



# ICT - YEAR 7

## Unit 1: Introduction to ICT

We will learn how to use the different systems within the academy including frog and office 365 so that you can access all your files from home. We will look at how to communicate using ICT and set you up with your own email address. We will also look at staying safe online and the do and don'ts of using the internet.

## Unit 2: Introduction to Spreadsheets

We will learn to solve mathematical problems quickly and efficiently with one click! We will learn how to quickly add up large groups of numbers, find the smallest, the largest and the average by using the tools in the software. We will then use the spreadsheet to model a number of 'What if' scenarios to work out the best outcome. You will also learn how to create professional graphs using the different tools in the software.

## Unit 3: Introduction to computer programming

This unit is your first programming unit of KS3. We will look at what a computer programme is and when it is used. Then we will look at some problem solving and how we can use loops and procedures to make our programmes as efficient and accurate as possible. After that it is over to you to build your own programmes in both Scratch and with a Microbit.

## Unit 4: Introduction the how computers work?

In this unit we will look at how a computer actually works; what the different components are and how they work together. Do you know the different between computer hardware and software? What is a peripheral? What is the difference between an input and an output device? By the end of this unit you will be an expert. We will also look at different types of common software and when and how to use them. This will include, Word, PowerPoint and Publisher.

## Unit 5: Introduction to Graphic Design

In this unit will complete the full creative cycle to Design, Create and Evaluate a graphic product. You learn how to interpret a client brief, use different planning techniques to organise your ideas and manage your time effectively. We will also look how we can create products whilst not breaking copyright law. You will then learn the different skills you need to combine images and text together to create a complete graphic.

## Notes:

