**CURRICULUM OVERVIEW 2024 – 2025**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **YR 10** | **Autumn 1** | **Autumn 2** | **Spring 1** | **Spring 2** | **Summer 1** | **Summer 2** |
| **Content** | ECDL – Microsoft Word skills  Include 1 lesson on careers in computing per half term | ECDL – Microsoft Word skills/test  Include 1 lesson on careers in computing per half term | Microsoft Presentations Skills  Include 1 lesson on careers in computing per half term | Microsoft Presentations Skills/Test  Include 1 lesson on careers in computing per half term | Microsoft Excel Skills  Include 1 lesson on careers in computing per half term | Microsoft Excel Skills/Test  Include 1 lesson on careers in computing per half term |
| **Key new knowledge** | * Using the Application * Document Creation * Formatting * Objects - Table Creation | * Mail Merge * Prepare Outputs - Setup | * Working with Presentations * Enhancing Productivity * Presentation Views * Slides - Choose a different built-in slide layout for a slide. * Master Slide * Text * Formatting * Lists * Tables | * Charts * Using Charts * Organization Charts * Shapes/pictures - Insert, Manipulate * Drawing * Prepare Outputs * Preparation * Check and Deliver | * Using the Application * Enhancing Productivity * Cells and data * Managing Worksheets * Formulas and Functions * Formatting | * Charts * Prepare Outputs |
| **Assessments** | Formative assessment | Diagnostic Test  Cert Test | Formative assessment | Diagnostic Test  Cert Test | Formative assessment | Diagnostic Test  Cert Test |