# TWO RIVERS

## HIGH SCHOOL

**Two Rivers High School**

**Pioneers Entry Level 1**

**IT and Computing Knowledge and Skills**

| | Autumn 2022-23 | | Spring 2022-23 | | Summer 2022-23 | |
|---|---|---|---|---|---|---|
| | Improving Productivity – Planning<br><br>Desktop Publishing | Improving Productivity – Planning<br><br>Desktop Publishing | Improving Productivity – Planning<br><br>Desktop Publishing | Improving Productivity – Planning<br><br>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 IT | ██ | ██ | | | ██ | ██ |

| Objective | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| Students will Identify the main safety and security issues affecting the use of IT for the task | ■ | ■ | | | ■ | ■ |
| Students will Use IT to complete at task following identified safe practices | ■ | ■ | ■ | ■ | ■ | ■ |
| Students will Identify and check errors | | ■ | ■ | ■ | ■ | ■ |
| Students will Identify any improvements that can be made | | | ■ | ■ | ■ | ■ |
| Students will Use an appropriate page design and layout for a publication | ■ | ■ | ■ | ■ | | |
| Students will Input information into a publication | ■ | ■ | ■ | ■ | | |
| Students will Use software to format text | | ■ | ■ | ■ | ■ | |
| Students will Use software to manipulate images or graphic elements | | ■ | ■ | ■ | ■ | ■ |
| Students will Check publication meets needs | ■ | ■ | ■ | ■ | | |
| 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. | ■ | | ■ | | ■ | |

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| Objective | C1 | C2 | C3 | C4 | C5 | C6 |
|---|---|---|---|---|---|---|
| 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 | Spreadsheets | Spreadsheets | Project based task – Mix of software – Email/Dat | Computing Unit – Scratch/code.org/bee |

| | | | | | abase/Spreadsheet/ Publisher/Presentation/Word processing | bots/microbits |
|---|---|---|---|---|---|---|
| Students will Use keyboard or other input method to enter or insert text and other information. | ■ | ■ | ■ | ■ | ■ | |
| Students will Combine information of different types in a document. | ■ | ■ | ■ | ■ | ■ | |
| Students will Enter information into existing tables and templates. | ■ | ■ | ■ | ■ | ■ | |
| Students will Use editing tools to amend document content. | ■ | ■ | ■ | ■ | ■ | |
| Students will Store document files. | ■ | ■ | | | ■ | |
| Students will Use word processing tools to format documents | ■ | ■ | | | ■ | |
| Students will Use appropriate page layout to present and print documents. | ■ | ■ | | | ■ | |
| Students will Check documents meet needs. | ■ | ■ | ■ | ■ | ■ | |
| Students will Enter and edit numerical and other information for a task | | | ■ | ■ | | |
| Students will Store spreadsheet files | | | ■ | ■ | ■ | ■ |
| Students will Check spreadsheet data for errors | | | | ■ | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Students will Use spreadsheet tools to process information | | | ■ | ■ | | | |
| Students will Use spreadsheet tools to format data | | | ■ | ■ | | | |
| Students will Use spreadsheet tools to generate a chart or graph | | | ■ | ■ | | | |
| Students will Print spreadsheet data | | | ■ | ■ | | | |
| 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 | | | | | | | ■ |