

	IT Functional Skills (Year 1)														
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15
	Autumn 1 – ‘Equality & Diversity’								Autumn 2 – ‘Living in the Wider World’						
	Subject Area Topic: Word Processing								Subject Area Topic: Spreadsheets						
	Text Formatting	Tables	Margins	Images	Moving Text	Alignment and Spacing	Tab and Bullet Points	Spreadsheet Basics	Formatting	Managing Worksheets	Formulae and Functions	If Function	Charts		
	Notes/Links/Interleaving			Additional Higher Content					Notes/Links/Interleaving		Additional Higher Content				
	Spring 1 – ‘The Circle of Life’								Spring 2 – ‘Conflict’						
	Subject Area Topic: Communicating and Transacting								Subject Area Topic: Being safe and responsible online						
	Using Device	Handling Information	Creating	Editing	Communicating	Mock Exam		Transacting	Data protection laws		Being Safe and Responsible Online	Revision	Revision		
	Notes/Links/Interleaving			Additional Higher Content					Notes/Links/Interleaving		Additional Higher Content				
	EXAMS								EXAMS						
	Subject Area Topic: Digital & Interactive Media								Subject Area Topic: Final Assessments						
	Notes/Links/Interleaving			Additional Higher Content					Notes/Links/Interleaving		Additional Higher Content				

