


<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>Introduction to Digital Literacy</b>	<b>Term 2</b>  <b>Microsoft PowerPoint and Sway</b>	<b>Term 3</b>  <b>Application Software and Data Visualization</b>	
<b>Topic Titles (in order of delivery)</b>	<p>Introduction to Digital Literacy</p> <ul style="list-style-type: none"> <li>• Using the school's Systems</li> <li>• Use of Teams and Classroom Notebook</li> <li>• Opening and closing files safely (Path name and file explorer)</li> <li>• Saving work with relevant names</li> <li>• Correct Folder Structure</li> <li>• Using Emails</li> <li>• Cyber bullying, including Denbigh's own anti-bullying policy (Online Safety)</li> <li>• Privacy and their digital footprint (Online Safety)</li> </ul> <p>Spreadsheets</p> <ul style="list-style-type: none"> <li>• Introduction to Spreadsheets</li> <li>• Entering data in Spreadsheets</li> <li>• Introduction to Calculations</li> <li>• More Calculations</li> <li>• Spreadsheets solution</li> </ul>	<p>How to use PowerPoint Effectively Use of:</p> <ul style="list-style-type: none"> <li>• Images</li> <li>• Templates / slide master</li> <li>• Animations</li> <li>• Transitions</li> </ul> <p>To gain an understanding of the key features of Microsoft Sway</p> <p>To create your own Sway using the key features of the program</p> <ul style="list-style-type: none"> <li>• Sway</li> <li>• Web Browser</li> <li>• Background</li> <li>• Text Card</li> <li>• Emphasis</li> <li>• Stack</li> <li>• Design</li> <li>• Remix</li> <li>• Share</li> </ul> <p>Data information and cyber security</p> <ul style="list-style-type: none"> <li>• To gain an understanding of data and information and how companies use to influence people</li> <li>• To understand the techniques used by cybercriminals to gather information on victims</li> <li>• To gain an understanding of Malware and the impacts it can have on you and your device</li> <li>• To identify the strategies that should be used to protect people against Cyber-Attacks</li> <li>• To apply your understanding of protection methods to prevent a Cyber-Attack</li> <li>•</li> </ul>	<p>Use of Application Software</p> <p>Main applications:</p> <ul style="list-style-type: none"> <li>• Word Processing</li> <li>• Presentation</li> <li>• Spreadsheet</li> </ul> <p>Gain an understanding of:</p> <p>Formatting a word document</p> <p>Use images with text</p> <p>Understand the term credibility</p> <p>Plan and create a blog</p> <p>Use data visualisation to plan and create a design</p> <p>Tools to format a word document</p> <ul style="list-style-type: none"> <li>• Font</li> <li>• Highlighting</li> <li>• Alignment</li> <li>• Spacing</li> <li>• Margins</li> <li>• Bullets</li> <li>• Numbering</li> </ul> <p>Blog</p> <ul style="list-style-type: none"> <li>• Referencing</li> <li>• Blog</li> </ul> <p>Data visualisation</p> <ul style="list-style-type: none"> <li>• Infographics</li> <li>• Data Insights</li> </ul>	

		<ul style="list-style-type: none"> <li>• Data</li> <li>• Information</li> <li>• Cybercriminals</li> <li>• Social Engineering</li> <li>• Malware</li> <li>• Cyber security</li> <li>• Virus</li> <li>• Spyware</li> </ul>	
<p><b>Key knowledge / Retrieval topics</b></p>	<p>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.  Understanding what data is and how enter data in spreadsheets?  How to use spreadsheets for calculations?  How to Identify trends and patterns?  What are formulas and functions and how to use them for calculations?  How to analyse data in spreadsheets?</p>	<p>Be able to create an effective presentation using PowerPoint.  Range of skills and their use: •</p> <ul style="list-style-type: none"> <li>• inserting images</li> <li>• providing references / citations for quotes</li> <li>• what breaching copyright means</li> <li>• how to search for creative commons</li> </ul> <p>Be able to create your own sway and use key features of program.  What is sway?  How to use key features of sway?  Do the following:</p> <ul style="list-style-type: none"> <li>• Your confidence to create a blank Sway presentation.</li> <li>• Add a title, Heading and Text Card</li> <li>• Format your Text Card</li> <li>• add and format an image card.</li> <li>• add multiple images to a group stack.</li> <li>• personalise the design of your Sway.</li> <li>• share your Sway presentation safely</li> </ul> <p>Be able to understand :</p> <p>What information do we gather form data?  What are the different types of social engineering techniques?  How do cyber criminals use social engineering to deceive people?  How is malware created and distributed?</p>	<p>What is formatting?  Why is formatting important?  Be able to format word documents using different tools.  Why is it important to check for the credibility of information ?  How to write a blog?  How to check for credibility of information online?  What is data science?  Infographics chart  Data visualisation chart  Data presentation</p>

<p><b>Understanding / Sequence of delivery</b></p>	<p>Logging on to the school's systems  Appropriate use of ICT and the school's use of ICT policy  Use of TEAMS for accessing work  How to install OFFICE 365 at home  Submitting homework  Creating Year 7 folder structure and file naming  Opening, closing, and saving files using the standard Office 356 software  Denbigh OneDrive  Basic e-safety including cyber bullying  The digital footprint  Importance of terms and conditions of social media  Understanding What is data?  Understanding what are Spreadsheets?  Gain an understanding of how to organise data into a spreadsheet.  Use spreadsheet data to identify patterns and trends  To gain an understanding of basic formulas that can be used in a Spreadsheet to help with calculations  Gain an understanding of how to use the autofill tool to replicate a cell formula  To gain an understanding of functions in Spreadsheets  To be able to use functions to analyse data in a spreadsheet  Apply the functions and techniques that you have learnt over the course of this unit to a spreadsheet scenario</p>	<p>What is the purpose of a presentation?  Why do we use PowerPoint for this?  What makes PowerPoint most suitable?  Skills:</p> <ul style="list-style-type: none"> <li>• Inserting images</li> <li>• Changing fonts / styles</li> <li>• Creating a template / slide master</li> <li>• Inserting footers</li> <li>• Animations</li> <li>• Transitions</li> </ul> <p>Why might some transitions / animations be inappropriate for a specific presentation?  Building your sway presentation  Adding Title  Adding an image to the Title slide  Adding text  Formatting  Using stack settings  Remixing  Saving and sharing your sway presentation  Understand the difference between data and information  Understand the techniques used by cyber criminals  Understand different categories of malware  Methods that can be used to protect against cyber attack.</p>	<ol style="list-style-type: none"> <li>1. What does the term 'formatting' mean?</li> <li>2. Why do we format documents?</li> <li>3. Can you name three tools that all word processors have that allow you to 'format' a document?</li> </ol> <p>Why write a blog?  How to plan for a blog?  Using Media to plan and create a blog  Interpreting data  Using large data sets  Data representation in infographics</p>
<p><b>Assessments</b></p>	<p>Assessment on the above content</p>	<p>Assessment on the above content</p>	<p>Assessment on the above content</p>