Term	Week	Focus	Summary	Learning Outcomes	Learning skills
Term 1.1	1	Computing Induction	Rules, Expectations and Systems	To understand the rules and expectations while in the computer lab Ability to log on, set up and use systems needed this academic year	Agile
	2	Using Computers safely, effectively and responsibly	File Management	To manage files and folders in File Explorer.	Agile, Realising
	3		MS Office - PowerPoint	Create an engaging multimedia presentation using MS PowerPoint to demonstrate a deep understanding of the functions and features within the software.	Creating, Hardworking
	4		MS Office Word Document	Analyze and evaluate the advanced features and functions within MS Word to effectively manipulate text, format documents, and utilise automation tools for improved productivity and document creation.	Creating, Hardworking
	5		Mail Merge	Apply mail merge techniques using MS Office to generate personalised documents.	Linking, Agile
	6		Social Networking	How to keep safe when using social networking websites.	Creating, Collaboration, Research skills

Term 1.2	1		Keeping Data Safe	Discuss why the security of data is important and explore cybersecurity measures such as strong passwords, data backup and system software updates.	Critical Thinking, Linking, Research skills
	2		Assessment and DIRT		Metathinking
	3	Spreadsheet	Using fundamental formulae and features	Write basic fundamental formulae and features for a spreadsheet	Agile, Metathinking
	4		Exploring further formulae	Exploring mathematical formulae	Analysing, Hardworking
	5		Cell referencing	Understanding cell referencing, its uses and its wider importance	Linking, Hardworking
	6		Graphs	Demonstrating how to link worksheets and create meaningful graphs	Critical thinking, Linking