

Strands/ Learning Outcomes The children will be able to...	Activities	Resources (Common Network Resources)	Teacher Comments / Assessment Notes
<p>CREATING AND PRESENTING Graphic Manipulation <i>5-14 A "Use some basic features of simple art software"</i></p> <ul style="list-style-type: none"> brush – click and drag change colour clear screen fill 	<p>Use Colour Magic Yellow Level for exploration – clicking to select tools and fill, and dragging to paint lines and shapes</p> <p>*Practise single and double-clicks in Colour Magic, eg make different coloured dots and double dots</p> <p>Use the P1 introductory activities sheet - progressive series of activities to practise skills</p> <p>Practise letter formation and fill.</p> <p>Topic related exercises, focussing on mouse control and shape, line and colour, not on drawing an identifiable picture</p>	<p>RM Colour Magic</p> <p>The following website has a selection of progressive exercises using Colour Magic for Graphic Manipulation and mouse control: (W) http://www.educationict.org.uk/teacher_resource_s.htm</p> <p>The following document covers the P1 Graphic Manipulation learning outcomes: (W) http://www.educationict.org.uk/pdf/nursprimary1.pdf</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <h2>Primary 1</h2> </div>
<p>CREATING AND PRESENTING Text Handling <i>5-14 A "Begin word-processing skills and become familiar with the keyboard: Spacebar, back space, enter, shift, arrow keys"</i></p> <p>Click on the on-screen keyboard to enter text</p> <p>Click on the on-screen grid to enter words</p> <p>Sit properly at the keyboard and use 2 hands</p>	<p>Use an on-screen keyboard:</p> <ul style="list-style-type: none"> Point to letters, numbers, arrows, words Use the mouse to click on letters to type. Use to support other letter/sound recognition or word-building activities Type words which give a picture reward <p>Enter whole words from a Clicker grid to support sentence-building and word-recognition activities.</p> <p>Use the real keyboard: with Textease Blank page, 'pretend' typing of nonsense</p>	<p>Clicker 4 'On-screen keyboard' option</p> <p>The real keyboard can be used at the same time as the on-screen keyboard, so children can gradually progress from one to the other</p> <p>(CTB) List of Clicker words that give pictures – 'PictureWordList' in the Clicker4 folder in the Curriculum Topic Bank in the School Shared Area</p> <p>Clicker 4 'Our School Grids' This document is a comprehensive catalogue of all the resources in Clicker 4: (W) http://www.educationict.org.uk/pdf/clicker4catalogue.doc</p> <p>Textease If possible, move the mouse away and slide the</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <h2>Primary 1</h2> </div>

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<p>Correct a mistake with the backspace key</p> <p>Type simple text, using 2 hands</p> <p>Type their own name</p>	<p>words to practise:</p> <ul style="list-style-type: none"> • 2 hands • posture • balance • tapping the keys • space bar • enter • shift key (exploration activity - what happens to letters, numbers and symbol keys?) <p>Use arrow keys to navigate round nonsense typing, search for a sound and rub it out with the backspace key</p> <p>Use Textease ready-made files to practise letters and words</p> <p>Teacher models correct use of Shift key for a single capital letter</p>	<p>keyboard so that it is in front of the child typing.</p> <p>The following document suggests a progression: (W) http://www.educationict.org.uk/pdf/levelatxeasep1.pdf</p> <p>Using the shift key prepares pupils for capitals, email address characters and punctuation</p> <p>The following document has enlarged pictures and labels of the space, arrow, back space, enter and shift keys (W) http://www.educationict.org.uk/pdf/bigkeys.pdf</p> <p>Textease Set A activities (in the RM Favourites folder) eg spacetype, rocktype, animtype, animtwo</p> <p>Also there are many topic-related 'Keybd' files in the Curriculum Topic Bank, eg Pirates, Animals, Weather, Toys.</p>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <h2 style="margin: 0;">Primary 1</h2> </div>
<p>CREATING AND PRESENTING Multimedia 5-14 A "Add text to a picture"</p> <p>Use a simple animation activity</p>	<p>Use ready-made Stage1 PowerPoint presentation. Children add a word to complete a sentence and then view/end the show</p> <p>Drag the animated fish into the fish tank.</p>	<p>(CTB) Stage1 PowerPoint file from the PowerPoint folder in the Curriculum Topic Bank in the School Shared Area <i>(Microsoft clipart animations only function with PowerPoint 2000, ie in Hawick, Jedburgh and Peebles areas. Other areas will be upgraded – some time!)</i></p> <p>My World – Fish Tank <i>(My World update available to all in Session 2003-2004)</i></p>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <h2 style="margin: 0;">Primary 1</h2> </div>

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<p>CREATING AND PRESENTING Graphic Manipulation 5-14 A/B "...continue graphics manipulation skills..."</p> <ul style="list-style-type: none"> change the size and shape of the brush spray stamps add text <p>Reposition graphics and add simple text, as appropriate</p>	<p>Use Colour Magic Red Level – progressive sheet of activities to practise skills.</p> <p>Make hazy landscape pictures using the spray tool only</p> <p>Investigate the stamps to support topic work</p> <p>Use the stamps to make a collection of transport or animal pictures for use as a data collection activity</p> <p>Use the text tool for simple words / names / labels</p> <p>Use a Textease page with graphics already there. Drag the graphics to re-position them and add labels, sentences, etc</p>	<p>Colour Magic</p> <p>The following website has a selection of progressive exercises using Colour Magic for Graphic Manipulation and mouse control: (W) http://www.educationict.org.uk/teacher_resources.htm</p> <p>(CTB)The following documents cover the P2 learning outcomes, and can be adapted to suit other topics: 'ColMagTheme HeatLight' and 'ColMagTheme Local Study' from the Curriculum Topic Bank</p> <p>(CTB)Pixstarter files from the Curriculum Topic Bank in the School Shared Area</p>	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <h2>Primary 2</h2> </div>
<p>CREATING AND PRESENTING Text Handling 5-14 A/B "Create one or more sentences without teacher support" "...insert/delete text using mouse or arrow keys"</p> <p>Make independent use of: Space, backspace, enter, shift, arrow keys.</p> <p>Use the shift key for single capital letters</p>	<p>Continue exercises to improve familiarity with entering text from keyboard, using two hands.</p> <p>Use Clicker 4 words with ready-made pictures to support word recognition and phonic/spelling patterns.</p> <p>Textease keyboard practice files</p> <p>Practise labels, names and starts of sentences</p>	<p>Clicker 4 Log on as 'Picture User' (or 'On-screen Keyboard' and use the 'Hide Grid' tool).</p> <p>(CTB)List of Clicker words that give pictures – 'PictureWordList' in the Clicker4 folder in the Curriculum Topic Bank . Textease Set A activities (in the RM Favourites folder) eg shopping, bothhand</p> <p>(CTB)Also there are many topic-related 'Keybd' files in the Curriculum Topic Bank, eg Pirates, Weather, Space1, Castles</p> <p>(CTB)Set A as above, eg Traylabel. Also Planets (Space folder) and Pirates from the Curriculum Topic Bank in the School Shared Area</p>	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <h2>Primary 2</h2> </div>

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<p>Correct text by positioning the cursor to insert/delete (without using backspace and rubbing everything out!)</p> <p>Use shift key and full stop to type one or more sentences</p>	<p>Try tapping a row of vowels with spaces in between. Pupils use arrow keys to go to a vowel and insert text before and after it so that it turns into a CVC word, eg 'a' becomes 'cat'</p> <p>Sentence building with supportive vocabulary:</p> <ul style="list-style-type: none"> • Use word banks • Clicker 4 has a huge range of grids with words ready to use – see the catalogue document in Resources 	<p>Textease blank page P2 ideas sheet (W)http://www.educationict.org.uk/pdf/levelatxeasp2.pdf</p> <p>This document is a comprehensive catalogue of all the resources in Clicker 4: (W)http://www.educationict.org.uk/pdf/clicker4catalogue.doc</p> <p>Level A Creating & Presenting document from: (W)http://www.educationict.org.uk/5-14_progression.htm</p>	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <h2>Primary 2</h2> </div>
<p>CREATING AND PRESENTING Multimedia 5-14 A/B "Create a multimedia page" Experience some aspects of multimedia (text, graphics, animated clipart)</p>	<p>Use ready-made Stage2 PowerPoint presentation.</p> <p>Children complete the sentence with adjectives, nouns, verbs and full stops, and then view/end the show</p>	<p>(CTB)Stage2 PowerPoint file from the Curriculum Topic Bank in the School Shared Area (<i>Microsoft clipart animations only function with PowerPoint 2000, ie in Hawick, Jedburgh and Peebles areas. Other areas will be upgraded – some time!</i>)</p> <p>Children working with text, non-animated graphics and sound (eg with Textease, Clicker and Talking First Word) are also experiencing the foundations of multimedia</p>	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <h2>Primary 2</h2> </div>
<p>At the end of P2, pupils following this programme have completed 5-14 ICT Level A in all strands and are working towards Level B in 'Creating and Presenting'</p>			

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<p><i>additional text-handling features...</i>"</p> <p>Enter text with increasing speed and accuracy</p> <p>Type a piece of text, eg short story, menu, invitation, poem</p> <p>Insert/delete text using both mouse and arrow keys</p> <p>Highlight text to format, ie change size, font, colour, style (B, <i>I</i>, <u>U</u>)</p> <p>Highlight text to copy and paste</p> <p>Move, re-size, rotate text in Textease</p>	<p>Sentence building with supportive vocabulary.</p> <p>Edit unpunctuated text to make sentences.</p> <p>Insert adjectives into simple sentences.</p> <p>Reinforce teaching of grammar by highlighting and formatting nouns, adjectives and verbs.</p> <p>Copy and paste names for a set of labels for jotters.</p> <p>Make a simple poster or sign.</p>	<p>Castles Spelling lists P3 lessons ideas sheet http://www.educationict.org.uk/pdf/txelevbideassheet.pdf</p> <p>This document is a comprehensive catalogue of all the resources in Clicker 4: http://www.educationict.org.uk/pdf/clicker4catalogue.doc</p> <p>Talking feature of Textease could be used, perhaps as a class lesson, to illustrate the difference that full stops make!</p> <p>Progressive exercises for text handling, using Textease, Word or Publisher: http://www.educationict.org.uk/pdf/cr&prlevelonly.pdf</p> <p>Textease.</p> <p>Textease Set C activities (in the RM Favourites folder) eg Our Class</p>	<p>increased speed and accuracy through regular typing practice exercises (see Resources)</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 20px auto; width: 80%;"> <h2>Primary 3</h2> </div>
<p>CREATING AND PRESENTING Multimedia <i>5-14 B "Create a multimedia page"</i></p> <p>Experience some aspects of multimedia (text, graphics, animated clipart and sound)</p> <p>View the slide show.</p>	<p>Use ready-made Stage3 PowerPoint presentation.</p> <p>Children are given slides with ready-made sounds and animated clipart. The task is to add text that describes, in at least three sentences, who/what the character is and what is happening in the picture. They then view the show and read the text,</p>	<p>(CTB) Stage3 PowerPoint file from the Curriculum Topic Bank in the School Shared Area (<i>Microsoft clipart animations only function with PowerPoint 2000, ie in Hawick, Jedburgh and Peebles areas. Other areas will be upgraded – some time!</i>)</p> <p>Children working with text, non-animated graphics and sound (eg with Textease, Clicker and Talking First</p>	<div style="border: 1px solid black; padding: 10px; text-align: center; margin: 20px auto; width: 80%;"> <h2>Primary 3</h2> </div>

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End slide show.	clicking to hear the sound (if sound is available).	Word) are also experiencing the foundations of multimedia.	Primary 4
<p>CREATING AND PRESENTING Graphic Manipulation <i>5-14 B/C "...continue graphics manipulation skills by confidently using features and showing ability to change attributes. Create a document...add graphics to a word processing program"</i></p> <p>Confidently explore/use the main tools in Colour Magic, including symmetry</p> <p>Gain confidence and skill in copying graphics from a variety of sources into a Word Processing or Desktop Publishing document (eg Textease, Word, Publisher), using menus, tools or keyboard shortcuts (CTRL and C to copy, CTRL and V to paste)</p> <p>Show the ability to re-position and re-size graphics and text to create a document for a specific purpose</p> <p>Gain confidence in accessing suitable clipart</p>	<p>Reinforce use of Colour Magic as a way of exploring and achieving different artistic effects on a theme, rather than focussing on a pupil's ability to draw/paint realistic pictures</p> <p>Introduce tools such as symmetry, colour picker, transformations and special tools (eg jigsaw) in a topic related context. Save printer ink by copying to a 'gallery' of work. (See P3)</p> <p>Use selection tool in Colour Magic, then copy/paste to WP or DTP document</p> <p>Copy graphs from Starting Graph, Number Magic or Information Magic and paste in the same way.</p> <p>Copy pictures from a Picture Bank or from the Internet (right click, copy).</p> <p>For example: poster, information sheet, report, advert, illustrated poem, brochure, letter, instructions, notice, book cover, label, postcard, bookmark</p> <p>Show pupils how to search/find appropriate MS Office clipart, by using a keyword, eg dog</p>	<p>(CTB)'How to animal camouflage' file in the Colour Magic folder of the Curriculum Topic Bank</p> <p>Keyboard shortcuts display sheet (W)http://www.educationict.org.uk/pdf/pupilkeybdshortcuts.pdf</p> <p>(CTB) 'How to Pix Gallery' in the Publisher folder of the Curriculum Topic Bank</p> <p>Copying and pasting could be described as a crucial generic skill which plays an increasingly important part in all Creating and Presenting work. Pupils should be given opportunities in a variety of situations to practise this.</p> <p>(CTB) Pixbank files from the Curriculum Topic Bank in the School Shared Area</p> <p>(CTB) MS Publisher frameworks in Publisher folder from the Curriculum Topic Bank in the School Shared Area</p>	Primary 4
<p>CREATING AND PRESENTING Text Handling <i>5-14 B/C "Create a piece of text... extend word-processing skills by using additional text-handling features..."</i></p>	<p>MS Word is a good choice if you are planning a document which is mostly text based. MS Publisher or Textease should</p>	<p>It is worthwhile to try to explain this to pupils at this stage, so that they know why they are using a particular program.</p>	<p>Avoid using the computer to make 'fair copies' of written work unless the pupil has already developed increased speed and accuracy</p>

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<p>Type a piece of text with increasing speed and accuracy, using two hands</p> <p>Using Textease (if appropriate) continue to:</p> <ul style="list-style-type: none"> • Insert/delete text using both mouse and arrow keys • Highlight text to format, ie change size, font, colour, style (B, <i>I</i>, <u>U</u>) • Highlight text to copy and paste • Use the centre tool <p>Transfer the above skills to MS Word and Publisher</p> <p>Create a text box / text frame</p> <p>Gain confidence in using WordArt</p>	<p>be used if you are planning a document where there is to be a combination of text and graphics (from a variety of sources).</p> <p>Use to support language and topic work, eg Typing practice of topic words Highlighting and formatting nouns, verbs and adjectives Stories, poems, reports, letters, instructions Restaurant menus are a good way of practising the centre tool.</p> <p>Teach pupils how to make text frames in Publisher and then re-position and re-size them.</p> <p>Use WordArt for titles, signs, notices, etc.</p>	<p>MS Word ideas sheet on electricity, which can be adapted for other topics. http://www.educationict.org.uk/pdf/mwordlevbideassheetelectricity.pdf</p> <p>MS Publisher set of lessons http://www.educationict.org.uk/pdf/mspubcr&preslevelcdpart1.pdf</p> <p>Find the drawing toolbar in MSWord from the View > Toolbars > Drawing</p>	<p>through regular typing practice exercises (see Resources)</p> <div data-bbox="1675 288 1989 384" style="border: 1px solid black; padding: 5px; text-align: center;"> <h2>Primary 4</h2> </div>
<p>CREATING AND PRESENTING Multimedia <i>5-14 B "Create a multimedia page"</i></p> <p>Experience some aspects of multimedia (text, graphics, animated clipart and sound)</p> <p>View the slide show</p> <p>End slide show</p> <p>Learn a few skills relating to PowerPoint</p>	<p>Use ready-made Stage4 PowerPoint presentation.</p> <p>Children are given slides with ready-made sounds and animated clipart. The task is to add text that describes, in a short paragraph, the characters and what is happening in the pictures. They then view the show and read the text, clicking to hear the sounds (if sound is available)</p> <p>Make a slide with WordArt, text boxes (see Text Handling section above)and clipart (including movie clips) Eg 'About Me', an advert</p>	<p>(CTB) Stage4 PowerPoint file from the Curriculum Topic Bank in the School Shared Area (<i>Microsoft clipart animations only function with PowerPoint 2000, ie in Hawick, Jedburgh and Peebles areas. Other areas will be upgraded – some time!</i>)</p> <p>P4s can be taught some basic features of PowerPoint. This is best approached as a 'teacher-intensive' activity towards the end of the session</p>	<div data-bbox="1581 963 1989 1326" style="border: 1px solid black; padding: 5px;"> <p>At the end of P4, pupils following this programme have completed 5-14 ICT Level B and are working towards Level C in all strands except 'Communicating and Collaborating' and 'Collecting and Analysing - Database'</p> </div> <div data-bbox="1688 1351 2002 1447" style="border: 1px solid black; padding: 5px; text-align: center;"> <h2>Primary 4</h2> </div>

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<p>CREATING AND PRESENTING Graphic Manipulation <i>5-14 C "Create a document...copy and paste graphics...change size of graphic...add text"</i></p> <p>Use all the main tools in Colour Magic</p> <p>Reinforce and practise skills in copying graphics from a variety of sources into a Word Processing or Desktop Publishing document (eg Word, Publisher), using menus, tools or keyboard shortcuts (CTRL and C to copy, CTRL and V to paste)</p> <p>Make a picture frame in MS Publisher and change its shape, size and position</p> <p>Independently find/search for and insert suitable clipart</p> <p>Confidently re-position and re-size graphics from a variety of sources (including clipart) and text to create a document for a specific purpose</p>	<p>Activities here can support Maths work. With topic work, the emphasis should be on creating graphics that are subsequently going to be used in another document.</p> <p>Graphics can be copied from: Colour Magic, Internet, Picture Banks (see Curriculum Topic folder), Information Magic, Number Magic</p> <p>Design the framework of a Publisher document, by dragging out picture and text frames first</p> <p>For example: poster, information sheet, report, advert, illustrated poem, brochure, letter, instructions, notice, book cover, label, postcard, bookmark</p>	<p>Activities related to Heinemann Maths 4 and 5 [W] http://www.educationict.org.uk/pdf/colmaghein4.pdf [W] http://www.educationict.org.uk/pdf/colmaghein5.pdf</p> <p>[CTB] 'How to Pix Gallery' in the Publisher folder of the Curriculum Topic Bank</p> <p>Copying and pasting could be described as a crucial generic skill which plays an increasingly important part in all Creating and Presenting work. Pupils should be given lots of opportunities in a variety of situations to practise this.</p> <p>[CTB] The 'LessonPlan Culloden' in Jacobite folder in the Curriculum Topic Bank in the School Shared Area exemplifies this. See also MSPubExample Recycling, page 2.</p> <p>[CTB] 'MSPub Example' files in eg Recycling, Materials, France, Flight, Jacobites folders</p> <p>An example set of lessons covering some of these skills: [W] http://www.educationict.org.uk/pdf/mspubcr&preslevelcdpart2.pdf</p>	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> <h2 style="margin: 0;">Primary 5</h2> </div>
<p>CREATING AND PRESENTING Text Handling <i>5-14 C "Create and edit a document...extend word processing skills..."</i></p>	<p>MS Word is a good choice if you are planning a document which is mostly text based. MS Publisher should be used if you are planning a document where there is to be a combination of text and</p>	<p>It is worthwhile to try to explain this to pupils at this stage, so that they know why they are using a particular program</p>	<p>Avoid using the computer to make 'fair copies' of written work unless the pupil has already developed increased speed and accuracy through regular typing practice exercises</p>

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<p>Continue entering text with increasing speed and accuracy, using two hands</p> <p>Confidently, using MS Word, MS Publisher and PowerPoint:</p> <ul style="list-style-type: none"> • Insert/delete text using both mouse and arrow keys • Highlight text to format, ie change size, font, colour, style (B, <i>I</i>, <u>U</u>) • Highlight text to copy and paste • Use the centre tool • Use WordArt (not so easy in Publisher) 	<p>graphics (from a variety of sources).</p> <p>Teacher input on how to use the spell checker may be very useful for certain pupils</p> <p>For example: poster, information sheet, report, advert, poem, brochure, letter, instructions, notice, book cover, label, postcard, bookmark</p> <p>Also short pieces of imaginative, personal and functional writing, showing careful choice of layout, font and size, a centred title, etc</p>	<p>[CTB] 'editing 1-6' files in the 'Using MS Word' folder in the Curriculum Topic Bank (from B. Heatley, Stirches)</p> <p>An MS Word practice tutorial for formatting text: [W] http://www.educationict.org.uk/pdf/formattingtutorial.doc</p> <p>[CTB] 'Formatting Text Harry Potter' file in the 'Using MS Word' folder in the Curriculum Topic Bank</p> <p>The above can be used as assessment tools</p>	
<p>CREATING AND PRESENTING Multimedia 5-14 C "Create a simple presentation... incorporate graphics, text, background..."</p> <p>Using PowerPoint:</p> <ul style="list-style-type: none"> • Create blank slide • Drag out text box, enter and format text (see above) • Use WordArt • Insert clipart (plus movie clips) • Copy and paste graphics (see Graphic Manipulation section) • Add background (with support) • Insert new slide <p>Create a minimum 3-slide presentation, incorporating text and</p>	<p>Teacher explains task in terms of a planning structure for each slide, which takes account of content, purpose, focus and audience. Discussion and planning on paper can be done away from the computer.</p> <p>The nature of working on separate slides in PowerPoint can focus pupils on structuring their content carefully. For example:</p> <p>Topic-related work where a different aspect is dealt with on each slide, incorporating graphics from the Internet and Picture Banks (see Curriculum Topic Bank)</p> <p>A story-line (beginning, middle, end) approach, where slide 1 introduces</p>	<p>[CTB] 'PlanSheet Dinosaurs', in the Curriculum Topic Bank, gives ideas of how a presentation could be planned</p> <p>[CTB] There are some 'PptDemo' files in the Curriculum Topic Bank, eg in Christmas Europe, Europe, France, Electricity, Road Safety</p> <p>This activity could: Be tied into an existing familiar story,</p>	

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graphics	character and place, slide 2 develops the action and slide 3 reaches a conclusion.	ie fairy tale, class novel Start from a piece of clipart (eg robot, ghost), round which the story is based	

At the end of P5, pupils following this programme are working towards 5-14 ICT Level C in all strands and have completed Level C in ‘Creating and Presenting – Text Handling and Multimedia’ and ‘Searching and Researching’.