Recording Sheet
Year 4

Pupil Name:	Create and Communicate Information												
	Can plan their work and Save, Edit & Retrieve independently	Can discuss different ways in which information can be communicated	Can create and respond to an e-mail using the address book, understanding the importance of e-mail addresses being accurate	Can create and respond to an e-mail using attachments	Understands that different file types can be sent as attachments	Can use the Inbox, Sent Items, Outbox and Delete folders	Knows how to use e-mail safely	Can use Copy, Paste and Repeat techniques in their work	Can justify Text to centre headings	Can edit and revise their work	Can use images to illustrate their work	Can Rotate, Group and overlap images on the page	Begins to consider appropriate choice of layout and styles

Common Skill: Pupils should be able to Cut, Copy & Paste and begin to use Repeat functions.

Recording Sheet
Year 4

Find and Analyse Information

Pupil Name:	Can write about their investigation using graphs to illustrate their work	Can interrogate and analyse the data and/or the effect of changing data	Can create a spreadsheet containing simple formulae and use the Copy function to replicate cells and formulae e.g. copying totals in rows and columns.	Understands that spreadsheets work on patterns and relationships	Can use the data to plot and interpret a variety of graphs	Can use the Summation tool in a spreadsheet	Can input data into a prepared spreadsheet from surveys	Understands the need for accuracy when entering data into a database	Can develop a branching database by Adding and Removing objects and editing questions	Can use a branching database to sort information to find answers to questions	Can develop a tree diagram to investigate a set of questions	Knows how to create a series of yes or no questions to identify objects	Knows how to remain safe online	Begins to use a moderated search engine to locate information to use in their work	Knows that information stored on websites may not be accurate	Can plan their work and Save, Edit & Retrieve independently

Common Skill: Pupils should be able to Cut, Copy & Paste and begin to use Repeat functions.

Recording Sheet
Year 4

Pupil Name:	Media										
	Can plan, create, Edit, Save & Retrieve work independently	Knows that ICT can be used to develop images on screen	Can use the Select tool in a Graphics package to create stamps and repeat patterns	Can use 'Save as' to keep drafts of work	Can create patterns in a Graphics package using a variety of Tools and Effects	Can review and Edit graphic work and discuss the ways ICT enables changes to be made	Can use a digital camera effectively, becoming more aware of the camera features	Can make photographic compositions in a variety of styles	Can transfer images from the camera to computer	Can edit photos using software	Can evaluate and use photos to enhance their work

Common Skill: Pupils should be able to Cut, Copy & Paste and begin to use Repeat functions.