
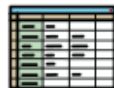
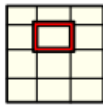
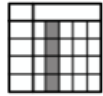
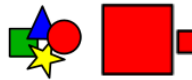





What should I already know?	What am I going to learn in this unit?	Vocabulary I need to know	
<ul style="list-style-type: none"> <li>I know how what an email is</li> <li>I know how to use email to communicate</li> <li>I can use email safely and responsibly</li> <li>I can communicate with another person using email</li> <li>I know that email can be used to collect personal information</li> <li>I know what a hyperlink is</li> <li>I can explain why a hyperlink is used</li> <li>I can include a hyperlink in a document to direct my audience</li> <li>I can import a sound on a document to add effect</li> <li>I can organise text on a document to suit a purpose</li> </ul>	<p>Online Safety:</p> <ul style="list-style-type: none"> <li>I know what acceptable and unacceptable behaviour means</li> <li>I know what acceptable and unacceptable behaviour is when using technology</li> <li>I know what inappropriate behaviour looks like in a range of contexts</li> <li>I know who to report concerns and inappropriate behaviour to a range of contexts</li> <li>I know how to report concerns and inappropriate behaviour in a range of contexts</li> <li>I know who my trusted adults are in school and outside of school</li> </ul> <p>Digital literacy:</p> <ul style="list-style-type: none"> <li>I know what excel is</li> <li>I know that excel is used to present data</li> <li>I know what formulae means</li> <li>I can use pre - loaded formulae to solve calculations</li> <li>I can edit cells in a spreadsheet</li> <li>I can format difference in a cell</li> </ul> <p>Coding:</p> <ul style="list-style-type: none"> <li>I know what is meant by programming</li> <li>I know how selection works in programming</li> <li>I can design a programme which includes selection</li> </ul>	<p>Excel</p> 	<p>used to calculate, record, and analyse numerical digits or calculations</p>
		<p>Spreadsheet</p> 	<p>consists of a grid of 'cells' arranged in rows and columns and information can be inserted into each cell</p>
		<p>Cell</p> 	<p>Cells are the basic building blocks of a worksheet</p>
		<p>Column</p> 	<p>a vertical series of cells in a chart, table, or spreadsheet</p>
		<p>Format</p> 	<p>the shape, size, and general makeup</p>
		<p>Data</p> 	<p>a collection of facts</p>
		<p>Responsibly</p> 	<p>do something in a careful, trustworthy way</p>
		<p>Inappropriate</p> 	<p>not right or proper for the time or place</p>