




# Year 3

**Common Skill: Pupils should be able to Save & Retrieve work independently.**

|  Create and Communicate Information |  Find and Analyse Information |  Media |
|---|--|---|
| Plan their work and Save, Edit & Retrieve independently   | Navigate a specific website using a web browser  | Plan their work and Save, Edit & Retrieve independently                                   |
| Insert & move images and text   | Begin to understand that information stored on websites may not be accurate                                    | Record sounds and play them back  |
| Evaluate a variety of text styles   | Use a Favourites list set up by the teacher  | Locate sound files from a variety of sources to use in their work                         |
| Edit text- alter font size, colour and style  | Enter a URL (web address) into a browser   | Create and evaluate musical compositions  |
| Able to use a bank of images set up by the teacher  | Search for images using a safe stock image site  | Manipulate sounds and evaluate the changes  |
| Re-size images in a document  | Use the History function in a browser  | Use a digital camera to capture images  |
| Begin to use Cut, Copy and Paste  | Know how to remain safe online   | Use captured images within other software applications                                    |
| Use a spell checker   | Plan their work and Save, Edit & Retrieve independently  | Use still images to produce a simple video  |
| Know different ways of communicating and that messages can be sent over distances                                   | Collect appropriate information using a data-capture sheet   |   |
| Send and Receive e-mails  | Input accurate data into a prepared Database   |   |
| Know the importance of e-mail addresses being accurate  | Add/remove records   |   |
| Know how to use e-mail safely   | Plot and interpret a simple chart/graph  |   |
|   | Interrogate the database using Simple questions  |   |
|   | Sort fields in a database  |   |
|   | Move a turtle around a screen using direct commands for a given purpose  |   |
|   | Use Repeat commands to create a simple procedure to draw shapes  |   |
|   | Understand the effects of changing variables such as length and angles   |   |
|   | Save and edit procedures   |   |