



Mill Hill Community Primary School
Whole School Computing Basic Skills Curriculum Overview

Key Stage 1		Lower Key stage 2		Upper Key Stage 2	
Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Basic Computer Skills					
<ul style="list-style-type: none"> • Turn on/shut down • Log on/log off • Save • Navigating network • Using the back button • Typing • Backspace to delete • Retrieving documents from folder • Using scroll bars • Upper case and lower case 	<ul style="list-style-type: none"> • Turn on/shut down • Log on/log off • Save/Save as • Navigating network • Using the back button • Typing • Backspace to delete • Retrieving document from folder • Using scroll bars • Upper case and lower case • Using shift to use secondary keys • Undo/re-do buttons • Retrieving images from folder and inserting into a document • Copy and paste with right-click menu and/or keyboard shortcuts • Minimise/maximise • Creating and naming folders • Changing font size and style • Accessing programs through the start button 	<ul style="list-style-type: none"> • Turn on/shut down • Log on/log off • Save/Save as • Navigating network • Using the back button • Typing • Backspace to delete • Retrieving documents from folder • Using scroll bars • Upper case and lower case • Using shift to use secondary keys • Undo/re-do buttons • Retrieving images from folder and inserting into a document • Copy, cut and paste with right-click menu and keyboard shortcuts • Minimise/maximise • Creating and naming folders • Changing font size and style • Accessing programs through the start button • Searching for images on the internet, saving/re-naming in folder and inserting into a document • Bullet points • Navigating text using control, page up/down, end • Select and delete 	<ul style="list-style-type: none"> • Turn on/shut down • Log on/log off • Save/Save as • Navigating network • Using the back button • Typing • Backspace to delete • Retrieving documents from folder • Using scroll bars • Upper case and lower case • Using shift to use secondary keys • Undo/re-do buttons • Retrieving images from folder and inserting into a document • Copy, cut and paste with right-click menu and keyboard shortcuts • Minimise/maximise • Creating and naming folders • Changing font size and style • Accessing programs through the start button • Searching for images on the internet, saving/re-naming in folder and inserting into a document • Bullet points • Navigating text using control, page up/down, end • Select and delete • Inserting hyperlinks into text • Cropping images/borders • Adjust margins • Justify text • Aligning text and image • Line spacing 		