

Topic: 7.3 Digital Literacy		Duration: 4 weeks		Composite: Project		
Key vocabulary:	Core knowledge questions / skills development			Powerful knowledge crucial to commit to long term memory	Links to previous and future topics	
align application file association file extension indentation justify recipient salutation select shortcuts sort tables text word processing	<ol style="list-style-type: none"> 1. What is digital literacy? Digital literacy is the ability to use and operate a computer. 2. What tasks would we use a word processor for? Letters, essays, writing a book etc 3. What tasks would we use presentation software for? Presentations, slideshows, interactive products. 4. What is the ribbon? The area across the top of the application used to control functions 5. What is the ribbon broken down into? Tabs and groups 6. What is a file extension? The letters after a dot in a filename e.g. .docx or .pptx 7. What is file association? Using the file extension to trigger the correct application to open 8. How should a formal letter be laid out? 9. Where is the Quick Access Toolbar? A customisable toolbar at the top left of the screen 10. What are the benefits of AutoSave being turned on? It ensures that your work is regularly saved and reduces the chances of losing what you have done. 11. What are keyboard shortcuts? Combinations of keys, e.g. Ctrl+S, that can replace moving the mouse and clicking icons. 12. What are the physical implications of poor typing skills? RSI, Carpal tunnel syndrome 			<ul style="list-style-type: none"> • Digital literacy is ability to use and operate a computer • Digital literacy is important as the majority of future jobs rely on technology and computers • Software functions <ul style="list-style-type: none"> Align Spell check Tables • Keyboard shortcuts <ul style="list-style-type: none"> Save Cut, Copy, Paste • Need to save work in specific folders with clear filenames 	<ul style="list-style-type: none"> • Throughout the rest of their school career, and for many into their working life, good word processing skills will be important. 	
We will develop these skills:						
Impressive reading	Impressive speaking	Impressive writing	Resilience	Numeracy via:	Digital Literacy via:	Employability via:
Be able to understand and follow and given set of instructions	Presenting work to the whole class.	Create an extended formal letter to their primary school teacher Create a presentation to the class	The need to constantly review and proof read a letter to a Primary school.	Sequencing – numbered lists	Typing.com to understand and develop correct technique Use of spell check functions to correct first draft	Consider how IT is used across a range of employment sectors and how being a skilled and efficient user is valued