



### CLASS 5 & 6

| GENERAL SKILLS  | WORD PROCESSING  | GRAPHICS & MULTIMEDIA  | INTERNET & EMAIL   | SPREADSHEETS & DATABASES   | PROGRAMMING & SCRIPTING   |
|---|--|--|--|--|---|
| <p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Digital systems, including hardware and software</li> <li>Common Terminology</li> <li>Peripheral Devices</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Recognise components of digital systems</li> <li>Recognise and identify basic network concepts</li> <li>Recognise and explain the purpose of hardware peripherals</li> <li>Define and implement basic file management conventions: naming, version control</li> <li>Explain terminology including, Wi-Fi, Bluetooth</li> <li>Explain the purpose of mobile devices as digital peripherals and systems</li> </ul> | <p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Common Operations</li> <li>Formatting</li> <li>Tables</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Use Find and Replace</li> <li>Justify text</li> <li>Import and paste images</li> <li>Create and format simple tables</li> <li>Use toolbars</li> <li>Use thesaurus</li> </ul> | <p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Common Operations</li> <li>Presentations with Effects</li> <li>Common Multimedia</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Create more complex presentations incorporating: animation, audio files, video, colour, time delay</li> <li>Edit audio, video</li> <li>Manipulate graphics: crop</li> <li>Explore and identify the use of gradients, patterns, custom colours</li> <li>Manipulate tools: size of paint brush</li> </ul> | <p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Web Concepts</li> <li>Internet Use</li> <li>Email Fundamentals</li> <li>Social Media</li> <li>Cyber Safety</li> <li>Online Collaborative Spaces</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Use forward and cc functions in emails</li> <li>Know how to add attachments to email</li> <li>Recognise components of web addresses</li> <li>Use search engines; assess search results; download information.</li> <li>Identify and use conventions of web design</li> <li>Use online platforms</li> <li>Make responsible and ethical decisions in the use of online data and information</li> </ul> | <p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Common Operations</li> <li>Database Fundamentals</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Make simple calculations</li> <li>Modify and manage data: insert/delete rows/columns; sort</li> <li>Identify and use formatting tools to manage and maintain data: font; colour; number; text; etc.</li> <li>Recognise a change to one cell impacts on another</li> <li>Create and present graphs and charts</li> <li>Apply appropriate search terms for database searches</li> <li>Distinguish between spreadsheets and databases</li> </ul> | <p><b>AREAS:</b></p> <ul style="list-style-type: none"> <li>Block-based Coding</li> <li>Simple Algorithm</li> </ul> <p><b>Questions may require the student to do all of the above and:</b></p> <ul style="list-style-type: none"> <li>Recognise simple algorithms</li> <li>Recognise sequence and loops in pseudocode</li> </ul> |