| Year Group: 7 | Subject: Computing | Term: Autumn 2021 |

Topic	Key Learning points	Assessments
Introduction to Computing	- Be able to create a secure password. - Be able to log in to the system and use sensible folder structure and filenames. - Be able to send email with attachments. - Be able to print with suitable layout. - Be able to use suitable keywords and phrases to find information on the internet. - Be able to store information in Word. - Be able to create a poster in Publisher for a desired target audience. - Be able to create a fact sheet in Publisher. - Be able to create a non-biased presentation in PowerPoint considering both sides of an argument.	End of unit assessment. Teacher feedback on work produced in lessons.
Spreadsheets	- Know major keywords such as: row, column, cell, worksheet, workbook, formula, active cell, label and chart. - Be able to use formulae to make efficient spreadsheets. - Be able to use Goal Seek. - Be able to plot charts in Excel.	End of unit assessment. Teacher feedback on work produced in lessons.