Excel
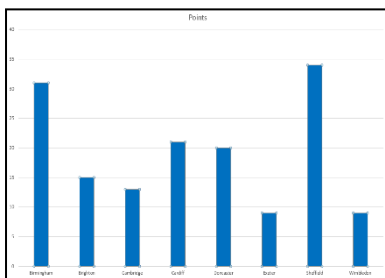
Knowledge	Skills
To know how to enter data and formulas into a spreadsheet.	To identify cells using rows and columns. To type text and numbers into cells. To use the SUM function to add numbers together. To use the SUM function to perform further calculations.
To know how to order and present data based on calculations.	To use the fill tool to copy formulas correctly. To insert a bar or column graph. To format aspects of a bar or column graph.
To know how to add, edit and calculate data.	To use formulas to calculate totals and averages. To sort data by different criteria. To add extra data, including inserting rows or columns. To edit existing data and be aware of the results.
To know how to use a spreadsheet to solve problems.	To create a formula to solve a specific calculation (using figures and cell references). To replicate formulas over several cells. To check calculations for errors. To interpret data and make comparisons.
To know how to plan and calculate a spending budget.	To select and add items from a given list. To calculate totals based on price and quantity of items. To calculate a running total. To calculate an amount remaining from a budget.

This unit's Online Safety focus develops their understanding of Self-Image and Identity.

Key Words

Spreadsheet, cell, row, column, formula, merge, SUM, Average, Sort, formulas, calculate, format, average, percent, edit, insert, ascending and descending.

Programming

Knowledge	Skills
To know how to investigate and evaluate the features of programming software.	To navigate to and from the Kodu home menu using keyboard or mouse. To follow instructions given in the software. To view existing code and explain how it might work.
To know how to program Kodu using When and Do instructions.	To add objects to a world. To program a character to move. To program an object to react to an event. To describe the actions of a sequence of commands.
To know how to use tools and add features to create an original landscape in Kodu.	To plan and design the features of an original virtual environment. To increase or decrease the size of the ground. To use tools to smooth, raise or lower the landscape. To add objects to enhance an environment. To create the shape of a racetrack in Kodu.
To know how to analyse and deconstruct code to work out its purpose.	To decompose code into smaller parts. To write a description of code in my own words. To use ideas in code to write my own programs. To refine a track and character to improve playability.
To know how to program a character to be controlled and a character to follow an automatic path to reach a goal.	To create a finish and an end goal for a game. To add further characters. To create a path and program a character to follow a path.

This unit's Online Safety focus develops their understanding of Online Reputation.

Key Words

Kodu, world, object, tool palette, program, environment, smooth, flatten, raise, track, character, start, finish, obstacle path, node, bump, settings, acceleration, and turning.

Film Editing

Knowledge	Skills
To know how to use appropriate software and other tools effectively to write a film script.	To plan and write a script using appropriate software. To plan additional elements for film-making such as locations and props. To structure the timing of sections to meet a given running time.
To know how to locate and check appropriate digital content and provide accurate crediting of sources.	To search for relevant information using appropriate websites. To evaluate whether information is reliable or not. To cross-check information using different sources. To provide accurate crediting for sources of information.
To know how to plan, conduct and import video interviews as part of a short film.	To plan suitable questions to ask someone about a given topic. To improvise and react to responses by an interviewee. To frame an appropriate filming shot when interviewing someone.
To know how to use video editing software to create a short film.	To import video files into video editing software. To arrange video files to form a complete film. To create transitions and visual effects to enhance a movie project. To preview a movie project using software and then refine, based on the preview.
To know how to use video editing software to turn a film project into a finished movie and present it.	To add finishing touches, including titles and credits, to complete a movie. To record narration to add to a movie project. To convert a movie editing project into a finished movie file. To play back and present my finished movie.

This unit's Online Safety focus develops their understanding of Copyright and Ownership.

Key Words

Documentary, film-making, film, production, pre-production, interview, location, prop, shot, angle, interviewer, interviewee, improvise, frame, low-angle, high-angle, side view, import, split, trim, publish, convert, file, edit, post-production, project, evaluation, screening, ceremony and upload.