COMPUTING: Year 9 Course Outline

Half term	TOPIC	CONTENT	Suggestions for enrichment activities (eg: films, websites, books, museums and activity centres)
1	Unit 6 PowerPoint	Using PowerPoint, developing a presentation, text – formatting, inserting and editing; Charts: creating, inserting, formatting;	There are a set of slides in the Shared Area covering all the skills required for the ECDL
	OCTOBER HALF TERM HOLIDAY		
2	Unit 6 PowerPoint	Graphical objects: inserting, creating, formatting; preparing outputs: headers, footers, printing slides, notes, handouts.	There are many videos on You Tube about using PowerPoint.
	Unit 3 Word	Using Word, creating and formatting documents: page size, layout, orientation, margins; Formatting: text font, style, emphasis, paragraphs;	There are a set of slides in the Shared Area covering all the skills required for the ECDL
	CHRISTMAS HOLIDAYS		
3	Unit 3 Word	Objects: tables, charts, images; Mail merge: creating, queries; Prepare output: print format, printing.	There are many videos on You Tube about using Word.
	FEBRUARY HALF TERM HOLIDAY		
4	Unit 4 Excel	Enter and edit numeric and other data, format cells, manage worksheets: rows, columns and worksheet tabs, select and use a range of functions and formulae,	There are a set of slides in the Shared Area covering all the skills required for the ECDL
	EASTER HOLIDAYS		
5	Unit 4 Excel	Create and format charts, prepare outputs: page layout, print spreadsheets and charts.	There are many videos on You Tube about using Excel.
	Unit 8 Improving Productivity	Explaining how the use of IT tools enabled them to improve productivity (based on other 3 units for ECDL Extra)	Use their skills to produce ICT work for other subjects
	MAY HALF TERM HOLIDAY		
6	Unit 8 Improving Productivity	Explaining how the use of IT tools enabled them to improve productivity (based on other 3 units for ECDL Extra)	Use their skills to produce ICT work for other subjects
	Re-sits	Revision of any of the previous units as required, enabling all students to pass the qualification.	Use their skills to produce ICT work for other subjects
	GCSE Computing	If/when passed ECDL Extra exams, do Python programming course in preparation for GCSE Computing in KS4.	www.usingpython.com is a free online course to learn how to program in Python