

ICT - Yearly Overview - 2025-26

	TOPIC	COMPONENT	<i>Notes: Why are you delivering this topic at this time of year?</i>
Autumn 1	Word Processing Part 1.	Key Focus: Using the application, document creation, formatting,	Learning word processing helps students use the application confidently, create clear documents, and apply formatting for a professional look. These skills build digital literacy, improve presentation, and support schoolwork and future careers by making communication more effective and organised.
Autumn 2	Word Processing Part 2.	Key Focus: Objects, mail merge, unit revision and unit assessment.	Studying objects, mail merge, revision, and assessment helps students create richer documents, personalise information efficiently, and check their understanding. These activities build confidence, reinforce key skills, and prepare learners to apply word processing effectively in real-world tasks, supporting both academic success and future employability.
Spring 1	Presentation Software Part 1.	Key Focus: Using the application, developing a presentation, Text.	Studying computer-based presentations helps students use the application confidently, develop clear slides, and apply text effectively. These skills improve organisation, creativity, and communication, enabling learners to present ideas with impact for schoolwork, future careers, and everyday life.

	TOPIC	COMPONENT	<i>Notes: Why are you delivering this topic at this time of year?</i>
Spring 2	Presentation Software Part 2.	Key Focus: Charts, graphical objects, preparing outputs, unit assessment	Studying charts, graphical objects, outputs, and assessment in presentations helps students communicate ideas visually, design engaging slides, and produce professional results. Unit assessment reinforces learning and builds confidence, ensuring they can apply these skills effectively in school projects, future work, and real-life communication.
Summer 1	Spreadsheets Part 1	Key Focus: Using the applications, cells, managing worksheets. Formulas and functions.	Studying spreadsheets helps students learn to use the application confidently, work with cells, and manage worksheets effectively. These skills build accuracy, organisation, and problem-solving, supporting school tasks, future careers, and everyday activities like budgeting or data handling.
Summer 2	Spreadsheets Part 2.	Key Focus: Formatting, charts, preparing outputs and unit assessment.	Studying formatting, charts, outputs, and assessment in spreadsheets helps students present data clearly, create visual summaries, and produce professional results. Unit assessment reinforces their skills, building confidence and ensuring they can apply spreadsheet tools effectively in schoolwork, future jobs, and real-life problem-solving.