



YEAR 1	<ul style="list-style-type: none">• Type a sentence.• Print• Save• Load a saved document• Change font, colour, size
YEAR 2	<ul style="list-style-type: none">• Save• Load a saved document• Underline and bold text• Insert pictures into text• Use bullet points / numbers• Use word art
YEAR 3	<ul style="list-style-type: none">• Align text• Use spell checker• Paper orientation (landscape or portrait)• Insert border• Edit and re-draft text
YEAR 4	<ul style="list-style-type: none">• Edit and redraft text• Insert table• Header and footer for document titles, author and page numbers• Alter margins• Insert shapes
YEAR 5	<ul style="list-style-type: none">• Edit tables - merge cells, insert rows and columns• Edit text• Letter writing format (use templates)• Use hyperlinks within a document
YEAR 6	<ul style="list-style-type: none">• Use previous skills to produce a well-presented document