Northolt High School
Scheme of Learning Overview

Committed to excellence

Year group: 10	Term: Spring 1	Unit duration: 6	Number of lessons: 6	Unit title: **Data presentation and solutions**

Assessment outcome: students should be able to use word processor and desktop publishing to create tables and using different tools such as footnotes.	**Fertile question?** What is the most effective way to be able to convert tables to text and text to tables.

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 processors and desktop publishing(DTP) Convert tables to text and text to table Use the referencing tool Know how to use footnotes, endnotes and captions			Tools References Publishing Footnotes Endnotes Captions Create Convert
Stretch. Key skills/concepts/knowledge that students should cover. To be able to: Create tables then converting them Enhance the tables by using the table properties and text direction.			**Suggested materials teachers could/should use** TeachICT BBC Bitesize Powerpoint Word **Key home learning tasks students should complete** to be set by the teacher.