



## ICT – LTP – SILS3 2020 - 2021



Year	Phase	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 7/8	Software Skills	<p>Microsoft Word (Word Processing skills)</p> <p>Combine information of different types or from different sources in to a document, Create and modify tables, editing tools to amend document Select and apply heading styles, formatting to enhance presentation, Check documents meet needs File Management and introduction to school network</p>	<p>Microsoft PowerPoint (Presentations software skills)</p> <p>Select and use different slide layouts Combine information of different forms, Select and use appropriate techniques to edit slides, Prepare slides for presentation</p>	<p>Microsoft Publisher (Desktop Publishing Skills)</p> <p>Select and use an appropriate page design and layout, Select and use appropriate media for the publication, Identify copyright constraints on using others' information, Select and use appropriate techniques to edit publications and format text, Manipulate images and graphic elements accurately, Control text flow within single and multiple columns and pages</p>	<p>Microsoft Excel (Spreadsheet Modelling software)</p> <p>Enter and edit numerical data accurately, summarise and display data, Use formulas to process data, format spreadsheet cells, rows and columns, chart and graph types used to display data, present and print spreadsheet</p>	<p>Web Development using HTML OR Podcast Creation using Audacity</p> <p>Use input devices and built-in audio software to record information to meet needs, Identify the file format used by the input device, Cut and paste short sequences to meet needs, Combine information of different forms or from different sources, in line with any copyright constraints</p>	<p>Kodu Game Labs (3D Game Design)</p>
	Theory	E-safety	Computer Hardware	E-waste, recycling and infographics	Using ICT in business	E-safety	Programming
	Assessment	Report writing in Microsoft word	Create an Interactive PowerPoint presentation for KS1/2 Students about computer hardware	Create a social awareness media product about e-waste and how to recycle unwanted digital devices	Use Excel to help plan organise and cost a charity Bake Sale for the community.	Create a Podcast show on the topic of staying safe online.	Create a 3D Video Game for a target audience.
Year 9	WJEC Entry Level 3	<p>IT User Fundamentals (15 GLH)</p> <p>Internet Fundamentals (15 GLH)</p>	<p>IT User Fundamentals (15 GLH)</p> <p>Internet Fundamentals (15 GLH)</p>	Spreadsheet Software (20 GLH)	Spreadsheet Software (20 GLH)	Audio & Video Software (20 GLH)	Audio & Video Software (20 GLH)