Developing ICT – Class Record Sheet

Level B

I can:																	
Use menus and further mouse controls.																	
Start and close an application.																	
Create a new document.																	
Know the use of 'Username' and Password.																	
Save and retrieve work independently.																	
Create and edit a piece of text and print out work.																	
Create a document with text and graphics.																	
Create a multimedia page using simple software.																	
Enter data into a predefined database.																	
Browse records and produce a simple report with support.																	
Use a simple spreadsheet																	
Access information on CD ROM with support.																	
Access web sites with pre-set bookmarks.																	
Describe simple comparisons between phone/fax/e-mail.																	
Make a simple e-mail.																	
Control a screen image through simple instructions, e.g. turtle																	
Use simple simulation/adventure games.																	