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 network1. 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.**  | NetworkSaveSave As…Modify/changeFolder StructureFile ServerPrivacy/E-safety InformationSocial MediaRow / ColumnCell / Active CellFormulaFunctionsGrid linesLabel / ValueWorksheetPage OrientationGridlinesBordersMergeWrap textFormatting including % $ and DatePrint areaPage setupHeader and FooterAverage functionMin/Max function | Explaining wordsInvestigate … 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**