



Hardware and software and computational thinking		
Week Commencing	Learning	Assignment completion
1 st June	<ul style="list-style-type: none"> I will understand what is a cell reference and establish why it is important to use it. I will understand how to develop a formula in a spreadsheet and be able to apply the cell references. I will be able to apply the Auto sum function in Microsoft Excel. 	<p>The lesson content will be explained using Microsoft Streams and Lesson Resource will be available through Teams.</p> <p>Lesson Resource: Basic Spreadsheets, A range of exercises getting them to practice Autosum, Cell References and Formulas</p>
8 th June	<ul style="list-style-type: none"> I will be able to use the quick fill tool in Microsoft Excel I can experiment formatting a spreadsheet I will be show a graph for a given situation 	<p>Students will be given a past paper specifically for the Spreadsheet Section of Functional Skills Level 1, they then need to complete it through Teams along with the Microsoft Streams Video provided to them.</p>
15 th June	<ul style="list-style-type: none"> I will understand that there is a difference between a header and footer in any type of document. I will be able to classify what type of graph would be used in a given situation. I will be able to explain how to interpret graphs in Microsoft Excel. 	<p>Students will be given information about the differences between the types of graph and when to use them.</p> <p>Charts include:</p> <p>Pie Chart Bar/Column Graph Line Graph</p> <p>A series of exercises will be given to with interpretation needed to answer the questions.</p>
22 nd June	<ul style="list-style-type: none"> I can evaluate how to use communications software to meet requirements of a straightforward task I can demonstrate that I can read, send and receive 	<p>Students will be given past paper examples from Functional Skills Level 1 about Sending Email and how to use it effectively.</p> <p>Students will also be required to complete the email exercise through Screenshots on Microsoft Teams.</p>



	<p>electronic messages with attachments</p> <ul style="list-style-type: none"> • I can demonstrate my understanding of the need to stay safe and to respect others when using ICT-based communication 	
29 th June	<ul style="list-style-type: none"> • I can demonstrate that I can use search techniques to locate and select relevant information • I can compile how to select information from a variety of ICT sources for a straightforward task • I can recognise and take account of currency, relevance, bias and copyright when selecting and using information 	Students will be given questions regarding search techniques, Microsoft Forms will be used in order for them to answer questions about search engines.
6 th July	<ul style="list-style-type: none"> • I can identify the ICT requirements of a straightforward task • use ICT to plan and organise work • I can interact with and use ICT systems to meet requirements of a straightforward task in a familiar context. • I can select and use software applications to meet needs and solve straightforward problems. 	<p>Students will be given a scenario which will require them to use the learning objectives to answer that question.</p> <p>Students will be required to answer the questions through Microsoft Forms in Teams.</p>
13 th July	<ul style="list-style-type: none"> • I can demonstrate how work with files, folders and other media to access, organise, store, label and retrieve information • I can follow and demonstrate 	Students to read through the theory and answer the exercises through Microsoft Forms on Teams.



	<p>understanding of the need for safety and security practices.</p> <ul style="list-style-type: none">• I can demonstrate how to create, use and maintain secure passwords.• I can discuss how to minimise the risk of computer viruses	
--	--	--