Basic Skills	Logging in and out of a computer
	Saving in a personal OneDrive
	Opening document
	Knowing what an email is
	Opening email app
	Opening a link from email (Forms)
	Use a search engine for a purpose
	Knowing the safe site – padlock
Core Skills	Printing when appropriate
	Typing simple sentences with capital letter and full stop
	Inserting image from given shared folder (teacher choice)
Word	Finding keys on a keyboard – space bar/caps lock/full stop
	Alternating between upper and lower case
	Changing size and colour of the font
Excel	Know the symbol
	Put numbers in a cell
	Enter a simple chart (linked with tally chart)
	Save the document
Power Point	Insert text
	Insert given pictures
	Change the background colour
	Insert new slide