

ICT	Year 7 Content – Autumn/Spring	How to support students' learning
	<p>Work effectively with digital documents (saving files, creating folders, using e-mails).</p> <p>Using the basic functions of the following Microsoft Office applications:</p> <ul style="list-style-type: none"> - Microsoft Word - Microsoft PowerPoint - Microsoft Excel 	<ul style="list-style-type: none"> • Encourage your child to practice typing every week. Using websites such as https://www.speedtypingonline.com/ • Encourage your child to independently log onto Office 365 and open their emails frequently. • Encourage your child to practice formatting techniques and spell check their electronic documents thoroughly.
ICT	Year 7 Content – Spring/Summer	How to support students' learning
	<p>Use Scratch software to demonstrate a variety of programming constructs, including:</p> <ul style="list-style-type: none"> - Sequencing - Selection - Iteration 	<ul style="list-style-type: none"> • Encourage your child to use https://scratch.mit.edu/ to create interactive programs using the 'ideas' section of the website.