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| Stage 2 Planning | | | | |
| Hardware | | | | |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **General** | Identify USB storage devices. Use storage devices to transfer files.  Understand how Mouse and Keyboards are connected | **ST2-15I -E** |  |  |
| **Mouse** | Use mouse scrolling wheel.  Use mouse to hover over an item for additional detail. | **ST2-15I -E** |  |  |
| **Keyboard** | Use Windows key to open start menu.  Use Ctrl+C to copy; Ctrl+V to paste | **ST2-15I -E** | **Explicitly teach Windows Key**  **Begin to use keyboard short cut to copy and paste.** |  |
|  |  |  |  |  |
| DoE Access |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Logging On** | Understand some possible errors when logging on (password incorrect, log on servers…) Know how to self-help password errors.  Log on independently or change computers if unable to work. No need for teacher help during log on process. | **ST2-15I -F** | **Discuss log in errors, how many can they name?**  Log on independently or change computers if unable to work. No need for teacher help during log on process. | **Look for students self-correcting Log in problems**  **Observation** |
| **Logging Off** | Sign off using  Ctrl + Alt +Del  Understand the different menus in Ctrl + Alt +Del and check if log off is successful. No need for teacher help with log off process. | **ST2-15I -F** | Sign off using Ctrl + Alt +Del  Understand the different menus in  Ctrl + Alt +Del and check if log off is successful. No need for teacher help with log off process. | **Observation** |
|  |  |  |  |  |
| **Navigation** |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Desktop and Task Bar​​** | Use right click - personalise on the desktop to change backgrounds by themes.  Change screensavers and background display independent of theme. Set picture as background image | **ST1-15I -G** |  |  |
| **Start Menu​​** | Use folder shortcuts to open Documents, Pictures, Student Name.  Use start menu to open recent items that are familiar (Word, PowerPoint) | **ST2-15I -G** | **Use short cut folders to open documents.** | **Observation checklist** |
| **Folders - Moving​​** | Use drop down arrows in folder view to open location tree.  Use at least 2 open folders to transfer files between locations by dragging. | **ST2-15I -G** |  |  |
| **Folders - View** | Arrange folders using the top bar to drag, share screen, and full screen a folder view.  Create new folders using Right click and Folder options. Create new folder while navigating in a folder view or Save As menu. | **ST2-15I -G** | **Change and customise Folder views**  Use Right click and Folder options. Create new folder with their own name while navigating in a folder view.  **Move marked work into their own folder.** |  |
|  |  |  |  |  |
| Formatting Text |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Create Texts​​** | Use Powerpoint to create short presentations.  Select the best program to create a resource from Word, Excel or PowerPoint. Show all editing skills to this point independently. | **ST2-15I -H** **EN2-10C**  **EN2-3A** | **For** [**Wizard Challenge 3**](http://nuwarra.weebly.com/spreadsheets-2-formulae2.html) **select the best programme to use.**  **Reading Graphs –** [Water was everywhere](http://nuwarra.weebly.com/spreadsheet-wizardry-reading-graphs1.html)**. Write a story in Word that uses data from the graph and explains the graph.** | **Answer Excel**  **Answer Word** |
| **Edit and Modify Texts​​** | Insert new slides in Powerpoint.  Copy and Paste text and images in and between different programs. | **ST2-15I -H**  **ST2-15I -E** |  |  |
| **Change Documents​​** | Use transitions in Powerpoint between slides. Use slide show tab to control a presentation.  Understand how to adjust tab size in Excel and experiment with creating texts using Excel. | **ST2-15I -H**  **MA2-1WM** | [Making graphs](http://nuwarra.weebly.com/spreadsheets-3-making-graphs2.html) **needs tables formed in Excel- adjust tab size, font, font size for clarity.**  **Save in the class folder.** | **Mark online** |
| **Specialist Programs​​** | Use find button in Word.  Use Excel to create simple lists using tabs and skills that have been understood from other programs Word, and Powerpoint. | **ST2-15I -E** **EN2-10C**  **MA2-1WM** | [Test your knowledge](http://nuwarra.weebly.com/spreadsheets-2-formulae2.html) **of Excel.**  **Record your name and mark and bring it to the teacher.**  **Reading Graphs –** [Water was everywhere](http://nuwarra.weebly.com/spreadsheet-wizardry-reading-graphs1.html)**. Write a story in Word that uses data from the graph and explains the graph.** | **Self-marks**  **Rubric to mark the story** |
|  |  |  |  |  |
| Internet |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Ethics and Cyber Safety​​** | Apply NO GO TELL. Explain the purpose of User names and passwords and student files. Request permission before printing work.  Understand that words and pictures belong to other people and you can’t use it as your own. Discuss the term Copyright and some of its laws | **ST2-15I -F** **EN2-2A** |  |  |
| **Internet Use​​** | Use Right click to Open New tab and window. Save images from the internet. Download files from Email.  Begin searching techniques.  Use the address bar in a browser and understand the URL structure. Understand web page format (links, content, authors) and choose useful searches. | **ST2-15I -G** |  |  |
| **Email** | Manage emails. Reply and Delete.  Forward an email and use address book to manage contacts. | **ST2-15I -G** |  |  |
| **Publishing Online** | Contribute to class Blog. Add posts and comment.  Contribute information to wiki. Add posts, discussions. | **ST2-15I -G** |  |  |

Stage Two

ICT Capabilities across the

K-6 curriculum with Outcomes and specific Content

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| **ST2-15I -E** Use common digital technologies and applications to organise and communicate information for a specific task, e.g. word processing and digital presentation software. | **ST2-15I -G** Explore how people use current and emerging technologies to communicate, access and record information, e.g. email, mobile phones, blogs and wikis. | **EN2-2A**  Discuss issues related to the  responsible use of digital  communication. | **MA2-1WM** Use computer software to create a table to organise collected data, e.g. a spreadsheet. |
| **ST2-15I -F** Demonstrate appropriate safety and etiquette in relation to computer usage, e.g. general computer care, file security, maintaining confidentiality of passwords, printing and sharing resources. | **ST2-15I -H** Demonstrate how a variety of media can be combined to address the needs of a specific audience, e.g. combining visual images, sound and text in a digital presentation. | **EN2-3A** Use a range of software including word processing programs to construct, edit and publish written text, and select, edit and place visual, print and audio elements. |  |
| **ST1-15I -B** Describe how the purpose of a specific information source or technology influences its design. |  | **EN2-10C**  Use visual representations,  including those digitally produced, to represent ideas, experience and information for different purposes and audiences | *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.* |