### Context:

- This extract is from a real school's ICT Scheme of Work.
- The pupils are mixed ability and have just moved to Secondary school from Primary.
  They are aged about 11 years and in the first month of the Autumn term

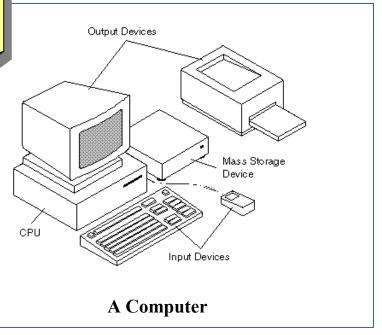
	Extract from the Scheme of Work tasks for Year 7 to cover 3 weeks;
	Using the "Computer" Worksheet, pupils should copy paragraphs.
Week 1:	2. Apply formatting as described on worksheet
	More able pupils will complete the task in one lesson
	Copy three given paragraphs from "Networks and Internet" Worksheet
Week 2:	2. Apply formatting to title and selected text, drag & drop (or cut & paste), spell check
	Make a poster about computer health and safety using pictures and text.
Week 3:	This activity can be completed in class by more able pupils who have completed the tasks above

## **Activity:**

- Look critically at the worksheet on page 2 of this document. Spend about 5 minutes considering what might be positive aspects of the worksheet and activities, and where there are problems.
- Move on to the questions on page 3 of this document. It is helpful but not essential to have a colleague with whom you can discuss the points. It is useful to consider what you would have done differently in your school
- When you feel you feel ready, move on to "Reviewing Outcomes Part 2" which will help you consider how to improve learning outcomes and assessment

Worksheet adapted from an actual Secondary School ICT Scheme of Work. The example is for age 11, weeks 2-5, Term 1.

## Year 7 Worksheet; Word Processing



A computer is a programmable machine. It can respond to sets of instructions and it can run a prerecorded list of instructions (a program). Modern computers are electronic and digital. The actual machinery - wires, transistors, and circuits - is called hardware; the instructions and data are called software.

All general-purpose computers require the following hardware components:

memory: Enables a computer to store, at least temporarily, data and programs.

storage device: Allows a computer to permanently retain large amounts of data. Common storage devices include disk drives and tape drives.

input device: Usually a keyboard and mouse, the input device is the conduit through which data and instructions enter a computer.

output device: A display screen, printer, or other device that lets you see what the computer has accomplished.

central processing unit (CPU): The heart of the computer, this is the component that actually runs programs.

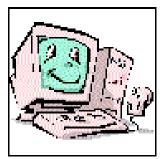
Computers can be generally classified by size and power as follows, though there is considerable overlap such as:

personal computer: A small, single-user computer based on a microprocessor. In addition to the microprocessor, a personal computer has a keyboard for entering data, a monitor for displaying information, and a storage device for saving data.

workstation: A powerful, single-user computer. A workstation is like a personal computer, but it has a more powerful microprocessor and a higher-quality monitor.

#### Task 1

- 1. Copy the paragraphs into your word processor.
- 2. Use formatting to make the Title bold
- 3. Make each mention of the word "computer" italic. Underline "hardware" and "software"
- 4. Name and print your work



# Consider the following points (discuss your ideas if possible with a colleague)

nat are the <b>positive aspects</b> of the first worksheet?	
1.	
2.	
3.	
4.	
nat are the	e <b>problems</b> with the first worksheet?
1.	
2.	
3.	
4.	
at are the	e learning outcomes of this scheme of work? What is the likely level rang
1.	
2.	
nat could	the learning outcomes be? How could pupils reach NC level 5+?
1.	
2.	