

Presentation of Information	Word Processing	<ul style="list-style-type: none"> • Manipulate text • Align text left, centre and right • Insert headers and footers • Preview documents • Import and resize images
	Presentation Software	<ul style="list-style-type: none"> • Use a consistent style / layout • Add pictures, • Add bullet points
Data Handling		<ul style="list-style-type: none"> • Construct simple formulae using basic operators and simple built-in functions (e.g. SUM, AVERAGE) • Replicate formulae • Sort data • Create and manipulate charts
Graphics		<ul style="list-style-type: none"> • Create simple images • Flip, rotate and stretch images • Save images in different formats and in different resolutions • Manipulate images from a digital source
Basic Computer Use		<ul style="list-style-type: none"> • Log on to a network • Find local, external and network drives • Sort and organise files and folders • Compress files (zip) • Search for files using a simple criteria
Internet and Email	Web-page Design	<ul style="list-style-type: none"> • Write HTML to add a title, format fonts, add images and make hyperlinks on a webpage • Ensure personal identity / security on a webpage • Ensure that web page content, style and language is appropriate to the target audience
	Internet search	<ul style="list-style-type: none"> • Perform simple searches on the internet • Find, copy and save an image off the internet • Check internet history for sites visited • Be familiar with copyright and plagiarism issues
	Email	<ul style="list-style-type: none"> • Read emails • Send emails to more than one person • Reply to emails • Send attachments • Manage emails