	Year 10	**Pathway 2/3/4**	**Computing - Term 3**

Learning Intention: Subject Area: Computing

Project Titles:

- Presentation Skills
- Introduction to Microsoft Excel

In this unit, students will plan and create presentations about endangered animals. Students will explore the concept of 'fitness for purpose' when using images, text, colour and sound to enhance their presentation. They will consider how to match and adapt their presentation to a given audience and purpose. Finally, they will evaluate the suitability of their work for different audiences and purposes. Students will then move on to an introduction to Microsoft Excel, where they will understand the principles of spreadsheet software by learning what the terms: cell, value, label and formula mean; be introduced to the different symbols used to write formulas when working out sums.

Key knowledge that should be learned during this SoW	All	Most	Some
Concept:	**All students will:** know how to plan a presentation before beginning to create it. Be introduced to what the terms: cell, value, label and formula mean in Excel.	**Most students may:** know how much text is suitable on each slide**.** Be able to select the correct symbol for a calculation.	**Some students will have progressed further and will:** be able to research effectively to find relevant information and be able to transfer the information in a suitable format into a presentation applying additional features to enhance the audience's understanding.confidently write formulas to answer questions. And clearly indicate where specific

			data is on a spreadsheet.
Knowledge:	• Create and plan a presentation with some support • Set up a spreadsheet with minimal help	• Create and plan a presentation with some little support • Try to retain information to aid them • Begin to show an awareness of the ways a lack of information limits their work. • Identify the key content • Demonstrate verbal skills in the delivery of their presentation	• Create and plan a presentation independently • Analyse information visual/verbally. • To be able to show how much information is enough for a presentation
Key Skills:	• Build confidence in using certain features • To be able to plan the requirements of a spreadsheet • Write formulas to sums with support • Learn the different symbols involved with using formulas with support	• Learn/improve new skills on the computer • To be able to choose appropriate fonts, size, images and colour to ensure suitability for purpose and audience • Write formulas to sums with some support • Learn the different symbols involved with using formulas with little support	• Write formulas to sums with independently • Learn the different symbols involved with using formulas independently • Insert and delete data rows and columns independently

	• Insert and delete data rows and columns with support	• Insert and delete data rows and columns with little support	
Language and/or communication skills:	• Presentation • Microsoft Excel	• Fonts • Size • Images • Colour	• Forulars • Symbols • Data • Columns
Curricular Links	Links to other learning within the subject are: English- Using the internet to effectively research a topic area and record this information in own words. PSHCE- Knowing what to do if something they see online is inappropriate and having the confidence to report this to an adult. Art and Design: drawing and designing when producing visual plans. Mathematics: customising and entering values for how long your animation appears on each slide for. Entering data and working out formulas to questions.		