**Curriculum Related Expectations**

Year 7 HT1: Logging onto the School Network and Key Applications

**Students can define the following terms:**

|  |  |  |
| --- | --- | --- |
| Username | Secure | Password |
| Email | Attachment | Carbon Copy (CC) |
| Blind Carbon Copy (BCC) | Microsoft Teams | Microsoft Outlook |
| Microsoft OneDrive | Microsoft OneNote | Print Screen |
| Copy | Paste | Crop |
| Justify |  |  |

**Students know:**

* The structure of their school network account username
* What a strong password is
* How to log on to the school email system and send an email
* How to access Microsoft Teams and navigate their different class teams channels
* How to access and use Microsoft OneDrive to store files effectively
* How to access and use Microsoft OneNote
* How to access and use basic word processing skills in Microsoft Word

**Students can:**

* Create a secure password
* Compose, send, reply and forward an email
* Add an attachment to an email
* Correctly use CC & BCC
* Use more advanced features in Microsoft Outlook including:
  + Adding a signature
  + Customising autoreply options
* Access their ICT Teams Channel
* Post a message and reply to a post on their ICT Teams channel
* Access Teams Assignments, upload completed work and submit the assignment
* Access Microsoft OneDrive, create a folder structure and save work to these folders
* Access Microsoft OneNote and add content to their Notebooks
* Access Microsoft Word and use basic word processing skills including:
  + Copy
  + Paste
  + Justify
  + Bullet/numbered lists
  + Cropping images
* Use more advanced word processing skills including:
  + Inserting a front cover page
  + Heading styles
  + Creating an automated contents page