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| **Computing and IT**  **7.0 Induction and 7.1 Animal Rescue** | **Road Map** | | | | | |
| In this unit you will investigate e-safety and Microsoft office software The aims are as follows:  **LG1**: Knowledge  **LG2**: Application  **LG3**: Skills | Assessment Grades |  |  | | | |
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| **Themes** | **Learning Goals/Outcomes/Content** | | |  |  |  |
| * **Induction: Safe and constructive communication** | LG1: Know three dangers associated with using computers, Internet and e-mail and how to create a sensible password  LG2: Create own rules for working safety  LG2: Set up folder and files and use H Drive, 365and Show My Homework | | |  |  |  |
| **Evaluation –is it suitable for the audience** | LG1: Know the stages of the systems life cycle  LG2: apply stages to project brief  LG1: know that publications need to meet audience and purpose  LG2: Evaluate given leaflets  LG2: Write Success criteria for information sheet | | |  |  |  |
| **Planning Creating Evaluating Information Sheets** | LG2: Plan information sheet  LG3: use spreadsheet to gather information for document  LG2: copy/paste/insert text and images into a table correctly  LG3: Word Skills – copy, past, correct alignment, manipulating images, spelling, bold, text colour | | |  |  |  |
| **How to use appropriate search terms to find information** | LG1: Know the definitions of term - sources, search term, reliability, biased  LG2: Use search terms and search techniques to collect data  LG3: Assess the reliability, validity of sources and effectiveness of search terms | | |  |  |  |
| **Introduction to Spreadsheet modelling and formula** | LG1: Know what a spreadsheet model is  LG1: Know what a rule, formula and variable is  LG1: Know what cells, columns and rows are  LG1: Know that spreadsheets are used for modelling what if questions  LG2: Discuss the purpose of the animal rescue model  LG2: Plan rules and variables for own model  LG2: Insert variables, formula and rules into cells of a spreadsheet  LG2: Opening and saving files, organisation, safe working practices | | |  |  |  |
| * **How to make a model easier to use** | LG1: Know that spreadsheets need to be formatted to meet the needs of the audience  LG2: Format the cat dog spreadsheet to make suitable for an audience  LG3: Be able to add currency, alignment, boarders, drop down menus, take a screen shot | | |  |  |  |
| * **Using IF statements** | LG1: Know that spreadsheets are used for modelling what IF questions  LG2: Use a spreadsheet to model what IF questions  LG3: Word, screen shots, using a model and evaluation | | |  |  |  |
| * **Creating charts and graphs** | LG1: Know the purpose of a chart and which charts are fit for purpose  LG2: Create charts from given data and save onto planning sheet  LG3: Excel Skills: charts, presenting data | | |  |  |  |
| * **Evaluation** | LG1: Know success criteria  LG2: Identify success criteria for a model  LG3: Evaluate success of model against success criteria | | |  |  |  |
| * **Revision and Test** | LG1: Know the purpose of software and the importance of working safely  LG3: Insert rows and columns, Enter text and numbers, Format Spreadsheets, Apply If Formula | | |  |  |  |

**Links: Prior Learning:** You may have learnt about e-safety at primary school. You may also have used a spreadsheet and created a publication in word. We will be building on these skills in this unit.

**Future knowledge:**

LG1: Knowledge of e-safety will be built on with further age appropriate work in year 8. Knowledge of IF (selection) and functions will be further developed in Computer Science (Microbits 7.3). Knowledge of audience and purpose will be used throughout KS3 computing. LG2/3: Using software and evaluating own work will be developed across all KS3 units.