

Managing and Operating

Key:

<i>i</i> – skill is introduced		<i>r</i> – skill is reinforced		skill is used independently	
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Managing/Operating	ES1	Stage 1		Stage 2		Stage 3	
Identify technology equipment	K	1	2	3	4	5	6
Keyboard & Mouse	i	r					
Monitor	i	r					
Printer	i	r					
Hard Drive	i	r	r				
Data Projector/IWB	i	r	r				
Laptop	i	r	r				
Digital Camera	i	r	r				
iPad	i	r	r				
Internal Components (RAM/CPU etc)			i	r	r		
Care & use of technology equipment	K	1	2	3	4	5	6
Move mouse	i						
Click & double click mouse	i						
Identify letters on the keyboard	i	r					
Select & move objects	i	r					
Use special keys - enter/space bar	i	r					
Manage files – name/save/open/delete	i	i	r	r	r		
Turn computer on/off	i	r					
Correct posture	i	r	r				
Access & exit software/apps	i	r	r				
Print files	i	r	r				
Select a printer		i	r				
Understand terms	K	1	2	3	4	5	6
Cursor	i	r	r				
Software/Hardware	i	r	r				
Internet	i	r	r				
Menu	i	r					
Open/Close program or app	i	r					
Login & Password	i	r					
Tool bar/scroll bar	i	r					
Cell, Row, Column		i	i	r	r		
Save/save as		i	r				
Database				i	r	r	
Spreadsheet				i	r		
Software Skills	K	1	2	3	4	5	6
Locate software/app	i	r	r				
Select/Open/Close	i	r					

