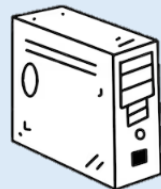


Week 1

Microsoft Office Shortcuts

Useful Word Shortcuts	Useful Powerpoint Shortcuts
Ctrl+A : Select all text	Ctrl+B : Make Selected text bold
Ctrl+B : Make Selected text bold	Ctrl+C : Copy text
Ctrl+C : Copy text	Ctrl+M : Make a New Slide
Ctrl+P : Print a document	Ctrl+P : Print a document
Ctrl+U : Underline selected text	Ctrl+U : Underline selected text
Ctrl+X : Cut text or object.	Ctrl+X : Cut text or object.
Ctrl+V : Paste any text or object that has been copied.	Ctrl+V : Paste any text or object that has been copied.
Ctrl+Z : Undo any previous action.	Ctrl+Z : Undo any previous action.

Using these shortcuts can help with everyday tasks in MS Word and Powerpoint by saving time and making life easier.



Week 2

Typing Correctly and Accurately



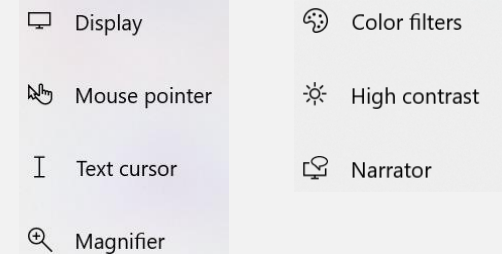
A really key skill that is beneficial to learn is that of **touch typing**.

Have a go at practicing typing at home/in lessons, **using all fingers** and by **not looking** at the keyboard. You will find that you will get better and faster at doing this over time.

Week 3

Accessibility Features on a Computer

- Cursor trails
- Filter Keys
- Gesture recognition
- Hands-free
- High contrast
- Mouse Keys
- Narrator
- Magnification
- On-screen keyboard
- Sticky Keys
- Text-to-speech
- Toggle Keys
- Touch screen
- Voice recognition
- Keyboard shortcuts
- Display Colouring



Year 7 ICT:

Terms 1 & 2 - Basic Skills

Week 4

Structuring and Sending Emails

It is important to structure an email properly and so that it can be understood easily by the recipient.

Weeks 5 & 6

Assessment Weeks

Y7 ICT Basic Skills - Baseline Assessment (Pre-Topic) - 7B1

30 minutes

Hi [redacted] this is a timed form.

Once you start, you can't pause the timer. Don't worry, Forms gives you a final minute reminder before submission. Your answers will be automatically submitted when the time is up. Please prepare before you begin to help manage your submission time.

Click to start

Assessment to be carried out in MS Forms through link shared with classes in their MS Teams channels.

Pupils can then discuss results/progress upon completion.

Key words:

E-Mail: A means of communication used through electronic devices.

Shortcuts: A method of working that allows for tasks/jobs to be completed with ease.

Accessibility: Removing barriers enabling users to engage and participate in everyday activities.

Attachment: A document of item that can be added to an email for someone to open, view or edit.

Touch Typing: Being able to type on a keyboard or device using all fingers and to have to confidence to do so without looking at the keyboard.

Week 1

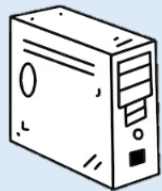
Questions	Answers
What are shortcuts in the Microsoft Office software?	Methods that allows a user to quickly and efficiently carry out a function for ease of use.
What is the shortcut for Cut, Copy and Paste?	Ctrl + C Ctrl + X Ctrl + V
What is the correct shortcut for printing?	Ctrl + P

Week 2

Questions	Answers
What is touch typing?	Touch typing is a technique that allows a person to use all ten fingers to type without having to look at the keyboard
What type of keyboards do we tend to use in the UK?	We use a QWERTY keyboard, named after the first six letters displayed.
How can we use a capital letter for only one letter?	Holding the 'Shift' key when typing out a letter will make it uppercase.

Week 3

Questions	Answers
What is an accessibility feature?	It is a feature that makes using a computer or application easier to use by meeting users' needs.
What are some examples of accessibility needs that can be supported?	<ul style="list-style-type: none"> - Learning difficulties - Physical difficulties - Visual impairments - Hearing impairments - Motor impairments - Learning needs



Year 7 ICT: Terms 1 & 2 - Basic Skills



Week 4

Questions	Answers
What is an email?	An email is a communication method that uses electronic devices to deliver messages across computer networks.
Why is it important to take care when emailing?	Simple mistakes can be made such as; SPaG errors, emails being sent to the wrong people, incorrect attachments being added, the email being sent without being completed etc.
What are the key elements of an email?	<p>When writing an email, you should have:</p> <ul style="list-style-type: none"> - The correct address for who it is going to - A subject for what the email is about - Clear structure - Use of appropriate language - Written formally or personally - Proofread before sent to the recipient

Weeks 5 & 6

Assessment:

Criteria
<p>Baseline Assessment:</p> <p>Have a lesson in which key skills are going to be recapped with additional practice for using skills such as; using shortcuts, structuring written content, email usage etc.</p> <p>Undertake assessment in exam conditions to allow teacher to see the knowledge gained over the Basic Skills topic.</p> <p>Outcome of progress will be discussed against how pupils performed in the baseline assessment at the beginning of the topic.</p>

Key words:

E-Mail: A means of communication used through electronic devices.

Shortcuts: A method of working that allows for tasks/jobs to be completed with ease.

Accessibility: Removing barriers enabling users to engage and participate in everyday activities.

Attachment: A document of item that can be added to an email for someone to open, view or edit.

Touch Typing: Being able to type on a keyboard or device using all fingers and to have to confidence to do so without looking at the keyboard.