

Year 7	Year 8	Year 9
How to log on	How to log on	How to log on
How to sign into One drive	How to sign into One drive	How to sign into One drive
How to create a folder	How to create a folder	How to use Office 365
How to find their folder on Onedrive	How to find their folder on Onedrive	Excel: Formatting
How to use Office 365	How to use Office 365	Excel: Basic formulas& functions
How to search for Word etc	How to search for Word etc	Excel: Graphs
How to create a new document	How to create a new document	Excel: Macros
How to save a document	How to save a document	Excel: Conditional formatting
How to log onto SMHW	How to log onto SMHW	Excel: Dropdown lists
How to look for the homework set	How to look for the homework set	Plan an augmented reality prototype
How to submit the work on SMHW	How to submit the work on SMHW	Design an augmented reality prototype
How to use the calendar on SMHW	How to create a blank powerpoint	Test an augmented reality prototype
Word: Header & Footer	How to create a new slide	Evaluate the augmented reality prototype
How to use the snipping tool	How to change the background colour	Access: Relationships
Word: How to insert a picture	How to use the snipping tool	Access: Queries & Reports
Word: Wrapping text	Slide master	Access: Forms
Word: How to insert page numbers	Animations	Powerpoint: Slide master
Word: How to insert/delete rows in a table	Word: How to insert/delete rows in a table	Animations
Word: How to alter text and page size	Word: How to alter text and page size	Transitions
Word: Use of heading styles	Transitions	Timing
Powerpoint:How to create a blank powerpoint	Timing	Loop
Powerpoint: How to create a new slide	Loop	How to insert a picture & a link
Powerpoint: How to change the background colour	How to insert a picture & a link	How to link each slide
Powerpoint: Slide master	How to link each slide	Word: How to insert/delete rows in a table
Powerpoint: Animations	Excel: Formatting	Word: How to alter text and page size
Powerpoint: Transitions	Excel: Basic formulas&functions	Word: Insert a cover page
Internet: How to save an image	Excel: Graphs	Word: Use of heading styles
How to use Seneca	How to create a flow chart	Word: Table of contents
Basic use of Teams	How to create a mindmap	Word: Header & Footer
Navigate websites	How to create an augmented reality prototype	Word: Page numbers
How to download a document	Basic use of Teams	How to create a Gantt chart
Email: How to send an email	Navigate websites	How to create a flow chart
Email: How to reply to an email	How to download a document	How to use Seneca
Email: How to forward an email	Email: How to send an email	Basic use of Teams
Email: How to attach a file to an email	Email: How to reply to an email	Navigate websites
Excel: Formatting	Email: How to forward an email	How to download a document
Excel: Graphs	Email: How to attach a file to an email	Email: How to send an email
		Email: How to reply to an email
		Email: How to forward an email
		Email: How to attach a file to an email