


Computer Science Department – Year 7: Digital Literacy

 <p>Shirley High Curriculum Map</p>	Learners will use word processing and multimedia presentation applications to purposefully create, organise, store, manipulate and retrieve digital content based on various scenarios.	
	Term	
	Digital Literacy is taught in a termly carousel	
	Theme/Topic/Skill: Word Processing	Theme/Topic/Skill: Multimedia Presentations
Why Now?	Building upon knowledge gained during KS2, learners will further their knowledge of using computer programs to do word processing.	Continuing from KS2 learning of multimedia presentations, learners will use PowerPoint presentations to create slideshows. Learners will use familiar features they learnt from Word and further their knowledge by introducing other features such as bullet points, numbering, levelling, subordinating contents, including transitions, animation and timing to produce visually stimulating and engaging presentations.
Fundamental Concepts	Creating and editing text documents. Formatting and manipulating text. Inserting and resizing images. Creating and populating tables.	Creating and editing multimedia presentations. Use existing templates and create their own. Incorporating still images, animation, sound, videos and text. Produce visually stimulating slideshows.
Students will learn...	<ul style="list-style-type: none"> o To change font size, type, colour, and style. o To use cut, copy and paste to reorder content. o To spell check to aid writing. o To insert images onto pages. o To create, edit and format text and paragraphs in documents. o To add text effects and move items around to find the best layout. o To use different layouts and effects (such as text box, columns, tables, justification, borders, background colour) to refine and improve their work. o To discuss and evaluate documents and make amendments. o To use the snipping tool to capture screenshots and manipulate them. o Practice its features such as to format text, create, save, edit and print documents, and incorporate tables, produce text and images. 	<ul style="list-style-type: none"> o To create a Master Slide by adding bold and italic text, borders and levelling. o To use features from Word to create presentations in PowerPoint. o To insert slide numbers. o To change alignment of text. o To add background colour and texture. o To add a header and a footer to a printout. o To change slide orientation and order. o To insert, resize and crop images. o To apply tables, graphs and charts. o To produce a multimedia presentation using text, images, video, animation and sound to a given scenario.
Language for Life (Key terms/Vocabulary)	<ul style="list-style-type: none"> o Formatting o Snipping tool o Manipulating text and images o Justification o Refining o Amendments 	<ul style="list-style-type: none"> o Multimedia presentations. o Advanced presentation layouts. o Incorporating o Features o Orientation o Transitions
Extended writing Opportunities	Produce reports and letters for different purposes.	Analysis and evaluation of presentations produced
Maths Across the Curriculum	Graphs, charts, shapes, equations	Graphs, charts, shapes, equations
Links to careers/ aspirations	All jobs that require digital literacy. Office jobs, consultants, educators, etc.	Any job that includes presenting products and services to clients and managers. Sales, promotional activities, marketing, research, etc.
Cultural Capital	Learners will practice using business, education and industry standard word processing and multimedia presentation applications. They will be able to use the knowledge they will gain to support their life skills and enhance their ability to problem solve, think critically, and communicate with others in various situations and scenarios.	
Practical Application of Skills	Learners will be able to produce reports and write assignments as well as produce multimedia presentations to a high standard.	