



TWO RIVERS
HIGH SCHOOL

Two Rivers High School

Pioneers Level 1

IT and Computing Skills

Skills	Autumn 2022-23		Spring 2022-23		Summer 2022-23	
	Improving Productivity – Planning Desktop Publishing	Improving Productivity – Planning Desktop Publishing	Improving Productivity – Planning Desktop Publishing	Improving Productivity – Planning Desktop Publishing	Project based task – Mix of software – Email/Database/Spreadsheet/Publisher/Presentation/Word processing	Computing Unit – Scratch/code.org/beebots/microbits
Students will Identify the methods, skills and resources required to complete the task successfully.						
Students will Identify the purpose for using IT						



TWO RIVERS
HIGH SCHOOL

Students will Plan how to carry out the task using IT to achieve the required purpose and outcome.	Blue	Blue	White	White	Blue	Blue
Students will Identify reasons for choosing particular IT systems and software applications for the task.	Blue	Blue	White	White	Blue	Blue
Students will Select IT systems and software applications as appropriate for the purpose.	Blue	Blue	White	White	Blue	Blue
Students will Identify any legal or local guidelines or constraints that may affect the task or activity.	Blue	Blue	White	White	Blue	Blue
Students will Identify automated routines to improve productivity	Blue	Blue	Blue	Blue	Blue	Blue
Students will Use automated routines that aid efficient processing or presentation.	Blue	Blue	Blue	Blue	Blue	Blue
Students will Use IT to complete planned tasks following identified safe practices	Blue	Blue	Blue	Blue	Blue	Blue
Students will Review outcomes to make sure they meet the requirements of the task and are fit for purpose.	White	White	Blue	Blue	Blue	Blue
Students will Decide whether the IT tools selected were appropriate for the task and purpose.	White	White	Blue	Blue	Blue	Blue



TWO RIVERS

HIGH SCHOOL

Students will Identify the strengths and weaknesses of the completed task.						
Students will Identify ways to make further improvements to work.						
Students will Identify what types of information are needed.						
Students will Identify what page layouts are required for the publication						
Students will select and use an appropriate page design and layout for a publication in line with local guidelines, where necessary						
Students will select and use appropriate media for the publication						
Students will Input information into a publication ready for editing and formatting. .						
Students will Identify copyright constraints on using other's information						
Students will Organise and combine information of different types or from different sources in line with any copyright constraints.						
Students will Store and retrieve publication files effectively, in line with local guidelines and conventions						



TWO RIVERS

HIGH SCHOOL

Students will Identify what editing and formatting was used for the publication.						
Students will select and Use appropriate techniques to edit publications and format text						
Students will Manipulate images and graphic elements accurately						
Students will Control text flow within single and multiple columns and pages.						
Students will Check publication meets needs, using IT tools and making corrections as necessary.						
Students will identify what input device and associated software to use						
Students will develop their capability, creativity and knowledge in digital media and information technology.						
Students will observe/ use technology purposefully to create, organise, store, manipulate and retrieve digital content.						
Students will recognise common uses of information technology beyond school.						
Students will observe simple algorithms						
Students will learn to create simple algorithms						



TWO RIVERS

HIGH SCHOOL

Students will observe simple programs and predict the outcome						
Students will develop their capability, creativity and knowledge in computer science						

Skills	Autumn 2023-24		Spring 2023-24		Summer 2023-24	
		Word Processing	Word Processing	Spreadsh eets	Spreadsh eets	Project based task – Mix of software – Email/Dat abase/Spr eadsheet/ Publisher/ Presentati on/Word processin g



TWO RIVERS

HIGH SCHOOL

Students will Identify what types of information are needed in documents.						
Students will Identify what templates are available and when to use them.						
Students will Use keyboard or other input method to enter or insert text and other information.						
Students will Combine information of different types or from different sources in a document.						
Students will Enter information into existing tables and templates.						
Students will Use editing tools to amend document content.						
Students will Store and retrieve document files effectively, in line with local guidelines and conventions where available.						
Students will Create and modify tables to organise tabular or numeric information.						
Students will Select and apply heading styles to text.						
Students will Identify what formatting to use to enhance presentation of the document.						
Students will Use appropriate techniques to format characters and paragraphs						
Students will Use appropriate page layout to present and print documents.						



TWO RIVERS

HIGH SCHOOL

Students will Check documents meet needs making corrections as necessary.						
Students will Identify what numerical and other information is needed and how the spreadsheet should be structured to meet needs.						
Students will Enter and edit numerical and other information accurately						
Students will Store and retrieve spreadsheet files effectively, in line with local guidelines and conventions where applicable.						
Students will Identify how to summarise the required information and display the required information						
Students will Use functions and formulas to meet calculation requirements.						
Students will Use spreadsheet tools and techniques to summarise and display information.						
Students will Use appropriate tools and techniques to format spreadsheet cells, rows and columns						
Students will Identify which chart or graph type to use to display information.						
Students will Select and use appropriate tools and techniques to generate, develop and format charts and graphs.						



TWO RIVERS

HIGH SCHOOL

Students will Select a page layout to present and print spreadsheet information						
Students will Check spreadsheet information using IT tools and make corrections as appropriate						
Students will store and retrieve files effectively, in line with local guidelines						
Students will develop their capability, creativity and knowledge in digital media and information technology.						
Students will observe/ use technology purposefully to create, organise, store, manipulate and retrieve digital content.						
Students will recognise common uses of information technology beyond school.						
Students will observe simple algorithms						
Students will learn to create simple algorithms						
Students will observe simple programs and predict the outcome						
Students will develop their capability, creativity and knowledge in computer science						