

Year 7**Topic: Project Management**

Must know	✓
I can name different methods of communicating information.	
I can give advantages and disadvantages for different communication methods.	
I am able to log into my school email.	
I understand what CC and BCC stand for and when to use them.	
I have sent an email and considered email etiquette.	
I can estimate costs for buying.	
I know what the term revenue means.	
I know what the term profit means.	
I can work out profit using the correct formula.	
I can use cell referencing in Excel.	
I can use basic formulas in Excel such as add, subtract and multiply.	
I can name some design considerations when creating a poster.	
I can use transitions and animations when creating presentations.	
I can discuss what makes a good presentation.	

Assessment %