



## Content - Big ideas

### Understanding and Using Word Processing. **Big question:**

**Learning outcome:** *Students will understand different concepts in google docs and Microsoft Word. Students will know how to use Word Processing Software*

**Skills**–Formatting Techniques, Editing Techniques, Reviewing documents. Applying Styles, Creating Tables and adding Table styles. Aligning, grouping, ordering shapes and objects. How to use Mail merge.

**Knowledge**–Understanding Tabs and Ribbons, Understanding Using Styles. Image file types & uses. Table options. What a mail merge is.

**Extra Skills** – How to add to the quick access toolbar/Use access keys. Writing a Letter for a school trip/Creating a Poster

### Understanding and Using Presentations: **Big question:**

**Learning outcome:** *Students will understand different concepts in google slides and Microsoft PowerPoint. Students will know how to use Presentation Software*

**Skills**–Managing Slide Layout, Organising slides, Formatting the slides. Modifying Master Slides. How to animate a presentation and add transitions. Using Action Buttons. Using Hyperlinks. Inserting Videos, Working with timings when using presentations.

**Knowledge**– Understanding Tabs and Ribbons, Understanding Master slides, What are animations and transitions. What are actions buttons/hyperlinks and how they are used.

**Extra skills**–How to use online and desktop presentation features. Creating a presentation for a school trip.

### Understanding and Using Spreadsheets: **Big question:**

**Learning outcome:** *Students will understand different concepts in google sheets and Microsoft Excel. Students will know how to use Spreadsheet Software*

**Skills**–Inputting data into cells, Formatting cells and data, View Options. Simple formulas, Relative and Absolute cell references, Creating and editing charts. Conditional formatting. Creating and editing pivot tables.

**Knowledge**– Understanding Tabs and Ribbons, User Interface, Understanding cell references, Understanding formulas and functions. (Sum, Average, Max, Min, Count) Conditional Formatting. What a Pivot table is and why they are used.

**Extra skills**–Macros, Costing for a school trip.

## Prior learning

### Prior learning required

How to access Google Classroom, How to create a new documents in Google.

## Global/IOM/Subject Links

### Links to other subjects

– Cross curricular, students being able to use Google applications.

### 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 Microsoft Office 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.