



Content - Big ideas

Introduction

How to log on and Bookmark essential pages, How to change RAN and Google passwords.

Standard ways of working with Documents

Big question: *What are standards? How do they apply to work I complete? What are the QE2 Standards*

Learning outcome: *Students will understand standard ways of working in Google and Microsoft.*

- **Standards**– Understand how standards are used on Documents
- **Layout**– How documents are presented and edited
- **Styles**– What styles are and why they are used
- **Editing Styles** – How to modify styles to match specific criteria
- **Common Skills** – Setting and changing: Page size, margins, footers, tabs, tab markers, styles. Saving and uploading work onto google classroom.

Presenting Information

Big question: *What is a good presentation? What should be included in a good presentation?*

Learning outcome: *Presenting on paper and Presenting to an audience. Standard ways of working in Google and Microsoft.*

- **Standards**– Understand what standards are used on Presentations
- **Layout**– How presentations are presented and edited.
- **Planning**– The importance of planning before creation of a presentation.
- **Editing slides** – How to modify slides and layouts to match purpose, how to use Master slides
- **Common Skills** – Setting and changing: Backgrounds, layouts, font size/styles. Inserting images, adding links.

Prior learning

Prior learning required

How to access Google Classroom

Global/IOM/Subject Links

Links to other subjects

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

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 Slides and Docs 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.