



PowerPoint

- Research
- Data input into PowerPoint
- Formatting
- Transitions
- Create and present

Storage and Word

- Creating folders
- Saving documents
- Retrieving documents
- Create a table in Word
- File sizes
- Compressing folders
- Capture and save tools
- File formats

Excel

- Data input
- Formatting
- Formulae
- Functions
- Presenting Data
- Consolidation

Digital Communication

- Make and receive video calls
- Email
- Instant messaging
- Blogs
- Consolidation

Using the Internet

- Using a search engine
- Bookmarking
- Online services
- Streaming
- Shopping online
- Online forms
- Consolidation

Health & Safety

- Being safe and responsible online
- Phishing and viruses
- Digital wellbeing and physical health
- Digital footprint
- Prevent
- Consolidation

Excel

- Introduction
- Formulae
- Functions
- Displaying data
- Consolidation

PowerPoint

- Introduction
- Editing and formatting techniques
- Slide design
- Animations
- Proofreading and editing

Word / Managing and Storing Information

- Create and save documents
- Retrieve documents
- Create tables
- File sizes
- Compress and uncompress folders
- File formats JPEG, GIF, MOV, MP4, WAV, MP3

Word Processing

- Introduction
- Terminology
- Storing information – files and folders
- Formatting
- Creating documents
- Saving documents
- Consolidation

PowerPoint

- Introduction
- Creating slides
- Formatting
- Text and shapes
- Animations
- Transitions
- Consolidation

Excel / Digital Media

- Introduction
- Formulae
- Functions
- Digital media
- Editing
- Presenting
- Consolidation

Health & Safety

- Being safe and responsible online
- Phishing and viruses
- Digital wellbeing
- Digital footprint
- Prevent

Internet & Online Services

- Search engines
- Databases and online bookmarking
- Online services
- Media streaming
- Online shopping services
- Accessing services online

Digital Communication

- Make and receive video calls
- Email
- Instant and text messages
- Blogs

Email

- Introduction
- Sending and receiving emails
- Formal vs informal correspondence
- Attachments and signatures
- Digital Communication
- Consolidation

Using the Internet

- Navigation and hyperlinks
- URLs and search engines
- Keywords and related searches
- Documents and media
- Online services and completing forms
- Online transactions

Health & Safety

- Introduction
- Using a device
- Digital footprint and phishing
- Physical stress, wellbeing and excessive time online
- Solving technical problems
- Prevent
- Online grooming

Excel

- Uses and benefits of Excel
- Data input
- Formulae
- Functions
- Capture images and video
- Editing techniques

PowerPoint

- Uses and benefits of presentation software
- Creating and editing slides
- Formatting slides
- Animations
- Transitions
- Deliver a presentation

Word Processing / File storage

- Creating documents
- Naming and saving files
- ICT jargon
- Storing and retrieving files
- Storage systems

Word Processing

- Creating documents
- Formatting
- Editing
- File storage

PowerPoint

- Introduction
- Formatting
- Adding images
- Adding shapes
- Animations
- Transitions
- Consolidation

Excel

- Data input
- Formulae
- Functions
- Analysing data

Health & Safety

- Staying safe online
- Cyber bullying
- Using devices
- Digital footprint
- Phishing and pharming
- Digital wellbeing
- Technical issues
- Prevent

Using the Internet

- Navigation
- Search engines
- Key words
- Online services
- Managing online accounts and settings

Email

- Introduction
- Sending, receiving and forwarding emails
- Attachments
- Other forms of digital communication

Digital Communication

- Communicating online
- Text messaging
- Instant messaging
- Videocalls
- Emails

Exploring the Internet

- Search engines and URLs
- Web browsers
- Keywords
- Documents and information
- Online forms
- Online payments

Health & Safety

- Using a digital device
- Passwords
- Digital footprint
- Digital wellbeing
- Ergonomics

KS3 YEAR 1

ICT