**Year 9**

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| Spring 1 | Excel | 1. Watch this video of beginners: [https://www.youtube.com/watch?v=k1VUZEVuDJ8](https://www.dummies.com/software/microsoft-office/?v=k1VUZEVuDJ8) 2. Watch this video for more advanced features: [https://www.youtube.com/watch?v=bhZckWTLkJM](https://www.youtube.com/user/richardwesty69?v=bhZckWTLkJM) 3. Visit this website: [https://www.dummies.com/software/microsoft-office/](https://youtu.be/_lS1nHBJ2Yc) 4. Visit this website: [https://edu.gcfglobal.org/en/topics/office/](https://www.youtube.com/watch) 5. Buy this book [https://www.worldofbooks.com/en-gb/books/michael-price/office-2019-in-easy-steps/9781840788204#NGR9781840788204](https://edu.gcfglobal.org/en/topics/office/#NGR9781840788204) |
| Spring 2 | Networks | 1. Watch this video: [https://www.youtube.com/watch?v=3QhU9jd03a0](https://www.worldofbooks.com/en-gb/books/michael-price/office-2019-in-easy-steps/9781840788204?v=3QhU9jd03a0) 2. Visit this website: [https://www.bbc.co.uk/bitesize/guides/zc6rcdm/revision/1](https://edu.gcfglobal.org/en/topics/office/) 3. Read this website: [https://beginnersbook.com/2019/03/types-of-computer-network-lan-man-and-wan/](https://www.youtube.com/watch) |
| Summer 1 | Laws, Ethics, Environmental Issues | 1. Watch this video: [https://www.youtube.com/watch?v=e4RfIel04GQ](https://www.codecademy.com/learn/learn-python-3?v=e4RfIel04GQ) 2. Read this website: [https://www.bbc.co.uk/bitesize/guides/z9nk87h/revision/1](https://design.tutsplus.com/articles/99-best-advanced-photoshop-tutorials--cms-29734) 3. Read this website: [https://www.bbc.co.uk/bitesize/guides/zhx26yc/revision/2](https://html.com/) |
| Summer 2 | Photoshop | 1. Watch this playlist: <https://www.youtube.com/watch?v=7ZlXagXwcn4&list=PL5dM8U1PBdky2jMafpYp3_xEHaSvyzBNi> 2. Watch this video for advanced features: [https://www.youtube.com/watch?v=pkumR6GmXzo&list=PL9pkETrdJ0rZm8e4SmZtbkJB34J89U7i-](https://www.worldofbooks.com/en-gb/books/max-wainewright/generation-code-i-m-an-advanced-scratch-coder/9781526301024?v=pkumR6GmXzo&list=PL9pkETrdJ0rZm8e4SmZtbkJB34J89U7i-) 3. Visit this website: [https://design.tutsplus.com/articles/50-great-photoshop-tutorials-for-clever-beginners--psd-785](https://www.youtube.com/watch) 4. Visit this website: [https://design.tutsplus.com/articles/99-best-advanced-photoshop-tutorials--cms-29734](https://edu.gcfglobal.org/en/topics/office/) 5. Buy this book: [https://www.worldofbooks.com/en-gb/books/robert-shufflebotham/photoshop-cs6-in-easy-steps/](https://www.youtube.com/watch) |