

Key Stage 3 – Autumn Half Term 1

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

		Touch Typing						
Year 7	Content	Types of software Touch typing	What is a spreadsheet? Touch typing	Graphic editing software Touch typing	Word processing software Touch typing	How to apply formatting Touch typing	Copyright Touch typing	Creditability of sources Touch typing
	Assessment		Touch typing assessment					
	Home Learning							

		Spreadsheet						
Year 8	Content	Introduction to spreadsheets Key terms/ functions	What spreadsheets can do (Functions)	Introduction to cinema spreadsheet	How to research the internet and how to format images and text in microsoft excel	Insert suitable images into spreadsheets and formatting them for the target audience	Data Validation	What are Macros? How to insert relevant macros into cinema spreadsheet.
	Assessment						STAR mark on formulas and formatting tools	Improve /respond to STAR mark
	Home Learning							

		Graphic design illustrator						
Year 9	Content	Understand the terms Vector and bitmaps	Create vector and bitmaps in illustrator.	Develop skills in illustrator (create two suns)	Principles of design	Develop graphic design skills through examples in class notebook	Develop graphic design skills through examples in class notebook	Develop graphic design skills through examples in class notebook
	Assessment			STAR mark Explain the benefits/limitations of Vector/ bitmap images		Improve /respond to STAR mark		
	Home Learning							

Key Stage 3 – Autumn Half Term 2

Week 7

Week 8

Week 9

Week 10

Week 11

Week 12

		Touch typing						
Year 7	Content	Create a world cause brochure. How to insert and format images into word. Touch typing	Create a world cause brochure Touch typing	Create a world cause brochure Touch typing	Create a world cause brochure Touch typing	Touch typing	Touch typing	
	Assessment	Touch typing assessment					Final touch-typing assessment	
	Home Learning							

		Spreadsheet						
Year 8	Content	What is the Count IF function? And inserting it into the spreadsheet	Review lesson	Feedback and review of cinema spreadsheet	Formulae recap	End of unit assessment		
	Assessment					End on unit assessment completed in forms		
	Home Learning							

		Graphic design illustrator						
Year 9	Content	Understand the purpose of virtual identity	Create graphic based on given scenario for a specified audience	Create graphic based on given scenario for a specified audience	Create graphic based on given scenario for a specified audience	End of unit assessment		
	Assessment					End on unit assessment completed in forms		
	Home Learning							

Key Stage 3 –Spring Half Term 1

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

		Touch Typing						
Year 7	Content	Types of software Touch typing	What is a spreadsheet Touch typing	Graphic editing software Touch typing	Word processing software Touch typing	How to apply formatting Touch typing	Copyright Touch typing	Creditability of sources Touch typing
	Assessment		Touch typing assessment					
	Home Learning							

		Spreadsheet						
Year 8	Content	Introduction to spreadsheets Key terms/ functions	What spreadsheets can do. (Functions)	Introduction to cinema spreadsheet	How to research the internet and how to format images and text in microsoft excel	Insert suitable images into spreadsheets and formatting them for the target audience	Data Validation	What are Macros? How to insert relevant macros into cinema spreadsheet.
	Assessment						STAR mark on formulas and formatting tools	Improve /respond to STAR mark
	Home Learning							

		Graphic design illustrator						
Year 9	Content	Understand the terms Vector and bitmaps	Create vector and bitmaps in illustrator.	Develop skills in illustrator (create two suns)	Principles of design	Develop graphic design skills through examples in class notebook	Develop graphic design skills through examples in class notebook	Develop graphic design skills through examples in class notebook
	Assessment			STAR mark Explain the benefits/limitations of Vector/ bitmap images		Improve /respond to STAR mark		
	Home Learning							

Key Stage 3 – Spring Half Term 2

Week 7

Week 8

Week 9

Week 10

Week 11

Week 12

		Touch typing						
Year 7	Content	Create a world cause brochure. How to insert and format images into word. Touch typing	Create a world cause brochure Touch typing	Create a world cause brochure Touch typing	Create a world cause brochure Touch typing	Touch typing	Touch typing	
	Assessment	Touch typing assessment					Final touch-typing assessment	
	Home Learning							

		Spreadsheet						
Year 8	Content	What is the Count IF function? And inserting it into the spreadsheet	Review lesson	Feedback and review of cinema spreadsheet	Formulae recap	End of unit assessment		
	Assessment					End on unit assessment completed in forms		
	Home Learning							

		Graphic design illustrator						
Year 9	Content	Understand the purpose of virtual identity	Create graphic based on given scenario for a specified audience	Create graphic based on given scenario for a specified audience	Create graphic based on given scenario for a specified audience	End of unit assessment		
	Assessment					End on unit assessment completed in forms		
	Home Learning							

Key Stage 3 – Summer Half Term 1

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

		Touch Typing						
Year 7	Content	Types of software Touch typing	What is a spreadsheet Touch typing	Graphic editing software Touch typing	Word processing software Touch typing	How to apply formatting Touch typing	Copyright Touch typing	Creditability of sources Touch typing
	Assessment		Touch typing assessment					
	Home Learning							

		Spreadsheet						
Year 8	Content	Introduction to spreadsheets Key terms/ functions	What spreadsheets can do (Functions)	Introduction to cinema spreadsheet	How to research the internet and how to format images and text in microsoft excel	Insert suitable images into spreadsheets and formatting them for the target audience	Data Validation	What are Macros? How to insert relevant macros into cinema spreadsheet.
	Assessment						STAR mark on formulas and formatting tools	Improve /respond to STAR mark
	Home Learning							

		Graphic design illustrator						
Year 9	Content	Understand the terms Vector and bitmaps	Create vector and bitmaps in illustrator.	Develop skills in illustrator (create two suns)	Principles of design	Develop graphic design skills through examples in class notebook	Develop graphic design skills through examples in class notebook	Develop graphic design skills through examples in class notebook
	Assessment			STAR mark Explain the benefits/limitations of Vector/ bitmap images		Improve /respond to STAR mark		
	Home Learning							

Key Stage 3 –Summer Half Term 2

Week 7

Week 8

Week 9

Week 10

Week 11

Week 12

		Touch typing						
Year 7	Content	Create a world cause brochure. How to insert and format images into word. Touch typing	Create a world cause brochure Touch typing	Create a world cause brochure Touch typing	Create a world cause brochure Touch typing	Touch typing	Touch typing	
	Assessment	Touch typing assessment					Final touch-typing assessment	
	Home Learning							

		Spreadsheet						
Year 8	Content	What is the Count IF function? And inserting it into the spreadsheet	Review lesson	Feedback and review of cinema spreadsheet	Formulae recap	End of unit assessment		
	Assessment					End on unit assessment completed in forms		
	Home Learning							

		Graphic design illustrator						
Year 9	Content	Understand the purpose of virtual identity	Create graphic based on given scenario for a specified audience	Create graphic based on given scenario for a specified audience	Create graphic based on given scenario for a specified audience	End of unit assessment		
	Assessment					End on unit assessment completed in forms		
	Home Learning							