# Skills Progression: Functional Skills

| F2 | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
|---|---|---|---|---|---|---|
| **FF.1** | **F1.1** | **F2.1** | **F3.1** | **F4.1** | **F5.1** | **F6.1** |
| Be able to interact purposefully with icons and buttons in age-appropriate software using mouse clicks or taps. | Be able to enter text using single fingers, beginning to use more than one hand. | Be able to enter text using more than one finger, beginning to use both hands | Be able to use more than one hand to enter text, using the keyboard. | When typing, be able to use more than two fingers to enter text. | When typing, be able to hold two hands over different halves of the keyboard and use more than two fingers to enter text. | When typing, be able to use more than two fingers to enter text, with increasing speed and accuracy. |
| **FF.2** | **F1.2** | **F2.2** | **F3.2** | **F4.2** | **F5.2** | **F6.2** |
| Be able to interact with and respond to a range of digital stimuli, including images, video and digital texts. | Be able to log into and out of an account on a computer or program independently, and shut down a device at the end of a session. | Be able to use basic keyboard keys e.g. backspace, space bar, and return. | Be able to use cut, copy and paste tools by right clicking or using the edit toolbar. | Know and be able to use keyboard function keys e.g. shift, caps lock, num lock, space bar, return. | Know and be able to use more advanced keyboard function keys e.g. insert, delete, ctrl+c, ctrl+v, ctrl+z. | Can show knowledge of and be able to use more advanced keyboard function keys e.g.e.g print screen, window /chromebook search key |

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| FF.3 | F1.3 | F2.3 | F3.3 | F4.3 | F5.3 | F6.3 |
|---|---|---|---|---|---|---|
| Be able to use a variety of electronic toys in play situations, with the intention of finding out how it works. | Be able to save and retrieve work with support. | Be able to save, retrieve and begin to organise work with support. | With support, be able to save work effectively navigating a folder system e.g. Shared Drive, iPad camera roll, Google Drive or OneDrive. | Be able to rename a previously saved digital document or file appropriately. | Be able to navigate a folder system to move files or work to a suitable location within e.g. Shared Drive, iPad camera roll, Google Drive or OneDrive. | Be able to independently create suitably named folders to organise documents, using appropriate file paths. |

| FF.4 | F1.4 | F2.4 | F3.4 | F4.4 | F5.4 | |
|---|---|---|---|---|---|---|
| Shows developing mouse control through simple activities on-screen including click-and-drag, drag-and-drop. | Be able to use a mouse/trackpad to move and place items accurately on a screen. Use double click or tap where needed. | Be able to use a range of methods of interacting with a program e.g. right click, drag and drop, long tap etc. Use double click or tap, pinch to zoom, swipe etc. | When using a mouse or trackpad, be able to use left/right/double click and scroll. | If appropriate, be able to print a document. | If appropriate, be able to change print properties to affect the appearance of a printed document. | |