

Checklist

- I can create a folder in “My Documents”
- I can give my folder a new name
- I can open my folder from different applications
- I can use different tools in paint to make a colourful poster
- I can insert a table in Word
- I can format text
- I can enter data in a spreadsheet
- I can search information on the Internet
- I can create Power Point slides



- I can save work to my folder
- I can go to my folder and open documents created in the past
- I can turn a page around on the computer
- I can add extra rows or columns to a Word table
- I can draw shapes like a balloon or a triangle
- I can undo an action / Delete a mistake
- I can use formulas to calculate sums and averages



- I can select the buttons I need for my applications
- I can change the width of columns in tables
- I can use Word Art to create cool titles
- I can create a pie chart to compare values
- I can look for pictures in Clip Art and the Internet