

Knowledge Mat – Digital Literacy – Year 6

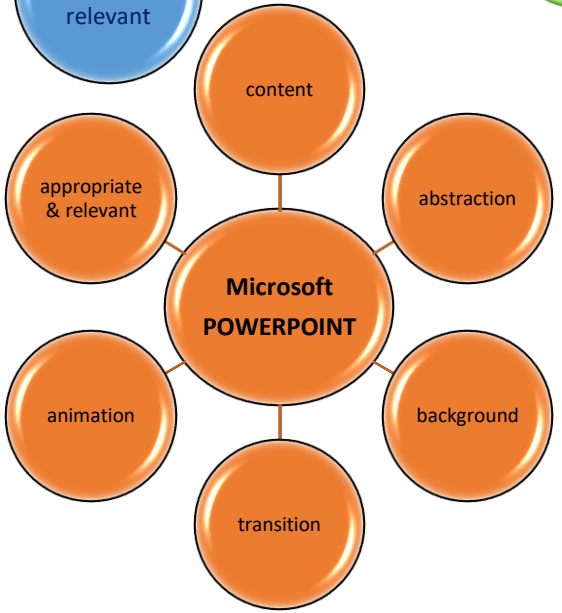
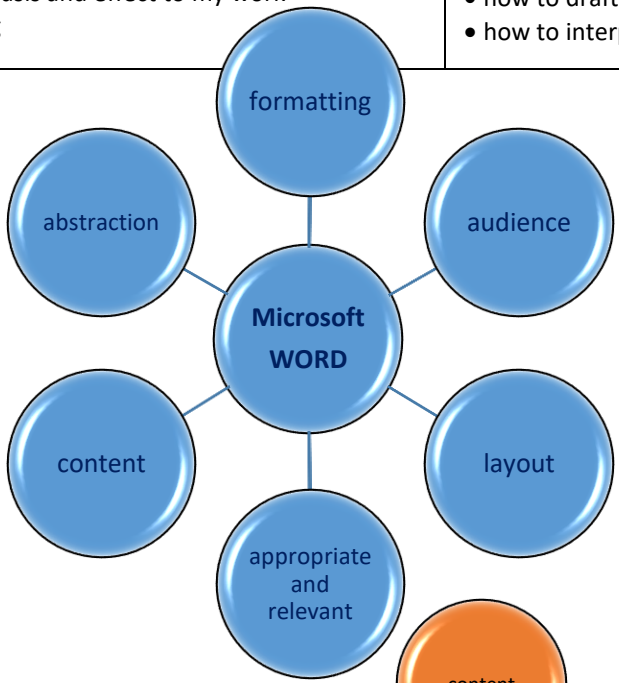
National Curriculum Links: KS2 Computing

- 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

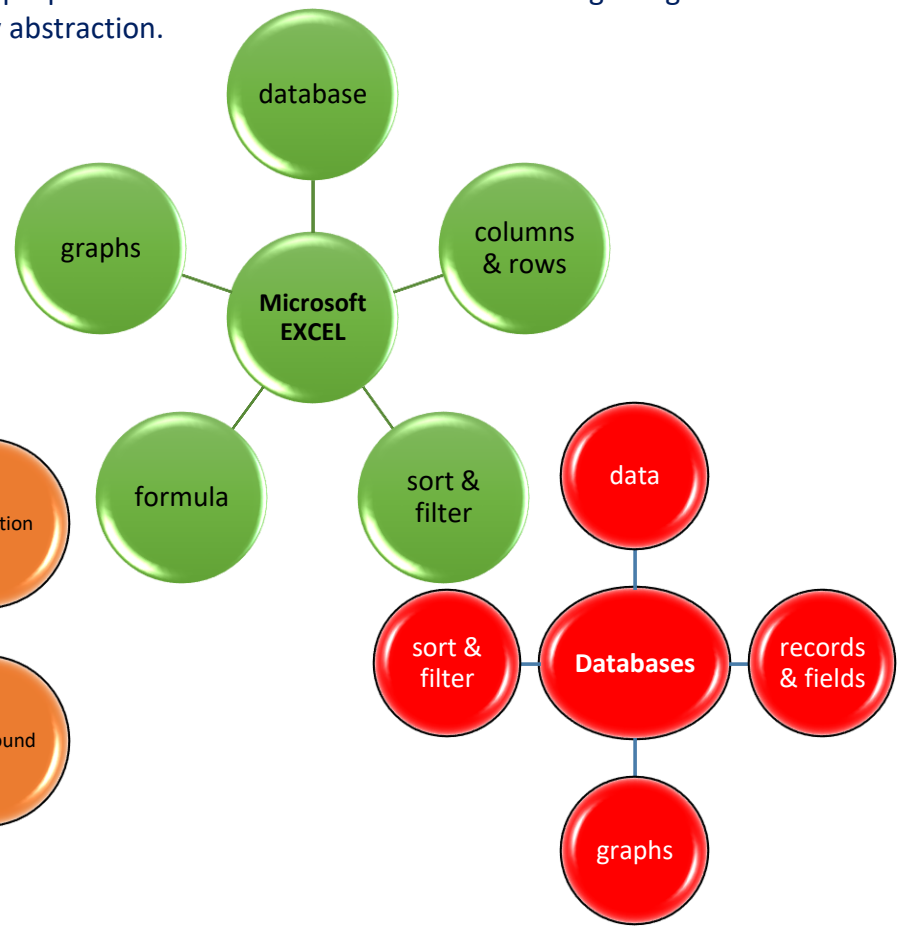
- I will know**
- how to choose, select and use a combination of software to present my work
 - how to select appropriate tools to add emphasis and effect to my work
 - why I have chosen my layout and formatting
 - how to review and edit my work and talk about the changes I made
 - how to consider whether my work is suitable for the audience
 - how to draft and redraft my work by deleting, inserting and replacing text
 - how to interpret graphs of data collected from a variety of sources

Digital Literacy Vocabulary

Digital Literacy	Having the skills to live, learn, and work where communication and access to information is increasingly through technology
appropriate	Suitable, proper and connected to the subject.
relevant	Suitable, proper and connected to the subject.
audience	Who the document is intended for.
formatting	Making the text look different.
layout	Different ways to set out information, pictures and tables in documents or presentation.
abstraction	To focus on task before the look and feel e.g. colour, size, background
data	Any kind of information; from your name, home address or your posts on social media
sort	To organise data by date, number, alphabetic order etc..
filter	To pick out data that matches a particular circumstance.



Digital Literacy incorporates so many aspects of computing. In year6 it's all about choosing the right program to accomplish a given task. Thinking about the content, is the content relevant and appropriate for the audience and of course not getting distracted by abstraction.



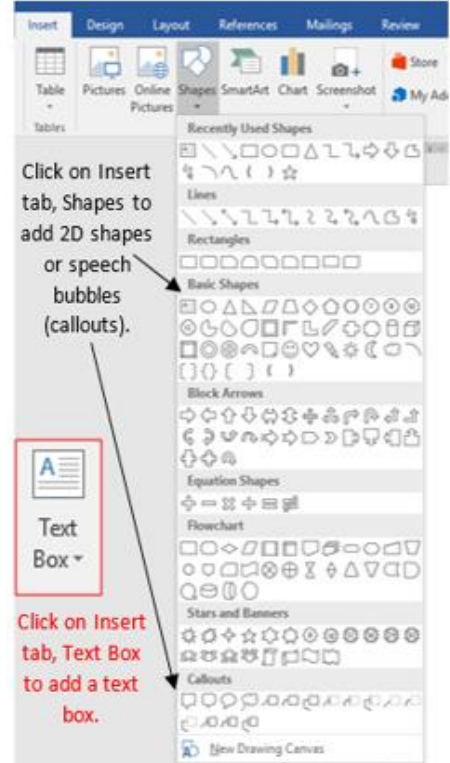
Digital Literacy Skills Recap



Microsoft Excel Databases



Formatting Shapes




Click on Insert tab, Shapes to add 2D shapes or speech bubbles (callouts).

Click on Insert tab, Text Box to add a text box.

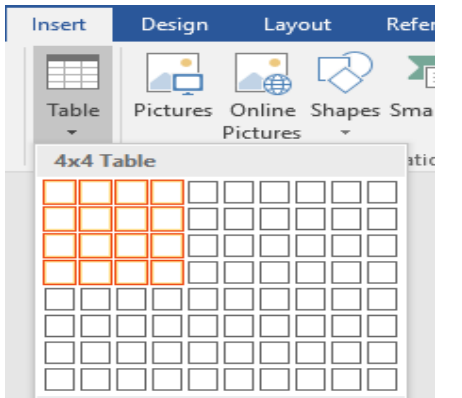
Save and Save As

Save As lets you save a file in a new location.

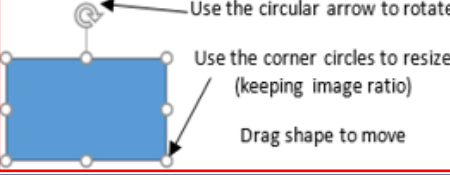
Save lets you update a file in the same location.



Tables



Click on Insert tab, Table and choose the number of rows and columns needed.



Use the circular arrow to rotate

Use the corner circles to resize (keeping image ratio)

Drag shape to move

Cut, Copy, Paste

Cut – Ctrl + X

Copy – Ctrl + C

Paste – Ctrl + V

Select all – Ctrl + A

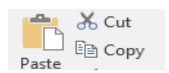


Table Tools

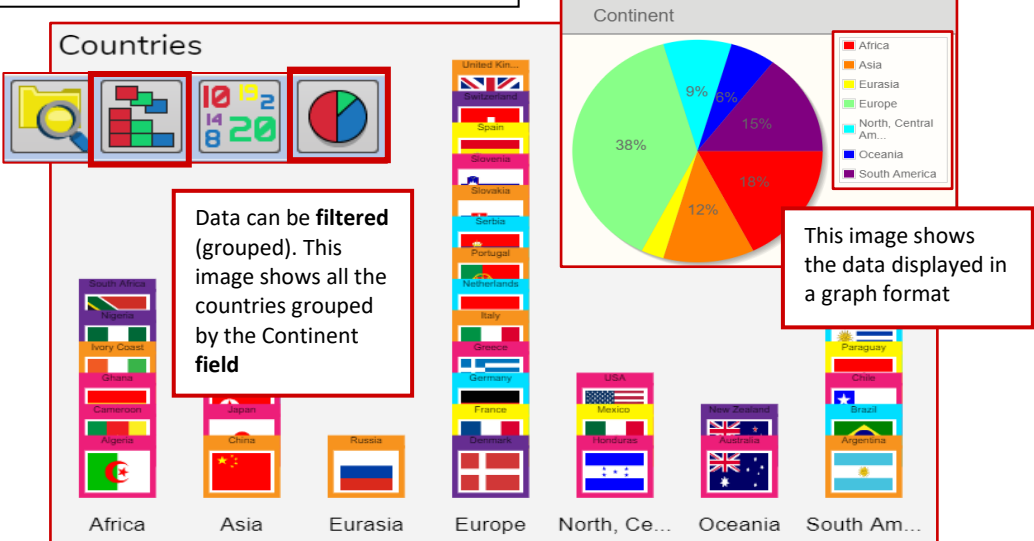
Merged cells – two cells become one	Colour	Split	cells
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Select the cells you want to merge and right click. Choose Merge Cells.

Colour cells by selecting a cell and clicking fill tool.

Select the cells you want to split and right click. Choose Split Cells.

Countries



Data can be filtered (grouped). This image shows all the countries grouped by the Continent field

This image shows the data displayed in a graph format

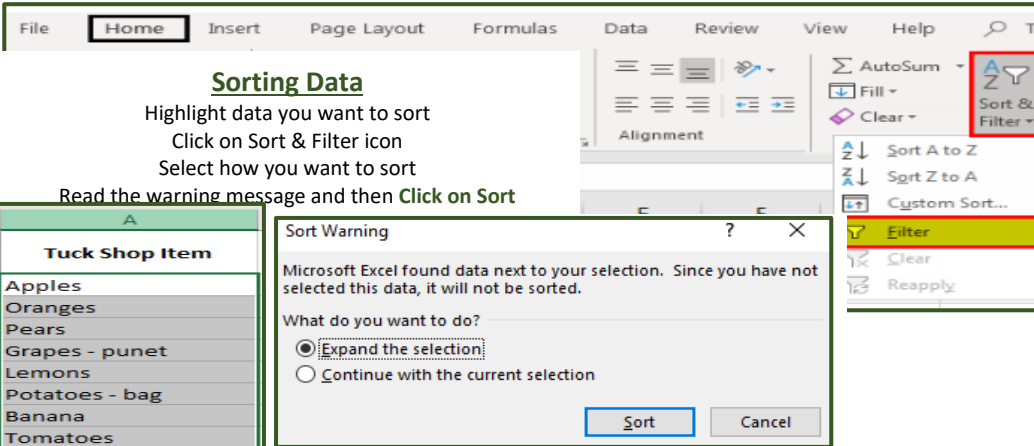
Sorting Data

Highlight data you want to sort

Click on Sort & Filter icon

Select how you want to sort

Read the warning message and then Click on Sort



Adding Graphs

Tuck Shop Item	Price per item	How many sold	Total sales
Apples	£ 0.12	12	£ 1.44
Oranges	£ 0.15	8	£ 1.20
Pears	£ 0.20	8	£ 1.60
Grapes - punet	£ 1.20	9	£ 10.80
Lemons	£ 0.75	1	£ 0.75
Potatoes - bag	£ 2.00	0	£ -
Banana	£ 1.50	6	£ 9.00
Tomatoes	£ 0.17	11	£ 1.87
Strewberries - punet	£ 1.75	15	£ 26.25
Total Daily Income			£ 52.91

