

Home-School Learning Collaboration – Computing



Topics in this cycle: Microsoft Office	Taught: Spring 1	Year Group: 7
Key knowledge/concepts to be learnt ('Tell me about...')		Websites/blogs/YouTube links and further reading to deepen and consolidate learning
<ul style="list-style-type: none"> • What is document formatting? Identify the different tools used in Microsoft Word to format a document. Describe the uses of commonly used tools used to edit a document. Demonstrate a correctly formatted document using different types of formatting tools. • What is copyright law? Explain the term copyright licensing. Demonstrate how to find images which have a creative commons licence. Demonstrate how to credit an author in a document. • What is Microsoft PowerPoint? Identify the different tools used in Microsoft PowerPoint to create a presentation. Explain the multiple options and layouts used to design a presentation. Demonstrate the skills and tools used to design slides when creating a presentation. • What tools are used in PowerPoint to make it more engaging? Identify the tools in the design, animations & transition tab. Explain how using these tools make a presentation more engaging. Demonstrate how to use the different animation & transition tools on a presentation. • What is Microsoft Excel? Identify the different elements of an Excel spreadsheet. Explain the common uses for an Excel Spreadsheet. Demonstrate your knowledge of common Excel tools by creating a piece of pixel art. • What formulae are commonly used in Microsoft Excel? Identify the location of the formula bar in excel and how we add formulae to a spreadsheet. Explain how the different common formula work in Excel. Demonstrate your knowledge by creating a spreadsheet using multiple working formulae. 		<p>Notes/Information</p> <p>How spreadsheets work How spreadsheets work BBC Bitesize KS3 Computer Science Spreadsheets</p> <p>Spreadsheet Formatting Spreadsheet Formatting BBC Bitesize KS3 Computer Science Spreadsheets</p> <p>Formulas and Functions Formulas and Functions BBC Bitesize KS3 Computer Science Spreadsheets</p> <p>Videos</p> <p>Beginners Tutorial for Excel Beginners Tutorial for Excel Kevin Stratvert YouTube</p> <p>Excel Functions & Formulas Tutorial Excel Functions & Formulas Kevin Stratvert YouTube</p> <p>How to Create Excel Pixel Art How to Create Excel Pixel Art Technology for Teachers and Students YouTube</p>

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Key Vocabulary and Definitions To Be Learnt		What Will The Assessment Look Like?
Document Formatting	The way a document is laid out on the page the way it looks and is visually organised eg margins, spacing, font size, presentation (like bold or italics).	<p>Extended writing – The importance of having Copyright Law.</p> <p>End of Unit test: 35 minutes/25 marks</p> <ul style="list-style-type: none"> • Short answer questions • Extended writing • 3 marks for SPAG
Application Software	Application software carries out tasks that the user is interested in doing such as writing a letter, creating graphs, sending an email or downloading a webpage.	
Copyright Licensing	gives a person or entity the authorization to use a work from the copyright owner, usually in exchange for payment.	
Presentation Software	a type of computer program that allows users to create and display information in the form of a slide show.	
Animation	In computing a animation is a special effect that adds movement to a single element in a presentation, such as text, an image, or a shape	
Transition	In computing a transition is a visual effect that occurs when moving from one slide to the next in a presentation	<p>Family Learning Opportunities</p> <p>Have a competition to see who can create the best piece of Pixel Art using Microsoft Excel.</p> <p>Devise a quiz on the different tools used to edit documents, presentations and spreadsheets and test your family.</p>
Spreadsheet	is a file made of rows and columns that help sort, organize, and arrange data efficiently, and calculate numerical data.	
Cell	a box in a worksheet where a row and column meet.	
Cell Reference	a combination of a column letter and row number that identifies the location of a cell or range of cells on a worksheet	
Formula	is an expression that operates on values in a range of cells. Formulas enable you to perform calculations such as addition, subtraction, multiplication, and division.	
Function	a pre-defined formula that performs calculations using specific values, or arguments, in a particular order	