

KEY STAGE 3 COMPUTING MEDIUM TERM PLAN

Year	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
7	<p>Word – Create Newspaper</p> <ul style="list-style-type: none"> • Change font size and font type – Headlines. • Change font type – headline different from main text. • Add images for news stories. • Insert text boxes for captions on pictures. • Spellcheck news articles. • Use columns. • Copy and paste information. 	<p>PowerPoint – Cyber-bullying Presentation</p> <ul style="list-style-type: none"> • Insert new slides for different areas of the subject (1 slide per area) • Change the design of the slides to improve presentation. • Add images. • Add transitions between slides. • Research – use search engines to find information. • Copy and paste information and images. 	<p>Publisher – Southbrook Guide</p> <ul style="list-style-type: none"> • Insert text and move it around. • Add WordArt (titles for each section) • Use search engines to find images. • Save images from internet into folder. • Add images from file. • Add online images. • Add borders. • Add Header / footer. 	<p>Excel – Tuck Shop Project</p> <ul style="list-style-type: none"> • Create a survey – Use ‘Forms’. • Input data from survey into Excel. • Change cell sizes. • Change font – size / type. • Create charts to display results. • Add new page in Excel. • Rename pages in Excel. 	<p>Email - Letter</p> <ul style="list-style-type: none"> • Plan and write a letter. • Proofread the letter. • Add an attachment to the letter. • Send the letter (email) to someone else. • Proofread someone else’s email. 	<p>Coding – Hour of Code</p> <ul style="list-style-type: none"> • Playing and making choices in adventure games. • Writing algorithms • Debugging. <p>COMPLETE SUITABLE COURSES FROM HOUR OF CODE.</p>
8	<p>Word – Social Media</p> <ul style="list-style-type: none"> • Create tables – Name of social media / age restriction / what it is used for / safeguarding procedures. • Research one form of social media and write about it. • Proofread your writing. 	<p>Coding – Hour of Code</p> <ul style="list-style-type: none"> • Playing and making choices in adventure games. • Writing algorithms • Debugging. <p>COMPLETE SUITABLE COURSES FROM HOUR OF CODE.</p>	<p>PowerPoint – Research and Present about a famous person</p> <ul style="list-style-type: none"> • Research online. • Add images. • Insert sound – read out some information about the person. • Add a video clip – create this yourself. 	<p>Animation – Short Story</p> <ul style="list-style-type: none"> • Create characters • Film project • Edit project • Add titles / effects / sounds / transitions. 	<p>Excel – Budgeting</p> <ul style="list-style-type: none"> • Use formulas (Multiplying to find total cost of a number of products) SUM – Add items together. • Input income and expenditure in separate tables. • Create graphs for income and expenditure. 	<p>Email – How to be safe</p> <ul style="list-style-type: none"> • Opening attachments • Viruses • Spam emails – what are they? Why are they sent? (present information) • Create a poster for safely using email.
9	<p>E-Safety – Complete guide to staying safe online</p> <ul style="list-style-type: none"> • Combine what you have learned about e-safety. • What is personal information? Why shouldn’t it be shared? • Where can people go for help and support online? • How can you report concerns on social media. • Who can create social media accounts? How can you make sure you are safe when talking online? • Create a leaflet / PowerPoint to present your information. – Different slides / pages for each section. 	<p>Coding – Hour of Code</p> <ul style="list-style-type: none"> • Playing and making choices in adventure games. • Writing algorithms • Debugging. <p>COMPLETE SUITABLE COURSES FROM HOUR OF CODE.</p>	<p>Word – Using Word Creatively</p> <ul style="list-style-type: none"> • Adding borders • Editing images • Changing fonts • Proofreading • Adding / changing text • Searching online 	<p>PowerPoint – Interactive Recipe</p> <ul style="list-style-type: none"> • Add slides for each step of recipe. • Add text to describe step. • Add video clip of that step. • Add images (finished product) • Add transitions between slides. 	<p>Publisher – IT in the real world</p> <ul style="list-style-type: none"> • Discuss different jobs that involve ICT. • Research how different types of ICT have changed over the years. • Create a leaflet about IT in the real world and include all this information. 	<p>Excel – Theme Park</p> <ul style="list-style-type: none"> • Input data – design the theme park from the template. • Work out costs – input data and create graph. • Work out profits – input data and create graphs.