

Structured approach to developing ICT basic skills within classes are outlined below:

Junior & Senior Infants

Manipulate mouse and keyboard. Use fingers to execute tasks on Smartboard...

Be able to find letters, numerals and spacebar on the keyboard.—using Smartboard and on class computer keyboard

Be able to name computer parts: monitor, keyboard, mouse, printer, microphone, speaker, laptop, PC.

Be familiar with basic computer terms like enter, return, delete, click, double click, red x to close a window.

- Using Smartboard ../structured games –organised activities such as
- Select pen size/colour.
- Move item using arrow.
- Turn page on Smart Board
- Recognition of letters on keyboard. And use of information of word-phonics/words
 - Use of class I-Pads/playing Educational Games
 - Use of I.T games/resources which integrate and enhance curriculum subjects.

1st & 2nd Class

- Be able to turn on and off the computer.
- Be able to handle, insert and remove CD/DVDs correctly.
- Understand the use of basic function keys, caps, shift, delete.
- Be able to type name, 3 phoneme words and simple sentences.
- Basic Computing skills/r/f “Dance-Mat’
- Be able to type mini-stories, select and format text e.g. change to bold, italics, underline, and change colour—using Smart-Board
- Opening, closing and saving files.
- Using Microsoft Word to type a few sentences.
- Use of smartboard / I pad – integrating all of the above skills
- Use of IT to enhance / develop skills in curriculum subject area.

3rd & 4th Class

- Be able to recognise all keyboard keys.
- Develop proficiency in typing Skills/ Be able to use both hands for typing
- Be able to insert clipart and images into a document.
- Be able to punctuate correct mistakes and use spell check on a document.
- Use of smartboard / I pad integrating all the above skills.
- Use of IT to enhance / develop skills in curriculum subject area.
-

5th & 6th Class

- Be able to use Microsoft Word formation utilities like indents, line spacing, page numbers, cut & paste, text alignment.
- Inserting date to enhance documentation.
- Be able to use Excel / Spreadsheet – inputting information and to be able to “sum” average draw graphs.
- Be able to use Microsoft Power Point to create simple presentations.
- Be able to send an email under supervision with an attachment.
- Using the Internet under supervision to research a project.
- Website – Be able to blog yearly activities.

- Be able to design simple coding games / activities by using “Scratch” and other coding programmes.
- Introduction to Irish Beo Site – uploading pictures / historical information.
- ACCESS Educational and resources to enhance school curriculum and learning

Incl;Google

<https://www.dancemattypingguide>.

www.P.D.S.T . –



www.primaryresources.ie.

www.twinkl.ie etc