Key Stage 5 Provision

Year group	Term 1 September - December	Term 2 January - April	Term 3 April – July	SMSC, personal growth and PLTS opportunities
Year 9: ECDL	**UNIT 6 - POWERPOINT** **1.1 Working with Presentations** Open, close presentations Create a new presentation Save a presentation **1.2 Enhancing Productivity** Set user preferences in the application: user name, default folder to open and save files. **2.1 Presentation Views** Understand the uses of different presentation view modes **2.2 Slides** Choose a different built-in slide layout for a slide. **2.3 Master Slide** Insert a graphical object (picture, image, drawn object) into a master slide **3.1 Handling Text** Recognize good practice in creating slide content: use short concise phrases, bullet points, numbered lists. **3.2 Formatting** Change text formatting: font sizes, font types. **3.3 Lists** Indent bulleted text. Remove indent from bulleted text. **3.4 Tables** Enter, edit text in a table slide. Select rows, columns, entire table.	**4.1 Using Charts** Input data to create built-in charts in a presentation: column, bar, line, pie. Select a chart. **4.2 Organisational Charts** Create an organization chart with a labelled hierarchy by using a built-in organization chart feature. **5.1 Insert Manipulate** Insert a graphical object (picture, image, drawn object) into a slide. **5.2 Drawing** Add different types of drawn object to a slide: line, arrow, block arrow, rectangle, square, oval, circle, text box. **6.1 Preparation** Add, remove transition effects between slides. **6.2 Check and Deliver** Spell check a presentation and make changes like: correcting spelling errors, deleting repeated words. **POWERPOINT EXAM**	**UNIT 3 - WORD** **Using the Application** Working with Documents Open, close a word processing application. Open, close documents. **Enhancing Productivity** Set basic options/preferences in the application: user name, default folder to open, save documents. **Document Creation** Enter Text Enter text into a document. Insert symbols **Select, Edit** Display, hide non-printing formatting marks like: spaces, paragraph marks, manual line break marks, tab characters. **Text** Change text formatting: font sizes, font types. Create, merge paragraph(s). Align text left, centre, right, justified. Recognize good practice in paragraph spacing Add, remove bullets, numbers in a single level list. **Objects** Table Creation Create a table ready for data insertion. Select insert rows, columns, cells, entire table. **Table Formatting** Modify column width, row height.	*The computing element embeds the computing knowledge and reinforces the deeper thinking required at this level.* *All units taught this year will prepare students for work life and higher education. It also teaches professionalism.*

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Year 10: ECDL	**Graphical Objects** Insert an object (picture, image, chart, drawn object) to a specified location in a document. Select an object. **Mail Merge** Open, prepare a document, as a main document for a mail merge. Select a mailing list, other data file, for use in a mail merge. **Outputs** Prepare Outputs Change margins of entire document, top, bottom, left, right. **Check and Print** Spell check a document and make changes like: correcting spelling errors, deleting repeated words. **WORD EXAM**	**UNIT 4 - EXCEL** **1. Application** Open, close a spreadsheet application. Open, close spreadsheets. **1.2. Enhancing Productivity** Set basic options/preferences in the application: user name, default folder to open, save spreadsheets. **Insert, Select** Understand that a cell in a worksheet should contain only one element of data, (for example, first name detail in one cell, surname detail in adjacent cell). **Edit, Sort** Edit cell content, modify existing cell content. **Copy, Move, Delete** Copy the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets. Select a row, range of adjacent rows, range of non-adjacent rows.	**Worksheets** Switch between worksheets. Insert a new worksheet, delete a worksheet. Create formulas using cell references and arithmetic operators (addition, subtraction, multiplication, division). Identify and understand standard error values associated with using formulas: #NAME?, #DIV/0!, #REF!. Understand and use relative, absolute cell referencing in formulas. **Functions** Use sum, average, minimum, maximum, count, counta, countblank functions. **Contents** Change cell content appearance: font sizes, font types. Alignment, Border Effects Apply text wrapping to contents within a cell, cell range. **Charts** Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart.	*The computing element embeds the computing knowledge and reinforces the deeper thinking required at this level.* *All units taught this year will prepare students for work life and higher education. It also teaches professionalism.*

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Year 11: ECDL	Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart. **Edit** Add, remove, edit a chart title. Add data labels to a chart: values/numbers, percentages. Change worksheet orientation paper size. Adjust page setup to fit worksheet contents on a specified number of pages. **Check and Print** Check and correct spreadsheet calculations and text. **EXCEL EXAM** **PRODUCTIVITY** Understand purpose of IT solutions Plan, design, justify and create IT solution Select appropriate application Review and adapt project keeping in mind local & legal constraints Review outcomes and propose improvements Analyse & review benefits Develop and Test solution **Revise all three topics** **Use Gemini**	**PRODUCTIVITY** PowerPoint Quizzes Word Quizzes Excel Quizzes PowerPoint Skills Gemini Word Skills Gemini Excel Skills Gemini Productivity Skills Gemini Understand purpose of IT solutions Plan, design, justify and create IT solution Select appropriate application Review and adapt project keeping in mind local & legal constraints Review outcomes and propose improvements Analyse & review benefits Develop and Test solution **Revise all three topics** **Use Gemini** **EXAM**		*The computing element embeds the computing knowledge and reinforces the deeper thinking required at this level.* *All units taught this year will prepare students for work life and higher education. It also teaches professionalism.*