



		EYFS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Word Processing	Recognise that a range of technology is used in places such as homes and schools. They select and use technology for particular purposes.	- I can play on a touch screen game and use computers/keyboards/mouse in role play. - I can type letters with increasing confidence using a keyboard and tablet. - I can dictate short, clear sentences into a digital device.						
	Use technology purposefully to create, organise, store, manipulate and retrieve digital content.		- I can confidently type words quickly and correctly on a digital device. - I can use the space bar to make space and delete to delete letters/words. - I can make a new line using enter/return. - I can dictate into a digital device more accurately and with punctuation.	- I can use the space bar only once between words and use touch to navigate to words letter to edit. - I can copy and paste images and text - Use caps locks for capital letters. - I can add images alongside text in a word-processed document. - I can dictate longer passages into a digital device with accurate punctuation.				
	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, analysing, evaluating and presenting data and information.				- I can use index fingers on keyboard home keys (f/j), use left fingers for a/s/d/f/g, and use right fingers for h/l/j/k/l. - I can edit the style and effect of my text and images to make my document more engaging and eye-catching. For example, borders and shadows. - I can use cut, copy and paste to quickly duplicate and organise text.	- I can combine digital images from different sources, objects, and text to make a final piece of a variety of tasks: posters, documents, eBooks, scripts, leaflets. - Confidently and 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 and thesaurus including through Siri and other AI technology.	- I can start to apply other useful effects to my documents such as hyperlinks. - I can import sounds to accompany and enhance the text in my document. - I can organise and reorganise text on screen to suit a purpose.	- I can confidently choose the best application to demonstrate my learning. - I can format text to suit a purpose. - I can publish my documents online regularly and discuss the audience and purpose of my content.
Data Handling	Children recognise that a range of technology is used in places such as homes and schools. They select and use technology for particular purposes.	- I can identify a chart. - I can sort physical objects, take a picture and discuss what I have done. - I can present simple data on a digital device.						
	Use technology purposefully to create, organise, store, manipulate and retrieve digital content.		- I can sort images or text into two or more categories on a digital device. - I can collect data on a topic. - I can create a tally chart and pictogram. - I can record myself explaining what I have done and what it shows me.	- I can sort digital objects into a range of charts such as Venn diagrams, Carroll diagrams and bar charts using different apps and software. - I can orally record myself explaining what the data shows me. - I can create a branching database using questions				
	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, analysing, evaluating and presenting data and information.				- I can create my own sorting diagram and complete a data handling activity with it using images and text. - I can start to input simple data into a spreadsheet. - I can create a feelings chart exploring a story or character's feelings.	- I can create my own online multiple-choice questionnaire. - I can input data into a spreadsheet and export the data in a variety of ways: charts, bar charts, pie charts. - I understand how data is collected.	- I can create and publish my own online questionnaire and analyse the results. - I can use simple formulae to solve calculations including =sum and other statistical functions. - I can edit and format difference cells in a spreadsheet.	- I can write spreadsheet formula to solve more challenging maths problems. - I can create and publish my own online quiz with a range of media (images and video).