

ICT YEAR 7 – What we will be learning in ICT this term

Summer term - All students will be learning how to use the main features of the Microsoft Office Suite:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel



Parents can encourage students to use their chrome books to complete homework tasks, reminding them to use the formatting and presentation techniques they have been using in lessons.

Summer

Key spellings:

Design

Layout

Format

Slide master

Transitions

Animations