

| ICT SKILLS - Mapped for CSA6 | CURRICULUM LINKS | | | | | |
|------------------------------------------------------------------------------------------------------------------|-----------------------|------|----------------------|---------------|---------|-----|
| | English | HSIE | Science & Tech | Maths | PD H PE | CPA |
| Basic operations and concepts | | | | | | |
| Identifies keyboard, mouse, monitor, hard drive | WS1.12 | | IC ES1.2-UT ES1.9 | | | |
| Match equipment to purpose - eg digital camera to capture images | | | PS S1.5 | | | |
| Identifies cursor | WES1.12 | | | | | |
| Selects and moves objects using mouse | WES1.12 | | | | | |
| Recognises the typical features of an applications window – title bar, toolbar, menu bar, status bar, scroll bar | WS3.12 | | | | | |
| Discriminates in the choice of applications for a given purpose | | | PS S2.5-UT S2.9 | | | |
| Selects menu items from a drop-down menu | WS3.12 | | | | | |
| Starts an application and creates a document | WS2.12 | | | | | |
| Names and saves a document in appropriate folder/directory | WS2.12 | | | | | |
| Retrieves, revises and renames a document | WS2.12 | | | | | |
| Understands difference between "save" and "save as" | WS1.12, 2.12, 3.12 | | | | | |
| Prints document | WS1.12, 2.12, 3.12 | | | | | |
| Uses print preview to view a document before printing | WS1.12, 2.12, 3.12 | | | | | |
| Changes orientation of page | WS3.12 | | | | | |
| Considers what needs to be printed eg pages to print | WS1.12, 2.12, 3.12 | | | | | |
| Understands and uses dialogue boxes | WS1.12, 2.12, 3.12 | | | | | |
| Deletes text | WS2.12, 3.12 | | IC S2.2-UT S2.9 | ES1.4 & M1.7a | CO 32.1 | |

| Word processing | English | HSIE | Science & Tech | Maths | PD H PE | CPA |
|---------------------------------------------------------------------|-------------------|-------------|---------------------------|---------------|----------------|------------|
| Locates and uses return/enter, space, delete/back, shift, caps lock | WS1.12 | | | | | |
| Uses appropriate terminology - font, upper/lower case, bold,italics | RS1.8 | | | | | |
| Inserts text | WS2.12, 3.12 | | | | | |
| Selects/highlights text | WS2.12, 3.12 | | IC S2.2-UT S2.9 | ES1.4 & M1.7a | CO 32.1 | |
| Varies font, size and style | WS2.12, 3.12 | | IC S2.2-UT S2.9 | ES1.4 & M1.7a | CO 32.1 | |
| Understands cut, copy, paste | WS3.12 | | | | | |
| Uses undo command | | | | | | |
| Creates text box | | | IC S2.2-UT S2.9 | ES1.4 & M1.7a | CO 32.1 | |
| Uses borders | WS3.12 | | IC S2.2-UT S2.9 | ES1.4 & M1.7a | CO 32.1 | |
| Uses spell checker | WS2.11,WS 2.12 | | | | | |
| Realises limitations of spell checker | WS3.11 | | | | | |
| Changes text alignment | WS2.12, 3.12 | | IC S2.2-UT S2.9 | ES1.4 & M1.7a | CO 32.1 | |
| Uses find/replace for word or phrase | | | | | | |
| Uses thesaurus | WS3.12 | | | | | |
| Changes margins and line spacing | WS2.12, 3.12 | | IC S2.2-UT S2.9 | ES1.4 & M1.7a | CO 32.1 | |
| Uses columns | WS2.12, 3.12 | | | | | |
| Adds a table to a document and edits rows and columns | WS3.12 | | | | | |
| Uses bullets, numbering | | | | | | |

| Graphics | English | HSIE | Science & Tech | Maths | PD H PE | CPA |
|-----------------------------------------------------------------|----------------|-------------|---------------------------|-----------------------|----------------|-----------------|
| Uses freehand drawing tools - pencil, straight and curved lines | WES1.9 | | IC ES1.2-UT ES1.9 | M2.1b, M2.3, S3.2a | PH ES1.12 | |
| Uses shape tools/objects | WES1.9 | | IC ES1.2-UT ES1.10 | M2.1b, M2.3, S3.2a | PH ES1.13 | |
| Uses paintbrush, paintbox, spray can, eraser | WES1.9 | | IC ES1.2-UT ES1.11 | M2.1b, M2.3, S3.2a | PH ES1.14 | |
| Uses text tool | WS1.9 | | IC ES1.2-UT ES1.12 | M2.1b, M2.3, S3.2a | PH ES1.15 | |
| Selects objects with selection tool | WES1.9 | | IC ES1.2-UT ES1.13 | M2.1b, M2.3, S3.2a | PH ES1.16 | |
| Deletes/crops selected objects | WES1.9 | | IC ES1.2-UT ES1.14 | M2.1b, M2.3, S3.2a | PH ES1.17 | |
| Copies/duplicates graphic elements | WES1.9 | | IC ES1.2-UT ES1.15 | M2.1b, M2.3, S3.2a | PH ES1.18 | |
| Uses line properties - thickness/colour | WES1.9 | | IC ES1.2-UT ES1.16 | M2.1b, M2.3, S3.2a | PH ES1.19 | |
| Uses fill pattern/colours/shading | WES1.9 | | IC ES1.2-UT ES1.17 | M2.1b, M2.3, S3.2a | PH ES1.20 | |
| Flips, rotates objects | | | | S2.3, S3.3 | | |
| Layers objects - moves to front/back | | | | S2.3, S3.3 | | |
| Inserts graphics from clip art | WS2.12 | | | | COS2.1 | |
| Uses a digital camera to create a graphics file | | | PS S1.5-UT S2.9 | | | |
| Inserts objects - digital image, photo, sound | WS3.12 | | | | | |
| Changes the size of displayed clip art/graphics | | | | | | VAS2.2 |
| Moves clip art/graphics within a document | WS3.12 | | | | COS2.1 | |
| Selects appropriate graphics | | | IC S2.2-UT S2.9 | | | |
| Uses a scanner to convert a picture into a graphics file | | | | | | VAS2.2 , 3.4 |
| Understands animation/illusion of movement | | | | | | VA S3.4 |

| Internet | English | HSIE | Science & Tech | Maths | PD H PE | CPA |
|------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|----------------------------------|--------------|----------------|------------|
| Opens a browser program | RS3.5 | | | | | |
| Uses prepared bookmarks | RS3.5 | HSIE EN S2.5 | UT S3.9-BE S3.1 DM S1.8-PS | | | |
| Uses and understands the features of a browser (back, forward, stop, search, home buttons, address bar, URL, loading status) | RS3.5 | | | | | |
| Understands and uses key words in a simple search | RS3.5 | EN ES1 & EN S1.5 & CC | UTS3.9 | | PHS3.12 | |
| Understands key features of a web page (links, site map, feedback, e-mail) | | | | | | |
| Bookmarks a location | RS3.5 | | BE S3.1-UT S3.9 | | | |
| Uses and understands hyperlinks/navigation buttons | RS2.8 | | | | | |
| Chooses appropriate sites from a search | RS3.6 | | UTS3.9 | | | |
| Interprets information from a website | RS3.7 | | | | PHS3.12 | |
| Cites any electronic references to information used | | | | | | |
| Contributes to the creation of a basic web-page - text, graphics, hyperlinks | WS2.9 & 3.12 | | IC S1.2-UT S1.9 | | | |
| Determine that information is current, accurate and reliable | RS3.6 | | UT S3.9 | | | |

| Email | | | | | | |
|----------------------------------------------------------------|------------------------------------|-------------|---------------------------|--------------|-----------------|------------|
| | English | HSIE | Science & Tech | Maths | PD H PE | CPA |
| Composes and sends email under guidelines and with supervision | RS2.5 & 3.5 & WES1.9 & WS2.9 | | IC S3.2-UT S3.9 | | COS1.1 & 2.1 | |
| Interprets features of an inbox | | | | | | |
| Understands features of a new message | | | | | | |
| Understand features of a retrieved message | | | | | | |
| Retrieves and replies to email under supervised conditions | | | UT S3.9 | | | |
| Sends an attachment with an email | | | UT S3.9 | | | |

| Spreadsheets | | | | | | |
|-------------------------------------------------------|----------------|-------------|---------------------------|--------------|----------------|------------|
| | English | HSIE | Science & Tech | Maths | PD H PE | CPA |
| Understands the purpose/structure of a spreadsheet | | | | | PSS3.5 | |
| Interprets data from a simple existing spreadsheet | | | | | PSS3.5 | |
| Understands terminology - column, row, cell | | | | | PSS3.5 | |
| Understands cell addressing | | | | | PSS3.5 | |
| Understands active cell | | | | | | |
| Enters data (labels, values) in a cell | | | | | PSS3.5 | |
| Edits data in a cell (bold, alignment etc) | | | | | | |
| Generates appropriate graphs - bar, column, line | | | | M S3.5 | | |
| Changes column width and row height | | | | | | |
| Adds/deletes row/columns | | | | | | |
| Uses sum formula and undertakes basic calculations | | | | | PSS3.5 | |
| Formats data to currency, time, number, percentage | | | | M N3.5 | | |
| Sorts data | | | | M N3.4 | | |
| Prints selected area | | | | | | |
| Understands strengths and weaknesses of a spreadsheet | | | | | | |

| Databases | | | | | | |
|--------------------------------------------------------------------------------------|----------------|-----------------------|---------------------------|--------------|----------------|------------|
| | English | HSIE | Science & Tech | Maths | PD H PE | CPA |
| Understands structure/purpose of a database | | | | | | |
| Opens and uses a commercial database - CD etc searching by subject, key word, author | RS3.6 | | | | | |
| Locates specific information in a class-created data base | RS2.6 | all | | | | |
| Understands basic terminology - fields, records, files | | Sc & T UT S3.9 (ES | UTS3.9 | | | |
| Creates a database with a limited number of fields | | UT S2.9 (LT S2.3) | UTS3.9 | | | |
| Chooses appropriate data types for fields | | | | | | |
| Sorts data | | | | | | |
| Adds/deletes records in a class-created data base | | | UTS3.9 | | | |
| Edits data in an existing record | | | UTS3.9 | | | |
| Understands strengths and weaknesses of databases | | | | | | |
| Uses find function to search | | | | | | |

| Multi-media | | | | | | |
|---------------------------------------------------------------|---------------------------|-------------|---------------------------|--------------|----------------|------------|
| | English | HSIE | Science & Tech | Maths | PD H PE | CPA |
| Creates a simple slide show with text and graphics | WS1.12 & 3.12 TS2.2 | | | | | |
| Inserts slides | TS2.2 & WS3.12 | | | | | |
| Chooses appropriate slide design and layout | TS2.2 & WS3.12 | | | | | |
| Adds sounds | TS3.1 & WS3.12 | | | | | |
| Creates a master slide template | WS3.12 | | | | | |
| Understands that a presentation is clear, concise and logical | WS3.12 | | | | | |
| Understands navigation buttons | | | | | | |
| Recognises elements of a multi-media presentation | WS3.12 | | | | | |

| Social/Ethical issues | | | | | | |
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| | English | HSIE | Science & Tech | Maths | PD H PE | CPA |
| Examine everyday machinery that use computers - ATMs, grocery scanners, library terminals | | SSS2.7 | | | | |
| Examine the effect of - the information superhighway on society, ICT on the finance sector, improved communications on lifestyle, careers and opportunities that utilise ICT, people's attitudes towards computers | | HSIE CCS1.2 CUS3.3 & 3.4 SSS2.7 & 3.7 | | | | |
| Identify the impact that computer viruses have on ICT | | | | | | |
| Examine sources of information and how that information is distributed via the Internet | RS3.7 | CUS3.3 & 4.3 | | | | |
| Examine the impact on society with increased availability of information | | CUS3.3 SSS3.7 & | | | | |
| Examine possible legal and ethical implications | | | | | | |
| Examine the use of ICT within the home | | CCS1.2 | | | | |
| Examine technological changes in the past ten years and determine how technology has impacted on their lives | | CCS1.2 | | | | |