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| Stage 3 Planning |
| Hardware |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Keyboard** |  Use CTRL to select all.Use CTRL+Y to redo. Use CTRL+F to find information. | **ST3-15I -J (old but I believe necessary)** | **Not explicitly taught but attention drawn to signs near computers and referenced anecdotally**  |  |
|  |  |  |  |  |
| Formatting Text |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Create Texts​​** | Create reference lists for information found online, web addresses of images (author and title if possible) Use tables to help organise information.Use Kidspiration as a tool to plan a story or document to create in Word. Use notes in PowerPoint to plan content for a presentation. | **ST3-15I -M(old but I believe necessary)****ST3-11DI-T -e****EN3-2A** | [**https://nuwarra.weebly.com/powerpoint-s3-odd-year.html**](https://nuwarra.weebly.com/powerpoint-s3-odd-year.html)**PowerPoint activity 3, 4**[**https://nuwarra.weebly.com/word-processing-s3-odd-year.html**](https://nuwarra.weebly.com/word-processing-s3-odd-year.html)**Word activity 7, 8** | **Rubrics**  |
| **Edit and Modify Texts​​** | Use Spell Check in texts and understand some of the limitations.Use CTRL to find words on a page and Replace with alternate words. | **EN3-4A****ST3-11DI-T -e** | [**https://nuwarra.weebly.com/powerpoint-s3-odd-year.html**](https://nuwarra.weebly.com/powerpoint-s3-odd-year.html)**PowerPoint activity 1, 2, 3, 4**[**https://nuwarra.weebly.com/word-processing-s3-odd-year.html**](https://nuwarra.weebly.com/word-processing-s3-odd-year.html)**Word activity 5, 6, 7, 8**<https://nuwarra.weebly.com/excel-s3-odd-year.html>**Excel activity 9, 10, 11, 12**  | **Mark worksheets online or if student prefers print and mark.** |
| **Change Documents​​** | Use Bullets and numbering when creating texts. Use "Save As" Menu to save a type of document into another type by using the "Save As Type" dropdown box. | **EN3-2A****ST3-15I -J (old but I believe necessary)** | [**https://nuwarra.weebly.com/powerpoint-s3-odd-year.html**](https://nuwarra.weebly.com/powerpoint-s3-odd-year.html)**PowerPoint activity 1, 2, 3, 4**[**https://nuwarra.weebly.com/word-processing-s3-odd-year.html**](https://nuwarra.weebly.com/word-processing-s3-odd-year.html)**Word activity 5, 6, 7, 8** | **Mark worksheets online or if student prefers print and mark.** |
| **Specialist Programs​​** | Use Excel to create tables of data from Format as Table options.Use data tables and Insert tab to create graphs from data collected. | **MA3-18SP****ST3-11DI-T -e** | [**https://nuwarra.weebly.com/excel-s3-odd-year.html**](https://nuwarra.weebly.com/excel-s3-odd-year.html)**Excel activity 9, 10, 11, 12** | **Mark worksheets online or if student prefers print and mark.** |

Stage Three

ICT Capabilities across the

K-6 curriculum with Outcomes and Specific Content

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| --- | --- | --- | --- |
| **ST3-11DI-T -e**explains how digital systems represent data, connect together to form networks and transmit data***identifies the components of digital systems and explores how data is represented*** | **ST3-11DI-T -f*****explains how digital systems represent data, connect together to form networks and transmit data***identifies the components of digital systems and explores how data is represented | **EN3-2A**Plan, draft and publish imaginative, informative and persuasive texts, choosing and experimenting with text structures, language features, images and digital resources appropriate to purpose and audience. | **EN3-4A**Demonstrate an awareness of the limitations of spell check features in digital communication. |
| **ST3-15I -J (old but I believe necessary)**Demonstrate appropriate and responsible use of information sources and technologies, e.g., considering, where relevant, different points of view and/or stereotyping | **ST3-15I -M (old but I believe necessary)**Discuss issues of safety and privacy of personal information when communicating, selecting and using information sources and technologies.GREEN = Cyber Safety | **EN2-3A**recognise and discuss issues related to the responsible use of digital communication | **EN2-8B**explain and justify the responsibleuse of digital technologies |
| **MA3-18SP**Tabulate collected data, including numerical data, with and without the use of digital technologies such as spreadsheets. |  |  | *This is not an exhaustive list of possible outcomes and content.**Technology outcomes and content have had an extra letter added by me to distinguish the different contents in the planning table.* |