

Computing | Information Technology | Programme of study

Year Group	Digital Media (graphics and sound)	Communicating	Presentation	Word Processing	Data Handling	Digital Research	General Skills
EYFS	Use a mouse to rearrange objects and pictures on a screen.	Develop mouse control skills.	Navigate through a PowerPoint presentation.	Find simple facts.	Use a simple pictogram or set of photos to count and organise information.	Navigate through a website.	Able to identify a different digital device in school and at home.
1	Record their own voices and play back to an audience. Use a video or stills camera to record an activity.	Understand that they can communicate using technology. Develop keyboard skills.	Create a simple presentation on a given topic. Use a presentation to present on a topic.	Find and record simple facts. Save work and access this as needed.	Look at how data is representing digitally. Contribute to and interpret a pictogram.	Explore a website using buttons, menus and hyperlinks. To use the 'back' button.	Turn a computer on and off. Log on to a computer, with support.
2	Use an increasing variety of tools and effects in paint programs and talk about their choices. Explore the effects of sound and music in animation and video.	Understand that information technology is not just computers. Understand that using a phone, tablet, music playing device are all example of IT.	Change the background of their presentation and apply this to all slides automatically. Choose a specific slide from which to start their presentation. Use a keyboard to start and control a presentation.	Change the font, type size and colour of text. Italicise, underline and make text bold. Use a text box to inset text into a document.	Collect data, generate graphs and charts to find answers. Save & retrieve the data to show to others.	Find out facts by navigating websites. Know each website has a unique address. Use a search engine to find facts using key word search.	Select an appropriate programme with support. Log on, save and open their work independently.
3	Explore & begin to evaluate the use of multimedia to enhance communication. Create & begin to edit presentation documents & text, experimenting with fonts, size, colour, alignment for emphasis & effect.	Message people who are not in the room and receive a response. Communicate with peers outside of school using an online platform.	Use charts and graphs from Excel in PowerPoint to present. Research, create and present a 5 minute presentation on a topic of their choice, independently.	Use Word Art. Insert clip art into a document.	Find out information from a pre-prepared database, asking straightforward questions. Contribute towards a database.	Type in a URL to find a website. Search online for images and information safely. Talk about the reliability of information on the internet.	Select an appropriate programme independently. How to change the volume on a computer.
4	Explore how multimedia can create atmosphere & appeal to different audiences. Be confident in creating & modifying text & presentation documents to achieve a specific purpose.	Open and read emails. Apply skills from Word processing units to create a template for a letter.	Research and create a presentation on PowerPoint. Include simple transitions in a presentation.	Place work into columns in order to write a news report. Add effects to an image to make it fit the piece.	Plan and create a database to answer questions. Identify different types of data.	Use more complex search criteria to narrow down my search. Know that not all websites are accurate checking information. Know what plagiarism is and when I can use the work of others.	Use keyboard shortcuts when typing. i.e. shift for a capital. Use computer tools such as calculator.
5	Select an appropriate ICT or online tool to create and share ideas. Explore the effects of multimedia (photos, video, sound) in a presentation or video and show how they can be modified.	Send and receive emails. Use tools within the email service to add emphasis to certain parts of an email.	Embed a video into a presentation. Give an entrance effect to an image on a PowerPoint.	Create, adjust and use a table in a word document. Create an interactive document using hyperlinks.	Collect and record information using spreadsheets and databases. Carry out complex searches (e.g. using and/or, \leq / \geq).	Know the information found on some sites will be biased. Know that images and text found on websites are subject to copyright.	Design and print a 3D model, with support. Use task manager to resolve simple computer problems.
6	Use sound, images, text, transitions, hyperlinks and HTML code effectively in presentations. Store presentations and videos online where they can be accessed by themselves and shared with others.	Host a conference call style debate with a group of using online technology. Send an email with an attachment.	Use transitions and automatic timings to enable them to present on a given topic. Insert sound files onto a PowerPoint.	Apply a background to a word document and print it. Adjust the page layout to suit the purpose of their work. Use headings and bullet points to organise their work.	Use the whole data process – generate, process, interpret, store, and present information – realising the need for accuracy and checking plausibility. Select appropriate data tool. Identify and present results.	Understand how computer networks work, including the internet. Use search engines effectively, and I know how search results are selected and ranked.	Design and print a 3D model, independently Experiment with different programmes for familiar purposes and make an informed choice as to which they prefer.

