

Typing/Word Processing School Progression Table

Dated: Spring 2021



<u>Year Group</u>	<u>NC Objectives</u>	<u>Skills/Knowledge</u>	<u>Apps and Links</u>
EYFS	Children recognize that a range of technology is used in places such as homes and schools. They select and use technology for particular purposes.	<ul style="list-style-type: none"> • Play on a touch screen came and use computers/keyboards/mouse in role play. • Type letters with increasing confidence using a keyboard and tablet. 	ABCYa.com A collection of fun and engaging games to be used to develop mouse precision skills. Letter & Number Trace is a good one in Pre-K.
1	Co2/1.4 Use technology purposefully to create, organize, store, manipulate and retrieve digital content.	<ul style="list-style-type: none"> • Confidently switch on, log in, log out and shut down a computer/laptop. • Type using a keyboard; locating letters, number keys and some punctuation. • Use the 'space bar' to make space and 'delete' to delete letters/words. • Use cap locks for capital letters. • Make a new line using enter/return. 	ABCYa.com A collection of fun and engaging games to be used to develop mouse precision skills.
2		<ul style="list-style-type: none"> • Use the space bar only once between words and use touch or mouse to navigate to words/letters to edit. • Use shift and capital lock button to type capital letters. • Copy and paste images and text. • Add images alongside text in a word processed document. • Save a file • Print a file • Change font size and colour. 	
		<ul style="list-style-type: none"> • Start to 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. 	BBC Dance Mat Typing Slowly introduces children to typing

3	<p>Co2/1.6</p> <p>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, analyzing, evaluating and presenting data and information.</p>	<ul style="list-style-type: none"> Edit the style and effect of my text and images to make my document more engaging and eye-catching. For example, borders and shadows for shapes and word art. Locate other letters, numbers and symbols on a keyboard. Use cut, copy and paste to duplicate and organise text. Draw and manipulate shapes and lines. Use word art. Change the page layout (orientation). Change the shade of a colour for effect including solid, pattern and gradient fills. Maximize and minimize pages. 	<p>and develops their skills over 12 stages. Requires headphones. Is a good, fun way of starting to learn to touch type. However, it does not record progress, so if the learner loses their place, they have to start the level again.</p> <p>BigBrownBearTypingGame</p> <p>This is a good game which allows children to become more familiar with the keys on the board in a more basic format than that used by UKS2.</p>
4		<ul style="list-style-type: none"> Combine digital images from different sources, objects and text to make a final piece of a variety of tasks: posters, documents, eBooks, scripts and leaflets. Regularly use text shortcuts such as cut, copy and paste and delete to organise text. Use font sizes appropriately for audience and purpose. Use spell check features to check text. Use 'start' icon to locate and search for programs and open files confidently. Change the page layout (size, columns, margins). Insert tables. 	<p>Arcademics Three games which test typing skills on given words or letter combinations. They race against other players to see who can complete the race quickly and accurately.</p>
5		<ul style="list-style-type: none"> Apply other useful effects to documents such as hyperlinks. Import sound to accompany and enhance the text in a document. Organise and reorganize text on screen to suit a purpose. Use undo and redo 	<p>TypingClub Slowly introduces children to typing and can be used from absolute beginner up to more precise skills and</p>

6		<ul style="list-style-type: none"> • Use in-program tools to support writing such as spell check, dictionary and thesaurus. • Use 'select all' function. • Use the 'snipping tool'. • Format tables layout and design. 	<p>consolidation. Take a placement test prior to starting and not down WPM and Precision %.</p> <p>BigBrownBear A quick 30 second keyboard game which helps children become more familiar with key placement on a QWERTY keyboard. There are also further lessons to help with typing fluency.</p> <p>TypingTest A quick website which gives students 60 seconds to type what they see. The aim is to ensure they use CL and punctuation correctly as well as touch typing. Get children to not look at the keyboard while doing this test.</p>
		<ul style="list-style-type: none"> • Confidently choose the best application to demonstrate my learning. • Format text to suit a purpose. • Publish documents online regularly and discuss the audience and purpose of the content. • Use review options such as comments and track changes. • Type at reasonable speed using the home keys accurately. • Use find and replace tools to edit text. • Use a wider range of ctrl shortcut keys. 	