|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stage 1 Year 2 Planning | | | | |
| DoE Access |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Logging On** | Use name card to log on independently, correcting errors in own name.  Log on independently without name card. | **ST1-11DI-T -a**  **ST1-11DI-T -b** | Every Week | Observation |
| **Logging Off** | Independently sign off using the start menu. | **ST1-11DI-T -b** | Working toward |  |
|  |  |  |  |  |
| **Navigation** |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Desktop and Task Bar​​** | Adjust volume and use mute to control the speakers from the task bar. | **ST1-11DI-T -b** | With lessons that require headphones |  |
| **Folders - Moving​​** | Use Scroll Bar in folders to move windows up and down. Use left navigation window and right window to open folders. | **ST1-11DI-T -b** | **Make class folder shortcut** |  |
| Formatting Text |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Create Texts​​** | Navigate between File tab and Home tab to create texts, save texts and print texts.  Uses typing, formatting, insert picture, insert clip art, page layout, to create texts for a purpose in Word or PowerPoint | **EN1-2A** | [**https://nuwarra.weebly.com/powerpoint-yr2-odd-year.html**](https://nuwarra.weebly.com/powerpoint-yr2-odd-year.html)  [**https://nuwarra.weebly.com/powerpoint-yr2-odd-year.html**](https://nuwarra.weebly.com/powerpoint-yr2-odd-year.html)  **PowerPoint Activity 3**  [**https://nuwarra.weebly.com/excel-yr2-odd-year.html**](https://nuwarra.weebly.com/excel-yr2-odd-year.html)  **Excel Activity 9, 10, 11, 12** |  |
| **Edit and Modify Texts​​** | Use Home tab in programs to edit Text (colour, size, font, B U *I ,* Paragraph, text boxes) Recognise the icons for these functions across programs. Drag and drop, Cut, copy paste.  Use insert picture. Resize objects (picture, clip art, shape, word art) Format tab to change images  (wrap text, picture style, colour) | **EN1-2A** | [**https://nuwarra.weebly.com/powerpoint-yr2-odd-year.html**](https://nuwarra.weebly.com/powerpoint-yr2-odd-year.html)  **PowerPoint Activity 1, 2, 3, 4**  [**https://nuwarra.weebly.com/word-processing-yr2-odd-year.html**](https://nuwarra.weebly.com/word-processing-yr2-odd-year.html)  **Word Activity 5, 6, 7, 8**  [**https://nuwarra.weebly.com/excel-yr2-odd-year.html**](https://nuwarra.weebly.com/excel-yr2-odd-year.html)  **Excel Activity 9, 10, 11, 12** | Mark worksheets either online or printed. |
| **Change Documents​​** | Use "File" - "Save" to enter save window and navigate to class folder and save with student’s name  Use page layout tab in programs to Add border, Change orientation and adjust margins in Word, Excel and PowerPoint | **EN1-2A** | [**https://nuwarra.weebly.com/powerpoint-yr2-odd-year.html**](https://nuwarra.weebly.com/powerpoint-yr2-odd-year.html)  **PowerPoint Activity 1, 2, 3, 4** | Observation |
| **Internet Use​​** | Use the features of a Browser the same way as a Folder (back, forward). Use provided websites and Google for searches  Use the features of the browser (minimize, close, new tab, close tab, home, refresh, Read Aloud). Use history and bookmark tab and know their purposes. | **ST1-11DI-T -b** | Work found on nuwarra.weebly.com so navigating the internet and using browser features is weekly. |  |

Stage Two

ICT Capabilities across the

K-6 curriculum with Outcomes and specific Content

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| --- | --- | --- | --- |
| **ST1-11DI-T -a** Identifies the components of digital systems and … | **ST1-11DI-T -b** Explores how data is represented e.g. letters, telephones, cameras text, image and sound and emails | **EN1-2A** Experiment with publishing using different modes and media to enhance planned presentations. | *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.* |