



Digital Learning Passport

Name.....

Skills I would like to learn in computing this year.

Computer Literacy Skills	
Can log on and off a computer independently (including shutting down the computer correctly)	
Can use a mouse to double click, scroll, right click, and drag across the screen.	
I can find and open a document or programme on my computer	
I can name and save a document to a specific file.	
I can change font and size of my writing.	
I can use shift to change my writing to capital letters and to use symbols such as ?!£ etc.	
I can use tools such as spell check correctly.	
I can type using two hands	
I can type at an appropriate speed	
I can safely use the internet to find the answer to a question	
I can open a weblink given to me	
I can use snipping tool to add pictures to my work.	
I can copy and paste information from one place to another.	
I can begin to use and format PowerPoint, Excel	

