



Curriculum Plan Key Stage 3

Digital Literacy

Academic year: 2020/21		Head of Department: Mr D Chattell (d.chattell@todhigh.co.uk)	
Term 1			
Year 7	Year 8	Year 9	
<p>Word Processing</p> <p>Students will develop a wide range of skills that will equip students in all aspects of their future digital life – including work, rest and play. These skills will include appropriate formatting using a range of the following features: bullet points, alignment, font style and size, titles, colour. Students will learn to insert images appropriate to cause. Prepare images by cropping, resizing and text wrapping as well as developing students' typing skills.</p>	<p>Spreadsheets</p> <p>Students will develop a wide range of spreadsheet skills. These skills will include being able to use cell reference effectively and with understanding including absolute cell reference, use the auto fill tool and understand how the use of this tool will benefit them in time.</p> <p>Students will be able to format data including numerical, currency and conditional formatting that is relevant and be able to make the data presentable in a format which is suitable for a given audience.</p> <p>Students will be able to create formulas for add (including auto sum), subtract, divide, and multiply as well as other more complex functions such as average, min and max and countif.</p>	<p>Databases</p> <p>Students will learn to use databases. They will equip students with a wide range of skills that are applicable to the real world as well as helping them develop their problem-solving skills. Students will develop their knowledge of databases by giving examples of databases used by organisations which are accessible to the public via the Internet. Students will create a database table using several fields with different data types. They will state the purpose of a primary key in a database and create a basic input form to input data. Students will be able to query the database using more than one criterion to find answers to user queries and finally create a basic report with suitable headings.</p>	