Upottery CP School
IT Record
Name ....**Date of Birth** ....

Communicating and Handling Information

Level One
____I can play tapes or videos.

____I can use the mouse.

____I can type my own name on the keyboard.

____I can use a word bank.

Level Two
____I can use record, rewind and fast forward buttons.

____I can type using space bar, cursor, delete/backspace and return.

____I can use shift buttons.

____I can print my work.

____I can load/shut down programmes from a hard disk.

____I can use the encyclopaedia on the PC to search for information.

Level Three
____I can highlight text to delete, cut, copy, paste, change font, size, colour.

____I can align text.

____I can save work to hard disk and retrieve.

____I can scroll up and down a page and through a document.

____I can use a spell check.

____I can send and receive emails.

Level Four
____I can change page set-up e.g. portrait to landscape.

____I can produce column layouts.

____I can change margin sizes.

____I can use a thesaurus.

____I can save work to floppy disk and retrieve.

____I can use a multimedia-authoring package to present information.

____I can use the Internet to search for and retrieve information.

Level Five
____I can insert a table and enter text.

____I can copy files from hard disk to floppy disk and the reverse.

____I can create folders and move/copy files into them.

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Graphics

Level One

____I can make a pattern using the mouse.

Level Two

____I can make a picture using the mouse.
____I can change brush size, colour and texture.
____I can change painting/drawing tools.
____I can erase work.
____I can print work.

Level Three

____I can insert clipart into a piece of written work.
____I can use the special features of an art package.
____I can scan pictures into the computer.
____I can use a digital camera and import pictures into the computer.
____I can save and retrieve work.

Level Four

____I can use an object-based graphics package to produce images and visual models.

Modelling

Level Three

____I can make predictions in an adventure game.
____I can talk about why things happen in an adventure game.

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Control and Monitoring

Level Two
[set floor turtle units of turn to 1=90]
____I can programme a floor turtle to move forward, back and turn.
____I can make a floor turtle follow a planned course.

Level Three
[set distance units to centimetres, turns 1=1degree]
____I can programme a screen/floor turtle to draw shapes.
____I can programme a screen /floor turtle to perform procedures.
____I can use multiple procedures to create patterns.

Level Four
____I can produce simple procedures to turn on lights and sound alarms.

Level Five
____I can string procedures together, recognise patterns in programming and
recognise the weaknesses of the system.

Data Handling

Level Three
____I can design a database questionnaire.
____I can enter information into a simple and branching database.
____I can find information in a simple and branching database.
____I can make bar charts, line graphs and pie charts using a database.

Level Four
____I can use =< and => to search a database.
____I can use AND and OR to search a database.
____I can use a children's search engine to find information on the Internet.
____I can use a spreadsheet to carry out calculations.
____I can create graphs using a spreadsheet.

Level Five
____I can make predictions and use a spreadsheet to test them.