Curriculum Overview

Subject: ICT

Term 1

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| **Year 7-11**Learning the school laptops Recognising and using interface features.Minimising physical stress when using the computer. | **Year 12 and extension work.****(also includes year 7-11 topics)**Using computer hardware; correct start up and shut down procedures.Using software applications for a purpose and to solve problems.Input and output devices. |

Term 2

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| **Year 7-11**Internet safety and security.Keeping information safe using passwords | **Year 12 and extension work.****(also includes year 7-11 topics)**Changing simple software settingsOpening and saving files.Using and changing passwords. |

Term 3

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| **Year 7-11**Working with text and recording information. Using a word processing package.Interpreting on screen information.  | **Year 12 and extension work.****(also includes year 7-11 topics)**Using search facilities (on the PC and online)Using editing and formatting techniques.Preparing documents for printing.Inserting and removing media. |

Term 4

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| **Year 7-11**Identifying and correcting simple errors.Working with spreadsheets. | **Year 12 and extension work** **(also includes year 7-11 topics)**Entering, editing and formatting information including text, graphics, numbers or other digital content to achieve the required outcome.Processing numbers to meet needs.Check for accuracy and meaning.Check suitability of information. |

Term 5

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| **Year 7-11**Working with graphics in ICT.Labelling an image.Working with PowerPoint | **Year 12 and extension work.****(also includes year 7-11 topics)**Insert and position graphics or other digital content to achieve a purpose. |

Term 6

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| **Year 7-11**Receiving and opening electronic messages.Email, audio messages, electronic greeting cards.Working with publisher. | **Year 12 and extension work.****(also includes year 7-11 topics)**Using contacts.Understanding the need to stay safe and to respect others when using ICT-based communication. |