Curriculum map – ICT

YEAR 7 TOPIC(s)	AUTUMN 1	AUTUMN 2	SPRING 1	SPRING 2	SUMMER
	Albany ICT Skills for Secondary School	Safe, Sensible Online Behavior	Word processing	Spreadsheets	Advanced PowerPoint
What students will know	**Strand 2 Information Technology** • The GUI of the school desktop • The purpose of the programs in in the MS office suite **Strand 3 Digital Literacy** • What a user name is • The history of passwords (Fernando Carbato – computer passwords) • How to create a strong password • The history of Email (Ray Tomlinson) • What email is • Advantages/Disadvantages of email • Being cautious opening email attachments • The purpose of folder • What a folder structure is • What a file extension is • Where to find file properties	**Strand 2 Information Technology** **Strand 3 Digital Literacy** • Reliable vs unreliable websites • Primary and Secondary information sources • It is important to fact check information on the internet • What is meant by Bias and links to fake news • What is sexting • The age of consent is over 18	**Strand 2 Information Technology** • What is Ms word used for **Strand 3 Digital Literacy** • The history of fonts • The etymology or upper and lower case • How copyright, designs and patents act applies to images on the internet • Know what creative commons is	**Strand 1 Computer Science** • IF is selection **Strand 2 Information Technology** **Strand 3 Digital Literacy**	**Strand 2 Information Technology** The difference between poor design and good design principles as applied to presentations. **Strand 3 Digital Literacy**

YEAR 7	AUTUMN 1	AUTUMN 2	SPRING 1	SPRING 2	SUMMER
What students will be able to do	**Strand 2 Information Technology** • Log on & off school systems correctly • Access the School Website/ RM Unify / Google Classroom • Pin programs to the task bar • Navigate the GUI of Ms Outlook • Create and Send an Email with attachment • To, CC & BCC • Email etiquette • Replying to emails (sender, All, forward) • Send later feature • Create Folders • Renaming folders • Moving folders and files • Use the TAB, Caps Lock, Shift, windows, delete and backspace key correctly • Addressing Typing skills (Focus on the use of SHIFT – TAB and DELETE keys) **Strand 3 Digital Literacy**	**Strand 2 Information Technology** • Use google search operators **Strand 3 Digital Literacy** • Show awareness of avoiding bias and misinformation by applying it to information on vaccines • How to report sexting issues	**Strand 2 Information Technology** • Open the desktop and web-based versions of word • Change font and font settings (bold, underline, colour, size) • Use a bulleted list • Use super and sub script • Justify text • Adjust the indents using the rulers • Create a header • Spellcheck • Save a document with the correct save procedure • Choose suitable images for a scenario • Change the page orientation • Add a section break • Insert a table • Merge cells **Strand 3 Digital Literacy** • Use the google images tools menu to select relevant searches for images.	**Strand 1 Computer Science** • Use arithmetic operators including (the * symbol for multiplication and / symbol for division) • Organizing Data **Strand 2 Information Technology** • Use the Auto sum • Use the Min/Max formula • Create a chart/graph in excel • Filter data • Write an IF statement in Excel • Use conditional formatting **Strand 3 Digital Literacy**	**Strand 2 Information Technology** • Use grid lines to create a rule of thirds grid. • How to use/create custom colour pallets • Use the shape tool to create custom shapes • Apply shape effects • Apply text effects • Using Group and Ungroup • Advanced animation skills (creating custom animations using triggers, timings and little used entrance/exit effects) • Creating Bespoke Slides (Master Slides) **Strand 3 Digital Literacy**