

ICT (Year 7 course only)

Set out below are the topics and themes covered in the Year 7 ICT course.

Using ICT at The John Lyon School.

General use of ICT equipment in school and the access of school work and email from home. The use of Web Outlook, Internet Explorer, Printing, Logging on and Password changing.

Pupils will be able to access the various JLS websites from home.

Graphics - Adobe Photoshop and Macromedia Fireworks.

Understand bitmaps and vector graphics and to use programs to manipulate them.

Understand the use of BMP, PNG and JPG formats.

Ability to cut out images from bitmaps and to export them for use in other packages.

Ability to use vector graphics for cartoon drawings and diagrams.

Word Processing - using Microsoft Word.

Use of margins, footers and headers. Desktop publishing using text boxes. Mixing text and graphics in tables. Multipage documents and formal letters.

Spreadsheets - using Microsoft Excel.

Laying out tabular data.

Use of formulae for arithmetic using brackets and +-*/*.

Formatting cells for text, currency, real numbers and dates.

Functions for Sum, Average, Maximum, Minimum and Count.

Replication of relative formulae.

Shortcuts for simple sequences of numbers and dates.

Graphs using bar, line and pie charts and the formatting of such graphs but excluding an understanding of when to use each type of chart.

Presentation - using PowerPoint.

Create simple presentations concentrating on use of style-sheets and some animation.

E-Portfolio - using Microsoft Word.

Creation of a simple website (using side frames for menu bars) for the presentation of work produced during the year.