

## St Andrew's Software Progression

Software	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Typing Purple Mash Unit	Home, Top and Bottom Row Keys Left keys, right keys	Shift Key/Space bar Letters and Numbers Vowels/Consonants CVC words High Frequency Words	Punctuation Phrases Exercises Colours and numbers Words from A-Z	Words from A-Z Paragraphs		
Word	Opening a document. Typing in a document. Printing a document. Insert a picture from a given place.	Opening a document. Typing in a document. Saving a document. Retrieving saved work. Inserting a picture from the internet. Changing the font.	Saving a document Keyboard skills and shortcuts Changing font size, colour and type Combining text and graphics Adding borders and boxes.	Independently: Saving a document Keyboard skills and shortcuts Changing font size, colour and type Combining text and graphics	Drawing shapes Short cuts for copy, cut and paste. Grouping/ungrouping objects. Text box Import picture Copy and paste images Resize shapes and images.  Inset information for a database – tables  How to save as a PDF when printing a background.	Independently: Drawing shapes Short cuts for copy, cut and paste. Grouping/ungrouping objects. Text box Import picture Copy and paste images Resize shapes and images.  Inset information for a database – tables  How to save as a PDF when printing a background.

Excel			<p>Creating spreadsheets  Inputting data  Enter labels and numbers  To enter formulae  To understand and use the term SUM  To change data  To use data to create a graph</p>	<p>Independently:  Creating spreadsheets for a purpose.  Inputting data in an effective way.  Enter labels and numbers where appropriate.  To enter formulae and understand why this is useful.  To understand and use the term SUM  To change data.</p>	<p>Open previous document.  To create a spreadsheet for a purpose.  To use the different parts of the document.  Inputting data in the correct places.  Arranging data in an efficient way.  Creating graphs from data.  Editing graphs  Simple formulae  Short cuts for + - x ÷  Database – how to alter elements and change through formulae</p>	<p>Independently:  Open documents quickly and efficiently.  To understand and explain its purpose  To know and understand the different parts of the document.  Inputting data effectively.  Arranging data linked to the purpose of the document.  Creating graphs from data accurately.  Editing graphs and addressing mistakes.  Simple formulae  Short cuts for + - x ÷  Database – how to alter elements and change through formulae</p>
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Powerpoint			<p>To open program</p> <p>To insert clipart and photos</p> <p>To insert sounds</p> <p>To add transitions and effects</p> <p>To insert text</p> <p>Use PPT to present</p>	<p>To open the program and retrieve saved work.</p> <p>To insert clipart and photos from the internet.</p> <p>To insert sounds for effective use.</p> <p>To add transitions and effects linked to the purpose of the presentation.</p> <p>To insert text, altering font, size etc.</p> <p>Use PPT to present</p>	<p>Adding slides</p> <p>Custom animations</p> <p>Transition</p> <p>Sound files</p> <p>Changing text</p> <p>Insert graphics, video.</p> <p>Hyperlinks</p> <p>How to use as a presenting tool</p>	<p>Independently:</p> <p>Adding slides</p> <p>Custom animations</p> <p>Transition</p> <p>Sound files</p> <p>Changing text</p> <p>Insert graphics, video.</p> <p>Hyperlinks</p> <p>How to use as a presenting tool</p>
Publisher			<p>Copy paste images</p> <p>Resize Images</p>	<p>Copy paste images</p> <p>Resize Images</p>		
Paint/Paint 3D	Using a readymade background to	Creating backgrounds using the shape tool.	Using images from the web Changing colours and backgrounds	Using images from the web		

	fill in different colours.	Using the fill tool to select different colours and fill the shapes.	Adding colours and shapes Resizing	Changing colours and backgrounds Adding colours and shapes Resizing		
APPS Brushes					<p>Creating digital images. Drawing over and layering. Building up Colour wand Copy images from the internet Save images from the internet</p>	<p>Creating digit images Drawing over Layering in an efficient way. Building up layer by layer to create an effective piece. Colour wand Copy images from the internet Save images from the internet in a named folder</p>