



Content - Big ideas

Year 10

PRACTICAL/THEORY; MICROSOFT EXCEL

- Skills Recap/Checklist
- Key Terminology
- Formatting Spreadsheets
- Groups and Commands
- Entering Data/Simple Formulas
- Absolute and Relative Referencing
- Understanding Functions
- Lookup and IF Statements
- Conditional Formatting
- Charts and Graphs
- Pivot tables
- Protecting Worksheets
- Working with Google

PRACTICAL/THEORY; MICROSOFT WORD

- Skills Recap/Checklist
- Key Terminology
- Working with tables
- Working with Images
- Working with Pages
- Working with Hyperlinks
- Protecting Documents
- Referencing-Indexing
- Shortcuts and Mail Merge
- Working with Google
- Working with Templates
- Understanding business documents
- Collaborating on Documents

Year 11

PRACTICAL/THEORY; MICROSOFT POWERPOINT

- Skills Recap/Checklist
- Key Terminology
- Understanding different Media Types
- File Formats
- Understanding Features
- Understanding Slides
- Working with hyperlinks
- Working with Master Slides
- Working with Google
- Routine Functions
- Working with Images
- Working with Video/Audio
- Collaborating on Presentations

PRACTICAL/THEORY; DIGITAL MEDIA

- Skills Check
- Key Terminology
- Hardware and Software
- Camera functions
- Legal Requirements
- File Extensions
- Acquisition and Storage of digital images
- Understanding Editing Techniques
- Production of Digital Media
- Evaluation of Editing Techniques
- Evaluation of Final solution

Prior learning

Prior learning required

How to use Microsoft Office applications.

Global/IOM/Subject Links

Links to other subjects

– Cross curricular, students being able to use Google applications.

Links to Global picture

– Ever changing Technology and skills required to access online learning.

Links to IOM

– Job sector, Further Education

Subject specific skills development

Understanding different software applications:

Use of Microsoft Office applications: Excel, PowerPoint, Word

Application of Key Skills

Choose appropriate software for the different tasks/linking to other subjects as relevant.

Evaluating skills & Knowledge

Choosing appropriate methods of communication

Understanding how to present information clearly for target audience.

Evaluating the final product.