THE LEARNING JOURNEY FOR COMPUTING

Unit / Block of work	Key Episodes / Questions	Additional Detail	Colour Code	Length of time.	Learner Attribute(s)
Chapter 11 - File Management	What is a generic file Can you manage files effectively ? How can we reduce file size for storage and transmission	• identify different file types and their use(s), for example: css, csv, gif, htm, jpg, pdf, png, rtf, txt, zip		2 HOURS	Principled
Chapter 12 -Images	used to edit an image? Can yoy edit an image in an exsisting document?	• use software tools to place and edit an image to meet the requirements of its intended application and audience		2 HOURS	Caring
Chapter 13 - Layout	Can you create a Basic doucment for a specific audience? Can you place objects in an document ? Can add headers and footers ?	use software tools to prepare a basic document to match the purpose and target audience – create a new document or, where appropriate, open an existing document – enter text and numbers – use editing techniques to manipulate text and numbers, including: highlight, delete, move, cut, copy, paste, drag and drop		2 HOURS	Thinker
Chapter 14 - Styles	Can you Compare house styles How do we create style in an exsisting document?	understand the purpose of a corporate house style and ensure that all work produced matches this – produce documents which conform to a corporate house style – explain what is meant by corporate branding/house style		2 HOURS	Integrity
Chapter 15 - Proofing	Which Software tools are used to proof read your document? How many different proofing techniques are there?	use software tools to ensure that all work produced contains as few errors as possible – explain why the automated suggestions given by spell check software do not always give the correct response – use automated tools, including spell check facilities, to remove errors – use validation routines to minimise errors – explain why validation checks must be appropriate to the data that is being checked		2 hours	Caring
Chapter 16 - Graphs & Charts	What are the different Chart types ? Can you create and label charts with secondary axes?	produce a graph or chart from the given data – select data to produce a graph/chart, including: using contiguous data, non-contiguous data, and specified data ranges, where necessary – select the graph or chart type to match the required purpose and meet the needs of the audience – label the graph or chart.		2 HOURS	Knowledgable
Chapter 17 - Document Production	Can you Format Text and organise page layout ? How do we edit a table ? What is the purpose of mail merge?	format text and organise page layout – set page size – set page orientation – set page and gutter margins – set the number of columns – set the column width and spacing between columns – define the terms widow and orphan – explain why it is necessary to use page, section and column breaks, to adjust pagination and to avoid widows and orphans – set and remove page,.		6 houirs	Risk Taker
Chapter 18 -Data Manipultion	Can you create a database? Can you manipulate data and present in a form and report?	design and use suitable software tools to create an appropriate database record structure – define the terms flat file database and relational database – explain where it would be appropriate		3 weeks	
Chapter 19 - Presentations	What is a presentation Can you open a source file? Can you use a master slide to place objects? Can you create a presententation?	use a master slide to appropriately place objects and set suitable styles to meet the needs of the audience – identify the need for consistency of presentation, in terms of styles, point sizes, colour schemes, transitions and animations		1 week	Communicater
Chapter 20 - Data analysis	What is a data model ? Can you create a data model? How do we manipulate data? When do we test the data model. How is the data presented ?	create and edit a data model – define the terms: cells, rows, columns, sheets, tabs, pages, charts – explain the importance of accurate data entry in spreadsheets – enter data with 100 per cent accuracy		4 weeks	Risk Taker
Unit 21 Website authoring	What are Web Development layers ? Can create a webpage ? How do we use stylesheets? Can you test and publish a website?	identify and describe the three web development layers • • use software tools to create the content layer of a web page to use software tools to create the presentation layer of a web page – know how to publish a website – explain how to upload and publish		4 weeks	integrity