

Oasis Academy



Year 7 ICT Learning Journey

Year 8

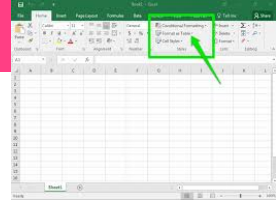
Preview and print worksheets



Create and modify charts

Relative and absolute references

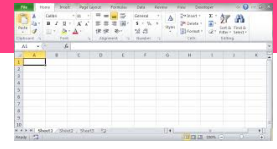
Construct Formulas



Enter and edit data



Format Data Cells



Understand names and functions of the Excel interface components



Term 6: Microsoft Excel

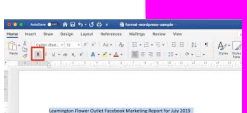
Add styles to text

Changing text to Word Art

Mail Merge

Insert/Format pictures and charts into a document

Work with Templates



Create, format, manage tables

Creating, managing and working with text

Work with onscreen tools



Term 5: Microsoft Word

Create, edit, save, and print

Work with Text, graphics, animation, and transitions

Create, edit, save, and print

Format presentations

Add Graphics to Presentations

Use Design layouts and templates

Create and manipulate slide shows with outlines and notes

Term 4: Microsoft Power point

File sharing

Conversations

Create, share, edit and find content

Calendars and meetings



Term 3: Microsoft Teams

Video Calls

Shared Workspace

Text Searching

Term 2: Microsoft One Note

Communication and Collaboration

Understand a range of ways to use technology safely, respectfully and responsibly

Internet Safety

Folders/files/passwords

Term 1- Introduction to Oasis Academy network

Real time collaboration

Recording video and audio

Sourcing from the Web

Dragging and dropping files

YEAR 7