

Year 1 - Term 2 Computing Plan

Topics	Area of Computing	Objectives	Computing Vocabulary
<p><u>Working with text</u></p> <ul style="list-style-type: none"> • Creating and opening a folder • Opening a Microsoft word document and saving it. • Typing given words • Using caps lock • The space bar • Enter and delete • Revision 	<ul style="list-style-type: none"> ❖ Typing ❖ Editing ❖ Deleting ❖ Mouse control 	<p>By the end of the topic students should be able to:</p> <ul style="list-style-type: none"> ▪ Create and open a folder. ▪ Save a file. ▪ Type and edit words in Microsoft word. ▪ Use caps lock, spacebar and backspace keys properly. 	<ul style="list-style-type: none"> ➤ File ➤ Save ➤ Click ➤ Pointer ➤ Toolbar ➤ User ➤ Caps lock ➤ Space bar ➤ Enter ➤ Backspace
<p><u>Handling data</u></p> <ul style="list-style-type: none"> • Finding numbers by counting • Choosing a cell • Adding spreadsheet labels • Adding number values • Editing spreadsheet • Working with a graph • Revision 	<ul style="list-style-type: none"> ❖ Typing ❖ Entering data ❖ Editing ❖ Calculating ❖ Highlighting ❖ Adding 	<p>By the end of the topic students should be able to:</p> <ul style="list-style-type: none"> ▪ Know what a spreadsheet is. ▪ Put words and numbers into a spreadsheet. ▪ Use a spreadsheet to do sums. 	<ul style="list-style-type: none"> ➤ Spreadsheet ➤ Graph ➤ Cell ➤ Data ➤ Sum