



Subject	Year	Term
Computer Science	9	2
Topic		
ECDL		
Content (Intent)		
Prior Learning (Topic)	ECDL Word	
ECDL Word. Continue with preparation for exam, which will be soon after Christmas ECDL Spreadsheet, how to use the application, save in different formats, switch between screens, how to modify and select cells. How to replace and find items in cells. How to manage worksheets, change their name and alter order. Create formulas and functions, use absolute and relative referencing and if statements. Format sheets, including cell edges, merge cells, change colours. Create charts, modify content to suit. How to modify page layout for printing, including the use of headers and footers.		
Future Learning (Topic)	ECDL Spreadsheet	
What Knowledge and Skills will be taught (Implementation)	How will your understanding be assessed & recorded (Impact)	
Word. Students will need to learn basic skills in Word, enough to pass an on-line exam. Text formatting, styles, tables, mail merge. Taught using a series of exercises with specific important skills	The Word exam will be soon after Christmas for most students. Students will get an instant feedback, pass or fail. Students will be asked to revise skills for homework and will be marked based on a live diagnostic test	
Spreadsheet. Students will need to learn basic skills in spreadsheet. Formulas, functions, printing, formatting. Taught using a series of exercises in which students have to build a spreadsheet by following instructions in a worksheet. Specific important skills will be outlined at suitable moments.	The spreadsheet exam will be soon after Easter. Students will practice skills and do revision of those skills, assessed in class and during diagnostic tests in class.	
How can parents help at home?		
Ensure students revise for exams		
Helpful further reading/discussion (including Reading and Vocabulary Lists)		
Reading Ecdl.org	Vocabulary Lists Formulas Functions Page setup Data Move	Format Wrap Merge Layout