

Parkside House ICT and Computing Functional Skills KS4 Core Elements Year 2

Term 1: Spreadsheets

The course begins with how to enter and edit data on a spreadsheet grid, the difference in how Excel treats data types by default; their formats and how to locate data by cell reference. They are shown how to import data from a text file using a comma separated variable format into a spreadsheet and how to edit row width and column height to fit the data. Then pupils learn how to insert or delete rows or columns, show how to use the Cut, Copy and Paste functions to improve efficiency and label their spreadsheets including changes in text direction for side labels. Pupils are given pre-defined short tasks where each skill is taken in turn to ensure that key skills are embedded.

They practise how to format spreadsheets to help data stand out using colours and borders to improve the presentation of data and how to manually specify the format of data in a cell manually as text, number, date or currency as required by the exam.

Building on the work done in the *Pizzorama* business use of ICT project in Key Stage 3, formulas are introduced that calculate total sales values by performing simple calculations using the standard =SUM () format, how to copy formulae to save time and how the first advanced Excel command Autosum works. More complex formulas follow, where brackets are used to separate elements of a formula with new advanced commands that identify maximum and minimum values, calculating averages and the conditional =IF complete the formulas section. Students are then taught how to FILTER and SORT data with some students being able to progress to multiple conditions using AND for level 2.

Students are then asked to complete a short project where they create their own spreadsheet.

Term 2: Presenting Information

This section begins with students learning how to use the Chart functions of the Excel application used in the previous term to present data in pie chart, line or bar graph and scatter diagrams. They learn the best format for particular kinds of data through practical exercises, how to label diagrams and axes correctly and to use the text and colour formatting tools to make the information stand out clearly.

PowerPoint is used to show the students how to combine text, images, web links and charts to create a slideshow. This build on the basics taught in the *Theme Park Project* in Key Stage 3 and Word Processing unit earlier in the Functional Skills course using the same core text and image skills. These are layered with advanced skills that use timers for transitions and animations in a *Cult Films* Functional Skills project.

Term 3: Exam Preparation

Students will be practising how to combine what they have learnt to take the 2 hour practical examination:

- How to read and understand what each question is asking
- Which skills and applications are the best to complete the task?
- How to capture and create evidence documents for exam submission
- How to format label and name documents correctly

The students will undertake a series of past papers and bespoke exercises, first by section, then multiple questions and mock tests to identify areas that need improvement, to prepare them for the stress of extended independent working and improve their confidence before the exam.