

# OCR Nationals Y9 – OVERVIEW

OCR Nationals Schemes of Work Overview									
Year 9									
Unit 1: ICT Skills for Business									
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Standard Ways of Working <b>Task: Using Search Engine Facilities</b> - 2 search engines - web sources	<b>Task: Spreadsheet</b> - format cells - number, text - borders, shading	(continued...) <b>Task: Spreadsheet</b> - pwd protect SS - new row entry - delete row - calculations	(continued...) <b>Task: Database</b> - report with labels - printouts	New Year	(continued...) <b>Task: Documents</b> - newsletter - layout	(continued...) <b>Task: Documents</b> - newsletter - fields - proofread	<b>Task: File Management</b> - 2 directories - suitable filename - pwd files	(continued...) <b>Task: File Management</b> - backup usb - shortcut file - shortcut folder	Half Term
<b>Task: Email</b> - receive - reply with attachment - risks involved	(continued...) <b>Task: Spreadsheet</b> - formulae - functions - printouts	(continued...) <b>Task: Spreadsheet</b> - functions - headers/footers - printout formulae	<b>Task: Documents</b> - business letter - image sources	(continued...) <b>Task: Documents</b> - business letter - mail merge	(continued...) <b>Task: Documents</b> - newsletter - images - content	<b>Task: Presentation</b> - 5 slides - text / graphics - housestyle	Easter	(continued...) <b>Task: File Management</b> - copy file/folder - move file/folder - delete file/folder	Unit 1 Mop-up
(continued...) <b>Task: Email</b> - forward - address book - email signature	(continued...) <b>Task: Spreadsheet</b> - data changes - effects to SS - printouts	<b>Task: Database</b> - enter - edit - delete - simple query	(continued...) <b>Task: Documents</b> - business letter - spell check	(continued...) <b>Task: Documents</b> - memo - spell check	Half Term	(continued...) <b>Task: Presentation</b> - slide transitions - handout form	Easter	Unit 1 Mop-up	Unit 1 Mop-up
(continued...) <b>Task: Email</b> - cc / bcc - set priority	Half Term	(continued...) <b>Task: Database</b> - adv query - simple report	Christmas	(continued...) <b>Task: Documents</b> - agenda - spell check	(continued...) <b>Task: Documents</b> - newsletter - content - formatting - spell check	(continued...) <b>Task: Presentation</b> - animation - notes pages - spell check	(continued...) <b>Task: File Management</b> - locate files - open files	Unit 1 Mop-up	Moderation

based on 2 x 50 minutes lessons per week