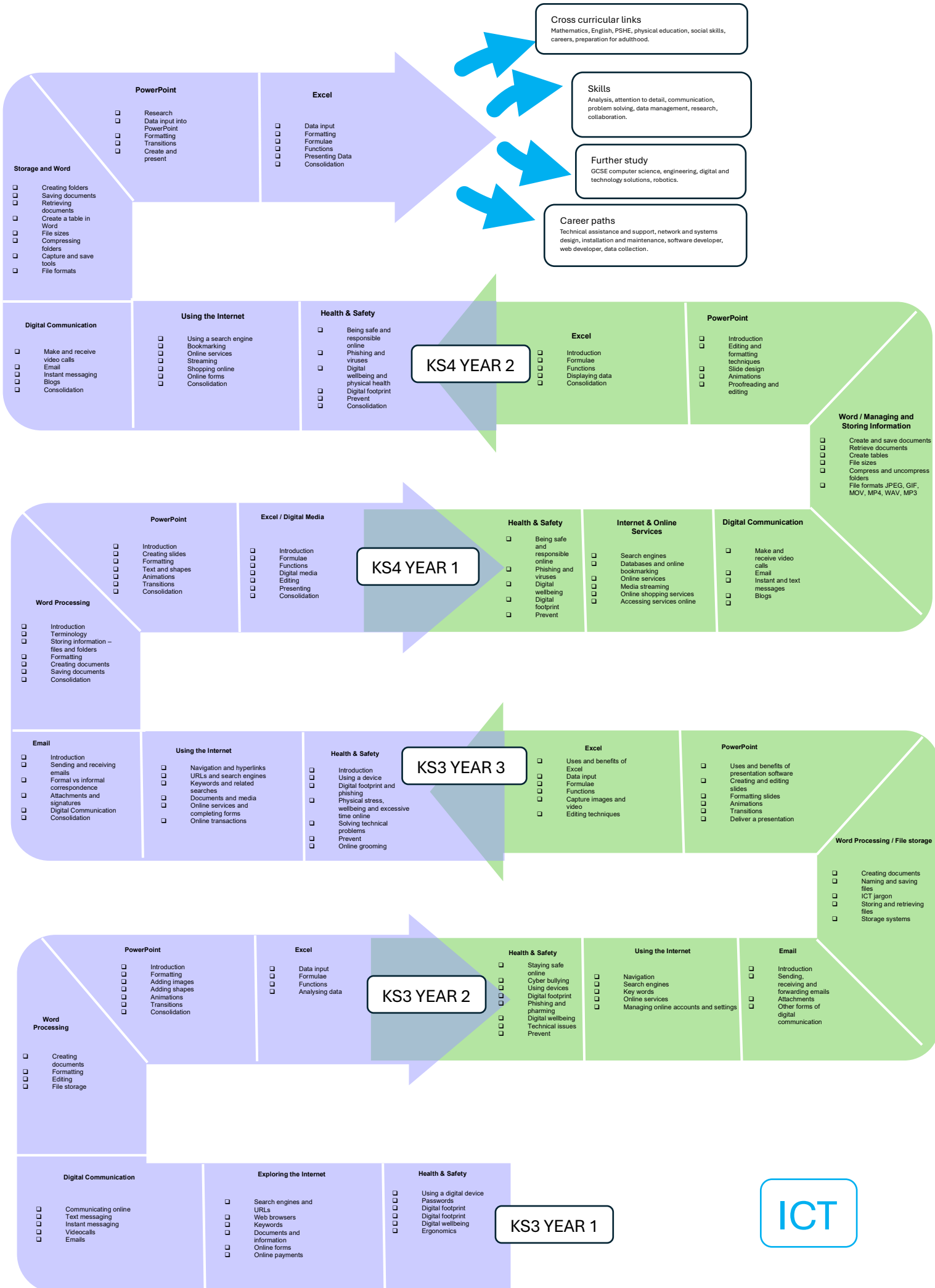
Cross curricular links
Mathematics, English, PSHE, physical education, social skills, careers, preparation for adulthood.
Skills
Analysis, attention to detail, communication, problem solving, data management, research, collaboration.
Further study
GCSE computer science, engineering, digital and technology solutions, robotics.
Career paths
Technical assistance and support, network and systems design, installation and maintenance, software developer, web developer, data collection.
KS4 YEAR 2
KS4 YEAR 1
KS3 YEAR 3
KS3 YEAR 2
KS3 YEAR 1
ICT
Storage and Word
Creating folders
Saving documents
Retrieving documents
Create a table in Word
File sizes
Compressing folders
Capture and save tools
File formats
PowerPoint
Research
Data input into PowerPoint
Formatting
Transitions
Create and present
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
PowerPoint
Introduction
Creating slides
Formatting
Text and shapes
Animations
Transitions
Consolidation
Excel / Digital Media
Introduction
Formulae
Functions
Digital media
Editing
Presenting
Consolidation
Word Processing
Introduction
Terminology
Storing information – files and folders
Formatting
Creating documents
Saving documents
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
PowerPoint
Introduction
Formatting
Adding images
Adding shapes
Animations
Transitions
Consolidation
Excel
Data input
Formulae
Functions
Analysing data
Word Processing
Creating documents
Formatting
Editing
File storage
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 footprint
Digital wellbeing
Ergonomics