



Year 11 ICT Medium Term Plan Autumn Term

Learning Overview (Contents)	• Data and Information • File Management Software Application: • Word Processing • Mail Merge from databases and spreadsheets
Assessment Opportunities	Half Term project / assessment
Textbooks Published Lesson Resources	Pearson Edexcel – International GSCE – Information and Communication Technology (ICT) (9-1) ISBN 978–1–4469–3881-2
Home Learning Resources	
Knowledge organisers	ICT REVISION .docx

Week Number	Learning Overview / objective	What should pupils know, understand and be able to do by the end of the week?
1	Unit 5: Applying Information and Communication Technology Chapter 13: Applying ICT	Identify types of software applications and their purpose Differentiate between data and information Identify types of data Enter, organize, develop, refine and format information Apply editing techniques to meet needs
2	Unit 6: Software Skills Chapter 14: File Management	Save work and keep information secure Use appropriate filenames and formats Create and manage files and folder structures

3	Unit 6: Software Skills Chapter 14: File Management	Save work and keep information secure Use appropriate filenames and formats Create and manage files and folder structures
4	Unit 6: Software Skills Chapter 15: Word Processing	Enter and edit text Use SPAG (spelling, punctuation and grammar) tools Use formatting tools: • Paragraph formatting • Alignment • Font formatting • Textbox
5	Unit 6: Software Skills Chapter 15: Word Processing	Use Columns and Tables tool Use Page Layout tools Integrate in a single document: • Charts • Tables • Images • text from different files • textboxes • grouping / layering • values from spreadsheets
6	Unit 6: Software Skills Chapter 15: Word Processing	Identify document elements Produce documents in different document types Use standard conventions Use mail merge from word processor, spreadsheets and databases
7	Half term assessment / project	Unit 6: Chapter 15: Word Processing



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Autumn Term

Learning Overview (Contents)	Software Application: • Graphics in bitmap and vector • Combining shapes and text • Edit images • Create template and master slide Create slides: • Insert text, images, hyperlinks and action buttons • Insert animations and transitions ○ Print handouts
Assessment Opportunities	End of Term Formal Assessment
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1	Unit 6: Software Skills Chapter 16: Graphics	Explain features of image types: bitmap, vector Create images combining basic shapes and text: • rectangles (including squares) • circles (including ovals) • lines • triangles • arrows and textboxes

2	Unit 6: Software Skills Chapter 16: Graphics	Edit images: • Crop • Add captions/ text • Edit • Delete
3	Unit 6: Software Skills Chapter 17: Presentations	Create a template / master slide: placeholders, footer, slide number, background, font enhancements (bold, underline, italic)
4	Unit 6: Software Skills Chapter 17: Presentations	Create slides • Insert text • Insert images • Insert action buttons • Insert hyperlinks • Add animations and transitions
5	Unit 6: Software Skills Chapter 17: Presentations	Create slides • Insert text • Insert images • Insert action buttons • Insert hyperlinks • Add animations and transitions
6	Unit 6: Software Skills Chapter 17: Presentations	Create slides and print handouts: • Two to a page • Three to a page • Notes Pages • Full page • Headers and footers
7	End of term assessment	Unit 6: Software Skills: Chapter 14: File Management Chapter 15: Word Processing Chapter 16: Graphics Chapter 17: Presentation



Year 11 ICT Medium Term Plan

Spring Term

Learning Overview (Contents)	Software Application: • Use a template: tables / frames, standard page features, banners, menu / navigation • Insert text, images, buttons, animations • Format a webpage: headings, sub-headings, body text, alignment • Use HTML code: insert hyperlinks, insert images, font enhancements • Data types • Format a worksheet • Use arithmetic operations, single and multiple operators, absolute and relative cell referencing • Use functions and formulae • Insert Graphs/ charts and format • Print using data view and formula view
Assessment Opportunities	Half Term project / assessment
Textbooks Published Lesson Resources	Pearson Edexcel – International GSCE – Information and Communication Technology (ICT) (9-1) ISBN 978–1–4469–3881-2
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Week Number	Learning Overview / objective	What should pupils know, understand and be able to do by the end of the week?
1	Unit 6: Software Skills Chapter 18: Web Authoring	Use a template : • tables / frames • standard page features

		• banners • menu / navigation Insert: • text • images • buttons • animations
2	Unit 6: Software Skills Chapter 18: Web Authoring	Format a webpage: • headings • sub-headings • body text • alignment
3	Unit 6: Software Skills Chapter 18: Web Authoring	Use HTML code: • insert hyperlinks • insert images • font enhancements
4	Unit 6: Software Skills Chapter 19: Spreadsheets	Understand data types Format a worksheet: • cell types • cell borders • gridlines • text wrap • row height • column width • cell borders and shading • merge/split cells • hide cells • date and time • percentage

		• currency • decimal places •
5	Unit 6: Software Skills Chapter 19: Spreadsheets	Use Formulae: • arithmetic operations (addition, subtraction, multiplication and division) • single and multiple operators • absolute and relative cell referencing
6	Unit 6: Software Skills Chapter 19: Spreadsheets	Use functions: • SUM • AVERAGE • MIN • MAX • COUNT (COUNTA, COUNTIF) • LENGTH • PRODUCT Use features: • Multiple worksheets • Sorting • Filtering
7	Unit 6: Software Skills Chapter 19: Spreadsheets Half term project	Insert graphs and charts: • Pie chart • Line chart • Bar/ Column chart • Scattergram Select appropriate chart and format by adding: • title • axis labels • legends • axis scale • trend line. Print using data view and formula view



Year 11 ICT Medium Term Plan Spring Term

Learning Overview (Contents)	• Identify data types • Structure of a database • Identify validation checks • Sort using different ways • Input information to different tables / forms and format accordingly. • Use search and queries • Product outputs: reports, mail merge, design view and datasheet view
Assessment Opportunities	End of term assessment
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1	Unit 6: Software Skills Chapter 20: Database Management	Identify data types : • Alphanumeric / text • Numeric / number • Date • Currency • Logical / Boolean Explain structure of a database: • record

		• field • table • Primary key / field • Foreign key / field • Relationships between tables
2	Unit 6: Software Skills Chapter 20: Database Management	Explain the need for validation and identify validation checks: • Range check • Presence check • Type check • Length check Sort using: • Single field • Multiple fields • Ascending order • Descending order Input information to different tables / forms and format accordingly.
3	Unit 6: Software Skills Chapter 20: Database Management	Use search / queries: • Single criterion • Multiple criteria • Search within results • Relational operators • Logical operators
4	Unit 6: Software Skills Chapter 20: Database Management	Use search / queries: • Single criterion • Multiple criteria • Search within results • Relational operators • Logical operators
5	Unit 6: Software Skills Chapter 20: Database Management	Produce output: • Mail merge • Reports • Specified fields

		• Tables structure • Queries / searches • Forms • Relationships • Query results
6	Unit 6: Software Skills Chapter 19: Spreadsheets Chapter 20: Database Management	Revision Past Papers – Focusing on Spreadsheets and Database Management
7	Assessment	Paper 1 (Unit 1- Unit 4) Paper 2(Unit 5 and Unit 6)