Year Group	Pupils who are secure at age related expectation will be able to:
FS	
Year 1	- Recognise and name a range of digital devices - Identify the basic parts of a computer - screen, mouse, keyboard - Understand and be able to log on to the computer and show an understanding of why passwords are needed - Understand that files can be stored on digital devices - Use a mouse to select, click and drag - Use a keyboard to type a simple sentence, recognising enter, space, delete, backspace and arrows - Open a word processing document - Change style and size of font - Save a document in a relevant location
Year 2	- Recognise and name a range of digital devices used in school, at home and in the wider world - Recognise and label input devices on a computer (keyboard, mouse, touch screen) and output devices (speakers, printers, monitors) - Remember log in and password to access the computer - Developing keyboard skills to write several sentences - Introduction of double click on mouse - Open up a PowerPoint document - Edit font style, size, colour ect - Edit an image by changing the size and adding a border - Use an internet browser to find a given website - Use a search engine to find images - Take photographs on a tablet and locate them once taken - Save a document in a relevant location giving it an appropriate file name
Year 3	- Understand the rules linked to passwords - Open a document saved by a teacher, edit the document and resave giving it an appropriate file name - Developing typing skills to start using more than one finger - Conduct an internet search using a variety of search engines - Refine internet searches by using 'images' or 'maps' to gain more specific information - Open up a Publishing document and set up a template, saving in a given location - Add text and images to a document showing an awareness of layout - Edit text and images in a document for a particular reason, being able to explain edits made

	• Understand how to move between a document and the internet using minimise and maximise tools • Understand how to use undo, zoom in and zoom out tool
Year 4	• Open and save a file in a suitable folder, and use suitable file names when saving work • Understand that you can organise files using folders, and can delete, move and copy files • Understand that school computers can be connected and they may use a shared area for saving work • Use a search engine to find information using keyword searches • Type using all fingers • Use right-click, left-click and double-click appropriately on a mouse • Know how to copy text and images from a web page or document into another document
Year 5	• Open, save, copy and paste files into a suitable folder, using suitable file names • Organise their files using folders and appropriate file names with teacher support • Type using all fingers, with increasing speed and fluency – starting to develop skill of not looking at hands • Use right-click, left-click and double-click appropriately on a mouse • Use common keyboard shortcuts, e.g. Ctrl + C (copy); Ctrl + V (paste) to copy images and text in-between two documents • Know how to change the size and orientation of a page • Understand the size of a document on a computer, in comparison to real life, e.g. font size compared to a print out • Edit, check and print work • Increased precision with search criteria when using a search engine, showing an understanding of how to save an image in folder from a webpage with an understanding of copyright
Year 6	• Understand that different devices can have different operating systems, and can give examples linked to use in school, e.g. computer use Microsoft and the iPads use IOS • Independently, organise their files using folders and appropriate file names • Save a different versions of a document in a suitable location, understanding how this can help reduce the loss of accidental deletion • Continue to develop touch typing skills at a suitable pace • Explore other keyboard shortcuts such as minimise all windows (windows key + M) or change window (Alt + tab) • Recognise common file types and extensions and understand that different files work in different ways (JPEG, PNG, GIF, MP3, WAV) • Increased precision with search criteria when browsing the internet, and understand how to refine a search and the results • Preview a document before printing and make suitable edits

	• Print a document in colour or black and white dependent on the purpose