

ICT KS3 Year 7 Autumn 1

Blended Learning Booklet

Using Microsoft Products

Name:

Form:

Aim to complete one lesson each week. Write out the title and LI and then complete the tasks.

All video links are online using the ClassCharts link.

The Knowledge Organiser on page 3 has all the key information and vocabulary to help you with this unit.

Upload all work onto ClassCharts for feedback.

Contents

Page 3: Big Picture - Year 7 Overview

Page 4: Zoom in - My Learning Journey

Page 5: Knowledge Organiser

Page 6: Lesson 1, Lesson 2 - PowerPoint

Page 7: Lesson 3 - PowerPoint

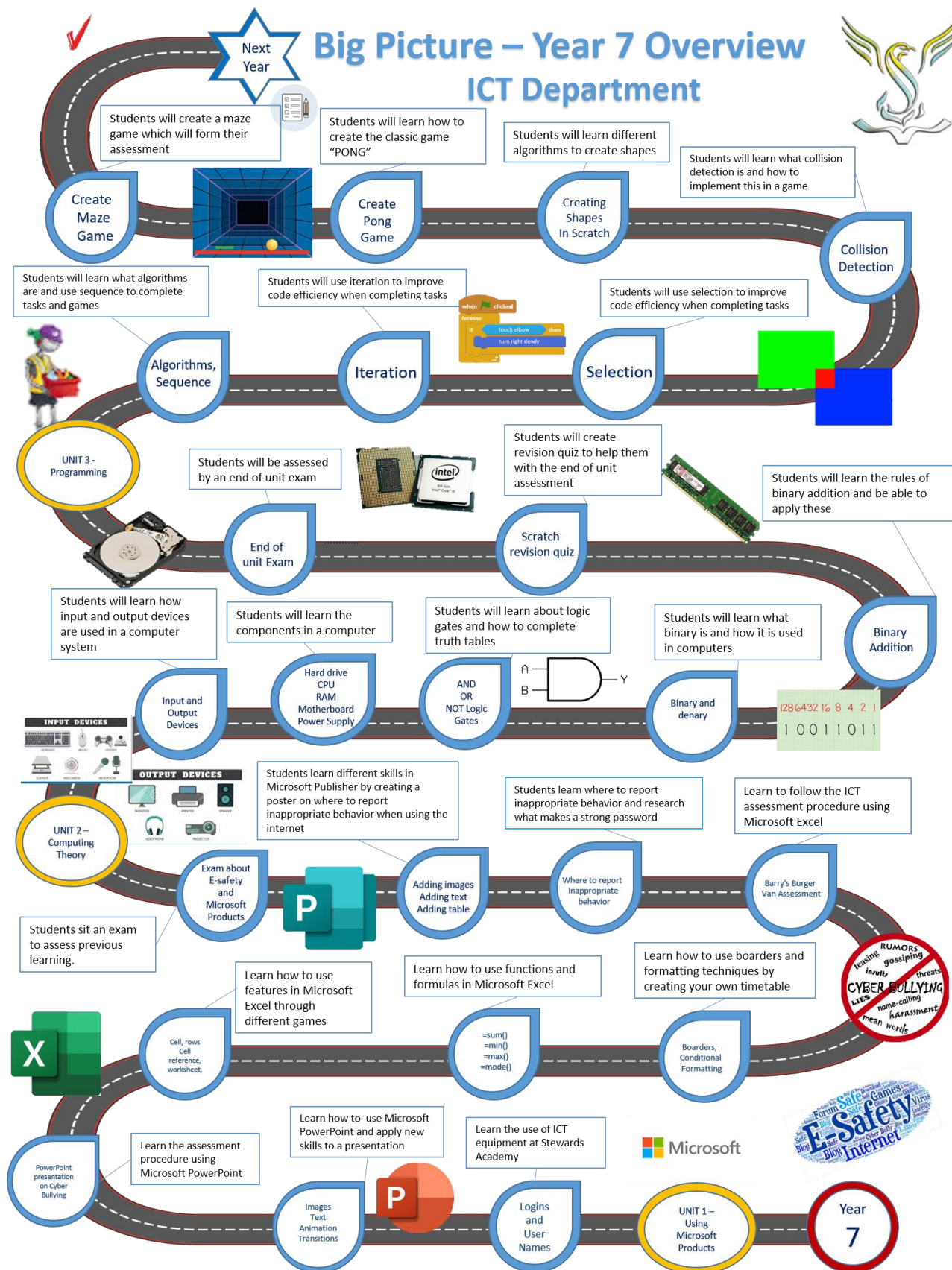
Page 8 and 9: Lesson 4 - Microsoft Excel

Page 10 and 11: Lesson 5 - Microsoft Excel

Page 12: Complete your homework book on Safety (Task)

Dart: Correct spelling and punctuation

Page 13: Assessment Ladder





CAREERS

- Administration
- Child Protection Officer
- Police

UP NEXT

- Look inside a computer to investigate what is inside.
- Look at how text is represented on a computer.
- Investigate how logic gates are used in a computer.

DEVELOPING COURAGE

- **C** Writing, speaking and listening to others Using body language to help communication
- **O** Decision making to find solutions
- **U** Showing respect for others in the team and valuing their contributions
- **R** Staying with a problem until it is resolved
- **A** Monitoring performance and devising strategies for improvement
- **G** Taking on roles and responsibilities
- **E** Communicating in a variety of ways, including electronic and social media

AIMS

To introduce students to:

- The systems which we use at Stewards Academy.
- Learn and develop new skills using Microsoft products.
- Learn and develop knowledge and understanding of Esafety.

PREVIOUS LEARNING

- Most pupils must have used some electronic devices in primary schools.
- Pupils will have studied elements of Esafety previously.

WHAT WE KNOW/REMEMBER

-
-
-
-
-

RECOMMENDED READING

- BBC Bitesize Esafety
- CEOP
- ThinkUKnow

PERSONAL OBJECTIVES

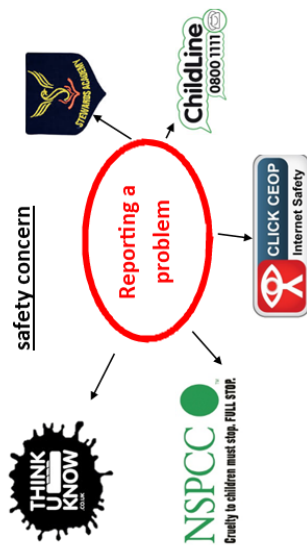
-
-
-
-
-
-
-
-
-
-

KS3 Knowledge Card - E-safety / Media

What does E-safety mean?

It means electronic safety. It is about how to stay safe when using different technologies as well as staying safe whilst 'online'.

Where to report an online



What is CEOP?

CEOP is a police organisation which was set up to protect children from harm online. If you feel that you are in danger of someone online you can click the CEOP button which is on most social networking sites. You can also visit the CEOP website and this will report your concern.

Cyberbullying

Using technology to bully someone is called cyberbullying.

Cyberbullying can involve one or more of the following;

- Sending offensive texts/messages/emails
- Posting lies or insults on a social networking site (social media)
- Sharing embarrassing videos or pictures of someone on the internet

What is A Social Network?

A social network is an online community where people are linked together using their personal information.



Ways To Be Safe Online

1. Don't tell anyone your personal details.
2. Remember that what goes online, stays online.
3. Set your profiles to private.
4. Don't open emails from unknown people.
5. Use Anti-virus software and Firewall.
6. Don't accept friend requests from strangers.
7. Do not share pictures online that you would not want your family to see.
8. Don't believe everything you read online.
9. Tell an adult if you are being cyber-bullied.

Cloud Storage



Cloud storage is online file storage centres or cloud storage providers allow you to safely upload your files to the internet.

It is a cheap way to store your data such as Documents and photos.

Examples of cloud storage are

- One Drive
- Drop Box
- Google Drive



Risks Of Using The Internet

- People can pretend to be someone they are not.
- Loss of privacy
- Misleading Information
- Cyber-Bullying
- Strangers

How to create a strong Password

Make it impersonal

Do not make it easy to guess

Make it long

The minimum should be 8 characters



Make it diverse

Mix uppercase letters, lowercase letters, numbers and symbols

Make it different

Use unique passwords

Lesson 1 and 2

Creating a PowerPoint and to understand how to access my work in school and at home

- **LI: to understand how to use the computer systems at Stewards academy and home**
- **LI: to understand how to use some basic features in Microsoft PowerPoint**

Who is Alan Turing?

<https://www.youtube.com/watch?v=8nq7lWeRFD4>

DART: Cyberbullying

Can you circle 5 errors in the text below?

Cyberbullying

using technology to bully someone is called cyberbullying Cyberbullying can involve one or more of the following:

sending offensive texts or emails
posting lies or insults on social networking sites
sharing embarrassing videos or photos online

If you're being bullied, tell someone. for more advise visit **Think U Know**.

Task

Create a PowerPoint about yourself. Try to include all the skills below.

- Add slides
- Designs (Background Colours)
- Adding text and images
- Adding animations
- Adding Transitions
- Removing background from an image

PowerPoint key questions?

Key questions (answer these in your books)

1. What is cyberbullying?
2. What new skills have you learnt creating your PowerPoint?
3. What advice would you give to someone who was getting cyberbullied?

Homework: Revise the knowledge organiser on page 5 for the assessment next lesson.

Lesson 3 PowerPoint Assessment

- **LI: To understand how the assessment procedure works in ICT and can follow the success criteria.**

Assessment

Your assessment task is to create an educational PowerPoint for a primary school audience about how to stay safe online.

You could mention the following topics.

- Cyberbullying
- Social Media
- Advice and support on how to deal with problems

Success criteria

| Colour Band | Success Criteria |
|-------------|--|
| Yellow+ | I can create a quality presentation for the target audience I can add speaker notes to my presentation I can print my presentation with speaker notes |
| Yellow | I can remove the background from images All transitions and animations are consistent |
| Blue | I can print my work in handout view (6 slides) I can make appropriate use of animations to my presentation I can add appropriate information for my audience |
| Green | I can add an image to my presentation I can add transitions to my presentation |
| White | I can add a new slide to my presentation I can add text to my presentation |

You may find the following websites helpful with your research.

- [CEOP](#) (Child Exploitation and Online Protection)
- [Childnet](#)
- [Internet Matters](#)
- [Net Aware](#)
- [NSPCC](#)
- [Parent Info](#)
- [Safer Internet](#)
- [UK Council for Internet Safety](#)

Lesson 4 Using Microsoft Excel

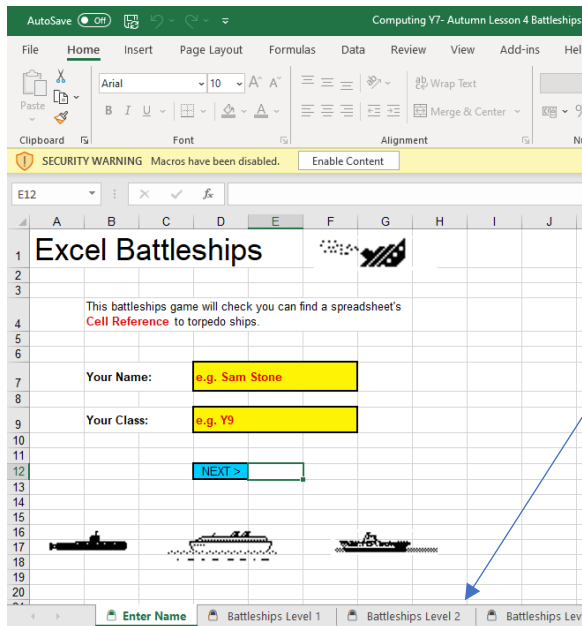
LI: Understand how to use cells rows, columns in Microsoft Excel.

LI: Understand how to use a formula to calculate numbers.

There are 2 file son class charts which you will need to download.
The first on is battleships.



When you first open the document, you will see this screen.



Please click on 'Enable Content'

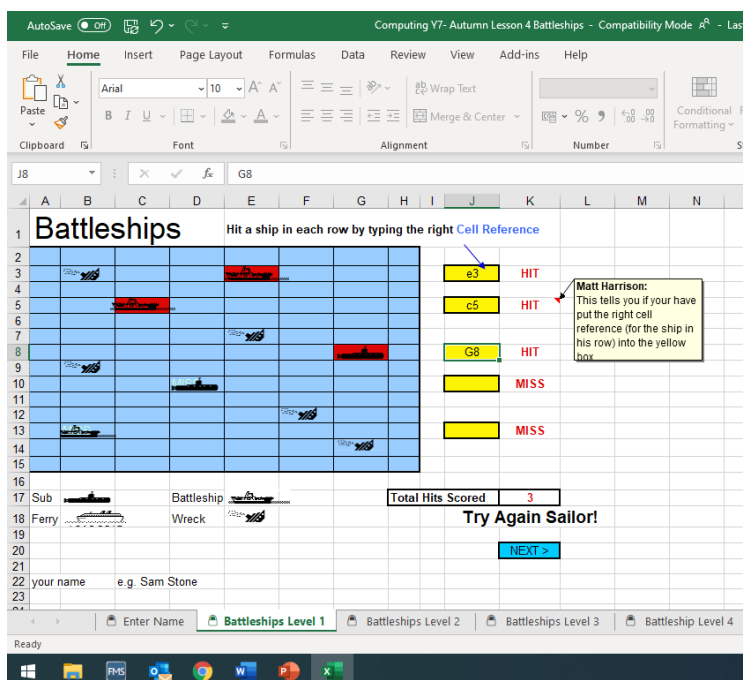
Please enter your name

Please enter your year group

The blue 'NEXT' button should work to move through the activity.

If the buttons do not work, you can click on the worksheets at the bottom of the page.

Please write what score you achieved on each level in your exercise book.



The first level you will have some instruction of what to do.

You must write the cell reference of where the ship is in the yellow box.

If you get it correct the program will tell you if you have hit the ship.

The second activity is called Goldmine

This task is all about learning the formulas to make Microsoft Excel do things for us. Including adding, subtracting, multiplying, and dividing numbers for us.

You must remember that all formulas start with an “ = ” sign.




The Gold Mine LEVEL 1 - ADDING

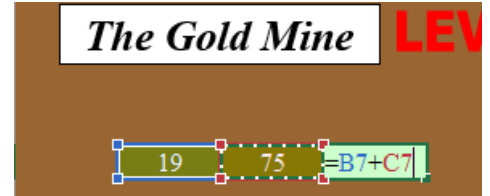
| | | | | | |
|-----|-----|--|-----|-----|--|
| 19 | 75 | | 87 | 62 | |
| 138 | 208 | | 211 | 45 | |
| 137 | 249 | | 214 | 142 | |
| 97 | 61 | | 83 | 51 | |
| 162 | 257 | | 262 | 127 | |
| 44 | 182 | | 59 | 122 | |
| 153 | 269 | | | | |

Gold Dug
0

Level 1 | Level 2 | Level 3 | LINKS

You can use cell references to make this task very easy.


DO NOT do any maths in your head!



The Gold Mine LEVEL 1 - ADDING

19 75 =B7+C7

The formula =B7 +C7 can be entered into the blank box and the program will work out the answer for us.



The Gold Mine LEVEL 1 - ADDING

| | | | | | |
|-----|-----|----|-----|-----|-----|
| 19 | 75 | 94 | 87 | 62 | 149 |
| 138 | 208 | | 211 | 45 | |
| 137 | 249 | | 214 | 142 | |
| 97 | 61 | | 83 | 51 | |
| 162 | 257 | | 262 | 127 | |
| 44 | 182 | | 59 | 122 | |
| 153 | 269 | | | | |

Gold Dug
2

Level 1 | Level 2 | Level 3 | LINKS

When you have answered the questions correctly, the program will turn it yellow and award you points.

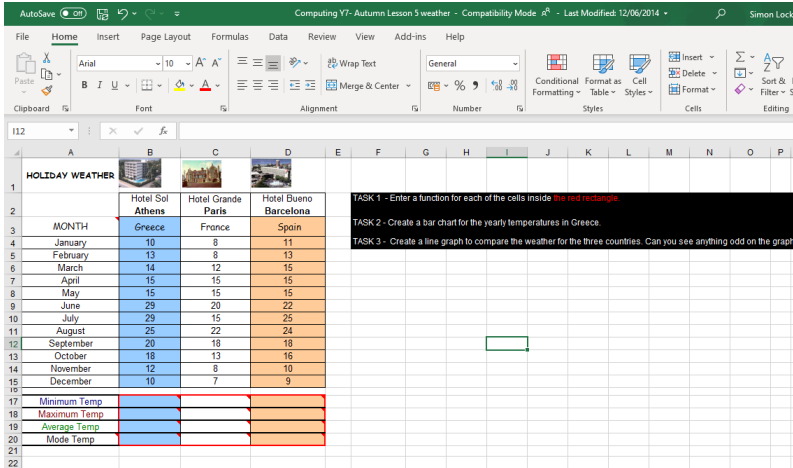
Remember they are 3 levels in this game. Be careful because not all of these are addition. Some are subtraction (-), multiplication (*) and division (/).

Lesson 5 Learn how to use some functions.

LI: To understand how to use the functions =sum, =max, =min, = mode, =average in Microsoft Excel.

LI: To understand how and why we can present information in different ways.

On Class charts you need to find a file called "Weather". The screen print below shows what the file should look like.



| MONTH | Hotel Sol Athens | Hotel Grande Paris | Hotel Bueno Barcelona |
|--------------|------------------|--------------------|-----------------------|
| January | 10 | 8 | 11 |
| February | 13 | 9 | 13 |
| March | 14 | 12 | 15 |
| April | 15 | 15 | 15 |
| May | 15 | 15 | 15 |
| June | 29 | 20 | 22 |
| July | 29 | 15 | 25 |
| August | 25 | 22 | 24 |
| September | 20 | 18 | 18 |
| October | 18 | 13 | 16 |
| November | 12 | 8 | 10 |
| December | 10 | 7 | 9 |
| Minimum Temp | | | |
| Maximum Temp | | | |
| Average Temp | | | |
| Mode Temp | | | |

| MONTH | Hotel Sol Athens |
|--------------|------------------|
| January | 10 |
| February | 13 |
| March | 14 |
| April | 15 |
| May | 15 |
| June | 29 |
| July | 29 |
| August | 25 |
| September | 20 |
| October | 18 |
| November | 12 |
| December | 10 |
| Minimum Temp | =min(B4:B15) |
| Maximum Temp | |
| Average Temp | |
| Mode Temp | |

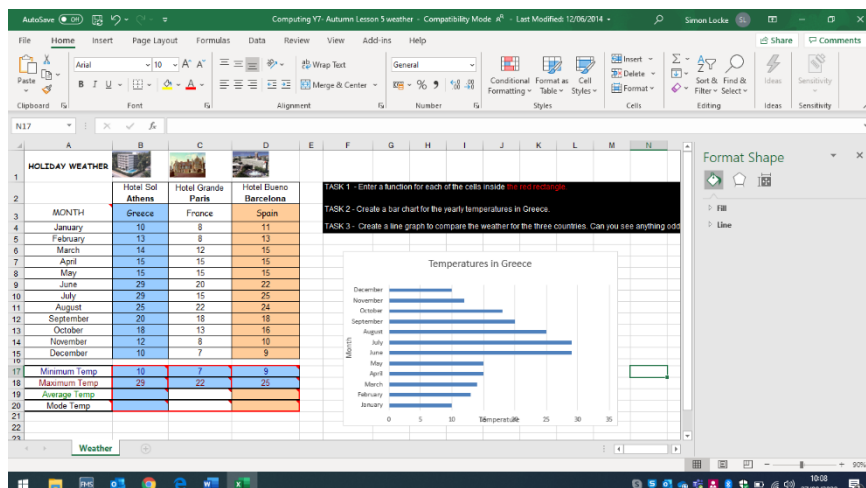
All functions need to start with an = sign.

To find the minimum temperature in Greece we find to use the function =min(). You can select all the temperatures in Greece with your mouse. To do this, click on the top temperature and hold the mouse button down. Drag the mouse to select the bottom temperature. Do not forget to use a close bracket at the end.

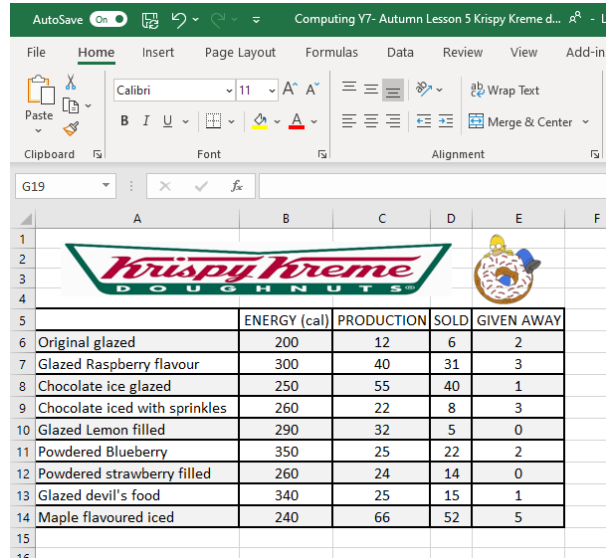
Task 2 and 3 is to create different charts.

If you need help creating a chart, please visit this video on YouTube.

<https://www.youtube.com/watch?v=Txpfn4ipl>

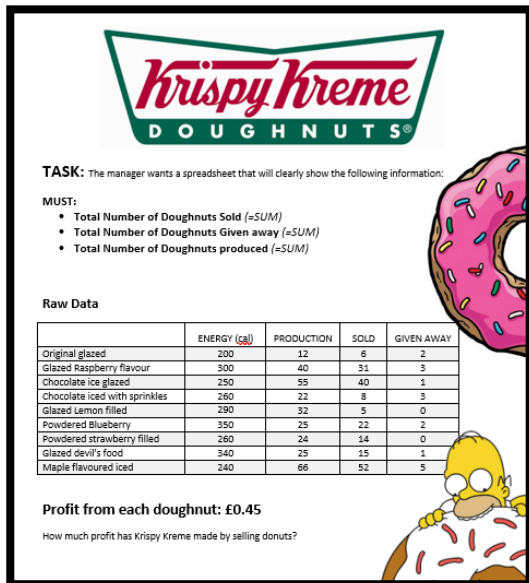


To learn how to use the function **=sum()** you will need to open the Krispy Kreme document on Class Charts.



| | ENERGY (cal) | PRODUCTION | SOLD | GIVEN AWAY |
|-------------------------------|--------------|------------|------|------------|
| Original glazed | 200 | 12 | 6 | 2 |
| Glazed Raspberry flavour | 300 | 40 | 31 | 3 |
| Chocolate ice glazed | 250 | 55 | 40 | 1 |
| Chocolate iced with sprinkles | 260 | 22 | 8 | 3 |
| Glazed Lemon filled | 290 | 32 | 5 | 0 |
| Powdered Blueberry | 350 | 25 | 22 | 2 |
| Powdered strawberry filled | 260 | 24 | 14 | 0 |
| Glazed devil's food | 340 | 25 | 15 | 1 |
| Maple flavoured iced | 240 | 66 | 52 | 5 |

You will need to open the task sheet to which is also on class charts. Follow the tasks and answer the questions.



Krispy Kreme DOUGHNUTS

TASK: The manager wants a spreadsheet that will clearly show the following information:

MUST:

- Total Number of Doughnuts Sold (=SUM)
- Total Number of Doughnuts Given away (=SUM)
- Total Number of Doughnuts produced (=SUM)

Raw Data

| | ENERGY (cal) | PRODUCTION | SOLD | GIVEN AWAY |
|-------------------------------|--------------|------------|------|------------|
| Original glazed | 200 | 12 | 6 | 2 |
| Glazed Raspberry flavour | 300 | 40 | 31 | 3 |
| Chocolate ice glazed | 250 | 55 | 40 | 1 |
| Chocolate iced with sprinkles | 260 | 22 | 8 | 3 |
| Glazed Lemon filled | 290 | 32 | 5 | 0 |
| Powdered Blueberry | 350 | 25 | 22 | 2 |
| Powdered strawberry filled | 260 | 24 | 14 | 0 |
| Glazed devil's food | 340 | 25 | 15 | 1 |
| Maple flavoured iced | 240 | 66 | 52 | 5 |

Profit from each doughnut: £0.45

How much profit has Krispy Kreme made by selling donuts?

If you need help using the =sum function please watch this video.

<https://www.youtube.com/watch?v=CjHQjyWzWd8>

Lesson 5 Learn how to use some functions.

Task

Please complete your homework book. Your book should be inside you independent study folder.

Task

Proof read this document about the Advantages and Disadvantages of Social Media. Please correct the spelling and punctuation of this work.

there are many advantages and disadvantages of social media One disadvantage of using social media is cyberbullying. Bullies use social media to say hurtful things to people they may or may not know.

Another disadvantage of social media is you could get hacked. If you do not have a strong password for your social media account, other people may try to login to your account to steal information or cause problems

Furthermore, overusing social media may impact your wellbeing. News feeds videos and status updates could encourage addiction to these platforms.

There are many advantages of using social media. The main advantage is conectivity. People from anywhere can connect with anyone and share there thoughts. You can follow people who share educational content and material. You can also watch and share educational videos and discuss your opinions.

Social media is also fantastic for raising awareness. Charities use social media to raise their profile and encourage people to donate. By using social media, a lot of content can be delivered quickly to many people. This will hopefully lead to the charity raising more money for an excellant cause.



| Attainment Band: | E-Safety and Microsoft Products | |
|--------------------|---|--|
| | Knowledge and Understanding | Skills |
| Yellow Plus | Understand the term cyberbullying and can give advice preventing this. Edit pictures in different pieces of software. I understand how conditional formatting has improved my work. | Able to create all tasks to a high standard. Able to remove the background from an image in PowerPoint/ Publisher. Able to use conditional formatting. |
| Yellow | Understands the importance of having a strong password. Understand how to deal with difficult situations related to E -safety. | Able to spell check and amend a word document accurately. Able to use the SUM, MAX and MIN Functions. |
| Blue | Understand the benefits of animations and transitions. Understand the term consistency. Understand the purpose of creating a chart. Understands the potential dangers of using social media. | Able to add animations and transitions in Microsoft PowerPoint. Can use two different functions in Microsoft Excel. Able to create a chart in Microsoft Excel. Able to create a piece of work explaining cyber bullying. Able to print out work to one page in Excel and PowerPoint. |
| Green | Understands why we use formulas in Microsoft Excel. Understands what social Media is. Understands the benefits of using social media. Understands how to use a border | Able to add animation in different pieces of software. Able to identify cells, rows and columns in Microsoft Excel. Able to add text in different pieces of software. Can use a formula to add values together in Microsoft Excel. |
| White | Understands the importance of saving work. Understands the importance of being safe online. Able to state 2 social media websites. | Able save work to OneDrive and name it appropriately. Able to download work from OneDrive. Able to add images on different software. Able to add text to an electronic document. |