Northolt High School
Scheme of Learning

Committed to excellence

Year group: 10	Term: Autumn 2	Unit duration: 6 weeks	Number of lessons:	Unit title: **Data processing and presentation**

Assessment outcome: Students will have produced their own understanding of the work in response to a specific scenario or project.	**Fertile question?**	

Key skills/concepts/knowledge that students should cover	**Start RAG**	**End RAG**	**Literacy. Key vocabulary/subject terminology that students should cover**
To be able to use: • Word processor • Spreadsheets • Databases			• Formatting • Toolbar • Word processing • Cell/ cell name • Data • Filter • Range • Rows • Worksheet • Data type • Validation • **Slide/ slide layout**
Stretch. Key skills/concepts/knowledge that students should cover To be able to present ideas by stringing in text, images, audio and video using presentation software. To be able to produce printed content by using desktop publishing.			**Suggested materials teachers could/should use** TeachICT ICT Powerpoints/Worksheets **Key home learning tasks students should complete** **to be set during the term.**