

Subject	Business St. & IT		
	Interpretation of National Curriculum into Year group Endpoints		
Year	Term 1	Term 2	Term 3
7	<p>Students will be able to describe and explain:</p> <p>eSafety - usernames, passwords, posting images, responding to strangers Internet use - digital footprint, cyberbullying, effects of cyberbullying, CEOPs Sexting - definition, posting of images, consequences, the law Fake news - definition of fake news, reliability of information, knowing how to check fake from real news Characteristics of information - validity, fit for purpose, accuracy, relevancy, reliability</p>	<p>Students will be able to demonstrate knowledge of:</p> <p>Headers & footers - What goes into a header and footer, use of appropriate tools Cut, copy, paste and format painter - moving text and images in the document, replicating formatted text in the document MS Word tools - font style/size, bold, italics, bullet points, underlining, indentation, tables, columns Presentation of work - layout of work, presentation of work, spell and grammar check used</p>	<p>Students will be able to demonstrate knowledge of:</p> <p>Presentations - understanding what a good presentation looks like PowerPoint tools - how to use animation, transition, auto run, font style/size, inserting images to create a presentation Delivery of presentation - professional presentation, voice, tone, body language, eye contact</p>