

ICT CURRICULUM MAP – 2022-2023

TERM	IDCL Level 3	FS1/FS2	EL2/3
Autumn	<p>Introduction to Level 3 PowerPoint Presentation</p> <p>Introduction to units covered this year</p> <p>Presentation Planning 1.1 Audience and Environment 1.2 Design, Content and Layout</p> <p>Templates 2.1 Slide Masters and Templates 2.2 Templates</p> <p>Graphical Objects 3.1 Formatting Drawn Objects 3.2 Formatting Pictures, Images 3.3 Handling Graphical Objects</p> <p>Charts and Diagrams 4.1 Using Charts 4.2 Using Diagrams</p> <p>KEY WORDS -Presentation -Prezi -Business -Audience -Accessibility -Template -Design -Theme</p>	<p>1 Making the most of your computer</p> <p>2 Managing information</p> <ul style="list-style-type: none"> • manage storage areas • work safely and securely <p>3 Finding and selecting information</p> <ul style="list-style-type: none"> • find and select reliable information appropriate for purpose and audience <p>4 Spreadsheets Working with structured data</p> <ul style="list-style-type: none"> • structure and present data in a table • search structured data <p>KEY WORDS -Research -Illustrate -Information -Storage -Files -Folders -Compress -Searches -Website -Audience</p> <p>Literacy Element: Research and write down instructions in your own words on how to find what you want on the internet</p> <p>Illustrate how you would search the internet step by step with screenshots & annotations.</p>	<p>Entry Level 1</p> <p>Basic rules & internet safety</p> <p>Using ICT 1.interact with ICT for a given purpose 2. follow recommended safe practices</p> <p>Finding and selecting information 3. find given information from an ICT-based source</p> <p>Developing, presenting and communication information 4 enter and edit single items of information 5 use ICT-based communication</p> <p>KEY WORDS -Finding -Selecting -Information -Hazards -secure -on-screen -enter -edit -label -electronic messages</p> <p>Literacy Element: Create a detailed e-safety flyer for year 7 students on tips about social media platforms.</p>

	<p>Literacy Element: Collecting information, organising ideas and showing knowledge across subjects</p> <p>Formal Assessment Research on different presentations used in businesses Create a table regarding similarities and differences between two or more</p>	<p>Give reasons why the user has to acknowledge sources when copying and pasting information and images from the Internet</p> <p>Describe and demonstrate to another user how you performed your calculations using the correct formula(s)</p> <p>Formative Assessment Create a newspaper article following all of the traditional formats</p>	<p>Formal Assessment: E-safety flyer</p> <p>Internally assessed task</p>
Spring	<p>Multimedia 5.1 Audio, Video</p> <p>Enhancing Productivity 6.1 Linking, Embedding</p> <p>Managing Presentations 7.1 Custom Shows 7.2 Applying settings to a slideshow 7.2.1 Apply timings to, remove timings from slide transitions</p> <p>KEY WORDS -Embed -Insert -Audio -Custom -Animation -Modify</p> <p>Literacy Element: Sharing knowledge, accessing information and communicating effectively</p>	<p>5 Working with numbers and charts</p> <ul style="list-style-type: none"> ● present information to meet requirements ● validate data ● select and apply appropriate formats ● carry out calculations with relative and absolute references ● work with conditions ● display numerical data in graphical form <p>KEY WORDS -Format -Numeric -Data -Drop-down -Data-entry -Formula -Function -SUM -AVERAGE -COUNT -MAX -MIN -IF</p>	<p>Entry Level 2</p> <p>Using ICT 1 interact with ICT for a purpose 2 follow recommended safe practices</p> <p>Finding and selecting information 3 use ICT-based sources of information 4 find specified information from ICT-based sources</p> <p>Developing, presenting and communicating information 5 enter and edit information for a simple given purpose 6 bring together two given types of information 7 Moving on Up use ICT-based communication</p> <p>KEY WORDS -Hardware -Software -Applications -Purpose</p>

	<p>Literacy Element: Communicating effectively on a range of topics</p> <p>Final Assessment A short demonstration of how to embed/ insert online video or audio to play automatically or create an audio recording.</p>	<p>-VLOOKUP -Publication</p> <p>Literacy Element: Demonstrate how to sort smallest to largest in a spreadsheet</p> <p>Formal Assessment Create a suitable chart and label it</p>	<p>-ICT based sources</p> <p>Literacy Element: Explain how best to respond to friend and follower requests online</p> <p>Formal Assessment Internally assessed task</p>
<p>Summer</p>	<p>Multimedia</p> <p>5.2 Animation</p> <p>Enhancing Productivity 6.2 Importing, Exporting, Securing</p> <p>Managing Presentations 7.3 Slide Show Delivery 7.2.2 Apply settings to a slide show so that it loops continuously when played, does not loop continuously when played. 7.3 Slide Show Delivery</p> <p>KEY WORDS -URL -Navigate -GIF -JPEG -BMP -RTF</p>	<p>6 Working with text and images</p> <ul style="list-style-type: none"> • select and format text to meet requirements <p>7 Combining and presenting information</p> <ul style="list-style-type: none"> • display information in a table • format and integrate images to meet requirements <p>8 Using ICT to communicate/ Combining and presenting information</p> <ul style="list-style-type: none"> • identify features of effective publications • use email effectively and appropriately <p>KEY WORDS -text -publication -formatting -bullets -numbering -table -print-outs -features -images</p>	<p>Entry Level 3</p> <p>Using ICT</p> <ol style="list-style-type: none"> 1. interact with and use ICT systems to meet given needs 2 store information 3 follow safety and security practices <p>Finding and selecting information</p> <ol style="list-style-type: none"> 4 use simple searches to find information 5 select relevant information that matches requirements of given task <p>Developing, presenting and communicating information</p> <ol style="list-style-type: none"> 6 enter and develop different types of information to meet given needs 7 bring together different types of information 8 use ICT-based communication <p>KEY WORDS -Start/Shutdown</p>



	<p>Literacy Element: Delivering presentations to clarify their understanding of annotated screenshots. Literacy Element: Writing for different audiences and purposes.</p> <p>Final mock assessment Create a campaign powerpoint presentation in support of a movement or issue that is close to your heart. (between 7-10 slides) Include a short demonstration of how to embed/insert online video or audio to play automatically or create an audio recording.</p> <p>Formal Assessment Timed Online External Assessment</p>	<p>Literacy Element: Write a detailed report on your understanding of how changes in technology affect safety, including new ways to protect your online privacy and identity, and how to identify and report a range of concerns.</p> <p>Formal Assessment Externally Assessment Test Paper</p>	<ul style="list-style-type: none">-Input/Output-Devices-Applications-Interface-Software-Open/Save-Files-Insert/Remove-Media <p>Literacy Element Explain what it means to minimise physical stress in your own words</p> <p>Share what they know across subject areas when searching for information online</p> <p>Write a paragraph of your understanding of <u>Copyright & Permissions Copyright aware</u></p> <p>Formal Assessment E3 External Assessment E1-E2 Internal Assessment</p>
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