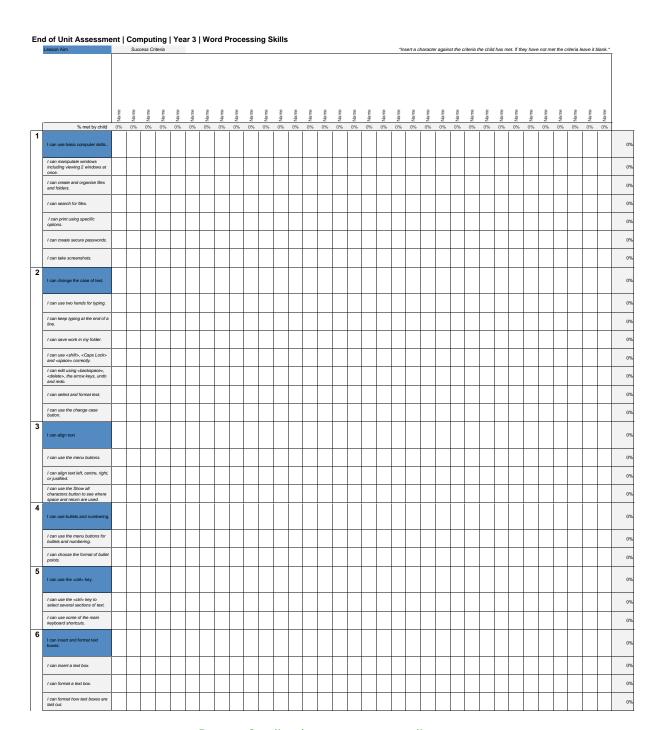
End of Unit Assessment | Computing | Year 3 | Word Processing Skills

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.</ctrl>	Select text in different ways, format images, use an effective layout, u snipping tool, use bullets and numbering effectively, insert and format boxes effectively.									
33%	33%	33%									
		Name									
		Name									
Name		Name									
Name	Name	Name									

Er	d of Unit Assessment Co	It Computing Year 3 Word Processing Skills *Insert a character against the criteria the child has met. If they have not met the criteria leave it blank.*																																	
		Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	Name	אפוופ	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% 09				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 i	n	n r	n	n	n	n	n	n	n	n	n	0%
	Use undo and redo.																																		0%
	Make text bold, italic or underline.																																		0%
₹	Select text in different ways.																																		0%
	Change case.																																		0%
	Align text.																																		0%
	Select single words.																																		0%
	Cut, copy and paste text.																																		0%
	Format the font.																																		0%
Most	Insert images.																																		0%
	Copy a screenshot into another application.																																		0%
	Use a secure password.																																		0%
	Use <ctrl> keyboard shortcuts.</ctrl>																																		0%
	Select text in different ways																																		0%
	Format images.																																		0%
me	Use an efffective layout.																																		0%
Some	Use the snipping tool.																																		0%
	Use bullets and numbering effectively.																																		0%
	Insert and format text boxes effectively.																																		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.

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

