LEA Guidelines for ICT Recording Sheet - Level 4

Pupil Name:	Word-processing						Graphics				Music			Data Handling						
	Use the computer to produce original writing	Use images from a variety of sources including Internet	Move and resize images	Save and retrieve unaided	Retrieve, edit, resave and print work	Create address book and use when emailing	Use a greater range of tools	Save and retrieve unaided	Retrieve, edit, resave and print work	Import image into Word Processing work	Compose/arrange a tune	Save and retrieve unaided	Retrieve, edit and resave work	Copy findings from data capture sheet into a database	Check for accuracy	Carry out a complex search	Retrieve information and interpret selected graphs	Save and retrieve work	Import selected graph into Word Processing work	Search Internet/CDROM for relevant information

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LOGO					Adventure/Simulation			Spreadsheet								
Create Procedures	Repeat Procedure	Answer questions "What would happen if…?"	Save, retrieve, amend and print work	Import image/Procedure text into word processing work	Navigate adv, or sim effectively	Make decisions and predictions the outcomes	Extract images from software and use in Word Processing or Database activity	Enter data into spreadsheet	Use a formula	Copy formula	Change data and understand the consequences	Create graph from selected data	Interpret and interrogate graph and spreadsheet	Save and Print work	Answer questions "What would happen if…?"	Import graph/spreadsheet into Word Processing work