

# MARINA INTERNATIONAL SCHOOL

## ICT SCHEME OF WORK

YEAR 4 - TERM 1

WEEK	TOPIC	TOPIC DETAILS
1.1	Understanding Computers	<ul style="list-style-type: none"><li>-Understand what is a computer</li><li>-The functions of the computer</li><li>-The components of the computer</li><li>-The input, output, and processing devices</li></ul>
2.1	Using the Mouse	<ul style="list-style-type: none"><li>-Understanding the Keyboard as one of the Basic Components of the Computer</li><li>-Mouse as an input device for giving the computer instructions</li><li>-Explain with practical skills, the difference in these instructions</li><li>-Clicking &amp; Pointing</li><li>-Double-Clicking and Clicking</li><li>-Right-Clicking</li><li>-Dragging &amp; Dropping</li><li>-Scrolling</li></ul>
3.1	Using the Keyboard	<ul style="list-style-type: none"><li>-Understanding the Mouse as one of the Basic Components of the Computer</li><li>-Keyboard as an input device for giving the computer instructions</li><li>-Explain with practical skills, the difference in these instructions</li><li>-Caps Locks, Space Bar, Esc Function</li><li>-Shift Functions</li><li>-Key Combination Functions</li><li>-Delete, Tabs, Arrow Keys, Number Keys,</li><li>-Typing skills with Mavis Tool</li></ul>
4.1	Understanding File and Folder Management	<ul style="list-style-type: none"><li>-Understand the difference between a file and a folder</li><li>-Identify different types of files</li><li>-Create different type of files</li><li>-Manage files by moving, copying, cutting, deleting</li><li>-Create folders</li><li>-Organize files in folders</li></ul>

<b>WEEK</b>	<b>TOPIC</b>	<b>TOPIC DETAILS</b>
5.1	Recap on LO-1 and 2 and introduction to LO-3	<ul style="list-style-type: none"> <li>-Learners should demonstrate the following:</li> <li>- opening a saved document</li> <li>- manually editing a piece of text</li> <li>- using Copy and Paste</li> <li>- using Cut and Paste</li> <li>- changing the font</li> <li>- changing the colour of the text</li> <li>- changing the size of the text.</li> </ul>
6.1	Add images or other objects to a document	-Demonstrate how to insert images into a document. Select the images either from ClipArt or a saved location, such as a shared drive or images folder.
7.1	Add images or other objects to a document	-Demonstrate how to insert images into a document. Select the images either from ClipArt or a saved location, such as a shared drive or images folder.
8.1	Refine and organize the layout of a document for a specific audience	-Demonstrate how to load a simple template into the word processing software and demonstrate how the template can be used to help arrange the text on a page.
9.1	Refine and organize the layout of a document for a specific audience	-Demonstrate how to resize images in a document, encouraging the use of the corner handles to maintain the correct aspect ratio.
10.1	Week 8 & 9 Practicals	<ul style="list-style-type: none"> <li>-Demonstrate how to load a simple template into the word processing software and demonstrate how the template can be used to help arrange the text on a page.</li> <li>-Demonstrate how to resize images in a document, encouraging the use of the corner handles to maintain the correct aspect ratio.</li> </ul>
11.1	Evaluate a finished document	<ul style="list-style-type: none"> <li>-Design and create a poster to convey one of the following messages:</li> <li>- safety at the swimming pool</li> <li>- to advertise the school tuck shop</li> <li>- to encourage recycling</li> <li>- to highlight the rules about how to use computers</li> </ul> <p>-Poster must include at least one appropriately sized and placed image. The chosen image must also be suitable for the content of the poster.</p>

<b>WEEK</b>	<b>TOPIC</b>	<b>TOPIC DETAILS</b>
12.1	Practical on Week 11	<p>-Design and create a poster to convey one of the following messages:</p> <ul style="list-style-type: none"><li>- safety at the swimming pool</li><li>- to advertise the school tuck shop</li><li>- to encourage recycling</li><li>- to highlight the rules about how to use computers</li></ul> <p>-Poster must include at least one appropriately sized and placed image. The chosen image must also be suitable for the content of the poster.</p>

# ICT SCHEME OF WORK

## YEAR 4 - TERM 2

WEEK	TOPIC	TOPIC DETAILS
1.1	Understanding Computers	<ul style="list-style-type: none"><li>-Understand what is a computer</li><li>-The functions of the computer</li><li>-The components of the computer</li><li>-The input, output, and processing devices</li></ul>
2.1	Using the Mouse	<ul style="list-style-type: none"><li>-Understanding the Keyboard as one of the Basic Components of the Computer</li><li>-Mouse as an input device for giving the computer instructions</li><li>-Explain with practical skills, the difference in these instructions</li><li>-Clicking &amp; Pointing</li><li>-Double-Clicking and Clicking</li><li>-Right-Clicking</li><li>-Dragging &amp; Dropping</li><li>-Scrolling</li></ul>
3.1	Using the Keyboard	<ul style="list-style-type: none"><li>-Understanding the Mouse as one of the Basic Components of the Computer</li><li>-Keyboard as an input device for giving the computer instructions</li><li>-Explain with practical skills, the difference in these instructions</li><li>-Caps Locks, Space Bar, Esc Function</li><li>-Shift Functions</li><li>-Key Combination Functions</li><li>-Delete, Tabs, Arrow Keys, Number Keys,</li><li>-Typing skills with Mavis Tool</li></ul>
4.1	Understanding File and Folder Management	<ul style="list-style-type: none"><li>-Understand the difference between a file and a folder</li><li>-Identify different types of files</li><li>-Create different type of files</li><li>-Manage files by moving, copying, cutting, deleting</li><li>-Create folders</li><li>-Organize files in folders</li></ul>

<b>WEEK</b>	<b>TOPIC</b>	<b>TOPIC DETAILS</b>
5.1	Recap on LO-1 and 2 and introduction to LO-3	-Demonstrate the main features of the graphics software. Learners should be asked, in turn, to demonstrate the following: <ul style="list-style-type: none"> <li>- how to load an image</li> <li>- how to paste a copied image</li> <li>- how to use the different tools to create patterns</li> <li>- how to use the 'save as' command.</li> </ul>
6.1	Recap on LO-1 and 2 and introduction to LO-3	-Demonstrate the main features of the graphics software. Learners should be asked, in turn, to demonstrate the following: <ul style="list-style-type: none"> <li>- how to load an image</li> <li>- how to paste a copied image</li> <li>- how to use the different tools to create patterns</li> <li>- how to use the 'save as' command.</li> </ul>
7.1	Practical on Week 5 & 6	-Demonstrate the main features of the graphics software. Learners should be asked, in turn, to demonstrate the following: <ul style="list-style-type: none"> <li>- how to load an image</li> <li>- how to paste a copied image</li> <li>- how to use the different tools to create patterns</li> <li>- how to use the 'save as' command.</li> </ul>
8.1	Select appropriate objects, copy and resize them	-Discuss various features by asking questions such as: <ul style="list-style-type: none"> <li>- What makes each design suitable for its purpose?</li> <li>- What is noticeable about the border in terms of its size, design and purpose?</li> <li>- What is noticeable about any images that have been included?</li> <li>- Is the amount, font size and placement of any text</li> </ul> -Demonstrate how to copy part of an image and paste it into a new document and how to copy an image from one application to another.
9.1	Week 8 Practical	-Discuss various features by asking questions such as: <ul style="list-style-type: none"> <li>- What makes each design suitable for its purpose?</li> <li>- What is noticeable about the border in terms of its size, design and purpose?</li> <li>- What is noticeable about any images that have been included?</li> <li>- Is the amount, font size and placement of any text</li> </ul> -Demonstrate how to copy part of an image and paste it into a new document and how to copy an image from one application to another.
10.1	Save drafts showing the development of the design	-Demonstrate how to save an image in a specific format, how to edit a saved image

<b>WEEK</b>	<b>TOPIC</b>	<b>TOPIC DETAILS</b>
11.1	Week 10 Practical	-Demonstrate how to save an image in a specific format, how to edit a saved image
12.1	Revision Week	Practical Revision

# ICT SCHEME OF WORK

## YEAR 4 - TERM 3

WEEK	TOPIC	TOPIC DETAILS
1.1	Understanding Computers	<ul style="list-style-type: none"><li>-Understand what is a computer</li><li>-The functions of the computer</li><li>-The components of the computer</li><li>-The input, output, and processing devices</li></ul>
2.1	Using the Mouse	<ul style="list-style-type: none"><li>-Understanding the Keyboard as one of the Basic Components of the Computer</li><li>-Mouse as an input device for giving the computer instructions</li><li>-Explain with practical skills, the difference in these instructions</li><li>-Clicking &amp; Pointing</li><li>-Double-Clicking and Clicking</li><li>-Right-Clicking</li><li>-Dragging &amp; Dropping</li><li>-Scrolling</li></ul>
3.1	Using the Keyboard	<ul style="list-style-type: none"><li>-Understanding the Mouse as one of the Basic Components of the Computer</li><li>-Keyboard as an input device for giving the computer instructions</li><li>-Explain with practical skills, the difference in these instructions</li><li>-Caps Locks, Space Bar, Esc Function</li><li>-Shift Functions</li><li>-Key Combination Functions</li><li>-Delete, Tabs, Arrow Keys, Number Keys,</li><li>-Typing skills with Mavis Tool</li></ul>
4.1	Understanding File and Folder Management	<ul style="list-style-type: none"><li>-Understand the difference between a file and a folder</li><li>-Identify different types of files</li><li>-Create different type of files</li><li>-Manage files by moving, copying, cutting, deleting</li><li>-Create folders</li><li>-Organize files in folders</li></ul>

<b>WEEK</b>	<b>TOPIC</b>	<b>TOPIC DETAILS</b>
5.1	Recap on LO-1 and 2 and introduction to LO-3	-Demonstrate the key features and the terminology used in spreadsheets. For example, introduce the following terms and demonstrate their meaning to learners: - cell - active cell - row - column
6.1	Create a graph	-Use the spreadsheet software to produce a graph  -Use the spreadsheet to create a graph that is suited to their results
7.1	Practical On Creating a Graph	-Use the spreadsheet software to produce a graph  -Use the spreadsheet to create a graph that is suited to their results
8.1	Modify data	-Demonstrate how to change the format of cells in the spreadsheet by making changes such as: - changing the height of rows - changing the width of columns - changing the colour of cells - changing the colour of the text within a cell.
9.1	Practical 1 on Modifying Data	-Demonstrate how to change the format of cells in the spreadsheet by making changes such as: - changing the height of rows - changing the width of columns - changing the colour of cells - changing the colour of the text within a cell
10.1	Practical 2 on Modifying Data	-Demonstrate how to change the format of cells in the spreadsheet by making changes such as: - changing the height of rows - changing the width of columns - changing the colour of cells - changing the colour of the text within a cell
11.1	Use a spreadsheet to answer a modeled scenario ('what if')	-Use the 'SUM' function and the 'show formula' function. -Modify their spreadsheet to answer questions such as: - 'What if' 7 more learners liked football? - 'What if' 2 of the learners born in March
12.1	Revision Week	Revision Week

