

Year 6 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
• 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 • Insert an online video into a word document. • Insert a header and footer.	• Create their own tables on Microsoft excel. • To copy and paste data into an excel spreadsheet. • To merge cells and add a title in excel. • To format borders and text in excel.