



**TWO RIVERS**  
HIGH SCHOOL

**Two Rivers High School**

**Pioneers Entry Level 3**

**IT and Computing Knowledge and 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 purpose for using IT						
Students will Plan how to carry out the task using IT						
Students will Select appropriate IT systems and software applications						



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Students will Identify the main legal and other constraints affecting the use of the IT system and software						
Students will Use preset routines to improve productivity						
Students will Use IT to complete planned tasks following identified safe practices						
Students will Review the outcomes of the completed task.						
Students will Identify the strengths of the IT systems and software used for the task						
Students will Identify ways to improve the outcomes of the completed task						
Students will Identify what types of information can be used in a publication.						
Students will Identify page layouts that could be used for the publication						
Students will Use an appropriate page design and layout for a publication in line with local guidelines, where necessary						
Students will Use appropriate media for the publication						



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Students will Input information into a publication ready for editing and formatting. .						
Students will Identify copyright constraints on using other's information						
Students will Combine information from different sources in line with any copyright constraints						
Students will Store and retrieve publication files effectively, in line with local guidelines and conventions						
Students will Identify what editing and formatting was used for the publication.						
Students will Use appropriate techniques to edit publications						
Students will Use appropriate techniques to format text						
Students will Manipulate images and graphic elements accurately						
Students will Check publication meets needs making corrections as required						
Students will identify what input device and associated software to use						



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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						

Skills	Autumn 2023-24		Spring 2023-24		Summer 2023-24	
	Word Processing	Word Processing	Spreadsh eets	Spreadsh eets	Project based task – Mix	Computin g Unit – Scratch/c



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					of software – Email/Dat abase/Spr eadsheet/ Publisher/ Presentati on/Word processin g	ode.org/b ee bots/micro bits
Students will Identify what types of information are needed in documents.						
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, in line with local guidelines.						
Students will Identify what formatting to use to enhance presentation of the document.						



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Students will Create and modify tables to organise tabular or numeric information.						
Students will Use appropriate techniques to format characters and paragraphs						
Students will Use appropriate page layout to present and print documents.						
Students will Check documents meet needs making corrections as necessary.						
Students will Enter and edit numerical and other information accurately						
Students will Store spreadsheet files, in line with local guidelines						
Students will Identify how to summarise the required information and display the required information						
Students will Use formulas and tools to summarise data and process information						
Students will Use formulas and tools as needed to summarise data and process information						
Students will Use appropriate tools and techniques to format spreadsheet cells, rows and columns						
Students will Identify the chart or graph type used to display information						
Students will Use appropriate tools to generate a chart or graph						



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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						
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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						