

WORKING WITH TEXT

Desirable features (DRAFT)

- If pupils are working with text these are some of the characteristics they may demonstrate...

LEVEL 1 typically, pupils may...
<ul style="list-style-type: none">● Use a simple word bank (Explore)● Create a simple phrase or sentence (Express)● Print their work (Exhibit)
LEVEL 2 typically, pupils may...
<ul style="list-style-type: none">● Control the mouse to navigate on screen (Explore)● Create/combine text and available pictures/sounds (Express)● Spell common and familiar words (Express)● Use spaces in text (show evidence of word spacing) (Express)● Use full stops and some capital letters (Express)● Talk about how to improve their work (Evaluate)● Save work using icon (Exhibit)
LEVEL 3 typically, pupils may...
<ul style="list-style-type: none">● Open new (or existing) document (Explore)● Alter font, size, style and colour of text (Express)● Position a graphic appropriately (Express)● Spell frequently used words correctly (Express)● Display text appropriately, for example: using correct punctuation, word spacing (Express)● Include title if appropriate (Express)● Carry out improvements to work if necessary (Evaluate)● Save work and give it a suitable file name (Exhibit)● Save work to a specified location (Exhibit)
LEVEL 4 typically, pupils may...
<ul style="list-style-type: none">● Retrieve existing document/ folder (Explore)● Copy and paste text appropriately from a range of digital sources (Explore)● Insert text (Express)● Use a text box (Express)● Create a table (Express)● Import graphics (Express)● Resize a graphic if necessary (Express)● Format text showing an awareness of audience, for example: inserting text boxes, aligning/justifying text appropriately, using page borders, using paragraphs, text wrapping, columns (Express)● Use the text and picture toolbars to edit appearance of text and images (Evaluate)● Create folders for saved work (Exhibit)● Use spellchecker (Exhibit)

LEVEL 5 typically, pupils may...

- Use the tab key for formatting (Express)
- Format a table, including merging cells, changing widths and heights within a table (Express)
- Display text in a variety of formats, such as newspapers, presentations, leaflets, etc (Express)
- Regularly use a 'plan, do, review' cycle to improve their work (Evaluate)
- Talk about and describe the process they have used and discuss what they might do differently (Evaluate)
- Use page numbers where appropriate (Exhibit)
- Update saved work, if and when necessary (Exhibit)
- Create sub-folders (Exhibit)

LEVEL 6 typically, pupils may...

- Use grouping (Express)
- Use ordering (Express)
- Use paragraphing facilities (Express)
- Indent cells within a table (Express)
- Exploit potential of ICT to work collaboratively, e.g. use tracking tool (Express)
- Explain and justify their use of ICT for each piece of work, e.g. explaining why an ICT method was more appropriate than non-ICT methods (Evaluate)
- Routinely explain and justify their choice of software and methods (Evaluate)
- In an extended piece of formatted text, use appropriate tools such as word count, page numbers, headers and footers, line spacing and bullet points, watermarks, footnotes, extended numbering (Exhibit)
- Compress graphics (Exhibit)
- Change format of files (Exhibit)

LEVEL 7 typically, pupils may...

- Review their use of ICT and make adjustments as necessary (Evaluate)
- Gather feedback from other users and respond to this as necessary (Evaluate)
- Use style galleries (Express)
- Compare and merge documents (Exhibit)
- Use indexing (Exhibit)