

## KS3 ICT Curriculum Overview 2023 - 2024

**Statement of Intent:** Students learn key skills within the Microsoft Word, PowerPoint and Excel applications, to enable them to work effectively within school, home and work environments. They also follow a programme of online safety and protection. Students build core key skills such as building a simple file structure and organising work, using email and working on school online platforms. Additionally, students learn how to use the basic Microsoft package to be able to enhance their school work across all subjects and to enable access to other learning at home or in future employment. ICT staff provide feedback during lessons via group work, individually, using online assessment software and via assessments.

Year	Module 1 & 2	Module 3 & 4	Module 5 & 6
7	<ul style="list-style-type: none"> <li>• <b>File and folder structure</b> <ul style="list-style-type: none"> <li>○ File &amp; folder names</li> <li>○ File organisation</li> </ul> </li> <li>• <b>E-Safety</b></li> <li>• <b>Word</b> <ul style="list-style-type: none"> <li>○ Developing layouts</li> <li>○ Applying labels, headers, footers, page numbers, bookmarks</li> <li>○ Applying text styles &amp; formats</li> <li>○ Adding, formatting and modifying tables, images, WordArt, charts</li> </ul> </li> </ul> <p><b>Assess: Apply skills to create a newspaper article</b></p>	<ul style="list-style-type: none"> <li>• <b>PowerPoint</b> <ul style="list-style-type: none"> <li>○ Creating templates &amp; consistent styles</li> <li>○ Adding, formatting and modifying tables, images, charts and animated images</li> <li>○ Applying slide animation, transitions and timings</li> <li>○ Manual and automated animation &amp; slide transitions</li> <li>○ Cropping and modifying images</li> <li>○ Navigation - using action buttons</li> <li>○ Using internal and external hyperlinks</li> </ul> </li> </ul> <p><b>Assess: Create Interactive PowerPoint Quiz/show</b></p>	<ul style="list-style-type: none"> <li>• <b>Excel</b> <ul style="list-style-type: none"> <li>○ Navigating Excel</li> <li>○ Collecting and entering data</li> <li>○ Adding, formatting and modifying cells</li> <li>○ Creating a data table</li> <li>○ Labelling data tables &amp; sheets</li> <li>○ Graphical representation of data</li> <li>○ Applying basic formulas</li> <li>○ Sorting and filtering data</li> </ul> </li> </ul> <p><b>Assess: Apply simple formulas to a dataset and present the result using the appropriate charts.</b></p>
8	<ul style="list-style-type: none"> <li>• <b>File and folder structure</b> <ul style="list-style-type: none"> <li>○ File &amp; folder names</li> <li>○ File organisation</li> </ul> </li> <li>• <b>E-safety</b> <ul style="list-style-type: none"> <li>○ Computer crime and security</li> </ul> </li> <li>• <b>PowerPoint</b> <ul style="list-style-type: none"> <li>○ Recap Yr7 PowerPoint skills</li> <li>○ Create looping shows for an audience</li> <li>○ Create a Mouse-over maze</li> <li>○ Create a touch screen user interface for a specific subject and audience</li> <li>○ Create an interactive card turning game</li> </ul> </li> <li>• <b>Graphics (PowerPoint &amp; Pixlr)</b> <ul style="list-style-type: none"> <li>○ Understanding magazine terms and layout</li> <li>○ Advanced use of PowerPoint graphics</li> <li>○ Use of Pixlr to modify graphics</li> </ul> </li> </ul> <p><b>Assess: Create a digital magazine</b></p>	<ul style="list-style-type: none"> <li>• <b>Excel</b> <ul style="list-style-type: none"> <li>○ Formatting and modifying cells</li> <li>○ Apply conditional formats</li> <li>○ Applying formulas to solve a problem</li> <li>○ Develop and apply a variety of spreadsheets</li> <li>○ Create data dashboard</li> <li>○ Add drop down menus</li> <li>○ Creating forms and adding form controls               <ul style="list-style-type: none"> <li>▪ Drop down menus</li> <li>▪ Spinners</li> <li>▪ Check box</li> <li>▪ Radio buttons</li> </ul> </li> <li>○ Create pivot tables to display data               <ul style="list-style-type: none"> <li>▪ Apply slicer and timeline</li> </ul> </li> </ul> </li> </ul> <p><b>Assess: Create and conduct survey to gather information</b></p>	<ul style="list-style-type: none"> <li>• <b>Mixed application project</b> <ul style="list-style-type: none"> <li>○ Use a variety of research and apps to capture, format, analyse and report data and information</li> </ul> </li> <li>• <b>Flow diagrams &amp; charts</b> <ul style="list-style-type: none"> <li>○ Understanding data flow charts</li> <li>○ Create digital solutions to problems</li> </ul> </li> <li>• <b>Game Programming (Scratch &amp; Fusion 2.5)</b> <ul style="list-style-type: none"> <li>○ Create basic game concept</li> <li>○ Create characters &amp; movement</li> <li>○ Develop frame background</li> <li>○ Apply conditions to characters and game objects</li> <li>○ Add score, lives and timers</li> </ul> </li> </ul> <p><b>Assess: Plan and create a simple 2D game.</b></p>