

YEAR 10 Subject Yearly Overview

Subject:	TOPIC	COMPONENT	<i>Notes: Why are you delivering this topic at this time of year?</i>
Autumn 1	Word Processing E – L1	LO: Using a word processor Skills Using the application, document creation, formatting a document, inserting objects, preparing for output. Knowledge Work with documents and save them in different file formats. Choose built-in options such as the Help function to enhance productivity. Create and edit small-sized word processing documents that will be ready to share and distribute. Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options. Insert tables, images and drawn objects into documents. Prepare documents for mail merge operations. Adjust document page settings and check and correct spelling before finally printing documents.	This is the foundation for the WJEC assessments, for certification in year 11.
Autumn 2	Presentation E – L1	LO: Using presentation software Skills	This is the foundation for the WJEC assessments, for certification in year 11.

		Using the application, developing a presentation, text presentation, chart presentation, inserting objects, preparing for output. Knowledge Work with presentations and save them in different file formats. Choose built-in options such as the Help function within the application to enhance productivity. Understand different presentation views and when to use them, choose different slide layouts and designs. Enter, edit and format text in presentations. Recognize good practise in applying unique titles to slides. Choose, create and format charts to communicate information meaningfully. Insert and edit pictures, images and drawn objects. Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations.	
Spring 1	Spreadsheets E – L1	LO: Using Spreadsheets Skills Using the application, spreadsheet cells, managing worksheets, formulas and functions, formatting, charts. preparing for output. Knowledge ✓ Work with spreadsheets and save them in different file formats.	This is the foundation for the WJEC assessments, for certification in year 11.

		Choose built-in options such as the Help function within the application to enhance productivity. Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data. Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets. Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and recognize error values in formulas. Format numbers and text content in a spreadsheet. Choose, create and format charts to communicate information meaningfully. Adjust spreadsheet page settings and check and correct spreadsheet content before finally printing spreadsheets.	
Spring 2	Email E – L1	LO: Using Email Skills This unit is designed to enable the learner to understand and use a range of basic email software tools to send, receive and store messages for straightforward or routine activities. Knowledge Know how to Use email software tools and techniques to compose and send messages. Manage incoming email effectively.	This is the foundation for the WJEC assessments, for certification in year 11.
Summer 1	Audio Software L1	LO: Using Audio software Skills	This is the foundation for the WJEC assessments, for certification in year 11.

		This unit is designed to enable the learner to use a range of basic audio software tools and techniques appropriately to record and edit straightforward audio sequences. Knowledge Use audio hardware and software to capture sequences. Use audio software tools to combine and edit sequences. Play and present audio sequences.	
Summer 2	Video Software L1	LO: Using Video Software Skills This unit is designed to enable the learner to use a range of basic video software tools and techniques appropriately to record and edit straightforward video sequences. Knowledge Use video hardware and software to capture sequences. Use video software tools to combine and edit sequences. Play and present video sequences.	This is the foundation for the WJEC assessments, for certification in year 11.