

# STEAM Year 7

## IT Basic Skills

Completion date:

You will learn about:

- The rules for using the computers and keeping you safe online.
- Basic productivity skills to use the school computers.
- How to log in and use Office 365 to store your files.
- Basic Scratch programming.
- Image handling.

### STEAM SKILLS

- Understanding of tools
- Logical reasoning

<p><b>Lesson Overview</b></p> <ul style="list-style-type: none"><li>• Setting a secure network password /</li><li>• Understanding the 'cloud' and where it physically exists /</li><li>• Logging in to V.S. Office 365 and Showbie /</li><li>• Creating documents in Office 365 /</li><li>• Being able to Screen Shot /</li><li>• Learn to use basic keyboard shortcuts -</li><li>• Creating an e-safety charter in Word</li><li>• Using the user interface for SCRATCH</li><li>• Understand sequencing and decomposition and algorithms</li><li>• Use basic drawing in Scratch</li><li>• Be able to combine tools and skills to design a basic game in Scratch</li><li>• Implement Timers and broadcasts in game</li><li>• Understand different types of image files</li><li>• Be able to use refined search tools for images</li><li>• Be able to capture and manage images from web and downloads</li><li>• Be able to use image editor in Scratch</li></ul>	<p><b>Key Words</b></p> <p>Logging in Office 365 Web browser Screen Print (screen shot) Keyboard shortcut (CTRL + X, C, V) E-Safety Scratch Sprites and stage Variables User interface Control Sequence Algorithm Timers and broadcasts Image files</p>
<p><b>Suggested reading or support available</b></p> <p>Google</p>	<p><b>Cross curricular</b></p> <p>All subjects using systems Office 365 and V.S. Maths for algorithms and sequences Art for design of sprites and stage.</p>

## SUCCESS CRITERIA

Highlight your starting point for each skill in **PINK**, at the end of the project highlight where you think you got to in **BLUE**.

Grade Range	Understanding of tools	Logical reasoning	
<b>0</b>	I presented no work.	I presented no work.	
<b>1</b>	<p>WWW: I know which tools or software to select and can use them for basic tasks safely (with hand tools or computer software).</p> <p>EBI: I need to be able to choose the correct tools (hand tools or software) and understand the risks.</p>	<p>WWW: I understand some of the cause and effect in my work.</p> <p>EBI: I need to try to work out what the other possible choices and results could be in the task.</p>	
<b>4</b>	<p>WWW: I can select the correct tools (hand tools or software) and know the risks of that tool.</p> <p>EBI: I need to expand my knowledge and features of different tools (hand and software).</p>	<p>WWW: I clearly understand cause and effect and use them as I work. I make predictions whether something will or will not work and test my hypothesis out.</p> <p>EBI: I need to ensure that I cover more\all possibilities when I test or try to solve my problem.</p>	
<b>6</b>	<p>WWW: I can make good choices in my selection of tools (hand tools and software) for safe and efficient use. I have a good understanding of their purpose.</p> <p>EBI: I need to expand my knowledge and purpose of a wider range of tools and equipment so I can work more effectively.</p>	<p>WWW: I can apply clear logic thinking as part of my problem solving and regularly rely upon this to know whether something is likely to work or not. I can identify faults effectively.</p> <p>EBI: I should make sure that I work out the logical opposites to my work and use them to aid testing and fault finding.</p>	
<b>8</b>	<p>WWW: I know the pros and cons of different tools (hand tools and software) and can make clear decisions on which to use for safety and efficiency. I have an excellent understanding of how they work and their capabilities.</p> <p>EBI: I can expand my knowledge and understanding of tools (hand\machine and</p>	<p>WWW: I use logical processes and arguments to confidently ensure an efficient solution is found. I use logic for fault finding frequently and successfully. I understand that inverse operations are used for checking and proof.</p> <p>EBI: Make use of logic tables to prove and test more advanced ideas or concepts.</p>	

software tools) that are used  
in the real world.