



Preston CofE Primary

Progression of skills

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Logging in - Use passcode on a tablet and log in on laptop/PC. - Use home button on a tablet.	Logging in Use personal log in for online resources	Logging in Navigate public drive to save and retrieve files	Logging in Securely log on to tablet, laptop and PC devices	Logging in Use a secure personal log in for a variety of online resources	Logging in Securely access a variety of devices and online resources
Basic use of devices - Develop coordination and motor skills in operation a mouse or roller pad on a laptop or PC. - Open a document or other file on a laptop or PC. - Open appropriate App or Home screen link on a tablet. - Take a photo and open camera roll on a tablet. - Follow a hyperlinked image to a website on laptop or PC or use QR code on tablet	Basic use of devices - Open and Close Apps and software - Save and Open files and images. - Insert images within apps and software	Basic use of devices - Connect peripheral devices using USB lead - Use images saved to camera roll within a variety of Apps. - Use Save and Save As on laptops and PCs. - Copy and rename files to edit on tablets - Charge and store devices appropriately	Basic use of devices - Rename documents and other files - Browse to a specified website - Create hyperlink to a website - Recognise appropriate online sources for clipart and images	Basic use of devices - Combine appropriate apps using the camera roll on a tablet - Combine software to achieve effective outcomes. - Work collaboratively on documents and presentations - Create hyperlinks within and between documents	Basic use of devices - Store documents and videos online where they can be accessed by themselves and shared with others - Use knowledge of software and apps to combine technologies to support my learning - Recognise file types for text, image and video files
Research Follow links to find information	Research Use simple children's search engine eg Swiggle	Research Use safe search engine eg Swiggle	Research Acknowledge source of information / images	Research Identify three online sources to check information	Research Use a range of search filters e.g. +, -, or, info: advanced searching, file type.
Keyboard - Use keyboard to find the letters of your name or basic spellings. (Encourage use of left and right hands.) - Use uppercase key for a capital letter. - Use space bar between words.	Keyboard - Use keyboard to enter text (index fingers left and right hand). - Know when and how to use the RETURN/ENTER key. - Use SHIFT and CAPS LOCK to enter capital letters. - Use DELETE and BACKSPACE buttons to correct text.	Keyboard - Use individual fingers to input text and use SHIFT key to type characters. - Amend text by highlighting and using SELECT/DELETE and COPY/PASTE. - Swap between letters and symbol input on a tablet - Add shapes and word art to documents and presentations	Keyboard - Use a keyboard effectively, including the use of numbers - Know how to use a spellcheck - Be aware of keyboard shortcuts on laptops and PCs. - Change font sizes and colour of text - Use appropriate screen capture and insert in document or presentation	Keyboard - Use keyboard to confidently input text, characters and numbers - Use bullet points - Add text boxes - Move, resize and rotate shapes, text and pictures - Use common keyboard shortcuts on laptops and PCs	Keyboard - Effectively use right click menu within documents and presentations - Save as a particular file type - Select menu options within a variety of apps - Create tables - Use find and replace when editing documents