



## Content - Big ideas

### Understanding and Using Spreadsheets.

**Big question:** What do students already know? What do students need to know for GCSE?

**Learning outcome:** *Students will understand the basic concepts of google sheets and Excel. Students will know how to use spreadsheet software.*

- **Skills**— How to change the way that cells/sheets are formatted. How to use cell referencing. How to create a formula and use a function
- **Knowledge**—What is a formula? Why are they used? What are functions ( Max, min, average, count) How are functions different to formulas?
- **Extra Skills** – How to create Graphs to summarise data.

### Understanding and Creating Graphics-Photoshop

**Big question:** What are graphics and why are they used? What software is the best for graphics? What skills do students have? What do students need to do for GCSE?

**Learning outcome:** *Students will understand what Graphics are and the basic skills of Photoshop.*

- **Skills**—How to use basic skills in Photoshop including selection tools, fill tools
- **Knowledge**— Students will understand file formats and why different graphics are saved as different formats.
- **Extra skills**—How to use skills learnt to create a collage of images.

## Prior learning

### Prior learning required

How to access Google Classroom, How to create a new Google sheet.

## Global/IOM/Subject Links

### Links to other subjects

– Cross curricular, students being able to use Google and Google Sheets

### Links to Global picture

– Ever changing Technology and skills required to access online learning.

### Links to IOM

– Job sector, Further Education.

## Subject specific skills development

### Understanding different software applications:

Use of Google Sheets & Photoshop as the main software application

### Application of Key Skills

Choose appropriate software for the different tasks/linking to other subjects as relevant.

### Evaluating skills & Knowledge

Choosing appropriate methods of communication

Understanding how to present information clearly for target audience.

Evaluating the final product.