**CURRICULUM OVERVIEW 2024 – 2025**

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| **YR 10** | **Autumn 1** | **Autumn 2** | **Spring 1** | **Spring 2** | **Summer 1** | **Summer 2** |
| **Content** | ECDL – Microsoft Word skillsInclude 1 lesson on careers in computing per half term | ECDL – Microsoft Word skills/testInclude 1 lesson on careers in computing per half term | Microsoft Presentations SkillsInclude 1 lesson on careers in computing per half term | Microsoft Presentations Skills/TestInclude 1 lesson on careers in computing per half term | Microsoft Excel SkillsInclude 1 lesson on careers in computing per half term | Microsoft Excel Skills/TestInclude 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
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| **Assessments** | Formative assessment | Diagnostic TestCert Test | Formative assessment | Diagnostic TestCert Test | Formative assessment | Diagnostic TestCert Test |