**Long Term Planning Framework – Functional Skills ICT**

**Key Stage 4: 2023-2024**

**Term 1**  **Term 2**  **Term3**

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| **Class** |  |  | **Class** |  |  | **Class** |  |
| **Year 10** | **Getting Started**   * Changing Settings * Minimising Physical Stress * Software (Programs) * Using Storage Devices * SafelyManaging Files and Folders * Security — Passwords and Viruses   **The Internet**   * Searching the Internet * Choosing the Right Information |  | **Year 10** | **Word Processing**   * Formatting Text * Formatting Documents * Tables * Mail Merge * Graphics * Word Processing Tasks |  | **Year 10** | **Email**   * Sending and Receiving Emails * Contacts * Lists * Organising your Inbox * Using and Writing Emails |
| **Year 11** | **Spreadsheets**   * Entering and Editing Data * Formatting Spreadsheets * Formulas * More Formulas and Functions * Sorting and Filtering Data * Types of Chart and Graph * Bar or Column Charts * Line Graphs and Scatter graphs * Pie Charts |  | **Year 11** | **Presentations**   * Understanding Presentations * Making Presentations — The Basics * Editing Slides * More Editing Options * Advice for Presentations   Exam Preparation  Mock Tasks  Past Papers |  | **Year 11** | Exam Preparation  Mock Tasks  Past Papers |