Year 3

- 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
- I can use cut, copy and paste to quickly duplicate and organise text.
- I can add images alongside text in a word processed document.
- Use caps locks for capital letters.
- I can use the space bar only once between words and use touch to navigate to words letter to edit

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- Pages
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- Pic Collage
- Book Creator
- Popplet

Year 2

- I can confidently type words quickly and correctly on a digital device.
- I can dictate into a digital device more accurately and with punctuation.
- I can copy and paste images and text
- I can dictate longer passages into a digital device with accurate punctuation.

Programmes & Apps
- Class Dojo,
- Word,
- Pages
- Google Docs
- Pic Collage
- Notes Digital Whiteboard
- Pic Collage
- Book Creator

Year 1

KS1- Co2/1.4
Use technology purposefully to create, organise, store, manipulate and retrieve digital content

- I can use the space bar to make space and delete to delete letters/words
- I can confidently type words quickly and correctly on a digital device.
- I can dictate short, clear sentences into a digital device.
- 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.

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EYFS

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.