



Year 7: ASK Yourself!

Subject: ICT
Unit: Whole Year

	Launching	Developing	Progressing	Mastering
				
Word Processing	<p>I can create a document and save this in a suitable folder structure.</p> <p>I can save a document with an appropriate file name.</p>	<p>I can format text in a document.</p> <p>I can print a document making sure it fits to one page (or the required number of pages) accurately.</p> <p>I can add headers and footers to documents.</p>	<p>I can create a table to display data.</p> <p>I can edit a table by adding and removing rows and columns.</p> <p>I can use screenshots to demonstrate my understanding.</p>	<p>I can use images in my document with consideration to copyright laws.</p>
Spreadsheet Modelling	<p>I can format a spreadsheet to make it fit for purpose.</p>	<p>I can add formulas to a spreadsheet model.</p>	<p>I can use the =SUM() function correctly.</p> <p>I can create a graph from data in a spreadsheet.</p>	<p>I can edit my graph to add axis labels and titles.</p> <p>I can sort/filter data.</p>
Database Modelling	<p>I can view data in a database table.</p> <p>I can use existing queries, forms, and reports.</p>	<p>I can create simple queries using one or two criteria.</p> <p>I can create comparison queries.</p> <p>I can create a basic report.</p>	<p>I can create parameter queries.</p> <p>I can create forms and edit them.</p> <p>I can create and edit reports.</p>	<p>I can design a new database table, including field names, data types and field sizes.</p>
Programming	<p>I can break down a problem into small steps.</p> <p>I can display text on the screen.</p>	<p>I can use basic commands to create a problem that interacts with the end user.</p>	<p>I can use IF statements in my code to allow the program to branch.</p>	<p>I can use loops in my program.</p>



knowledge



Word Processing	I know what a good/bad file or folder name is.	I know what to check before printing.	I know what a header and footer is and when to use them.	I know what copyright is and the consequences.
Spreadsheet Modelling	I understand cells, columns, and rows. I know the difference between data and information.	I understand how to create a formula and which operator to use.	I know when to use =SUM() and other functions. I know how to use the CTRL key to help make a graph .	I know what makes a good graph. I know when to use sort and when to use filter to find data.
Database Modelling	I understand the term database.	I understand fields, records and tables.	I understand the different data types and how to apply them.	I understand the different comparison symbols and where to use them. I understand the legislation which applies to storing data.
Programming	I understand how to break down ideas into a flowchart.	I understand what a variable is.	I understand the comparison logic symbols.	I understand the use of loops to make my code efficient.
Network Project	I know what the definition of the 'internet' is.	I know what a computer network is. I know what a URL is.	I can identify some of the hardware needed for a computer network.	I know what is meant by bandwidth.