Wandle Valley Academy - Scheme of Work Years 7/8

Academic Year: 23/24	Term: Autumn 1	Location/Room: ICT room
Unit Title: Word Processing		**Learning support (as applicable):**
Unit: (if applicable) -		**Awarding Body / Level (as applicable):**

Overall aims of unit: The aim of this unit is to ensure learners are confident in using the word processor skills to create, edit, format and present and share information. They will also be aware of the wider uses digital skills have within a workplace and understand some of the implications to using technology as a form of communication, both positive and negative

Week Number	Lesson Objectives/Outcomes (SMART)	Content	Resources	Differentiation	Literacy/ Numeracy/ SMSC / SIS links	Assessment method / opportunities
1	Introduction to word processing	Open, close a word processing application. Open, close documents. Create a new document based on default template, other available template like: memo, fax, agenda. Save a document to a location on a drive. Save a document under another name to a location on a drive.	Computers Stationary PowerPoint	All: will be able to open and close documents and save them. Some: will be able to save documents in different formats. Few: will understand the uses of the different file formats and their uses	Students will need to be able to complete the Tracking sheets.	Students will need to fill out the tracking sheets as a form of assessment, with feedback

		Save a document as another file type like: text file, Rich Text Format, template, software specific file extension, version number.			
		Switch between open documents.			
		Set basic options/preferences in the application: user name, default folder to open, save documents.			
		Use available Help functions.			
		Use magnification/zoom tools.			
		Display, hide built-in toolbars. Restore, minimize the ribbon.			
2	Objective: Document Creation	Switch between page view modes.	Computers Stationary PowerPoint	All: will be able to enter and delete text into a document. Some: will be able to enter special characters into text. Few: will be able to move text and search with using the find and replace commands	Students will need to be able to complete the Tracking sheets.	Students will need to fill out the tracking sheets as a form of assessment, with feedback
		Enter text into a document.			
		Insert symbols or special characters like: ©, ®, ™.			
		Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters.			
		Select character, word, line, sentence, paragraph, entire body text.			
		Edit content by entering, removing characters, words within existing text, by over-typing to replace existing text.			

		Use a simple search command for a specific word, phrase.				
		Use a simple replace command for a specific word, phrase.				
		Copy, move text within a document, between open documents.				
		Delete text.				
		Use the undo, redo command.				
3	Objective: Formatting	Change text formatting: font sizes, font types.	Computers Stationary PowerPoint	All: will be able to change the font size and type. Some: will be able to indent paragraphs, add and remove bullet points. Few: will be able to apply different styles to the documents.	Students will need to be able to complete the Tracking sheets.	Students will need to fill out the tracking sheets as a form of assessment, with feedback
		Apply text formatting: bold, italic, underline.				
		Apply text formatting: subscript, superscript.				
		Apply different colours to text.				
		Apply case changes to text.				
		Apply automatic hyphenation.				
		Create, merge paragraph(s).				
		Insert, remove soft carriage return (line break).				
		Recognize good practice in aligning text: use align, indent, tab tools rather than inserting spaces.				
		Align text left, centre, right, justified.				
		Indent paragraphs: left, right, first line.				

		Set, remove and use tabs: left, centre, right, decimal.				
		Recognize good practice in paragraph spacing: apply spacing between paragraphs rather than use the Return key.				
		Apply spacing above, below paragraphs. Apply single, 1.5 lines, double line spacing within paragraphs.				
		Add, remove bullets, numbers in a single level list. Switch between different standard bullet, number styles in a single level list.				
		Add a box border and shading/background colour to a paragraph.				
		Apply an existing character style to selected text.				
		Apply an existing paragraph style to one or more paragraphs.				
		Use copy format tool.				
4	Objective: Objects	Create a table ready for data insertion.	Computers Stationary PowerPoint/Publisher	All: will be able to create a table in word.

Some: will be able to insert, delete, rows and columns.

Few: will be able to insert an object, and | Students will need to be able to complete the Tracking sheets. | Students will need to fill out the tracking sheets as a form of assessment, with feedback |
		Insert, edit data in a table.				
		Select rows, columns, cells, entire table.				
		Insert, delete, rows and columns.				
		Modify column width, row height				

		Modify cell border line style, width, colour. Add shading/background colour to cells. Insert an object (picture, image, chart, drawn object) to a specified location in a document. Select an object. Copy, move an object within a document, between open documents. Resize, delete an object.		move an object between open files.		
5	Objective: Mail Merge	Open, prepare a document, as a main document for a mail merge. Select a mailing list, other data file, for use in a mail merge. Insert data fields in a mail merge main document (letter, address labels). Merge a mailing list with a letter, label document as a new file or printed output. Print mail merge outputs: letters, labels.	Computers Stationary PowerPoint	All: will be able to open, prepare a document for mail merge Some: will be able to select mailing lists. Few: will be able to merge the document for mail merge.	Students will need to be able to complete the Tracking sheets.	Students will need to fill out the tracking sheets as a form of assessment, with feedback
6	Objective: Prepare Outputs	Change document orientation: portrait, landscape. Change paper size. Change margins of entire document, top, bottom, left, right. Recognize good practice in adding new pages: insert a page break rather	Computers Stationary PowerPoint/Publisher	All: will be able to change the orientation of a document Some: will be able to insert and delete a page break	Students will need to be able to complete the Tracking sheets.	Students will need to fill out the tracking sheets as a form of assessment, with feedback

		than using the Return key.		Few: will be able to add fields in headers, footers and page numbers		
		Insert, delete a page break in a document.				
		Add, edit text in headers, footers.				
		Add fields in headers, footers: date, page number information, file name.				
		Apply automatic page numbering to a document.				
		Spell check a document and make changes like: correcting spelling errors, deleting repeated words.				
		Add words to a built-in custom dictionary using a spell checker.				
		Preview a document.				
		Print a document from an installed printer using output options like: entire document, specific pages, number of copies.				