Year 7: Digital Life Skills

Key Vocabulary

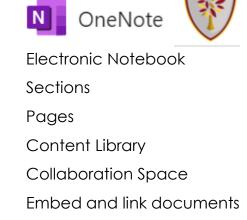|	
Digital Standards	Digital competencies that you will develop to become a confident, creative and independent learner.
Username	Unique to each student, used to log on to laptop and O365
Password	Confidential word or phrase combined with the username to access laptop and O365
Email Etiquette	Guidelines to ensure that emails are professional, polite and well-received by others
Blue Cloud	Symbol on the taskbar that shows device is communicating with OneDrive and saving work
Syncing	Ensuring that the same data is saved across different platforms
Bromcom Student Portal	Application used to check homework that has been set for each subject
Desktop Applications	Application installed on your device – has a wide range of functions.
Web based Applications	Application available to use on the web browser – has limited functions.

Teams

Gateway to resources

Assignments

Immersive Reader

Posts

Files library

Calendar

OneNote

Electronic Notebook

Sections

Pages

Content Library

Collaboration Space

Embed and link documents

OneDrive

Cloud based storage

Store/share documents

Folders

Share feature for collaboration with teachers/other students

Outlook

Electronic mail

Calendar

Subject

Digital signature

Carbon copy

Blind carbon copy

Attachment

Address book

Inbox

Outbox

Sent items

Forms

Survey/Quiz Creation

Points score feature

Response collection

Year 7: Digital Life Skills

Word

Word processing software

Document

Editor

Immersive reader

Formatting tools (bold, italics, underline, font style/size/colour, alignment)

Hyperlinks

Tables

Header and footer

Page orientation

PowerPoint

Presentation software

Slide creation

Multimedia

Hyperlinks

Formatting tools (bold, italics, underline, font style/size/colour, alignment)

Slide transition

Animation

Notes section

SmartArt

Taking it further

Choose the most appropriate Office application for tasks set in different subject areas.

Demonstrate the use of the digital standards in other subjects.

Update your Digital standards log on OneNote.

Use the Templates feature in Word and PowerPoint to investigate the range of layouts available.

Key Skills

Using the mouse

Keyboard

Organisation Skills

Charge your device every evening.

Log in to O365 and check homework on Student Portal every morning .

Year 7: Digital standards

Teams Learning Checklist
- ☐ I can describe the difference between the web and desktop version of Teams
- ☐ I can submit a file for a Teams assignments
- ☐ I can access and use the immersive reader feature
- ☐ I can use the Posts feature
- ☐ I can access the Files library
- ☐ I can view a list of assignments across all the different subjects.
- ☐ I can access the gradebook on Teams
- ☐ I can use the Teams calendar for my own events and for accessing events such as virtual parents' evening
- ☐ I can download and access Teams on a mobile phone

OneNote Learning Checklist
- ☐ I can explain the use of OneNote as an electronic exercise book
- ☐ I can access and use the immersive reader feature in OneNote
- ☐ I can navigate and organise my notes in OneNote
- ☐ I can describe the various parts of OneNote (pages, sections, content library, collaboration space)
- ☐ I can upload a document to a page in OneNote

Outlook Learning Checklist
- ☐ I can use the address book function in Outlook to find an email address
- ☐ I can describe the difference between the subject and the main message of an email.
- ☐ I can attach a file or send a link to a file
- ☐ I can create a digital signature for all my emails
- ☐ I can create folders within Outlook to store important emails
- ☐ I can use the Calendar function for timetable/notifications/organisation.
- ☐ I can use the advanced search function within Outlook (name, subject etc)
- ☐ I can follow email etiquette when sending emails

OneDrive Learning Checklist
- ☐ I can create folders on OneDrive to organise my work
- ☐ I can save documents using an appropriate name, in the correct folder
- ☐ I can share documents from OneDrive to allow collaboration

Forms Learning Checklist
- ☐ I can describe the functionality of Forms for surveys or quizzes
- ☐ I know how to access feedback on a Forms assessment once the teacher has marked it
- ☐ I can create a Forms survey/quiz using multiple choice and open response questions
- ☐ I can access the results of a Forms survey/quiz

Word Learning Checklist
- ☐ I can create, name and save a Word document using appropriate file names
- ☐ I can use the editor feature in Word to check spelling and grammar
- ☐ I can access the immersive reader feature in Word
- ☐ I can use formatting tools appropriately
- ☐ I can insert a hyperlink
- ☐ I can insert a page break
- ☐ I can insert tables and use the table layout features
- ☐ I can insert a header/footer
- ☐ I can change the page orientation
- ☐ I can print

PowerPoint Learning Checklist
- ☐ I can create, name and save a PPT file
- ☐ I can record audio and video files for use on a PPT slide
- ☐ I can use action buttons to move between slides
- ☐ I can add transitions between slides
- ☐ I can share a PPT file with others
- ☐ I can embed an online video into PPT
- ☐ I can add notes to slide.
- ☐ I can use consistent fonts/colours, appropriate amount of text to create a professional looking presentation