**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 PreparationMock Tasks Past Papers |  | **Year 11** | Exam PreparationMock Tasks Past Papers |