


<b>Year 7 Digital Literacy</b>	<b>Curriculum Intent:</b> Computing consists of three stands: Computational Thinking, Computer Science and Digital Literacy. Within Digital Literacy, we seek to enable students to become confident, secure, and safe users of Information Technologies, whether these are smart phones, laptops / personal computers, or tablets. Students will discover how to organise their work safely and learn how to effectively the Microsoft Office 360 suite of programs, which the school provides for them to use both in school and at home. Students also learn how to use ICT safely and legally through e-safety and finally, we will look at the impact the use of computers have on the ethical, moral and environment lives of all of us, and the legislation which seeks to mitigate some of those issues.			
<b>Year 7:</b>	<b>Term 1:</b>	<b>Term 2:</b>	<b>Term 3</b>	
<b>Topic Titles (in order of delivery)</b>	Using the school's Systems Opening and closing files safely Saving work with relevant names Correct Folder Structure Installing Office 365 at home Cyber bullying, including Denbigh's own anti-bullying policy Use of Teams and Classroom Notebook Privacy and their digital footprint	Basic use of the Office 365 When to use which application Basic skills Copy and Paste Saving files Creating folders Accessing work from home Using the Internet Laws of IT – Computer Misuse	Computer Security Different types of malware <ul style="list-style-type: none"> <li>• Virus</li> <li>• Worm</li> <li>• Trojan Horse</li> <li>• Spyware</li> </ul> Spreadsheet <ul style="list-style-type: none"> <li>• Formatting</li> <li>• Functions</li> <li>• Formulas</li> </ul>	
<b>Key knowledge / Retrieval topics</b>	Use of keyboard shortcuts Appropriate naming and filing of work Being able to email appropriately Submitting homework What is a digital footprint? Why is our digital footprint important? What goes on the Internet Stays on the Internet	Know when to use each of the main applications: <ul style="list-style-type: none"> <li>• Word Processing</li> <li>• Presentation</li> <li>• Spreadsheet</li> </ul> Using the Internet <ul style="list-style-type: none"> <li>• Searching</li> <li>• Plagiarism</li> <li>• Referencing</li> <li>• Copyrights</li> </ul>	How to protect our computers from various attacks <ul style="list-style-type: none"> <li>• Firewall</li> <li>• Antivirus</li> <li>• Anti-malware</li> <li>• Anti-spyware</li> </ul> What each of these do, and how they do them. Using Excel How to write formulas Different data types <ul style="list-style-type: none"> <li>• dates</li> <li>• currency</li> <li>• numbers</li> <li>• text</li> </ul> How to use basic functions <ul style="list-style-type: none"> <li>• SUM()</li> <li>• AVERAGE()</li> <li>• COUNT()</li> <li>• CONCATENATE()</li> </ul>	

			Know how to use relative and absolute cell references
<b>Understanding / Sequence of delivery</b>	<p>Logging on to the school's systems</p> <p>Appropriate use of ICT and the school's use of ICT policy</p> <p>Use of TEAMS for accessing work</p> <p>How to install OFFICE 365 at home</p> <p>Submitting homework</p> <p>Creating Year 7 folder structure and file naming</p> <p>Opening, closing, and saving files using the standard Office 356 software</p> <p>Denbigh OneDrive</p> <p>Basic e-safety including cyber bullying</p> <p>The digital footprint</p> <p>Importance of terms and conditions of social media</p>	<p>Introduction to Word.</p> <ul style="list-style-type: none"> <li>• Formatting documents</li> <li>• use of bold / italic / bullets</li> </ul> <p>Introduction to PowerPoint</p> <ul style="list-style-type: none"> <li>• Slide layout</li> <li>• Formatting</li> <li>• Appropriate transitions and animations</li> </ul> <p>Introduction to Excel</p> <ul style="list-style-type: none"> <li>• Basic formatting</li> <li>• Cell referencing</li> <li>• Columns and rows</li> <li>• simple formulas</li> </ul> <p>Production of a research project using the searching and referencing of sources online.</p>	<p>Recognise that our computers and smart phones are under constant attack.</p> <p>Understand, describe, and explain the main threats to our devices.</p> <p>Identify and explain appropriate responses to threats and how these mitigate the affect.</p> <p>Develop skills using progressively more complex Excel tasks e.g.</p> <p>L:\Staff\ICT and Business Studies\1-Subjects\Computing\Archive\Resources\Scenarios</p>
<b>Assessments</b>	<p>Homework</p> <p>CAT1</p>	<p>Homework</p> <p>CAT2</p>	<p>Homework</p> <p>CAT3</p>