LEVEL 1 - FOUNDATION

During Term 1 students will be learning the safe use of ICT tools, including leaving electrical connections alone and sitting upright in front of a computer. They will learn the correct terms to name ICT equipment and, through use, learn to navigate through familiar programs. Hand-eye coordination skills will be developed through using a mouse to control the pointer on the screen. Students will also be given the opportunity to create pictures using the different drawing tools.

Programs that will be used this term are:

- **G Compris** – develop mouse control skills, single and double clicks of the mouse
- **Tux Paint** – develop eye-hand coordination
- **Pauly’s Playhouse/Red Fish** – navigate through familiar programs. Use the mouse to control the pointer on the screen to complete activities.

LEVEL 2 - GRADES 1/2

For Grade 1 students the focus will be revising changing font, size and colour of text and for grade 2 students inserting photos and pictures. Students will create a name page using these skills and this will be used as an assessment task.

For students to learn how to improve the presentation of their page, students will apply simple techniques, such as bolding, centring, changing case, inserting pictures, photos, colour background and border. For grade 2 students formatting techniques will be introduced.

Developing keyboard skills will also be a focus. Microsoft Powerpoint will be revisited to further enhance the students’ skills in presenting information.

Saving and retrieving files will also be a focus.

Programs that will be used this term are:

- **Microsoft Word** – using the different tools to enhance presentation.
- **Microsoft Powerpoint** – using the different tools available to present information
- **G Compris** – developing keyboard skills
- **Tux Typing** – developing keyboard skills
- **FUSE** – DEECD website for primary students – to develop navigation