



Basic Skills	Begin to choose own name for a document
	Understanding what an email is and when to use them
	Whole class shared writing of an email – subject box etc
Core Skills	Awareness of what is appropriate to print- begin to make this decision
	Begin to access the shared class group to open documents
Word	Use of return key, backspace, delete
	Insert word art
	Spell check
	Insert online picture using search facility
	Change the font
	Copy and paste
Excel	Open a saved file
	Create a tally chart with a title
Power Point	Edit a given template – adding pictures and text
	Edit the title
	Begin to explore slide transitions