



## 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. Produce and save a PowerPoint about the rules of ICT rooms. Greater emphasis on passwords and school credentials.
2. Introduction to workstation	Finish slides on rules of an ICT suite. Mouse, keyboard – double click, locking and unlocking a computer, copying and pasting – images and text. Launching the internet and splash screen. Extn: print screen function, Teams, using snipping tool.
3. Baseline assessment	Complete baseline assessment to inform future skill needs. Students to complete other outstanding tasks after completion (careers in computing / software task from prior lessons).
4. Being organised	Folders, naming conventions, saving and opening files, locating and opening software, zoom level, undo feature. Using a search engine. Keyboard shortcuts.
5. Festival planning	Outline planning for a music festival – mood board and high level planning.
6. Festival branding	Complete outline planning. Logo and slogan creation using <a href="https://www.designhill.com/tools/logo-maker">https://www.designhill.com/tools/logo-maker</a> <a href="https://namelix.com/">https://namelix.com/</a> Develop a mood board to reflect the plans they have made.
7. Desktop Publishing	Promotional poster. Festival ticket.
8. Promotional advertisement	Use PowerPoint to create a presentation promoting the music festival. 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. Develop a range of different slide layouts.
9. Enhancing advertisements	Animations, transitions, slide design, adding images, adding a table Peer review of presentations. Using slide master, adding video, rehearsing timings, looping a presentation.
10. Word – basics	Purpose of MS word. Opening a new document. Typing skill development ( <a href="https://www.edclub.com/sportal/program-3.game">https://www.edclub.com/sportal/program-3.game</a> ), bold/underline/italic, saving a document
11. 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



12. Word - advanced	Page number, add an image, add shapes, change layout, page break, convert to PDF, change case, using format painter
13. Email	Composing an email. Forward, reply, reply all, CC/BCC, inserting attachments, etiquette when writing emails. Sent box. Sending a link.
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

Possible additional content:

1. Web design	Web design for the above idea.
2. Web design	Web design for the above idea.
Reading tests GL tests	