

# Computing

Curriculum Leader: Mrs H Drury

**Year 7  
Handbook**

Students will be taught basic skills in Word Processing, Graphics, Image Processing, Desktop Publishing and Database construction. These basic skills will enable students to be able to: find things out, develop ideas, make things happen, exchange and share information.

Modules covered during Year 7 will include:

## **E-safety**

Students will be taught how to stay safe on the internet and acceptable school network use. They will be introduced to e-commerce, investigating the benefits and negatives of e-commerce. Students will also investigate security problems associated with the internet and determine what they need to do to avoid any risks. Students will produce two documents about their findings that will be aimed at two different audiences.

**Modelling: rules and investigations** – Students begin to interrogate spreadsheet models to be able to answer “What if?” scenarios. They will create graphs and charts and investigate which chart is the most appropriate to demonstrate the information required. Students will complete the unit by creating their own spreadsheet model to help make decisions for a given scenario.

**Data handling: designing, capturing and presenting data** – databases are introduced in a basic format, students will filter results to answer given questions. They will then be led into a step by step approach how to design, construct and interrogate a database. Students will investigate different software for data handling and consider the advantages and disadvantages of each one.

**“Faking it” Photoshop** – Students are able to explain how airbrushing techniques are used in industry to enhance the look of images. Students will use a graphics editing package to enhance digital images (Photoshop) using the video tutorials to learn the different techniques.