



# ICT Learning Journey

## KS4

How to print a form



evaluate the selection, use and effectiveness of ICT tools and facilities used to present information



combine and present information in ways that are fit for purpose and audience



use appropriate software to meet the requirements of a data-handling task



select information from a variety of sources



use appropriate search techniques to locate and select relevant information



enter, develop and refine information using appropriate software

use communications software



## Using ICT

manage information storage to enable efficient retrieval



How to add a table to a document



How to merge cells

How to add and delete rows and columns



How to use headers, footers and objects in a document

How to add objects such as graphics and charts



How to copy and move text between documents

How to insert symbols  
How to use word templates

How to select cells and change row and column heights

How to format a table and its content

How to sort a text in a table

How to insert page breaks

How to create a document mail merge



How to check spelling



How to draw a line



How to use the ribbon effectively

How to use formatting tools such as alignment, bold and colour

How to format and improve appearance of a document

How to open, save and close a word document

How to create a new document in word



How to copy slides between open presentations



How to print slides, notes and handouts

How to navigate slides during a presentation



How to find and replace text



How to line space and paragraph indent



How to change fonts and styles



How to preview and print a document



How to edit a word document

How to run and close Microsoft Word



How to add objects such as clip art and charts to a slide

How to change the size of an object

How to insert an object into a master slide

How to add a chart to a slide



How to format chart features

How to add special effect to text

How to add and format lines, arrows and shapes



How to add slide notes and how to display them

How to run a slide show



How to run and close Microsoft PowerPoint



Introduction to PowerPoint basics

How to insert and edit organizational charts

How to change a layout applied to a slide

How to copy and move an object within a presentation

How to add a table to a slide

How to add and edit chart data

How to add a slide transition effect

How to format text and objects

How to edit objects

How to add text, page numbers and date to headers and footers

How to format individual slides

How to open an existing presentation

How to save and close a presentation

How to add a title slide and how to add, format and move text

How to orientate the ribbon on PowerPoint

How to run and close Microsoft PowerPoint

How to apply different templates and designs

How to use the master slide

How to create bullet and numbered lists

How to start new slides and add text

How to edit a presentation

How to change the PowerPoint view

How to start a blank presentation

How to plan a presentation

How to edit a chart



How to work with columns of data



How to format data as decimals

How to insert, delete, select, rename, copy and move worksheets

How to add a new record into a worksheet

How to automatically fill a series of cells with data

How to switch between open workbooks

How to sort data

How to format numbers in an excel spreadsheet

How to change column widths

How to sum a column of data

How to apply formula such as SUM, Average, Max, Min, Count and Round

How to copy data between worksheets

How to freeze row and column titles

How to create and display data using charts such as bar and pie

How to draw bar and column charts

How to insert a border around cells

Applying and using formula

How to operate the excel ribbon

How to insert and delete rows and columns of data

How to orientate an excel document

Introduction to spreadsheets

How to select and format cell content

How to use formulae such as add, subtract, multiply and divide

How to open, save and close excel spreadsheets

How to change the screen view by zooming in and out

How to enter and edit data

How to run and close a Microsoft Excel document

