

Attainment Band:	E-Safety and Microsoft Products	
	Knowledge and understanding	Skills
Yellow Plus	<p>Understand the term cyberbullying and can give advice preventing this.</p> <p>Edit pictures in different pieces of software.</p> <p>I understand how conditional formatting has improved my work.</p>	<p>Able to create all tasks to a high standard.</p> <p><u>PowerPoint</u></p> <p>Able to remove the background from an image.</p> <p><u>Spreadsheet</u></p> <p>Able to use conditional formatting.</p> <p>I can use two different functions in my assessment.</p>
Yellow	<p>Understands the importance of having a strong password.</p> <p>Understand how to deal with difficult situations related to E-safety.</p>	<p>Able to spell check and amend work accurately.</p> <p><u>PowerPoint</u></p> <p>Add a voice over to your presentation</p> <p><u>Spreadsheet</u></p> <p>I can add in a cell comment explaining what the 'total' cell shows (Research online)</p> <p>Able to create a chart with an appropriate title and axis title.</p>
Blue	<p>Understand the benefits of animations and transitions.</p> <p>Understand the term consistency.</p> <p>Understand the purpose of creating a chart.</p> <p>Understands the potential dangers of using social media.</p>	<p><u>PowerPoint</u></p> <p>Able to add effective animations.</p> <p>Able to create a piece of work explaining cyber bullying.</p> <p><u>Spreadsheet</u></p> <p>I can use the =sum() function</p> <p>Able to create a chart in Microsoft Excel.</p> <p>Able to print work to one page in Excel</p> <p>I can add colour appropriately</p>
Green	<p>Understands why we use formulas in Microsoft Excel.</p> <p>Understands what social media is.</p> <p>Understands the benefits of using social media.</p> <p>Understands how to use a border.</p>	<p>Able to add text in different pieces of software.</p> <p><u>PowerPoint</u></p> <p>Able to add effective transitions</p> <p><u>Spreadsheet</u></p> <p>Able to identify what cells, rows and columns are in Microsoft Excel.</p> <p>I can format the required cells to "currency"</p> <p>I Can use a formula to add values together in Microsoft Excel.</p> <p>I can add a border</p>
White	<p>Understands the importance of saving work.</p> <p>Understands the importance of being safe online.</p> <p>Able to state 2 social media websites.</p>	<p>Able save work to OneDrive and name it appropriately.</p> <p>Able to download work from OneDrive.</p> <p><u>PowerPoint</u></p> <p>Able to add relevant images to slides.</p> <p><u>Spreadsheet</u></p> <p>Able to add relevant information.</p>