End of Unit Assessment | Computing | Year 3 | Word Processing Skills

All	Most	Some
Use undo and redo, make text bold, italic or underline, select text in different ways, change case, align text.	Select single words, cut, copy and paste text, format the font, insert images, copy a screenshot into another application, use a secure password, use <ctrl> keyboard shortcuts.	Select text in different ways, format images, use an effective layout, use the snipping tool, use bullets and numbering effectively, insert and format text boxes effectively.
33%	**33%**	**33%**
Name	Name	Name
Name	Name	Name
Name	Name	Name
Name	Name	Name

End of Unit Assessment | Computing | Year 3 | Word Processing Skills

		Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	% of class
	% met by child	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
	Has the child met the all and most statements?	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	0%
All	Use undo and redo.																																	0%
	Make text bold, italic or underline.																																	0%
	Select text in different ways.																																	0%
	Change case.																																	0%
	Align text.																																	0%
Most	Select single words.																																	0%
	Cut, copy and paste text.																																	0%
	Format the font.																																	0%
	Insert images.																																	0%
	Copy a screenshot into another application.																																	0%
	Use a secure password.																																	0%
	Use <ctrl> keyboard shortcuts.																																	0%
Some	Select text in different ways																																	0%
	Format images.																																	0%
	Use an efffective layout.																																	0%
	Use the snipping tool.																																	0%
	Use bullets and numbering effectively.																																	0%
	Insert and format text boxes effectively.																																	0%

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Lesson Aim	Success Criteria	*Insert a character against the criteria the child has met. If they have not met the criteria leave it blank.*

	% met by child	0%
1	I can use basic computer skills...	0%
	I can manipulate windows including viewing 2 windows at once.	0%
	I can create and organise files and folders.	0%
	I can search for files.	0%
	I can print using specific options.	0%
	I can create secure passwords.	0%
	I can take screenshots.	0%
2	I can change the case of text.	0%
	I can use two hands for typing.	0%
	I can keep typing at the end of a line.	0%
	I can save work in my folder.	0%
	I can use <shift>, <Caps Lock> and <space> correctly.	0%
	I can edit using <backspace>, <delete>, the arrow keys, undo and redo.	0%
	I can select and format text.	0%
	I can use the change case button.	0%
3	I can align text	0%
	I can use the menu buttons.	0%
	I can align text left, centre, right, or justified.	0%
	I can use the Show all characters button to see where space and return are used.	0%
4	I can use bullets and numbering.	0%
	I can use the menu buttons for bullets and numbering.	0%
	I can choose the format of bullet points.	0%
5	I can use the <ctrl> key.	0%
	I can use the <ctrl> key to select several sections of text.	0%
	I can use some of the main keyboard shortcuts.	0%
6	I can insert and format text boxes.	0%
	I can insert a text box.	0%
	I can format a text box.	0%
	I can format how text boxes are laid out.	0%

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NC Aims Covered in Word Processing Skills

Use technology safely, respectfully and responsibly.

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...

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Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6
I can use basic computer skills.	**I can change the case of text.**	**I can align text.**	**I can use bullets and numbering.**	**I can use the <ctrl> key.**	**I can insert and format text boxes.**
I can manipulate windows including viewing 2 windows at once.	I can use two hands for typing.	I can use the menu buttons.	I can use the menu buttons for bullets and numbering.	I can use the <ctrl> key to select several sections of text.	I can insert a text box.
I can create and organise files and folders	I can keep typing at the end of a line.	I can align text left, centre, right or justified.	I can choose the format of bullet points.	I can use some of the main keyboard shortcuts.	I can format a text box.
I can search for files.	I can save work in my folder.	I can use the Show all characters button to see where space and return are used.			I can format how text boxes are laid out.
I can print using specific options.	I can use <shift>, <CAPS LOCK> and <space> correctly.				
I can create secure passwords.	I can edit using <backspace>, <delete>, the arrow keys, undo and redo.				
I can take screenshots.	I can select and format text.				
	I can use the change case button.				

Computing: Word Processing Skills

K	W	L
What I know	What I want to know	What I have learnt