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| Stage 2 Planning |
| Hardware |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Keyboard** | Use Windows key to open start menu. Use Ctrl+C to copy; Ctrl+V to paste | **ST2-11DI-T -c** | [**https://nuwarra.weebly.com/excel-s2-odd-year.html**](https://nuwarra.weebly.com/excel-s2-odd-year.html)**Excel activity 1, 2, 3, 4PowerPoint activity 2**[**https://nuwarra.weebly.com/word-processing-s2-odd-year.html**](https://nuwarra.weebly.com/word-processing-s2-odd-year.html)**Word activity 7** | **Mark online or printed worksheet marked** |
|  |  |  |  |  |
| 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. | **ST2-15I -F (old but I believe needed)** | **Students self-correct** |  |
| **Logging Off** | Sign off using Ctrl + Alt +DelUnderstand 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****(old but I believe needed)** | Working towards |  |
|  |  |  |  |  |
| **Navigation** |  |  |  |  |
| **Skill/Knowledge** | **Demonstrated by** | **Outcome** | **ICT Activity** | **Assessment** |
| **Start Menu​​** | Use folder shortcuts to open Documents, Pictures, Student Name.Use start menu to open recent items that are familiar (Word, Excel, PowerPoint Nuwarra weebly) | **ST2-11DI-T -d** | **Make and use shortcuts Term 1** | **Visual on desktop upon login** |
|  |  |  |  |  |
| 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 (old but I believe needed)****EN2-10C****EN2-3A** | [**https://nuwarra.weebly.com/powerpoint-s2-odd-year.html**](https://nuwarra.weebly.com/powerpoint-s2-odd-year.html)**PowerPoint activity 3, 4**[**https://nuwarra.weebly.com/excel-s2-odd-year.html**](https://nuwarra.weebly.com/excel-s2-odd-year.html)**Excel activity 1, 2, 3, 4**[**https://nuwarra.weebly.com/word-processing-s2-odd-year.html**](https://nuwarra.weebly.com/word-processing-s2-odd-year.html)**Word activity 1, 2, 3, 4** | **Presentation marked with Rubric****Activities marked online of printed and marked** |
| **Edit and Modify Texts​​** | Insert new slides in Powerpoint. Add Bulleted lists to PowerPoint and WordCopy and Paste text and images in and between different programs. | **ST2-15I -H (old but I believe needed)****ST2-11DI-T -c** | [**https://nuwarra.weebly.com/powerpoint-s2-odd-year.html**](https://nuwarra.weebly.com/powerpoint-s2-odd-year.html)**PowerPoint activity 1, 2, 3, 4**[**https://nuwarra.weebly.com/word-processing-s2-odd-year.html**](https://nuwarra.weebly.com/word-processing-s2-odd-year.html)**Word activity 1, 2, 3, 4**[**https://nuwarra.weebly.com/excel-s2-odd-year.html**](https://nuwarra.weebly.com/excel-s2-odd-year.html)**Excel activity 1, 2, 3, 4** | **Activities marked online of printed and marked** |
| **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****(old but I believe needed)****MA2-1WM** | [**https://nuwarra.weebly.com/powerpoint-s2-odd-year.html**](https://nuwarra.weebly.com/powerpoint-s2-odd-year.html)**PowerPoint activity 1, 2, 3, 4**[**https://nuwarra.weebly.com/excel-s2-odd-year.html**](https://nuwarra.weebly.com/excel-s2-odd-year.html)**Excel activity 1, 2, 3, 4** | **Activities marked online of printed and marked** |
| **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. | **ST2-11DI-T -c****EN2-10C****MA2-1WM** | [**https://nuwarra.weebly.com/excel-s2-odd-year.html**](https://nuwarra.weebly.com/excel-s2-odd-year.html)**Excel activity 1, 2, 3, 4** |  |
|  |  |  |  |  |

**Stage Two**

**ICT Capabilities across the**

**K-6 curriculum with Outcomes and specific Content**

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| --- | --- | --- | --- |
| **ST2-11DI-T -c**describes how ***digital systems represent*** and transmit data**Expanded:** Use common digital technologies and applications to organise and communicate information for a specific task, e.g. word processing and digital presentation software. | **ST2-11DI-T -d**describes how digital systems represent and ***transmit data*****Expanded**: 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 theresponsible use of digitalcommunication. | **MA2-1WM**Use computer software to create a table to organise collected data, e.g. a spreadsheet. |
| **ST2-15I -F (old but I believe needed)**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 (old but I believe needed)**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. |  |
|  |  | **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.* |