

**Welcome to KS4 ICT**



	<b>Year 10</b>	<b>Year 11</b>
<b>Autumn 1</b>	<p>Introduction</p> <ul style="list-style-type: none"> <li>• Ergonomics</li> <li>• Internet safety</li> <li>• Web browsing</li> <li>• Accessibility tools and settings</li> <li>• Email</li> </ul> <p>Ergonomics / Physical Stress / Lighting Stress / Social Media / Online Identity / Offline Identity / Acceptable Use Policy / Input / Output</p>	<p>Introduction</p> <ul style="list-style-type: none"> <li>• Ergonomics</li> <li>• Internet safety</li> <li>• Web browsing</li> <li>• Accessibility tools and settings</li> <li>• Email</li> <li>• Screen capture</li> </ul> <p>Ergonomics / Physical Stress / Lighting Stress / Social Media / Online Identity / Offline Identity / Fraud / Scam / Dark Web/ Grooming / Copyright / Acceptable Use Policy / Input / Output</p>
<b>Autumn 2</b>	<p>Word</p> <ul style="list-style-type: none"> <li>• Simple formatting</li> <li>• Adding graphics</li> <li>• Saving to Cloud, USB, and hard drive</li> </ul>	<p>Word</p> <ul style="list-style-type: none"> <li>• Advanced formatting</li> <li>• Tables</li> <li>• Smart Art</li> <li>• Saving to Cloud, USB, and hard drive</li> </ul>

	<b>Bold / Italics / Underline / Text Justification / Spacing / Landscape / Portrait / Graphic / Crop / Cloud / USB / Hard Drive</b>	<b>Bold / Italics / Underline / Text Justification / Spacing / Landscape / Portrait / Graphic / Organiser / Cloud / USB / Hard Drive</b>
<b>Spring 1</b>	Excel	Excel
<b>Spring 2</b>	<ul style="list-style-type: none"> <li>• Formatting data</li> <li>• Using tables</li> <li>• Cell referencing and equations</li> <li>• Graphing and formatting</li> </ul> <p>Cell / Table / Data / Equation / Cell Reference / Bar Chart / Pie Chart</p>	<ul style="list-style-type: none"> <li>• Formatting data</li> <li>• Using tables</li> <li>• Cell referencing and equations</li> <li>• Graphing and formatting</li> </ul> <p>Cell / Table / Data / Equation / Cell Reference / Bar Chart / Pie Chart / Scatter Chart / Trend Line</p>
<b>Summer 1</b>	<b>Combining Software</b> Creating products that require the use of both Word and Excel.	<b>Combining Software</b> Creating products that require the use of both Word and Excel.
<b>Summer 2</b>		<b>PowerPoint</b> <ul style="list-style-type: none"> <li>• Formatting slides</li> <li>• Selecting appropriate layouts and formats for different audiences</li> <li>• Animations and transitions</li> <li>• Accessibility features</li> <li>• Rehearsal Coach</li> <li>• Recording presentations</li> </ul> <p>Slide / Animation / Transition</p>