

## **Medium Term Plan - Computing – Presentations using Google Slides**

### **N.C POS**

- Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information
- Use technology safely, respectfully, and responsibly; recognise acceptable/unacceptable behavior; identify a range of ways to report concerns about content and contact
- Understand computer networks including the internet; how they can provide multiple services, such as the World Wide Web; and the opportunities they offer for communication and collaboration.

**Strand/s of computing covered in this unit:** Digital Literacy & Information Technology

**Key Vocabulary:** Gmail, Drive, Docs, Sheets, Slides, Forms, Calendar, Google+, Sites, Hangouts, emails

**Prior Learning:** the ability to plan the structure and layout of presentation, create hyperlinks to produce a non-linear presentation, use a multimedia program to organise, refine and present information. Presenting data using excel, word formats and PowerPoint.

### **Core Knowledge- non-negotiable- specific knowledge must be identified here**

- Understand how to create documents and presentations for a variety of audiences using a consistent design appropriate to purpose.
- Demonstrate familiarity and confidence when using common office apps/programs.
- Explain how to create, edit, save and publish written work independently.
- Explain how to troubleshoot basic errors and use keyboard shortcuts.
- Explore multiple communication platforms

### **Wider Influences**

- Email communication
- Huge data storage for all situations, including high school, work, University etc
- Universities use google suites as a method of effective and efficient communication
- Work place environments use google suites as their main basis of communication and ability to create presentations
- G Suite offers you some of the best tools for communication, collaboration, security, and organization, and these tools are needed by almost all businesses.

### **Enduring Understanding**

- Be able to effectively evaluate own and others' work.
- Be able to discuss the purpose and audience of a presentation/piece of work.
- Create a document/presentation based on a particular purpose and audience.
- Editing presentations within a document without downloading it