

## **Scheme of work:**

### **Year 7**

**File Management (1 Week):** During this introductory lesson students learn about using the ICT room and equipment correctly. They are shown how to create a sensible, hierarchical file structure in order to store their work correctly.

**E-Safety (2-3 Weeks):** Pupils learn about cyber bullying via text messages and the web. They also learn about how to keep themselves safe whilst online.

Following some research and planning, students create an information advertisement using Microsoft PowerPoint.

**PowerPoint (Up to October half term):** Pupils will explore the concept of 'fitness for purpose' when using images, text, colour and sound to enhance their presentations. They will consider how to match and adapt their presentation to a given audience and purpose. Finally, they will evaluate the suitability of their work for different audiences and purposes.

**MS Word (October half term to Christmas):** Pupils will explore the basics of using MS Word. Tasks will involve creating letterheads, composing letters and memos.

**Spreadsheets (January to February half term):** Pupils will learn how simple models are built by first investigating rules and then by seeing how rules can govern the behaviour of simple models. This will eventually lead pupils to set up a model and then using it to investigate various scenarios.

**Databases (February half term to Easter):** In this unit pupils will find out what the term 'database' means and learn to access and use databases in different formats. They learn how to collect data and how to search for data effectively. They also learn how to write their own hypothesis.

**Desktop Publishing (Easter to May half term):** Pupils will explore the basics of using MS Publisher. During this unit pupils should focus on layout and suitability for audience.

**School Fete Project (May half term till July):** Pupils will use a variety of ICT packages to help organise a school event. Pupils will improve their time management skills through managing their own mini project.