GULF ENGLISH SCHOOL YEAR 7SUBJECT ICT

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

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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.*** |
| **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 namePasswordRetrieveNetworkSaveSave As…Modify/changeDesktopIconFiles/FoldersFolder StructureFile 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 InformationDataSocial MediaRow / ColumnCell / Active CellFormulaFunctionsGrid linesLabel / ValueWorkbookWorksheetPage OrientationSum Add (+)Subtract (-)Division (/)Multiplication (\*)GridlinesBordersMergeWrap textFormatting including % $ and DatePrint areaPage setupHeader and FooterAverage functionMin/Max functionhelp | HomeworkInvestigate password creation and create a poster (paper based or electronic) with the key messages regarding passwords.Rules of Lab-PosterResearch 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) |