

Name .....	Class.....	Achieved
<b>Computer Systems</b>		
I can Log on and off the network.		
I can name the main parts of a computer system		
I understand why backing storage devices are needed.		
I can explain the benefits of a computer network.		
I can move and resize a window		
I can minimise and maximise a program		
I can cut and paste data between programs		
<b>Word Processing</b>		
I can open a file, edit it and save it		
I understand the difference between <b>Save</b> and <b>Save As</b>		
I can format characters as Bold Underline or Italic		
I can align paragraphs to the left the right and centre.		
I can set paragraph margins using the ruler		
I can move text around a document using cut and paste		
I can use the spell checker		
I can paste graphics and charts from other programs		
<b>Graphics</b>		
I can create graphics using a variety of painting tools		
I can copy and paste graphics between programs		
<b>Databases</b>		
I understand the difference between a File, a Record and a Field		
I can browse through a database		
I can use an index to sort a database		
I can search a database		
I can use a filter to query a database		
I can set up my own database		
<b>The Internet and email</b>		
I understand the School policy on using the Internet and email		
I can use a search engine efficiently		
I can send and receive email		
I can send an attachment with an email		
<b>Spreadsheets</b>		
I understand how to use a Label, a Value and a Formula in a spreadsheet		
I can use a spreadsheet to draw simple Bar charts and Pie charts		
I can change the format of cells and charts		
<b>Desk Top Publishing</b>		
I can move and resize text and graphics		
I can draw and resize a box around an object		
I can use the clipart browser to find and place a picture on a document		
I can set up a background page for a multi-page document		
<b>Programming</b>		
I can enter simple Logo commands		
I can edit a Logo program		
I can use Logo procedures		
I can use parameters in Logo procedures		
<b>Web Authoring</b>		
I can place text and graphics on a web page		
I can set up a web page with links to other pages		
I can test my web pages in an internet browser		
<b>Presentation</b>		
I can set up a simple slide show		
I can alter slide transitions		
I can add sound and animations to slides		
I can place action buttons on presentations		
<b>Mind Mapping</b>		
I can use a mind map to present information		