

Suggested Skills and Experiences Years P-1

<p>Computer and Operating Systems</p> <ul style="list-style-type: none">• Basic software use of software to support learning.• Basic familiarity with keyboard and mouse operations.• Basic terminology awareness/familiarity.• Recognition of desktop icons and features.
<p>Peripherals and Multimedia</p> <ul style="list-style-type: none">• Awareness of use of photos, sounds, animations and movies which can be delivered on the computer in support of their learning by interacting with software.
<p>Word Processing</p> <ul style="list-style-type: none">• Enter simple text into a class document with support of teacher or aide.
<p>Publishing</p> <ul style="list-style-type: none">• Enter basic text into a class-produced publishing activity with support.
<p>Drawing/Painting</p> <ul style="list-style-type: none">• Creating simple images with a paint program suitable for age.
<p>Problem Solving</p> <ul style="list-style-type: none">• Experience age-specific software for developing problem solving skills and support learning.
<p>Presentation</p> <ul style="list-style-type: none">• Use age-appropriate software for producing a simple presentation as a small team or class presentation.
<p>Web Publishing</p> <ul style="list-style-type: none">• Insert basic text into a simple web page with a ready made template and teacher/aide assistance.• Web pages include text, clip art, animations.
<p>Internet/Communication</p> <ul style="list-style-type: none">• Awareness of internet and email through teacher access to web sites and email activities.

Suggested Skills Year 2

<p>Computer and Operating Systems</p> <ul style="list-style-type: none">• Teacher directed saving and opening of files.• Basic software use of software.• Log in to school network with simple class login• Using CD ROM (already installed) for software learning.• Basic familiarity with keyboard and locations of important keys.
<p>Peripherals and Multimedia</p> <ul style="list-style-type: none">• Awareness of use of digital still camera, and photos on the computer.• Awareness of printer, teacher directed printing.
<p>Word Process</p> <ul style="list-style-type: none">• Enter simple text into a class document with basic editing under guidance of teacher.
<p>Publishing</p> <ul style="list-style-type: none">• Enter basic text into a class-produced publishing activity.
<p>Drawing/Painting</p> <ul style="list-style-type: none">• Creating images with a paint program suitable for age.
<p>Problem Solving</p> <ul style="list-style-type: none">• Use age-specific software for developing problem solving skills and support learning.
<p>Presentation</p> <ul style="list-style-type: none">• Use age-appropriate software for producing a simple presentation as a small team or class presentation.
<p>Web Publishing</p> <ul style="list-style-type: none">• Insert basic text into a simple web page with a ready made template and teacher direction.• Web pages include text, clip art, animations.
<p>Internet/Communication</p> <ul style="list-style-type: none">• Take part in a class internet experience to become familiar with internet, accessing a site to look at content suitable and engaging for small children.• Take part in a simple email project with teacher managing email and class

activities.

Suggested Skills and Experiences - Year 3

Computer and Operating Systems

- Guided saving and opening files.
- Basic software use of menus and toolbar.
- Turn on and power off computer.
- Using CD ROM (already installed) to access activities.
- Familiar with locations of common keys and functions - two hands to type.

Peripherals and Multimedia

- Awareness of use of digital still camera, and importing photos into the computer.
- Teacher directed printing.

Word Process

- Produce simple documents with basic editing under guidance of teacher.

Publishing

- Produce simple cards from templates and print with age-appropriate software.

Drawing/Painting

- Creating and modifying images with a paint program suitable for age.

Problem Solving

- Use age-specific software for developing problem solving skills and support cognitive abilities.

Presentation

- Use age-appropriate software for producing a simple presentation.

Web Publishing

- Insert into a simple web page with a ready made template and teacher support.
- Web pages include text, clip art, animations.

Internet/Communication

- Use a teacher-provided web link to become familiar with internet,

accessing a site to support age-appropriate learning.

- Awareness - teacher sending of simple email.
- Take part in an email project with another school/s with whole class input.

Suggested Skills and Experiences - Year 4

<p>Computer and Operating Systems</p> <ul style="list-style-type: none">• Guided saving and opening files - network awareness.• Use software menus and toolbar.• Understanding of correct posture at keyboard and typing tutor experiences commence.• Mouse skills well developed.• Printing at appropriate times.• Insert CD ROM (already installed) to access materials.
<p>Peripherals and Multimedia</p> <ul style="list-style-type: none">• Teacher guided use of digital still camera, and importing photos into the computer.• Teacher guided printing.
<p>Word Processing</p> <ul style="list-style-type: none">• Produce basic documents with font styles, justification and layout, guided addition of clip art, printing. Teacher directed spell checking.
<p>Publishing</p> <ul style="list-style-type: none">• Produce simple cards from templates and print.
<p>Spreadsheet</p> <ul style="list-style-type: none">• Add basic information to a prepared simple spreadsheet template and print.
<p>Database</p> <ul style="list-style-type: none">• Teacher directed addition of basic information to a simple database and printing.
<p>Drawing/Painting</p> <ul style="list-style-type: none">• Creating and modifying images with a paint program, with teacher guidance, printing.
<p>Problem Solving</p> <ul style="list-style-type: none">• become familiarised with a mind-mapping program as part of a class activity to map out a project.• Use simulation software related to curriculum topic.

Presentation

- Teacher directed simple presentation development for a class project.

Web Publishing

- Create a simple web page with a ready made template and teacher support.
- Web pages include text, clip art.

Internet/Communication

- Use a teacher-provided web link to support classroom activities, basic web browser skills.
- Teacher directed sending of simple email.
- Take part in a collaborative email project with another school with whole class input.
- Teacher directed simple web quest task.

Suggested Skills and Experiences - Year 5

<p>Computer and Operating Systems</p> <ul style="list-style-type: none">• Guided saving to a computer directory.• Navigate to find specific items in the home directory (to open files or insert into their work).• Use naming conventions to organise files.• Use menus and commands to utilise more advanced features of software.
<p>Peripherals and Multimedia</p> <ul style="list-style-type: none">• Use digital still camera, import photos into the computer.
<p>Word Process</p> <ul style="list-style-type: none">• Produce documents with appropriate font styles and layout, add and resize images. Guided spelling and grammar checking, page orientation and layout, borders and shading.
<p>Publishing</p> <ul style="list-style-type: none">• Produce simple cards or a brochure with the aid of help and software wizards/templates, which includes text and picture frames with clip art, text with fonts suited to purpose.
<p>Spreadsheet</p> <ul style="list-style-type: none">• Add basic information to a prepared simple spreadsheet template to watch graph generate automatically and print for classroom use.
<p>Database</p> <ul style="list-style-type: none">• Add basic information to a prepared simple database with support from teacher for a particular purpose.
<p>Drawing/Painting</p> <ul style="list-style-type: none">• creating and modifying images with paint software.• inserting/pasting into working image.
<p>Problem Solving</p> <ul style="list-style-type: none">• become familiarised with a mind-mapping program as part of a class activity to map out a project.• Use simulation software related to curriculum topic.
<p>Presentation</p> <ul style="list-style-type: none">• Contribute to a class project or take part in a small group project - a slide

show which includes, text sound, voice recording, photos, animations.

Web Publishing

- Create a simple web page with a ready made temple and teacher support.
- Web pages include text, photos, clip art.

Internet/Communication

- Use a set of teacher-provided web links for investigation activities.
- Become familiar with aspects of observing copyright with materials accessed from the web.
- Send an email as part of a group/under teacher guidance.
- Take part in a collaborative email project with other schools with whole class.
- Take part in a curriculum-related web quest with guidance from the teacher.

Suggested Skills and Experiences - Year 6

<p>Computer and Operating Systems</p> <ul style="list-style-type: none">• Save to a computer directory and to usb.• Navigate to find specific items in another directory (to insert into their work).• Use folders to organise files.• Use keyboard shortcuts/right click options according to own preference.
<p>Peripherals and Multimedia</p> <ul style="list-style-type: none">• Use digital video camera to make simple movies and import into the computer.• Use digital still camera, import photos into the computer to edit with a photo-editing program.• Use a scanner to scan an image into the computer.
<p>Word Processing</p> <ul style="list-style-type: none">• Produce documents with appropriate font styles and layout, text wrap on images and photos, independent spelling and grammar checking, simple use of a table.
<p>Publishing</p> <ul style="list-style-type: none">• Produce simple cards or a brochure with the aid of help and software wizards, which includes text and picture frames with photos, clip art, text with fonts suited to purpose.
<p>Spreadsheet</p> <ul style="list-style-type: none">• Interact with simple spreadsheets which include text boxes, clip art and basic calculations.• Produce a simple spreadsheet with guidance, suited to a particular purpose.
<p>Database</p> <ul style="list-style-type: none">• Interact with a simple database to add, find, edit and extract information. Create a simple database with support from teacher for a particular purpose.
<p>Drawing/Painting</p> <ul style="list-style-type: none">• Saving drawings and imported/changed images in different formats for particular purposes.• Aligning and manipulating objects including text boxes to combine into a single image.
<p>Problem Solving</p>

- Use a mind-mapping program as part of a group activity to map out an issue or project.
- Use simulation software to produce a solution to a given problem.

Presentation

- Produce a guided individual project (or take part in a small group project) as a slide show or interactive presentation which includes, sound, voice recording, photos, animations and movies.

Web Publishing

- Create a simple web page or a series of simple pages with software wizard help/teacher support.
- Use a paint program/drawing tools in Web Page software to manipulate images for web pages.
- Web pages include text, photos, clip art and own style of background.

Internet/Communication

- Conduct a guided, safe search for useful web materials - copy/paste from web, save images.
- Understand the need for observing copyright with materials accessed from the web.
- Send an email, reply to a message.
- Take part in a collaborative email project with other schools with a group of students/whole class.
- Undertake a curriculum-related web quest as part of a small group.

Suggested Skills and Experiences - Year 7

<p>Computer and Operating Systems</p> <ul style="list-style-type: none">• format a floppy disk• copy, delete, move files on a floppy disk• select and manipulate multiple files
<p>Peripherals and Multimedia</p> <ul style="list-style-type: none">• Use digital video camera to make simple movies which require basic editing on the computer.• Scan images into the computer to edit and add to their work.
<p>Word Processing</p> <ul style="list-style-type: none">• Produce documents formatted for a purpose with appropriate font styles, with simple tables, bulleted lists, text boxes, text wrap on images and photos, using drawing tools and word art to enhance the presentation.
<p>Publishing</p> <ul style="list-style-type: none">• Produce a brochure which includes text and picture frames with photos, clip art, text with fonts suited to purpose.
<p>Spreadsheet</p> <ul style="list-style-type: none">• Create simple spreadsheets which include text boxes, clip art and basic calculations.• Produce a simple graph from spreadsheet, suited to a particular purpose.
<p>Database</p> <ul style="list-style-type: none">• Create a simple database to record data from school investigation, with text and number fields.• Interact with a database to add, find, edit and extract information.
<p>Drawing/Painting</p> <ul style="list-style-type: none">• Saving drawings and imported/changed images in different formats for particular purposes.• Aligning, layering and manipulating objects including text boxes to combine into a single image.
<p>Problem Solving</p> <ul style="list-style-type: none">• Use a mind-mapping program independently to map out an issue or project.• Use open-ended software package combination to prepare and produce a solution to a problem.

Presentation

- Produce an individual project as a slide show or interactive presentation which includes, sound, voice recording, photos, animations and movies.

Web Publishing

- Create a simple web page or a series of simple pages for a purpose and audience.
- Use a photo editing package to prepare images for the web.
- Web pages include photos, animations, simple tables and own style of background.

Internet/Communication

- Conduct an independent, safe search for a useful web materials - bookmark page, download items.
- Follow the requirements of observing copyright with materials accessed from the web.
- Send an email attachment, reply to a message, organise email in folders.
- Take part as an individual in a collaborative email project with other schools.
- Undertake a curriculum-related web quest independently.