



Unit Overview

Target year group: Year 7

Projected Duration: 6 lessons

This scheme of work is designed to give learners a basic introduction to key Information Technology skills through using Microsoft Office tools. This includes attaching files and using OneNote, writing a formal business letter in Word, use of interactivity in PowerPoint and basic formulas and graphs in Excel.

Relevant Prior Knowledge

Learners will be familiar with the use of some of the Microsoft Office applications from primary school.

New Language for Learning

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|--------------------|----------------------|
| ↘ File | ↘ Hyperlinks |
| ↘ Filename | ↘ Transition effects |
| ↘ Folder | ↘ Animations |
| ↘ Table | ↘ Data |
| ↘ File attachment | ↘ Spreadsheet |
| ↘ OneNote Notebook | ↘ Formula |
| ↘ Target audience | ↘ Column chart |

Resources

- ✓ Teacher's PowerPoint
- ✓ Lesson 5 – Survey results
- ✓ Lesson 5 – Example spreadsheet
- ✓ Homework workbook

Homework

A variety of activities in relation to word processing and touch-typing.

Cross-Curricular Links

Literacy:

- ↘ Writing a formal letter to the head teacher to suggest improvements to the school.
- ↘ Evaluation of PowerPoint presentation.
- ↘ Writing a report to analyse survey results.

Numeracy:

- ↘ Learners will use formulas to carry out simple arithmetic in Excel.
- ↘ Creating, labelling and interpreting graphs in Excel.

Assessment

Assessment is based on the [Progression Pathways Assessment Framework](#) from Computing at School.

Pathway: Information Technology

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|---------|---|
| Level 3 | ✓ Collects, organises and presents data and information in digital content. |
| | ✓ Creates digital content to achieve a given goal through combining software packages. |
| | ✓ Makes appropriate improvements to solutions based on feedback received. |
| Level 4 | ✓ Can comment on the success of the solution. |
| | ✓ Makes judgements about digital content when evaluating and repurposing it for a given audience. |
| | ✓ Recognises the audience when designing and creating digital content. |
| | ✓ Uses criteria to evaluate the quality of solutions. |
| | ✓ Can identify improvements making some refinements to the solution and future solutions. |

Support and Extension

Less able learners should still be able to access all lessons although the rate of progress may be slower than that of other learners. Teachers may exceed the projected duration if they feel this would be more suitable for the classes they are teaching and provide examples to assist with written tasks.

A range of extension activities have been embedded into most lessons to enable **more able learners** to be pushed within their skills and knowledge.

Lesson 1

Activities:

- ↘ Introduce learning objective and outcomes.
- ↘ Explain how to use folders on the computer and question learners on sensible naming and why this is important.
- ↘ Learners create folders in their work areas for each subject.
- ↘ Demonstrate how to change the layout to landscape in Word and how to create a table.
- ↘ Learners create their timetable using Word.
- ↘ Demonstrate how to access and use OneNote to submit work.
- ↘ Learners submit their work using OneNote then explain what they have learnt. (they will do this every lesson from now on).
- ↘ **Plenary:** Review progress against the Learning Outcomes (hands or thumbs up for each one).

Extension:

- ★ Learners should colour-code their timetables for each lesson then add appropriate clipart relevant to their subjects.

Lesson 2

Activities:

- ↘ Introduce learning objective and outcomes.
- ↘ Discuss the importance of being aware of the target audience when starting a document.
- ↘ Show example of the start of a formal business letter.
- ↘ Learners should write a formal business letter to the head teacher to suggest improvements to the school.
- ↘ **Plenary:** Review progress against the Learning Outcomes (hands or thumbs up for each one).

Extension:

- ★ Learners should combine clipart with WordArt and an auto shape to create a logo for themselves and display this at the top of their letter.

Lesson 3

Activities:

- ↘ Introduce learning objective and outcomes.
- ↘ Show examples of good and bad PowerPoint slides, hold a class discussion on what make them good or bad examples.
- ↘ Discuss the use of an appropriate design and suitable colours and fonts.
- ↘ Learners should begin to create an interactive PowerPoint presentation that can be used by prospective parents and year sixes on open evening.
- ↘ **Plenary:** Review progress against the Learning Outcomes (hands or thumbs up for each one).

Lesson 4

Activities:

- ↘ Introduce learning objective and outcomes.
- ↘ Explain the use of transitions, animations and hyperlinks and demonstrate how to use each one.
- ↘ Learners should finish the PowerPoint they started last lesson and add hyperlinks to the main menu and appropriate animation and transition effects.
- ↘ **Plenary:** Review progress against the Learning Outcomes (hands or thumbs up for each one).

Extension:

- ★ Learners should write an evaluation of their interactive presentation.

Learning Objective:

Understand how to organise files sensibly on a computer and why this is important and be able to submit work to the teacher.

Learning Outcomes:

- ✓ **GOOD:** Create a folder for each subject and save today's work with a sensible name in the correct folder then submit it using OneNote.
- ✓ **BETTER:** Create a copy of your timetable using Microsoft Word and colour-code it by using cell shading.
- ✓ **BEST:** Add suitable clipart to match each of your subjects.

Learning Objective:

Know how to correctly lay out a formal business letter using Microsoft Word.

Learning Outcomes(over two lessons):

- ✓ **GOOD:** Create a business letter with some suitable suggestions which is mostly laid out correctly.
- ✓ **BETTER:** Create a business letter with lots of suitable suggestions with everything laid out correctly and a sensible font used.
- ✓ **BEST:** Create a suitable logo to display at the top of the letter.

Learning Objective:

Understand how to create a presentation to suit different audiences using PowerPoint.

Learning Outcomes:

- ✓ **GOOD:** Create two information slides aimed at adults.
- ✓ **BETTER:** Create two additional slides aimed at children.
- ✓ **BEST:** Clear differences between the styles used for adults and those used for children.

Learning Objective:

Know how to add hyperlinks to a presentation and apply suitable animation and transition effects.

Learning Outcomes:

- ✓ **GOOD:** Create two information slides aimed at adults and two aimed at children which are hyperlinked from the main menu.
- ✓ **BETTER:** Add suitable transition and animation effects to enhance the presentation.
- ✓ **BEST:** Completed evaluation of the interactive presentation.

Lesson 5

Activities:

- ↘ Introduce learning objective and outcomes.
- ↘ Explain the context of the activity (collating the results of a survey carried out).
- ↘ Demonstrate how to lay out the spreadsheet.
- ↘ Learners write up the survey results in Excel then use formulas to calculate the totals for each question.
- ↘ **Plenary:** Review progress against the Learning Outcomes (hands or thumbs up for each one).

Extension:

- ★ Learners should use borders and colours to make their data look more appealing.

Lesson 6

Activities:

- ↘ Introduce learning objective and outcomes.
- ↘ Recap on the task carried out last lesson.
- ↘ Demonstrate how to create graphs from the data.
- ↘ Learners create graphs for each question then copy each one into a report in Word to explain the findings.
- ↘ **Plenary:** Review progress against the Learning Outcomes (hands or thumbs up for each one).

Learning Objective:

Know how to collate and format data in an organised way using Excel.

Learning Outcomes:

- ✓ **GOOD:** Accurately record the data for each question.
- ✓ **BETTER:** Use a formula to calculate the totals for each question.
- ✓ **BEST:** Apply suitable formatting by using cell shading and borders.

Learning Objective:

Know how to create, label and explain graphs from a range of data provided.

Learning Outcomes:

- ✓ **GOOD:** Create a graph for each question and copy this into a report in Word.
- ✓ **BETTER:** Give each graph a suitable title and axis labels and explain each one in a report in Word.
- ✓ **BEST:** Report in Word is well presented and each graph has been thoroughly explained.