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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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 responsible  use 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.* |