	Year 1	Year 2	Year 3
Presentation Skills	**Kidpix**	**Kidpix**	**Powerpoint**
	make a basic presentation using:	make a basic presentation using:	make a basic presentation using:
	multiple slides	multiple slides	multiple slides
	themes	themes	themes
	formatting fonts	formatting fonts	formatting fonts
	inserting & editing photos/images	inserting & editing photos/images	inserting & editing photos/images
	text boxes	text boxes	text boxes
	different backgrounds	different backgrounds	different backgrounds
	what are animations	what are animations	copy & paste text and graphics (using command C,V and Edit menu)
	add music to my presentation	add music to my presentation	**Units: Ancient Egypt webquest**
	convert my slide into a presentation using slide sorter	convert my slide into a presentation using slide sorter	
	add transitions effects	add transitions effects	
	play my slide shows	play my slide shows	
	save and retrieve my slides & slideshows	save and retrieve my slides & slideshows	
		insert a photo	
		record my sound	
	Units: Animals	**Units: Healthy Foods**	
			Keynote
			the concept of inspector
			make a basic presentation using:
			slides
			themes
			formatting fonts - using text inspector
			inserting & editing photos/images
			use the build inspector give basic effects
			copy & paste text and graphics (using command C,V and Edit menu)
			Units Teeth and Eating
Word processing Skills	**Kidpix**	**Kidpix**	**MS Word**
	copy & paste text and graphics (using command C,V and Edit menu)	copy & paste text and graphics (using command C,V and Edit menu)	create a new document using Word
	change the text font, size, colour and orientation	change the text font, size, colour and orientation	copy & paste text and graphics (using command C,V and Edit menu)
	save	save	change the text font, size, colour and orientation
	add photos and clip art (importing from iphoto)	add photos and clip art (importing from iphoto)	save a Word document
	use the drawing and fill tools	use the drawing and fill tools	add photos and clip art to a Word document
			group objects
			arrange objects
		Kidspiration	
		what a mind map is	
		when to use this tool	
		insert objects, text and graphics	
		edit text (colour, font, size etc)	
		save into my folder	**Pages**
			make a basic document/poster using pages

			copy & paste text and graphics (using command C,V and Edit menu)
			the concept of inspector
			edit text (colour, font, size etc) using text inspector
			insert pictures & shapes & use the graphic & metric inspector to edit it
			Units: Rainforest

Desk top publishing	**Print Artist**	**Comic Life**
	the concept of DTP	choose a template
	select appropriate pre designed templates	edit lettering and captions
	add text, format it & give it shapes	change the panels
	add and edit shapes	insert a photo into a panel from iPhoto or Finder
	what is page orientation	take a photo of myself and insert into a panel
	how to convert my printout to its form of use	move, rotate or edit elements on the page
	(eg a Christmas ornament designed has to be printed and folded into shape)	
	print and save	

Spreadsheets	**Kidpix**	**Kidpix**	**Excel**
	the uses of a spreadsheet	the uses of a spreadsheet	input data in rows and columns
	identify a row, column and cell address	identify a row, column and cell address	copy & paste text and graphics (using command C,V and Edit menu)
	input data in rows and columns	input data in rows and columns	format rows and columns
	Units: Furry friends	build my own spreadsheet	auto fill series
			produce charts and graphs for data analysis
			change page settings
			Units: Weather

Introduction to basic programing	**Beebots**	**Beebots**	**Scratch**
	that machines can be given instructions to do certain jobs	that machines can be given instructions to do certain jobs	insert a sprite or create my own sprite
	give the beebots instructions - forward, backward, right & left	give the beebots instructions - forward, backward, right & left	create a background
	what pause and clear does	what pause and clear does	make a sprite move
	how to move the beebot along a predetermined course	how to move the beebot along a predetermined course	make a sprite turn
			add a sound to a sprite
	Beebots program on the computer	**Beebots program on the computer**	make sprite change costumes
	the meaning of virtual beebots	the meaning of virtual beebots	
	give the virtual beebots instructions - forward, backward, right & left	give the virtual beebots instructions - forward, backward, right & left	
	how to move the virtual beebot along a predetermined course	how to move the virtual beebot along a predetermined course	
Image & Video Editing			
Music Editing (specialist - music)			
Internet skills			
Specialists			

Research **(Library)**		Research and information fluency using:	Research and information fluency using:
		do research using websites such as:	do research using websites such as:
		www.kidrex.org	www.kidrex.org
			http://school.eb.co.uk/ - online encyclopedia britannica
			www.google.com

	Year 4	Year 5	Year 6
Presentation Skills	**Powerpoint**	**Powerpoint**	**Powerpoint**
	make a basic presentation using:	Create original work individually or as a group using:	present ideas individually/collaboratively using:
	multiple slides	multiple slides	multiple slides
	themes	themes	themes
	formatting fonts	formatting fonts	formatting fonts
	inserting & editing photos/images	inserting & editing photos/images	inserting & editing photos/images
	text boxes	text boxes	text boxes
	different backgrounds	different backgrounds	different backgrounds
	use basic transitions & custom animations	copy & paste text and graphics (using command C,V and Edit menu)	copy & paste text and graphics (using command C,V and Edit menu)
	add hyperlinks and action buttons	transitions & custom animations	transitions & custom animations
	copy & paste text and graphics (using command C,V and Edit menu)	add hyperlinks and action buttons	add hyperlinks and action buttons
	Units: China	**Units: Greek virtual museums**	add sound and recording
	Keynote	**Keynote (mac & iPads)**	**Keynote (mac & iPads)**
	the concept of inspector	Using the inspector	Using advance options in inspector
	make a basic presentation using:	make a presentation using:	make a presentation using:
	slides	slides	slides
	themes	themes	themes
	formatting fonts - using text inspector	formatting fonts - using text inspector	formatting fonts - using text inspector
	inserting & editing photos/images - using graphics & metrics inspector	inserting & editing photos/images - using graphics & metrics inspector	inserting & editing photos/images - using graphics & metrics inspector
	text boxes	text boxes	text boxes
	use the build inspector give basic effects	use build inspector to give effects	use build inspector to give effects
	add hyperlinks using the hyperlinks inspector	copy & paste text and graphics (using command C,V and Edit menu)	copy & paste text and graphics (using command C,V and Edit menu)
	copy & paste text and graphics (using command C,V and Edit menu)	add hyperlinks using the hyperlinks inspector	add hyperlinks using the hyperlinks inspector
	Units: Moving and Growing webquest		
		Prezi	**Prezi**
		Understand the concept of Prezi	Understand the concept of Prezi
		choose the right canvas for the topic of the presentation	choose the right canvas for the topic of the presentation
		Themes	Themes
		Adding information and pictures	Adding information and pictures
		searching for pictures using prezi search	searching for pictures using prezi search
		using frames and arrows	using frames and arrows
			Inserting other media - symbols, shapes, diagrams, videos, music
			Converting a powerpoint to a prezi
			compare and contrast between Powerpoint, Keynote & Prezi
Word processing Skills	**MS Word**	**MS Word**	**MS Word**
	create a new document using Word	create a new document using Word	create a new document using Word
	copy & paste text and graphics (using command C,V and Edit menu)	copy & paste text and graphics (using command C,V and Edit menu)	copy & paste text and graphics (using command C,V and Edit menu)
	change the text font, size, colour and orientation	change the text font, size, colour and orientation	change the text font, size, colour and orientation
	save a Word document	save a Word document	save a Word document
	add photos and clip art to a Word document	create a Table in Word.	create a Table in Word.
	group objects	add photos and clip art to a Word document	add photos and clip art to a Word document
	arrange objects	group objects	group objects
	Units: My biography	arrange objects	arrange objects
		headers and footers	headers and footers
			find and replace
			advanced option like merging cells, editing tables
			word count and track changes
	Pages	**Pages**	**Pages**
	make a basic document/poster using pages	make a document/poster using pages	make a basic document/poster using pages

	copy & paste text and graphics (using command C,V and Edit menu)	copy & paste text and graphics (using command C,V and Edit menu)	copy & paste text and graphics (using command C,V and Edit menu)
	the concept of inspector	the concept of inspector	use advanced features of inspector
	edit text (colour, font, size etc) using text inspector	edit text (colour, font, size etc) using text inspector	edit text (colour, font, size etc) using text inspector
	insert pictures & shapes & use the graphic & metric inspector to edit it	use the wrap inspector	use the wrap inspector
		use instant alpha	use instant alpha
		insert pictures & shapes & use the graphic & metric inspector to edit it	insert pictures & shapes & use the graphic & metric inspector to edit it
			compare and contrast between Word & Pages
			Units: microbes poster
		Inspiration	**Inspiration**
		what is mind mapping	what is mind mapping
		different layouts of mindmaps	different layouts of mindmaps
		insert objects, text and graphics	insert objects, text and graphics
		edit text (colour, font, size etc)	edit text (colour, font, size etc)
		Units: KWL charts for Ancient Greece	
Desk top publishing	**Comic Life**	**Comic Life**	**Comic Life**
	choose a template	choose a template	choose a template
	edit lettering and captions	edit lettering and captions	edit lettering and captions
	change the panels	change the panels	change the panels
	insert a photo into a panel from iPhoto or Finder	insert a photo into a panel from iPhoto or Finder	insert a photo into a panel from iPhoto or Finder
	take a photo of myself and insert into a panel	take a photo and insert into a panel	take a photo and insert into a panel
	move, rotate or edit elements on the page	inserting multiple photos into the panel	inserting multiple photos into the panel
	create my own template	move, rotate or edit elements on the page	move, rotate or edit elements on the page
	make a shape editable	creating templates template	creating templates template
	convert a shape to a panel	make a shape editable	make a shape editable
		convert a shape to a panel	convert a shape to a panel
		Units: healthy eating	**Units: newspaper article**
		iBooks author	**iBooks author**
		Interact collaborate and publish with peers, experts or others using	Interact collaborate and publish with peers, experts or others using
		different features such as:	different features such as:
		adding pages, understanding page layout	adding pages, understanding page layout
		chapters	chapters
		inserting & editing photos/images	inserting & editing photos/images
		inserting & editing information	inserting & editing information
		adding widgets - gallery, media, review & interactive image	adding widgets - gallery, media, review, interactive image & 3D
		preview using ipad	preview using ipad
		Units: field trip to apple store	publish ibook
			Units: field trip to apple store
Spreadsheets	**Excel**	**Excel**	**Excel**
	input data in rows and columns	input data in rows and columns	input data in rows and columns
	copy & paste text and graphics (using command C,V and Edit menu)	copy & paste text and graphics (using command C,V and Edit menu)	copy & paste text and graphics (using command C,V and Edit menu)
	format rows and columns	format rows and columns	format rows and columns
	auto fill series	auto fill series	auto fill series
	input formulae	input formulae	input formulae
	replicate formulae along rows/columns	replicate formulae along rows/columns	replicate formulae along rows/columns
	produce charts and graphs for data analysis	produce charts and graphs for data analysis	produce charts and graphs for data analysis
	add headers and footers	add headers and footers	add headers and footers
	change page settings	change page settings	change page settings
		Units: data handling - class libraries	find and replace
			Units: data handling - bubblegum experiment & games day
		Numbers	**Numbers**
		input data in rows and columns	input data in rows and columns
		copy & paste text and graphics (using command C,V and Edit menu)	copy & paste text and graphics (using command C,V and Edit menu)
		format rows and columns	format rows and columns
		use inspector	use inspector
		input formulae	input formulae

		input data in rows and columns	input data in rows and columns
			compare and contrast between Excel & Numbers
Introduction to basic programing	**Scratch**	**Scratch**	**Scratch**
	insert a sprite or create my own sprite	insert a sprite or create my own sprite	insert a sprite or create my own sprite
	create a background	create a background	create a background
	make a sprite move	make a sprite move	make a sprite move
	make a sprite turn	make a sprite turn	make a sprite turn
	add a sound to a sprite	add a sound to a sprite	add a sound to a sprite
	make sprite change costumes	make sprite change costumes	make sprite change costumes
	use sensing	use sensing	use sensing
	use pen	use pen	use pen
Image & Video Editing		**iPhoto**	**iPhoto**
		import photos	import photos
		edit photos using options like cropping, enhancing etc	edit photos using options like cropping, enhancing etc
		iMovie	**iMovie**
		import video into iMovie	import video into iMovie
		create a theme as a project in iMovie	create a theme as a project in iMovie
		add a title, music, credits	add a title, music, credits
		edit videos, by reducing clips	edit videos, by reducing clips
		add photos to my videos	add photos to my videos
		make audio, video & clip adjustments	make audio, video & clip adjustments
		export my movie to view in a different format (file formats)	export my movie to view in a different format (file formats)
			share my movie
Music Editing (specialist - music)		**Garage Band**	**Garage Band**
			Starting loop project on Garageband
			Adding, subtracting, and editing loops
			Relating mood the video to the music
			import and export .mp3
			adding video to Garageband
			exporting video with sound
			Recording voice using an external microphone
		Audacity	**Audacity**
		Record using the microphone	
		Edit sound files	
		Import .mp3 into Audacity	
		Apply effects to sound file	
		Export as an .mp3	
Internet skills	**Creating websites**	**Website creation**	**Website creation**
	www.weebly.com	www.weebly.com	www.weebly.com
	Using my email, create a my new account for my website	Using my email, create a my new account for my website	Using my email, create a my new account for my website
	develop a website	develop a website	develop a website
	add additional pages to the website	add additional pages to the website	add additional pages to the website
	publish website	add different widgets to it - hyperlinks, forms, slide shows etc	add different widgets to it - hyperlinks, forms, slide shows etc
		publish website	publish website
			Units: year 6 learning website - one page per unit
Specialists		www.yola.com	www.yola.com
		understand what an eportfolio is	understand what an eportfolio is
		upload materials onto the webpage	upload materials onto the webpage
		understand what password protected websites mean	understand what password protected websites mean
		convert a website to a pdf	convert a website to a pdf

			www.mindomo.com
			Using email, create a new account
			Understand chart layouts - circular, organisation etc
			explore and try different option to make a mindmap
			Units: mindmap for classification keys
		Email	**Email**
		http://portal.microsoftonline.com	http://portal.microsoftonline.com
		understand how to change passwords	understand how to change passwords
		understand the meaning of a strong password	understand the meaning of a strong password
		Understand the concept of 'to, cc, subject'	Understand the concept of 'to, cc, bcc, subject'
		email writing protocol	email writing protocol
			attachments
			www.piratepad.com
			Interact and collaborate using shared documents
Research	**Research and information fluency using:**	**Research and information fluency using:**	**Research and information fluency using:**
(Library)	do research using websites such as:	how to use the schools online library catalogue	how to use the schools online library catalogue
	www.kidrex.org	Use of search engines using key terms to find relevant information-	Use of search engines using key terms to find relevant information-
	http://school.eb.co.uk/ - online encyclopedia britannica	How to narrow your searches	How to narrow your searches
	www.google.com	Using age appropriate internet directories - eg kidsclick.org, factmonster.co	Using age appropriate internet directories - eg kidsclick.org, factmonster.com
		awesomelibrary.com	awesomelibrary.com
		Critical approach to looking at websites	Critical approach to looking at websites
		Evaluate the credibility of websites	Evaluate the credibility of websites
			Citation of online resources