

Sequence of keyboarding skills F–6

Year/Band level	Digital Technologies	Digital Literacy	Literacy
Foundation	recognise and explore digital systems (hardware and software) for a purpose AC9TDIFK01	<p>Select and operate tools: use simple digital tools to explore tasks and consolidate learning, and seek help when encountering a problem</p> <p>Create, communicate and collaborate: use simple digital tools to create content</p>	<p>Handwriting and keyboarding Level 1: experiments with pencils, writing implements or devices during play</p> <p>Handwriting and keyboarding Level 2: writes or types some letters or words correctly</p> <p>Handwriting and keyboarding Level 3: writes or types a few words</p>
	locating letters and numbers on a keyboard to type a few words, for example typing their name using an initial capital and their age		
Years 1 and 2	use the basic features of common digital tools to create, locate and communicate content AC9TDI2P04	<p>Select and operate tools: use familiar digital tools to complete tasks and consolidate learning, attempt to solve a problem before seeking help</p> <p>Create, communicate and collaborate: experiment with the features of familiar digital tools to create content</p>	<p>Handwriting and keyboarding Level 4: types using spaces between words and sentence punctuation</p> <p>Handwriting and keyboarding Level 5: recognises and uses keys to show more complex punctuation or symbols</p> <p>Handwriting and keyboarding Level 6: begins to develop quick finger action when keying</p>
	using two hands to key short familiar words and correct errors, for example typing words on the home row that all end in 'd' (words as single units), such as add, lad, had, fad, and correcting any errors using the backspace/delete key		
Years 3 and 4	use the core features of common digital tools to create, locate and communicate content, following agreed conventions AC9TDI4P06	<p>Select and operate tools: select and use a range of digital tools to complete tasks and attempt to solve a problem individually and with peers before seeking help</p> <p>Create, communicate and collaborate: use the core features of a range of digital tools to create content and communicate and collaborate with peers and trusted adults</p>	<p>Handwriting and keyboarding Level 7: uses a range of digital applications to compose and edit</p> <p>Handwriting and keyboarding Level 8: demonstrates automaticity when using keyboarding and screen functions</p>
	starting with fingers on the home keys, type short sentences that include letters and symbols or punctuation, checking the screen for accuracy of letter selection and editing text for example using a keyboard to type, check and edit sentences that ask questions about the age of a pet and its eating habits		
Years 5 and 6	select and use appropriate digital tools effectively to create, locate and communicate content, applying common conventions AC9TDI6P07	<p>Select and operate tools: select and use the core features of digital tools to efficiently complete tasks; troubleshoot basic problems and identify repetitive tasks to automate</p> <p>Create, communicate and collaborate: select and control a variety of features in appropriate digital tools to create content and communicate and collaborate with trusted groups</p>	<p>Constrained skills</p> <p>Skills that can typically be learnt in a limited amount of time. Once they are achieved, they require no further teaching.</p>
	practising the speed and accuracy of creating and editing content that involves using appropriate keyboard and screen functions, for example relying mainly on the visual memory to type sentences with increasing accuracy, learned behaviour to type with automaticity and using keyboard shortcuts		