Year 7 Functional IT Skills curriculum

Lesson title	Key learning outcomes
1. Welcome	Rules of ICT/CS. Safe use of computers, passwords, getting logged in
2. Introduction to workstation	Mouse, keyboard – double click, print screen function, Teams, using snipping tool.
3. Baseline assessment	Complete baseline assessment to inform future skill needs.
4. Introduction to workstation	Folders, naming conventions, saving and opening files, locating and opening software, zoom level, undo feature, launching the internet and splash screen. Using a search engine.
5. Word – basics	Purpose of MS word. Opening a new document. Typing skill development, bold/underline/italic, saving a document
6. Word – formatting	Opening an existing document, add headings, change font style, size and colour, add a table, alignment, header, footer, spell check, find/replace tool, printing a document
7. Word - advanced	Page number, add an image, add shapes, change layout, page break, convert to PDF, change case, using format painter
8. All about me presentations	Basic PPT skills – new presentation, add slides, different layouts, designer tool. Focus on that we should use the slide layout and not build a blank slide with text boxes.
9. All about me presentations	Develop a range of different slide layouts under the theme of 'all about me'. Animations, transitions, slide design, adding images,
10. All about me presentations	Peer review of presentations. Use of slide master, adding video, rehearsing timings, looping a presentation,
11. DTP - animals 12. DTP - animals 13. DTP - animals	Endangered animals project using publisher. Create a logo. Develop a multipage leaflet in publisher – images, text and design. Peer review and feedback. Possibility to progress to an online platform as confidence grows. Create and add QR codes.
14. Excel	Introduction to excel. Cell references. Pixel art and formatting, using borders, using auto fill, different format options, wrap text, column row and height
15. Excel	Basic calculations in Excel – addition, subtract, multiply, divide,
16. Excel	IF statements, lookups, average, min, max, creating and modifying charts, printing options.
17. Enterprise	Mini enterprise project – launch an idea, four Ps
18. Enterprise	Marketing an idea – business card, leaflet, website. Spreadsheet to manage this idea