



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