Stage 2 ICT Programme

Integrating ICT capability [(NESA)](https://educationstandards.nsw.edu.au/wps/portal/nesa/k-10/understanding-the-curriculum/programming/integrating-ict-capability) and [English Syllabus](https://curriculum.nsw.edu.au/syllabuses/english-k-10-2022?tab=content)

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| **HARDWARE AND SOFTWARE** | | | | | |
| **ICT**  **Learning Area** | **Year 3** | **Year 4** |  |  |
|  | **Typically, by the end of Year 3 students will be able to:** | **Typically, by the end of Year 4 students will be able to:** |  |  |
|  |  |  | **ACTIVITY** | **ASSESSMENT** |
| **Computer Skills** | Turn computer and monitor on and off.  Log on with personal ID. Sign out at end of lesson.  Recognise and open applications from the Start Menu EN2-VOCAB-01  Find and open documents: My Documents and Class Folder. EN2-RECOM-01  Save work in the correct folder. | Turn computer and monitor on and off.  Log on with personal ID. Sign out at end of lesson.  Recognise and open applications from the Start Menu. EN1-RECOM-01  Find and open documents: My Documents and Class Folder. EN2-RECOM-01  Save work in the correct folder. | **Years 3 and 4**  Every lesson students turn on and off the computer or log on and sign out, choose the application, or open a previous document from their class folder, and save their work in the class folder. |  |
| **Basic Keyboard Skills** | Use CTRL + S (save), CTRL + C (copy), CTRL + V (paste), CTRL + P (print), CTRL + F (find), CTRL + Z (undo), CTRL + Y (redo) and CTRL + ALT+ DEL (logon / sign off / shutdown). EN2-VOCAB-01  Type sentences with correct punctuation. EN2-CWT-01, EN2-CWT-02, EN2-CWT-03 | Use CTRL + S (save), CTRL + C (copy), CTRL + V (paste), CTRL + P (print), CTRL + F (find), CTRL + Z (undo), CTRL + Y (redo) and CTRL + ALT+ DEL (logon / sign off / shutdown). EN2-VOCAB-01  Type sentences with correct punctuation. EN2-CWT-01, EN2-CWT-02, EN2-CWT-03 | **Years 3 and 4**  Begin to use shortcuts to save, copy, paste, adding to log on / sign off and shutdown.  See word processing |  |
| **INTERNET** | | | | | |
| **ICT**  **Learning Area** | **Year 3** | **Year 4** |  |  |
|  | **Typically, by the end of Year 3 students will be able to:** | **Typically, by the end of this Year 4 students will be able to:** |  |  |
|  |  |  | **ACTIVITY** | **ASSESSMENT** |
| **Navigation** | Create a shortcut on the task bar to a website.  Type in a website URL. EN2-VOCAB-01  Recognise and open a hyperlink. | Create a shortcut on the task bar to a website.  Type in a website URL. EN2-VOCAB-01  Recognise and open a hyperlink. | **Year 4**  Make and use shortcuts.  **Years 3 and 4**  <http://nuwarra.weebly.com>  **Years 3 and 4**  download worksheets | Observation  Observation  Observation |

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| **PROGRAMMES** | | | | | |
| **WORD PROCESSING SKILLS (MS WORD)** | | | | | |
| **ICT**  **Learning Area** | **Year 3** | **Year 4** |  |  |
|  | **Typically, by the end of Year 3 students will be able to:** | **Typically, by the end of this Year 4 students will be able to:** |  |  |
|  |  |  | **ACTIVITY** | **ASSESSMENT** |
|  | Apply to all skills below  EN2-CWT-01, EN2-CWT-02,  EN2-CWT-03, EN2-HANDW-02  Type simple paragraph with correct punctuation.  Change size, colour, and font of text.  Align text.  Insert Word Art, graphics, clipart, and photographs.  Resize and move graphics, clipart, and photographs.  Insert shapes. | Apply to all skills below  EN2-CWT-01, EN2-CWT-02,  EN2-CWT-03, EN2-HANDW-02   * Type simple paragraph with increasingly more complex sentences and correct punctuation. * Change size, colour, and font of text. * Align text. * Insert Word Art, graphics, clipart, and photographs. * Resize and move graphics, clipart, and photographs. * Demonstrate awareness of Spell Check. * Insert shapes, and text box. EN2-VOCAB-01 | **Year 4**  **5. All About Me Word Processing.**  **6. Pets - Change the Fonts Word**  **Processing.**  **7. Pets – Copy and Paste Practice**  **Word Processing.**  **8. Pets – Bulleted List Word**  **Processing.**  <https://nuwarra.weebly.com/word-processing-s2-odd-year.html> | 5. Preparation for PowerPoint.  6. Observation  7. Observation  8. Print and mark  bulleted list. |
| **PRESENTATION SKILLS (POWERPOINT)** | | | | |
| **ICT**  **Learning Area** | **Year 3** | **Year 4** |  |  |
|  | **Typically, by the end of Year 3 students will be able to:** | **Typically, by the end of this Year 4 students will be able to:** |  |  |
|  |  |  | **ACTIVITY** | **ASSESSMENT** |
|  | Apply to all skills below  EN2-CWT-01, EN2-CWT-02,  EN2-CWT-03, EN2-HANDW-02   * Create a new slide. * Insert, duplicate, and delete slide. * Reorganise slides. * Insert graphics, clipart, shapes, and photographs. * Resize and move graphics, clipart, shapes, and photographs. * Insert, resize, and move text box. * Create a slideshow. * Use a background. | Apply to all skills below  EN2-CWT-01, EN2-CWT-02,  EN2-CWT-03, EN2-HANDW-02  Create a new slide.  Insert, duplicate, and delete slide.  Reorganise slides.  Insert graphics, clipart, shapes, and photographs.  Resize and move graphics, clipart, shapes, and photographs.  Insert, resize, and move text box.  Create a slideshow.  Use a background. | **Year 3**   1. All About Me PowerPoint using information collected in term 1. 2. Pets– Add images to template by   experimenting with different methods to copy and paste.   1. Pet Presentation Project   PowerPoint.   1. Pet Guided Research Project   PowerPoint. Use online directed websites and library books 636…  <https://nuwarra.weebly.com/powerpoint-s2-odd-year.html> | 1. Share presentations with class. (Not all students will be comfortable with this). 2. Observation – note pet should be in 2 places. 3. Not marked 4. Mark online using rubric. |

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|  | Identify and explore a range of digital systems with peripheral devices for different purposes, and transmit different types of data  [(ACTDIK007 - Scootle )](http://www.scootle.edu.au/ec/search?accContentId=ACTDIK007)  Recognise different types of data and explore how the same data can be represented in different ways  [(ACTDIK008 - Scootle )](http://www.scootle.edu.au/ec/search?accContentId=ACTDIK008) e.g. graphs | |  |  |