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| |  | | --- | | **US8** | | Autumn Term | Spring Term | Summer Term |
| |  | | --- | | **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** |
| **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** |
| *(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** |