

Information and Communication Technology - Scope and Sequence Chart

	File Management Peripheral Devices	Keyboard	Word Processing	Graphics and Multimedia	Internet and Global Classroom Projects	Spreadsheet	Database and Research	Computer Lab Software	Classroom Software
Prep	Keyboard Mouse Printer Touch-panel Open and close applications	Upper and Lower case keys, mouse	Typing words	Freehand Drawing Stamps	Travel buddies		CD ROMS	Kid Works 2 Kid Pix Studio PowerGoo MS Word	Kid Works 2 Kid Pix Studio MS Word
Year 1	CD ROMS Printing Icons	Upper and Lower case keys, mouse, shift key Single space between words	Typing sentences	Drawing Tools	Travel buddies		CD ROMS	Kid Works 2 Kid Pix Studio PowerGoo Maths Circus Storybook Weaver	WiggleWorks Kid Works 2 Kid Pix Studio PowerGoo
Year 2	Hard drives Save to C drive Menus	Upper and Lower case keys, mouse Word wrap Single space between words	Typing paragraphs	Edit Drawing Clip Art	E-mail		CD ROMS Encyclopedias	Kid Pix Studio Word Dangerous Creatures Maths Circus	Word Kidspiration Kid Pix Studio Storybook Weaver
Year 3	Floppy disks Save to floppy Save to Student folder (S) Short cuts and menus Scrollbars	Keyboard program TTAPS Shift key Home keys Arrow key Backspace/Del	Edit Menu Select text Fonts – layout Autoshapes Word art Clip art Insert pictures	SlideShow Add sound Insert pictures from file	E-mail exchange Home Page Links Individual logons and email	Pictographs	CD ROMS Encyclopedias	TTAPS TextEase Kid Pix Studio Internet Dangerous Creatures Encarta	TTAPS TextEase Kidspiration Crossword Wizard Internet Paint
Year 4	Microphones Save to appropriate folders Short cuts and menus Scrollbars	Keyboard program TTAPS Home keys and reaches PageUp/Page Down	Select text Formatting text Insert graphics, autoshapes, Word Art Spell Check	Drawing Multimedia with sound Insert digital photo Concept maps	Internet Projects, filling in forms Research using Search engines Individual email accounts	Creating Graphs	CD ROMS Encyclopedias	TTAPS PowerPoint Kid Pix Internet Dangerous Creatures Encarta	Word Kidspiration Crossword Wizard Internet Paint Word

Information and Communication Technology - Scope and Sequence Chart

	File Management Peripheral Devices	Keyboard	Word Processing	Graphics and Multimedia	Internet and Global Classroom Projects	Spreadsheet	Database and Research	Computer Lab Software	Classroom Software
Year 5	Digital camera - stills Network drives CD server Save to network Menu bars Print Preview	Keyboarding program TTAPS Use 2 hands Scroll mouse	Spell and grammar checking Insert graphic elements from Drawing Menu Columns	Digital images Manipulating graphics Scanning	Research on the Internet Global Classroom Projects Individual email accounts	Manipulate spreadsheet – data and graphs	Search databases	TTAPS Word Excel Kidspirations World Book	TTAPS Word Kidspiration Claris Office PowerPoint
Year 6	Digital camera - movies Scanner Video conferencing Drop down Menus	Keyboarding program TTAPS Use 2 hands Introduce Function Keys	Desktop Publishing a brochure Text boxes Edit, Format and Drawing Menus	Scanning Creating Multimedia with sound and video MPG movies Presentations	Individual email accounts Intranets Global Classroom Projects	Creating a simple spreadsheet	Creating a simple database	Word HyperStudio PowerPoint World Book Chronicles of the 20 th Century	Word HyperStudio PowerPoint
Extension	Music keyboard USB microscope Video conferencing H322 standard Robotics Datalogging Weather Station Online collaboration	Keyboarding program TTAPS Advanced speed keyboarding	Desktop Publishing a brochure / pamphlet	Graphics and drawing software Web Page design Presentation software	Global Classroom Projects Chat Videoconferencing	Budgeting Creating more complex spreadsheets	Creating more complex databases	Publisher PhotoDraw My Internet Page or MS FrontPage NetMeeting	Publisher PhotoDraw MyInternet or MS FrontPage MicroLogic NetMeeting RoboLab