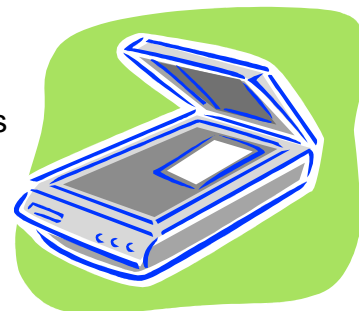


INFORMATION AND COMMUNICATION TECHNOLOGY

Please note that these units are subject to review.

Autumn Term Topics:

- Introduction to the school network, using passwords and usernames
- Using the school email system and sending attachments
- Use Moodle
- An introduction to Word Processing (Microsoft Word) including different layouts such as tables, columns, letters
- Using the drawing toolbar in Word and Paint
- Copying and pasting
- Using the scanner and web cam
- Using presentational software
- Learning about staying safe on line
- Assessment 1 – Staying safe on line



Likely Autumn Term Homework tasks:

- Learn how to spell key ICT words
- Mini tests on what you have learnt
- Practice using the software after school
- Worksheets on software and about staying safe on line

Spring Term Topics:

- An introduction into publishing software – business cards, newsletters (publisher)
- Assessment 2 – A simple two fold leaflet on Publisher about global warming and climate change

Likely Spring Term Homework tasks:

- Collecting research for their leaflets
- Planning a leaflet
- Evaluating work
- Worksheets on Publisher
- Planning sequences for games



Summer Term Topics:

- An introduction into Spreadsheets and graphs (Microsoft Excel)
- Learn how to produce a professional spreadsheet with given information
- Learn how to use absolute cell referencing
- An introduction into databases (Access)
- Assessment 3 – A practical test on spreadsheets

Likely Summer Term Homework tasks:

- Worksheets on spreadsheets
- Email and spreadsheet tasks on the computer
- Worksheets on databases
- Collecting information for inclusion in a database

