



# Walton Hall Academy - Long Term Planning



SUBJECT	Functional ICT	CLASS	Set 2 – Post 16	ACADEMIC YEAR	2016–2017
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Students across the key stage will be ability set for ICT. All students will work towards accreditation in Functional ICT at their appropriate level. Work completed will involve teaching the core skills, with the opportunity to apply these to “real life” situations using materials from [a variety of adult learning resource packs](#). Learning will be as purposeful as possible, developing knowledge, skills and understanding in ICT that will prepare them for the Functional Skills assessments and Adult life.

Functional ICT – Entry 2 (500/8757/5) Entry 3	
<b>AUTUMN</b>	<p><u>Initial assessments</u></p> <p style="text-align: center;"><u>Word Processing Software</u></p> <ul style="list-style-type: none"> <li>• Enter, edit and combine text and other information accurately within word processing documents</li> <li>• Structure information within work processing documents</li> <li>• Use word processing software tools to format and present documents</li> </ul> <p style="text-align: center;"><u>Using email</u></p> <ul style="list-style-type: none"> <li>• Use email software tools and techniques to compose and send messages</li> <li>• Identify how to stay safe and respect others when using email</li> <li>• Use an address book to organise contact information</li> <li>• Identify how to organise, store or delete email messages</li> <li>• Identify how to try to react to common email problems</li> </ul>
<b>SPRING</b>	<p style="text-align: center;"><u>Spreadsheet Software</u></p> <ul style="list-style-type: none"> <li>• Use a spreadsheet to enter, edit and organise numerical data</li> <li>• Use appropriate formulas and tools to summarise and display spreadsheet information</li> <li>• Select and use appropriate tools and techniques to present spreadsheet information effectively.</li> <li>• <a href="#">Preparation for controlled assessments</a></li> </ul>
<b>SUMMER</b>	<p style="text-align: center;"><u>Desktop publishing software</u></p> <ul style="list-style-type: none"> <li>• Use appropriate designs and page layouts for a publications</li> <li>• Input text and other information into a publication</li> <li>• Use desktop publishing software techniques to edit and format a publication</li> </ul> <p style="text-align: center;"><u>Presentation Software</u></p> <ul style="list-style-type: none"> <li>• Input and combine text and other information within presentation software</li> <li>• Use presentation software tools to structure, edit and format slides</li> <li>• Prepare slides for presentation</li> </ul>