

Word Processing Progression

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<ul style="list-style-type: none">• Typing on a keyboard• Save Files• Edit text• Use word processing application to undo and redo mistakes• Highlight text in bold, italics and underlining	<ul style="list-style-type: none">• Using a keyboard in more detail such as symbols• Insert Slides, add and type in a box• Create a folder to save work• Add images• Add text• Reorder slides	<ul style="list-style-type: none">• Use the undo and redo• Make text bold, italic and underline• Select text in different way (text box movement)• Cut, Copy and paste text• Copy a screenshot into another application• Use <ctrl> keyboard shortcuts	<ul style="list-style-type: none">• Use some of the main keyboard shortcuts• Suggest ways to improve a layout• Apply specific effects to an image• Type at an appropriate speed• Format backgrounds• Add word art• Format Shapes	<ul style="list-style-type: none">• Create hyperlinks• Use Spell checker• Add a word to the spelling dictionary• Add headers and footers• Orientate a page• Add a page border	<ul style="list-style-type: none">• Add, delete and order slides• Use keyboard shortcuts efficiently• Add images from a range of sources (files, internet, clipart)• Add charts into a document• Insert a table into a document