GULF ENGLISH SCHOOL YEAR 7SUBJECT ICT

|  |
| --- |
| TOPICS: 1 FILE MANAGEMENT 2 NETWORK ACCESS 3 MODELLING |

|  |  |  |  |
| --- | --- | --- | --- |
| 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.*** | | | |
| **Focussing Questions** | **Key Words** | | |
| Assessment Logging on to the network  **Week 1-Learning Objectives-File Management/Safety in the Computer Lab**  **Students will be able to ...**   * Log on to the network * Create a secure password memorable but not … * Access Software-allow students time to explore network (after some guidance) * Access the Internet using an appropriate browser * Save and retrieve documents (test Document-Word) * Log off * Log back on and access network * Access their work they have saved * Modify work and re save (Save and Save AS…) * Create a Folder and File Structure   **Week 2 & 3-Learning Objectives-Online and Lab Safety**  **Students will be able to ...**   * Learn which information they should avoid sharing online because it is private. * Understand which kinds of websites have privacy policies,  and why. * Practice checking websites they visit for privacy policies and privacy seals of approvals * Create Presentation-online safety using recommended websites research information on staying safe online. * Assessment of presentation * Presenting to an audience (class and teacher) * Peer assessment * Visual assessment by teacher (checklist will be available to students prior to starting the presentation)   **Week 4-8-Learning Objectives-Introduction to Spreadsheets**  **Students will be able to ...**   * Understand when and how spreadsheets are used * Identify main features of a spreadsheet * Create a simple spreadsheet, format and enter data * Adjusting column width and row height * Rename a worksheet * Use multiple worksheets * Use simple formulae to perform calculations * Use simple functions to perform calculations * Add/subtract using basic formula * Perform Multiplication and Division * Advanced formulae - (not all students) * Set print area * Change orientation * Use Page Setup-gridlines/header and footer * Print their work * Displaying Formulae/values * Merging cells * Wrapping Text * Further advanced Formulae- (not all students) * Charts and Graphs   **Theory must be taught in parallel with the above Practical- explain all aspects.**  **Text Book: Book 1 Year 7 ICT and KS3 Revision Guide and worksheets** | User name  Password  Retrieve  Network  Save  Save As…  Modify/change  Desktop  Icon  Files/Folders  Folder Structure  File Server  <https://www.commonsensemedia.org/educators/lesson/privacy-rules-3-5>  <http://www.safetynetkids.org.uk/personal-safety/staying-safe-online/>  <http://www.safekids.com/kids-rules-for-online-safety/>  Privacy/E-safety  Information  Data  Social Media  Row / Column  Cell / Active Cell  Formula  Functions  Grid lines  Label / Value  Workbook  Worksheet  Page Orientation  Sum  Add (+)  Subtract (-)  Division (/)  Multiplication (\*)  Gridlines  Borders  Merge  Wrap text  Formatting including % $ and Date  Print area  Page setup  Header and Footer  Average function  Min/Max function  help | | Homework  Investigate password creation and create a poster (paper based or electronic) with the key messages regarding passwords.  Rules of Lab-Poster  Research 3 sectors that use Spreadsheets   * Who? * Why? * How? * Explain, give examples (written or images or both)   Present your findings in a document (paper based or Electronic) |