**LEA Guidelines for ICT Recording Sheet - Level 5**

| Pupil Name: | Word-processing | | | | | Graphics | | | | | Music | | | Data Handling | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Use the computer to produce original writing | Combine text, images and sound in document | Save, retrieve, edit, resave and print work | Send emails with attachments | Retrieve emails with attachments | Use appropriate graphic tools | Save and retrieve unaided | Amend digital camera and scanned images | Retrieve, edit, resave and print work | Import image into Word Processing activity | Compose/arrange a tune | Record and sequence musical ideas | Save, retrieve, edit and resave work | Devise own data capture sheet | Transfer findings into database | Check for accuracy | Sort, and use complex searches | Retrieve information and interpret selected graphs | Save and retrieve work | Import selected graph into Word Processing work | Search Internet/CDROM for relevant information |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

**LEA Guidelines for ICT Recording Sheet - Level 5**

| Spreadsheet | | | | | | | | Adventure/Simulation | | | LOGO | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Import graph/spreadsheet into Word Processing work/DTP activity | Predict outcome of changing variables | Save and Print work | Interpret and interrogate graph and spreadsheet | Create graph from selected data | Change data and understand the consequences | Copy formulae | Use more complex formulae | Extract images from software and use in Word Processing or Database activity | Make decisions and predictions the outcomes | Navigate adv, or sim effectively | Import image/Procedure text into word processing work | Save, retrieve, amend and print work | Predict the outcome of changing variables | Use subprocedures to create complex shapea/patterns | Create Procedures |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |