	St Joseph & St Bede's Key Stage 1 Information and Communications Technology Recording Sheets.	Unit 1A				Unit 1B				Unit 1C		
		Understand that the mouse controls the pointer and can control the mouse with a degree of hand, eye coordination	Use the correct mouse button to select objects on screen	Drag the appropriate words/pictures into the correct position.	Match text and pictures appropriately	Understand that text/words come in different sizes, colours and styles.	Enter single letters to type their names.	Use a word bank to create simple sentences.	Produce text, on screen, that is clear and error-free	Suggest what information is represented by sounds	Suggest what information is represented by pictures	Recognise how text, pictures and sound are used in a computer program.
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Each Year group should use its own colour.

Has been taught:

Has been met:

	Unit 1D				Unit 1 E					Unit 1F								U
Use the word 'Information'	Identify key words to describe objects.	Identify criteria which divide a set of objects.	Recognise that objects have properties.	Recognise that there is a connection between data collected, sorted and classified, and a pictogram.	Recognise that data can be represented by pictograms and that the longer the column in a pictogram the higher the number	Use the pictogram to help answer simple questions	Enter data to create a pictogram	Recognise that machines and devices have to be controlled	Put instructions in the correct sequence to achieve the correct results.	Give instructions in a common language.	Recognise the importance of precision in instructions	Write a sequence of instructions for others to carry out	Recognise some of the features of word-processed text	Enter and correct text	Understand that spaces need to be placed between words	Identify where the return/enter key has been used in text and why	

Unit 2A					Unit 2B							Unit 2C					Unit 2D		
Use the return/enter key when appropriate	Understand that words can be moved down the screen	Create sentences using a word processor.	Recognise that text can be edited to improve it	Recognise that changes can be made at a later stage	Recognise that ICT can be used to create pictrures	Select and use appropriate tools.	Control the pen and use the floor fill tool to create visula effects	Recognise that work can be saved using the 'Save as' command	Use the straight line. Geometric shapes and flood fill tools to match their purposes	Use the spray tool	Choose colours and patterns to match their purposes	Recognise that CD-Roms hold a large amount of information	Recognise the need to use search tools.	Use menus to locate information.	Use an index to locate information.	Feel confident navigating a CD ROM	Recognise control devices	Enter instructions to control the floor turtle.	Predict the result of a sequence of instructions.	Recognise that instructions can be repeated

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J.Lester 2001