

Primary 1-3

6-year ICT Baseline Training

Learning Objectives:

- Gather and record information
- Present information
- Recognise and address basic cyber wellness issues

ICT Focus:

- Perform basic ICT operations
- Access digital resources
- Create a short presentation with text and picture

Knowledge	Skills	
Basic Operation	<ul style="list-style-type: none">• Navigate in Graphic User Interface• Basic log in system• Use application software and work with files	<ul style="list-style-type: none">• Activate icons on computer desktops and laptops, application software (e.g. Internet browser)• Move around within an application and digital resource• Start and close application software• Open, save, print and close files (e.g. documents and presentation)
Learning with Searches <ul style="list-style-type: none">• Internet navigation and search	<ul style="list-style-type: none">• Use digital resources from specified sources	<ul style="list-style-type: none">• Digital resources includes learning resources (e.g. LMS)• Internet sources can be specified through given hyperlinks and URLs
Learning with Text <ul style="list-style-type: none">• Word processing• Power Point	<ul style="list-style-type: none">• Type short sentences or paragraphs• Edit and format texts• Create simple tables and edit contents	<ul style="list-style-type: none">• Be familiar with the keyboard• Type with proper positioning of fingers• Progress from typing letters to words, phrases and then short sentences and paragraphs• Remove letters using backspace and delete keys• Change colour of text• Change style of text – bold, underline, italics and others• Change size of text and others
Learning with Multimedia <ul style="list-style-type: none">• Production and manipulation of multimedia content	<ul style="list-style-type: none">• Combine text with drawings or pictures in a presentation	<ul style="list-style-type: none">• Presentation should contain presentable slides• Insert drawings, pictures, photos and clipart images• Change colour of pictures and photos

Primary 4-6

6-year ICT Baseline Training

Learning Objectives:

- Gather and record information
- Present information
- Communicate information and ideas
- Recognise and address cyber wellness issues

ICT Focus:

- Use the Internet and searches
- Create, edit and format text in word processors, spreadsheets and presentation tools
- Produce a presentation with available multimedia elements
- Use ICT tools to collect data

Knowledge	Skills	
Learning with Searches <ul style="list-style-type: none"> • Internet navigation and search 	<ul style="list-style-type: none"> • Use search engines and keywords 	<ul style="list-style-type: none"> • Locate information and resources (e.g. images, sound files and media files) with search engines (e.g. Google) • Progress from providing keywords to having pupils use search engines on their own
Learning with Spreadsheets <ul style="list-style-type: none"> • Data management and processing 	<ul style="list-style-type: none"> • Create, edit and format tables of data • Use mathematical formulae • Create tables and edit 	<ul style="list-style-type: none"> • Change information in cells • Format data accordingly • Use simple formula with the basic operation ('+'; '-'; etc.)
Learning with Multimedia <ul style="list-style-type: none"> • Production and manipulation of multimedia content • Adobe Illustrator 	<ul style="list-style-type: none"> • Create a multimedia presentation 	<ul style="list-style-type: none"> • Create a presentation using Flash and animation • Combine text with sound or video files • Convert multimedia files to PDF, jpg and others
Learning with Communication Tools <ul style="list-style-type: none"> • Online communication 	<ul style="list-style-type: none"> • Send message • Send attachment 	<ul style="list-style-type: none"> • Reply an email • Use social community spaces such as blogs, class forum • Compose a message with an attachment (e.g. presentation file, sound file, photo files and others)
Learning with Data collection tools <ul style="list-style-type: none"> • Data collection and transfer 	<ul style="list-style-type: none"> • Record pictures, sound, video or data using ICT tools 	<ul style="list-style-type: none"> • Use of digital and video camera, data logger • Editing of pictures and videos