LEA Guidelines for ICT Recording Sheet - Level 3

	Word processing					Graphics				Music			Data Handling						LOGO		
Pupil Name:	Use computer to produce original writing	Use images from a variety of sources	Save and retrieve unaided	Retrieve, edit, resave and print work	Send and retrieve email	Use a range of tools to create a picture	Save and retrieve unaided	Retrieve, edit, resave and print work	Insert image into word processing work	Compose/arrange a tune	Save and retrieve unaided	Retrieve, edit and resave work	Copy own findings into a database	Carry out a simple search	Retrieve information and interpret selected graphs	Insert graph into word processing work	Save and print work	Search Internet for information	Enter commands to create shapes and patterns	Save and print work	Use saved image in word processing work

Recording Sheets Level 3

Adv/Sim		Spreadsheet					
Navigate adventure/simulation effectively	Make predictions about the outcomes.	Enter data into spreadsheet	Use a formula	understand the consequences	Choose data to be represented as a graph	Save and Print work	Use selected graph in word processing work