




Year 4

Common Skill: Pupils should be able to Cut, Copy & Paste and begin to use Repeat functions.

 Create and Communicate Information	 Find and Analyse Information	 Media
Plan, create, Edit, Save & Retrieve work independently	Plan, create, Edit, Save & Retrieve work independently	Plan, create, Edit, Save & Retrieve work independently
Discuss different ways in which information can be communicated	Know that information stored on websites may not be accurate	Know that ICT can be used to develop images on screen
Create and respond to an e-mail using the address book, understanding the importance of e-mail addresses being accurate	Begin to use a moderated search engine to locate information to use in their work	Use the Select tool in a Graphics package to create stamps and repeat patterns
Create and respond to an e-mail using attachments	Know how to remain safe online	Use 'Save as' to keep drafts of work
Understand that different file types can be sent as attachments	Know how to create a series of yes or no questions to identify objects	Create patterns in a Graphics package using a variety of Tools and Effects
Use the Inbox, Sent Items, Outbox and Delete folders	Develop a tree diagram to investigate a set of questions	Review and Edit graphic work and discuss the ways ICT enables changes to be made
Can send a picture or file as an attachment	Use a branching database to sort information to find answers to questions	Use a digital camera effectively, becoming more aware of the camera features
Understand that different file types can be sent as attachments	Develop a branching database by Adding and Removing objects and editing questions	Make photographic compositions in a variety of styles
Know how to use e-mail safely	Understand the need for accuracy when entering data into a database	Transfer images from the camera to computer
Use Copy, Paste and Repeat techniques in their work	Input data into a prepared spreadsheet from surveys	Edit photos using software
Justify Text to centre headings	Use the Summation tool in a spreadsheet	Evaluate and use photos to enhance their work
Edit and revise their work	Use the data to plot and interpret a variety of graphs	
Use images to illustrate their work	Understand that spreadsheets work on patterns and relationships	
Rotate, Group and overlap images on the page	Create a spreadsheet containing simple formulae and use the Fill function to replicate cells and formulae	
Begin to consider appropriate choice of layout and styles	Interrogate and analyse the data and/or the effect of changing the data	
Hyperlink pages together	Write about their investigation using graphs to illustrate their work	