Meden School Curriculum Planning							
Subject	Computing	**Year Group**	7	**Sequence No.**	MTP 1	**Topic**	Digital Literacy

Retrieval	Core Knowledge	Student Thinking
What do teachers need **retrieve** from students before they start teaching **new content**?	What **specific ambitious knowledge** do teachers need teach students in this sequence of learning?	What real life examples can be applied to this sequence of learning to **development of our students thinking, encouraging them to see the inequalities around them** and 'do something about them!'
Review of KS2 Computing & Digital Literacy curriculum. Students should be able to do the following by the end of KS2: - select, use, and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating, and presenting data and information - use technology safely, respectfully, and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.	**Digital Literacy – Overview** Students need to have a clear understanding of the purpose of the programmes and be able to use them competently in and out of the classroom. **TEAMS** – Introduction to the communication platform. Team**s** are groups of people brought together for **work**, projects, or common interests. **Teams** are made up of two types of channels — standard (available and visible to everyone) and private (focused, private conversations with a specific audience). Students will learn how to join a Teams session via an email link and via clicking on the application. They will learn how to participate in a session and use the video and microphone. They will learn about the functions of chat and how to mute. They will learn how to upload materials, submit work, and receive feedback. They will also learn about safeguarding themselves online and how they should act & etiquette. Blurring their backgrounds and having no personal information on show **EMAIL** – Introduction to what an electronic mail is and how they are used to communicate. Students will learn how to compose an email and the etiquette for sending an email, how to send one by typing in an email address, how to attach a document from the files you have access to, how to CC, (Carbon copy and why you would want someone to have a copy of the email and be aware of what the content is. BCC, blank carbon copy. This is where a person can view the email, but the other recipients do not know that the person can view it. Stealth mode ;) someone. Etiquette and language. Difference between school and personal email addresses	Impact of Digital Literacy on future career planning – how can it help secure a job? How can it help you work collaboratively with someone in your class, in another city and across the world? Teams – used for work and home, not just school. How business meetings can be conducted on Teams, locally, nationally & internationally? How can I keep myself safe online? Who do I report a safety concern to? Email – Etiquette. What is the impact on school and / or a business if I send out an inappropriate email? Why should I treat my school and personal email accounts differently? Implications of mistyping an email address from .com to.co.uk Word – how do students, staff, businesses all use Word? How do I back up my files? Excel – Do all businesses' use Excel?

| | **MICROSOFT OFFICE 365** – How to use each different application and how to access the applications via email:

WORD – Tis is a word processing package which allows students to caret documents, edit text, and produce reports. Students learn how to How to open the application from a computer, how to create a new document (file, new), open a document (file, open), save a document to OneDrive, (Save as). Students also learn how to edit a document, by opening a previously stored document and adding to it with either more text or images. Students will learn how to create folder to store documents in (Right click, new, folder, then name the folder). How to underline text, (Control U), embolden (Control B) and change text, (highlight the text and click on the toolbar for the font you want. How to insert a text box (Click tool bar for Insert, then text box) and table and new page (Click tool bar, click insert and table or click toolbar, click insert and new page)

EXCEL – Microsoft Excel is a spreadsheet program included in the Microsoft Office suite of applications. ... Spreadsheets present tables of values arranged in rows and columns that can be manipulated mathematically using both basic and complex arithmetic operations and functions. Students learn How to open and save a new file. Basic calculations, adding and multiplication and the commands which can be used. Copying cells, by highlighting them and copying them over, making a table (using Insert table), using data to create a graph (highlighting the data then clicking on the graph button on the toolbar, ordering data, highlighting the data, and clicking sort, which will make it either larger numbers first or last

POWERPOINT – a software package designed to create electronic presentations consisting of a series of separate pages or slides. Students learn to open and save a PowerPoint. (File open, and file save) How to create a presentation with a heading and then content pages. (File, new) How to insert text, (Click on the toolbar and insert) (images and a table (Toolbar – insert image/ table). How to change text (Select text and use toolbar to choose font and size). How to order slides (Highlight all slides on left side of screen and move to desired order) and set the slides to presentation (Toolbar – slideshow). How to add animation and music (Toolbar , animation)

ONE DRIVE – Introduction to OneDrive, its purpose and use as a cloud-based storage system and how this compares to a physical storage system such as a pen drive. One drive is unlimited in its storage and can be accessed anywhere, | PowerPoint – what is the difference in use of PowerPoint for students, staff, and business people? Will I expect to see the same presentations as I produce in business?
 Do animations & music distract or add to the experience?

 One drive – Is the storage infinite? Will my documents ever get lost? Will they stay in the cloud forever? How big is the cloud? Is the OneDrive at school, the same as the OneDrive at my Dad's workplace? |

| | where as a pen drive must be carried with you to be used. Students will learn how to access one drive through their emails., click on the 9 dots on top left corner, click on OneDrive and see your files. How to access other Microsoft office applications, click on the 9 dots on top left, when in emails and then select the application, you want. How to save work, (File, save as). They will learn how to safely send work from a one drive link to their teacher (When saving work to one drive, click share on the tool bar and type in the email address) and how OneDrive can be accessed from home. Log into school emails via the website and then click the 9 dots on the top left toolbar and select one drive

PASSWORDS – Passwords provide the **first line of defence against unauthorized access** to your computer and personal information. The stronger your password, the more protected your computer will be from hackers and malicious software. Students will learn the importance of setting a password and why files and folders need to b password protected for security. They will learn what constitutes a strong password (Letters, numbers and characters and must be 8 characters or more) and why memorable information such as family names, birthdays etc should not be used, as these are easily guessed and can leave you susceptible to hacking. They will learn the importance of not sharing passwords with anyone and why passwords need to be regularly changes for safety purposes. Passwords should be changed at least each month, for safety and to prevent hacking of personal data. Identity theft is one of the most common crimes nowadays. | |