GULF ENGLISH SCHOOL YEAR 7 ICT

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| TOPICS: 1 FILE MANAGEMENT 2 E-SAFETY 3 SPREADSHEETS |

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| Theme: File Management/Online safety/Modelling using Spreadsheets | Level: Year 7 |
| Objectives: 1 File Management-Students will create a File and Folder structure to use in all subjects  ***2 Online Safety-Students will present information on how to stay safe***  ***3 Modelling using Spreadsheets to investigate scenarios-Students will create formulae and functions to manipulate data to create a model using Spreadsheets.*** | |

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| Focussing Questions | Key Words | |
| Assessment Logging on to the network   1. Learning Objectives-File Management/Safety in the Computer Lab (1 double lesson)  * Can you log on to the network? * Can you access Software and the Internet using an appropriate browser? * Can you save and retrieve documents? * Can you create a Folder and File Structure?  1. Learning Objectives-Online and Lab Safety (2 double lessons)  * Can you understand privacy policies? * Can you peer assess?  1. Learning Objectives-Introduction to Spreadsheets (5 double lessons)  * Can you identify the main features of a spreadsheet? * Can you create a simple spreadsheet? * Can you use formulae to perform calculations? * Can you set print area? * Use Page Setup-gridlines/header and footer * Can you display Formulae/values? * Can you merge cells and wrap text? * Can you create charts and graphs?   **Theory must be taught in parallel with the above Practical- explain all aspects.** | Network  Save  Save As…  Modify/change  Folder Structure  File Server  Privacy/E-safety  Information  Social Media  Row / Column  Cell / Active Cell  Formula  Functions  Grid lines  Label / Value  Worksheet  Page Orientation  Gridlines  Borders  Merge  Wrap text  Formatting including % $ and Date  Print area  Page setup  Header and Footer  Average function  Min/Max function | Explaining words  Investigate …  Research …  This means that...  Therefore...  This caused...  ...Due to the fact...  so...  ..because...  Therefore... |

**Text Book: departmental textbooks Book 1 Year 7 ICT and KS3 Revision Guide and worksheets**