

	Autumn	Spring	Summer
Group 1	<p>Basic word processing Choosing format More about fonts Using graphics Drawing tools Bullets and borders</p> <p>Using ICT Recognise and use interface features Finding and selecting information Text message, voicemail and on-screen information</p> <p>Developing, presenting and communicating information identify and correct simple errors receive and open electronic messages</p>	<p>Basic word processing Longer documents Check that spelling Cutting and pasting</p> <p>Entry Level Functional Skills Using ICT Minimise the physical stress of seating, lighting and hazards</p> <p>Finding and selecting information Text message, voicemail and on-screen information</p> <p>Developing, presenting and communicating information Label an image</p>	<p>Basic word processing Drawing tools Bullets and borders</p> <p>Using ICT keep access information secure by using password</p> <p>Finding and selecting information Text message, voicemail and on-screen information</p> <p>Developing, presenting and communicating information receive and open electronic message</p>
Group 2	<p>Using ICT Use ICT to plan and organise work select and use software applications to meet needs and solve straightforward problems select and use interface features effectively to meet needs adjust system settings as appropriate to individual needs</p> <p>Finding and selecting information search engines, queries</p> <p>Developing, presenting and communicating information apply editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numbers, charts, graphs or other digital content process numerical data display numerical data in a graphical format.</p>	<p>Using ICT Work with files, folders and other media to access, organise, store, label and retrieve information demonstrate how to create, use and maintain secure passwords</p> <p>Finding and selecting information recognise and take account of currency, relevance, bias and copyright when selecting and using information</p> <p>Developing, presenting and communicating information use field names and data types to organise information enter, search, sort and edit records.</p>	<p>Using ICT demonstrate how to minimise the risk of computer viruses</p> <p>Finding and selecting information recognise and take account of currency, relevance, bias and copyright when selecting and using information.</p> <p>Developing, presenting and communicating information read, send and receive electronic messages with attachments demonstrate understanding of the need to stay safe and to respect others when using ICT-based communication for print and for viewing on screen check for accuracy and meaning at each stage of a task and at the task's completion.</p>

<p>Group 3</p>	<p style="text-align: center;">Using ICT</p> <p>use ICT to plan and analyse complex or multi-step tasks and activities and to make decisions about suitable approaches select and use software applications to meet needs and solve complex problems</p> <p style="text-align: center;">Finding and selecting information</p> <p>search engines, queries and AND/ NOT/OR, >,<=, contains, begins with, use of wildcards</p> <p style="text-align: center;">Developing, presenting and communicating information</p> <p>apply a range of editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numerical data, charts, graphs or other digital content process and analyse numerical data display numerical data in appropriate graphical format use appropriate field names and data types to organise information</p>	<p style="text-align: center;">Using ICT</p> <p>select and use a range of interface features and system facilities effectively to meet needs select and adjust system settings as appropriate to individual needs respond to ICT problems and take appropriate action</p> <p style="text-align: center;">Finding and selecting information</p> <p>recognise and take account of copyright and other constraints on the use of information</p> <p style="text-align: center;">Developing, presenting and communicating information</p> <p>analyse and draw conclusions from a data set by searching, sorting and editing records organise electronic messages, attachments and contacts use collaborative tools appropriately understand the need to stay safe and to respect others when using ICT-based communication</p>	<p style="text-align: center;">Using ICT</p> <p>understand the danger of computer viruses and how to minimise risk manage files, folders and other media storage to enable efficient information retrieval</p> <p style="text-align: center;">Finding and selecting information</p> <p>evaluate fitness for purpose of information</p> <p style="text-align: center;">Developing, presenting and communicating information</p> <p>organise and integrate information of different types to achieve a purpose, using accepted layouts and conventions as appropriate work accurately and check accuracy, using software facilities where appropriate at each stage of a task and at the task's completion</p>
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