

# YEAR 9 COMPUTING

## - Unit Outline -



### Course Description:

In this unit students learn a variety of skills geared to reaching an understanding of Microsoft Excel. Calculating and presenting information to industry standards considered a necessary skill for students choosing to take their Computing to an advanced level. Keyboarding is also taught weekly in this unit.

### Course Outcomes:

By the end of this unit you should be able to:

- Create spread sheet documents to present information.
- Use Microsoft Excel to graph, calculate and manipulate numerical data
- Increase your knowledge and speed on the keyboard.
- Understand basic network, file management and saving documents procedures.
- Use presentation software to present a story with careful use of design and layout
- Use a Digital Cameras to enable the processing of digital photographs.

### Course Organisation:

The organisation of the unit will be:

- Create a series of spread sheet documents with information that has been manipulated in various ways.

Student's activities will include:

- Planning, Devising Producing and Evaluating documents in spread sheet form .
- Work collaboratively as well as independently.
- Present the advantages and disadvantages of spread sheets using presentation software.

### Course Timeline:

Wk	Activity	Assessment
1	<b>Course Introduction</b> <ul style="list-style-type: none"><li>• Overview of course of study unit and assessment requirements</li><li>• File Management</li><li>• Saving Revision /</li><li>• Introduction and Excel Basics - Simple Calculations</li></ul>	
2 - 3	<b>Using Formulas</b> Multiplication / Division / Addition and Subtraction	Various exercises completed in using Microsoft Excel
4	<b>Using Text in Spreadsheets:</b> <ul style="list-style-type: none"><li>• Create a word sleuth / word</li></ul>	Completed word sleuth  Week 8
5-6	<b>Presentation of completed PowerPoint show:</b> Research spreadsheets including their advantages and disadvantages.	PowerPoint highlighting advantages and disadvantages of spread sheets.

	<ul style="list-style-type: none"> <li>• Custom Animations</li> <li>• Good Design Principles</li> <li>• Interactivity</li> </ul>	
7-9	<b>Case Study -</b> Excel in a business (Fish and Chip shop)	
10	ICT test - Excel	

**Course Vocabulary:**

- Cell.
- Cell Address
- Column
- Data Entry Bar
- Enter
- Formula
- Function
- Graphs
- Grid
- Label
- Row
- Spreadsheet
- Value

## YEAR 9 COMPUTING

- Assessment Outline -

**Course Assessment:**

Wk	Assessment type	Weighting	Marks achieved	Your Total
2-8	Various Spreadsheet exercises	Competency based		
6	Completed Microsoft PowerPoint – Advantages and Disadvantages of spreadsheets	Competency based		
10	Formal test			

\*specific marks to be advised

**Specific Equipment required for each lesson:**

- USB – highly recommended for saving data