

ICT at Norbury Manor

Overview

Students study ICT for one hour every two weeks in year 7 and 8. This subject seeks to teach the fundamental skills needed to perform tasks in both a work environment as well as for practical personal tasks. By the end of year 8, students should be proficient in the basic Microsoft Office packages, as well as understanding how to operate Google drive to store and send work. They will learn a set of transferable skills that will help to improve their work in other subjects.

Year 7 ICT

UNIT 1: Google Drive

In an age of Cloud Computing, we will be introducing the year with Google Drive/Classrooms to teach the students the benefits for storing their files in the cloud. They will go through basic features like creating documents on Google Drive and uploading documents from their user area. As well as a simple tour of Google Classrooms and some basic understanding covered about how to hand in work.

UNIT 2: File Management

Here students will learn file management/how to organise their user areas. We will aim to teach them the efficiencies of creating folders and sensible file-naming. They will create some basic documents and make sure they know how to save to these to the correct folders and with sensible names.

UNIT 3: Word

Students will be taught keyboard shortcuts that will make their use of Microsoft Word more efficient, as well as some of the basic skills needed to create and edit Word documents. They will be shown how Word can be used for different functions and will be given tasks to complete to show their level of understanding.

UNIT 4: Excel

Students will create some basic spreadsheets that are designed to teach them both formulas and cell referencing. Completing these tasks will help them to either learn new skills or sharpen/develop skills they might have had prior to attending the school.

UNIT 5: Email

This short topic is designed to show the usefulness of sending emails. This will be taught using their school emails; it will also illustrate the usefulness and benefits of using email as a method of communication.

UNIT 6: PowerPoint

Students will learn how to create a PowerPoint that is fit for purpose. They will implement their own 'house-style' using Master Slides and complete challenges that get them to perform tasks to further develop their gained skills.

Year 8 ICT

UNIT 1: Google Drive/Classroom

This is a short recap of Google Drive and Classroom as students have been off for 6 weeks and may have forgotten the basic skills required to use it in lesson. It is also an opportunity for pupils that have arrived new to the school to learn these skills. Students will also be given the opportunity to create the necessary files for the year on Google Drive.

UNIT 2: Internet Searching

In this unit we will do a short recap of file organisation to make sure everyone continues the year using best practice when it comes to our files and folders. It also gives students the opportunity to spring clean their user areas, removing any old unnecessary files.

This unit is centred on source reliability. This will help teach them the skills needed to determine whether sources are credible or not as well as using the correct search criteria to find specifically what they're after.

UNIT 3: Excel Extended

This topic seeks to build on the skills learned in year 7. Here we go into a lot more depth on how to create their own spreadsheets, as well as going over the basic skills from the first year. By the end of this unit, students should be able to create their own spreadsheet – even create a budget with relationships between sheets.

UNIT 4: PowerPoint

Students will recap on the skills learned from year 7, but will work on creating an interactive PowerPoint. This will allow users to interact with the PowerPoint in different ways, and select different slides using hyperlinked buttons and texts. Many students have created this type of interactive PowerPoint as a revision resource later on in their school years.