**Computing Year 7**

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| **Computing** |
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| **Autumn 1 - Office Skills and eSafety** |
| **I have an understanding of how to use technologies safely and securely** |
| I know how to create strong passwords and am responsible for remembering it and keeping it safe. |
| I have good file management by appropriately saving my files and organising my folders. I am able to save and retrieve a piece of work in various locations |
| I can create a poster to explain how to use computers responsibly the nature of cyber-bullying |
| **I can use technology to safely communicate with others and research information** |
| I understand the risks of sending messages to other people online. |
| I can use the following internet research techniques: Google dictionary definition; use Google to fill in the blanks in a search; use Google to exclude words from a search. |
| I can reply and forward emails including attachment. |
| **I can create documents using word processor and presentation software** |
| I am able to edit text to change the font style; size; colour; boldness; italic; alignment and can capitalise letters |
| I am able to create presentations which are clearly laid out with suitable text/images/animations and transitions between slides. |
| I am able to apply automatic timings to a slideshow and change the running order and timings. |
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| **Autumn 2 – Spreadsheets** |
| **I can complete a range of calculations in a spreadsheet** |
| I can create math calculations including +, -, \* and /. I can use the SUM function. |
| I can enter text and numbers onto a spreadsheet and apply basic formatting such as changing font, size and colour. |
| I can use the average, max and min functions.  |
| **I can can apply formatting in a spreadsheet** |
| I can enter text and numbers onto a spreadsheet and apply basic formatting such as changing font, size and colour. |
| I can apply more advanced formatting including merge and centre, word wrap and changing column widths. |
| I can apply advanced formatting such as conditional formatting. |
| **I can produce graphs from a range of data** |
| I can create a basic graph in Excel.  |
| I can select a suitable graph type for the data with graph titles and apply some formatting. |
| I can create a professionally formatted spreadsheet and make predictions about how changes in data will affect the outcomes on the spreadsheet. |
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