



Computing



Progression in Keyboard Skills at Fawkham CEP School

EYFS

- Use a keyboard to type different letters (unplugged).
- Navigate a laptop.
- Use a mouse.

Teach Computing

KS1 Cycle A

Technology unit

- Use a mouse to open a program
- Click and drag to make objects on a screen move
- Type my name on a computer
- Save my work to a file
- Open my work from a file
- Use the arrow keys to move the cursor
- Delete letters using the backspace key.

Digital Writing Unit

- Open Microsoft word. Recognise keys on a keyboard.
- Identify and find keys on a keyboard
- Enter text into a computer
- Use letter, number, and space keys
- Use backspace to remove text
- Type capital letters using Caps Lock button
- I can identify the toolbar in Microsoft word and use **bold**, *italic*, and underline
- Select a word by double-clicking
- Select all of the text by clicking and dragging
- Change the font

Additional Year 1

- Use a mouse to open a program on the computer (Microsoft Word & Google Chrome etc).
- Recognise keys on a keyboard
- Type words using the keyboard.
- Use the arrow keys to move the cursor
- Delete letters using the backspace key.
- Use letter, number, and space keys
- Type capital letters using Caps Lock button
- Change the font
- Identify the toolbar in Microsoft word and use **bold**, *italic*, and underline
- Select all of the text by clicking and dragging
- Select a word by double-clicking
- Move objects (shapes, text boxes, pictures etc) by clicking and dragging.
- Save my work to a file

Additional Year 2

- Identify where the different punctuation marks and symbols (£, &, ,, ,, ?, !, +, =) are on the keyboard.
- Use shift button to type a question mark and an exclamation mark.
- Use the shift button to make a capital letter.
- Change the colour of chosen font.
- Highlight your font in different colours.
- Change font size.
- Insert an image, using the insert tab, onto a word document/PowerPoint from clipart or from the internet.
- Change the 'wrap text' settings to **square** to make the image easier to move.
- Insert shapes onto a document.
- Insert a text box.
- Explore using transitions and animations on PowerPoint.
- Open work from a file created by the teacher.



Teach Computing Units
LKS2 Cycle A

Desktop Publishing

- I can change font style, size, and colours for a given purpose
- I can edit text
- I can define the term 'page orientation'
- I can paste text and images
- I can make changes to content after I've added it

**Additional
Year 3**

**Additional
Year 4**

- Use copy and paste functions to copy and paste text and images.
- Identify when to use the left or right part of the mouse.
- Combine text and image on a document to share ideas and learning
- Edit text confidently
- Demonstrate how to manipulate and edit an image on a digital device (Make it smaller, bigger, rotate it etc.)
- Use shortcut Ctrl B, Ctrl U and Ctrl I to change the text.
- Use 'erase all formatting' button under home tab.
- Change the positioning of text on Microsoft or similar software.
- Change design of word document or ppt using design tab.
- Send images forwards or backwards using layout tab.

- Use bullet points to present ideas.
- Use the increase and decrease indent settings for your bullet points.
- Use a header or a footer on Microsoft Word.
- Change margins on document.
- Insert a table to a word document.
- Explore how you can edit a table by using 'table design' and 'layout' tab.
- Use shortcut Ctrl C, Ctrl V and Ctrl X to copy, paste and cut text from Microsoft word or PowerPoint.
- Use the thesaurus feature to find synonyms to improve their work.
- Use spell checker to review and edit my work.



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Teach Computing Units

UKS2 Cycle A

None

Additional Year 5

Additional Year 6

- Use keyboard shortcuts Ctrl & S (to save a document), Ctrl & F (opens search box) and Ctrl & Z (undo the last action).
- Use Ctrl + K to add a link to your work.
- Use symbols @, (,), %, \$ and ^ in your work.
- Embed a video onto PowerPoint.
- Add a hyperlink onto the PowerPoint presentations that takes you to a trustworthy webpage
- Use tool option on Google images to filter search (e.g. medium images are normally better quality)
- Explain why organising the work you save on a digital device is important and how to create folders.
- Review and edit my own work based on feedback from others.

- Use Flag button, alt and shift to scroll through tabs on windows.
- Apply the skills previously learnt and create their own presentation using app/software of their choice using a range of different Medias (Not Microsoft software).
- Type using the correct technique (No expectations for prior year groups to type with good technique).
- Improve your touch type accuracy.
- Identify what the different F buttons do on a keyboard.

touch typing -

<https://www.bbc.co.uk/bitesize/topics/zf2f9j6/articles/z3c6tfr>

What are the function keys?

The F keys (please see image below) have different functions depending on the app/software you are currently using, the brand of laptop and what other buttons you press along-side with it. Below is a list of how you can use F keys when using...

- **F1** - Opens help menu in Chrome and Microsoft
- **F2** - In Microsoft Windows, [renames](#) a highlighted [icon](#), [file](#), or [folder](#) in all versions of Windows.
- **F3** - Opens find feature in Firefox and Chrome or search in windows explorer.
- **Ctrl & F4** - closes the open window or [tab](#) in the active window in Microsoft Windows.
- **Alt & F4** - closes the program [window](#) currently active in Microsoft Windows.
- **F5** - reloads the webpage you are on or opens 'Find and Replace' on MS word
- **F5** - starts slide show from first slide on PowerPoint
- **F6** - Move the cursor to the [address bar](#) in [Internet Explorer](#), [Mozilla Firefox](#), and most other Internet browsers.
- **F7** - MS office programs it is a spell and grammar checker
- **Shift & F7** - opens thesaurus on a highlighted word
- **F9** - [Refresh](#) document in [Microsoft Word](#).
- **F10** - In most Microsoft Windows programs, by default, F10 activates the [menu bar](#)
- **Shift & F10** - is the same as [right-clicking](#) a highlighted icon, file, or Internet link.
- **F11** - Enter and exit [fullscreen](#) mode in all modern [Internet browsers](#).

