

Year 2 Progression of skills word processing

Assessment statements by the end of this unit...

All children should be able to	Most children should be able to	Some children will be able to
• Edit text using delete, backspace and arrow keys. • Can use full stops. • Save work and give the document a name. • Format font. • Select single words.	• Copy and paste text and clipart. • Use undo and redo. • Insert images. • Use a secure password.	• Can use shift to use exclamation and question marks. • Can copy and paste using CTRL shortcuts.