TWO RIVERS
HIGH SCHOOL

Two Rivers High School

Pioneers Entry Level 2

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/bee bots/micro bits
Students will Identify the advantages of using IT for the task	■	■			■	■
Students will Plan how to complete the task using appropriate IT systems and software	■	■			■	■

Students will Identify any safety and security issues affecting the use of IT for the task	■	■			■	■
Students will Use IT to complete planned tasks following identified safe practices	■	■	■	■	■	■
Students will check that the outcome meets requirements		■	■	■	■	■
Students will Identify ways to improve the use of IT for the task			■	■	■	■
Students will Identify page layouts that could be used for the publication	■	■	■	■		
Students will Use an appropriate page design and layout for a publication	■	■	■	■		
Students will Identify copyright constraints on using other's information	■	■	■	■		
Students will Input information into a publication	■	■	■	■		
Combine information from different sources		■	■	■	■	
AC2.4Store and retrieve publication files		■	■	■	■	
Students will Use software to format text		■	■	■	■	
Students will Use software to manipulate images or graphic elements		■	■	■	■	■

Students will Check publication meets needs making corrections as required	■	■	■	■		
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						■
Students will observe simple programs and predict the outcome						■
Students will develop their capability, creativity and knowledge in computer science						■

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Skills	Autumn 2023-24		Spring 2023-24		Summer 2023-24	
	Word Processing	Word Processing	Spreadsheets	Spreadsheets	Project based task – Mix of software – Email/Database/Spreadsheet/Publisher/Presentation/Word processing	Computing Unit – Scratch/code.org/bee 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.	██	██	██	██	██	

	C1	C2	C3	C4	C5	C6
Students will Use editing tools to amend document content.	■	■	■	■	■	
Students will Store and retrieve document files.	■	■			■	
Students will Create and modify tables to organise 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 for a task			■	■		
Students will Store spreadsheet files			■	■	■	
Students will Identify how to summarise the required information				■		
Students will Use formulas and tools to summarise data and process information				■		
Students will Use appropriate tools and techniques to format spreadsheet cells, rows and columns			■	■		
Students will Use appropriate tools to generate a chart or graph			■	■		
Students will Print spreadsheet information			■	■		
Students will Check spreadsheet information using IT tools and make corrections,			■	■		

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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						■