

Year 4 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
• select, edit and manipulate text in different ways; • insert an image into a document; • format an image; • use formatting tools to improve the layout; • use the spellcheck tool; • insert a simple table; • change the size of the page. • change the layout by using the column tool; • change the orientation of the page; • copy the URL that they need.	• use some of the main keyboard shortcuts; • suggest ways to improve a layout; • apply specific effects to an image; • add a spelling to the spelling dictionary; • add or delete rows or columns in a table; • suggest ways to change a table; • type at an appropriate speed; • choose a relevant website to link a document to; • create a hyperlink.	• change a homophone that is in the incorrect form; • format the borders of the cells within a table; • apply their knowledge of tools and techniques to improve the layout of a document; • change the background colour of the page; • format a hyperlink and find an appropriate place to insert it