

Year 3 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
• Use undo and redo. • Make text bold, italic or underline. • Select text in different ways. • Change case. • Align text.	• Select single words. • Cut, copy and paste text. • Format the font. • Insert images. • Copy a screenshot into another application. • Use a secure password. • Use keyboard shortcuts.	• Select text in different ways. • Format images. • Use an effective layout. • Use the Snipping Tool. • Use bullets and numbering effectively. • Insert and format text boxes effectively