

	Autumn Term	Spring Term	Summer Term
Text and Assessment	<i>Website Unit</i>	Email Unit	Presentation Unit
Key Knowledge	<ul style="list-style-type: none"> Describe what web site content and layout will be needed for each page. Plan and create web page templates to layout. Select and use web site features and structures to help the user navigate round web pages with the site. Create select and use styles to keep the appearance of web pages consistent and make them easy to understand. Describe how copyright and other constraints may affect the web site. Describe access issues that might need to be considered. Describe what filetypes to use for saving content. Store and retrieve files effectively, in line with local guidelines and conventions where available. Prepare content for my web pages so that it is ready for editing and formatting. Organise and combine information needed for web pages including across different platforms. Select and use appropriate editing and formatting techniques to aid both clarity and navigation. Select and use appropriate development techniques to link information across pages. 	<ul style="list-style-type: none"> Select and use software tools to compose and format e-mail messages, including attachments Determine the message size and how it can be reduced Send e-mail messages to individuals and groups Describe how to stay safe and respect others when using e-mail Use an address book to organise contact information Follow guidelines and procedures for using e-mail Read and respond to e-mail messages appropriately Use e-mail software tools and techniques to automate responses Describe how to archive e-mail messages, including attachments Organise, store and archive e-mail messages effectively Respond appropriately to e-mail problems 	<ul style="list-style-type: none"> Identify what types of information are required for the presentation. Enter text and other information using layouts appropriate to type of information. Insert charts and tables into presentation slides. Insert images and video or sound to enhance the presentation. Identify any constraints which may affect the presentation. Organise and combine information of different forms or from different sources for presentations. Store and retrieve presentation files effectively, in line with local guidelines and conventions where available. Identify what slide structure and themes to use. Select, change and use appropriate templates for slides. Select and use appropriate techniques to edit slides and presentations to meet needs. Select and use appropriate techniques to format slides and presentations. Identify what presentation effects to use to enhance the presentation. Select and use animation and transition effects appropriately to enhance slide sequences. Describe how to present slides to meet needs and communicate effectively. Prepare slideshow for presentation. Check presentation meets needs, using

	<ul style="list-style-type: none"> • Change the file formats of documents appropriately for content. • Check that my web pages meet needs using IT tools and making corrections as necessary. • Select and use appropriate testing methods to check that all the elements in my web site work as planned. • Identify any quality problems with web sites and how to respond to them. • Select and use an appropriate programme to upload and publish the web site. • Respond appropriately to problems with multiple page web sites. 		<p>IT tools and making corrections as necessary.</p> <ul style="list-style-type: none"> • Identify and respond to any quality problems with presentations to ensure that presentations meet needs.
Vocabulary	Web browser software, hyperlinks, test table, design template, format, constraints, navigation, fitness for purpose, suitable for target audience, file types	Archive, address book, automatic reply, email etiquette, address book	Fit for purpose, target audience, animation, transitions, consistent layout,

