

Term	Week	Focus	Summary	Learning Outcomes
Term 1	1			
	2	Computing Induction	Rules, Expectations and Systems	To understand the rules and expectations while in the computer lab Ability to log on, setup and use systems needed this academic year
	3		Summarise the dangers of being online	Analysis the importance of esafety and its prevention methods
	4		Web browsers and connecting to the web	Explore different web browsers and the ways computers connect to the internet
	5		Search engines	To produce accurate information using advance search engine techniques
	6		Mail Merge	Demonstrate how to mail merge
	7	Esafety and Networking	Computer Networks	Evaluating computer networks and their benefits/risks
	8	Esafety assessment	Assessment and DIRT	
	9		Using fundamental formulae and features	Write basic fundamental formulae and features for a spreadsheet
	10		Exploring further formulae	Exploring mathematical formulae
	11		Cell referencing	Understanding cell referencing, its uses and its wider importance
	12		Graphs	Demonstrating how link worksheets and creating meaningful graphs
	13		Modelling a scenario using calculations and functions	Modelling data validation, IF's and other functions to a given scenario
	14	Excel	VLOOKUP's	Ability to understand the workings of and apply VLOOKUP to a dataset