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| **US8** |

 | Autumn Term | Spring Term | Summer Term |
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| **US9** |

 |  **ECDL Word Processing software- Level 1*** **Page layout, including print**
* **View and Review tabs**
* **Theory**
 | **ECDL Presentation software - Level 1 and 2*** **Animations and effects 2**
* **Working with images & charts within slides**
* **Working with tables within slides**
 | **ECDL Spreadsheets software – Level 1*** **Formula and functions**
* **Formatting review**
* **Practice Exams & diagnostic feedback**
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| **These Groups have already completed one term of this course in year 9.** | **ECDL Word Processing software - Level 1 and 2*** **Practice Exams & diagnostic feedback**
* **Unit exams**
 | **ECDL Presentation software - Level 1 and 2*** **View and Review tabs**
* **Theory**
* **Practice Exams & diagnostic feedback**
 | **ECDL Spreadsheets software - Level 1*** **Unit exams**
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| *(See BCS ECDL word processing syllabus and presentation software syllabus and specifications for detailed lists)* | **ECDL Presentation software - Level 1** * **Introduction & Overview**
* **Baseline assessment**
* **Files, folders & networks**
* **Formatting & Editing 1**
 | **ECDL Presentation software - Level 1 and 2*** **Level 2 only skills, including Organisation charts**
* **Exams**
 | **ECDL - Level 2*** **Various exams**
* **Practice Exams & diagnostic feedback**
* **Unit exams**
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