/Computing@Balcarras_

SUBJECT	YEAR	TERM
Digital Skills	**7**	**1**

UNIT
Welcome to Computing

CONTENT (INTENT)

PRIOR LEARNING (TOPIC) No previous knowledge is required for this topic.

Balcarras is extremely well setup in terms of ICT facilities. It is, therefore, important that pupils are able to access and use these facilities in the best way possible.

The unit aims to get pupils comfortable in using resources and tools, such as:
- the school VLE (Firefly)
- school email via Outlook
- access to files from home
- core software, such as the Microsoft Office Suite.

FUTURE LEARNING (TOPIC): The skills learnt in this unit are useful for all future topics.

IMPLEMENTATION	IMPACT
Throughout the unit pupils will learn how to: • Save and access documents on the school network. • Send and receive emails. • Find resources using Firefly. • View tasks and submit work via Firefly. • Access schoolwork from home. • Create professional looking documents in Microsoft Word and PowerPoint.	**Assessment:** This unit will not be directly assessed

HOW CAN PARENTS HELP AT HOME?

This unit is an ideal opportunity for parents to learn how to view and monitor pupil work from home. It would be great to go through sending emails, using the VLE and accessing files from home with your child. This will not only help embed this with pupils but will also show you how these services and tools work as well.

HELPFUL READING/FURTHER DISCUSSION

READING	CAREERS	WIDER SKILLS
-	The digital literacy skills learnt during this unit are important in almost all future careers.	Digital Literacy

VOCABULARY

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