

# ECDL Year 9

NAME: \_\_\_\_\_



The ECDL Qualification in IT Application Skills consists of demonstrating skills using PowerPoint, Word and Excel. There is a fourth unit called Productivity that combines the three pieces of software together into a single exam.

This is a Level 2 qualification which means it carries the equivalent points to a GCSE A\* to C however the grades are Distinction \* (A\*), Distinction (A), Merit (B) and Pass (C).

During Year 9 you will focus on developing your skills in these pieces of software with the goal to sit a couple of the unit exams before the end of year 9. Any units that are not completed will have to be done in Y10.

For students who will end up doing Triple Science you will not have ICT time in Y10 and will therefore be required to complete the ECDL in your own time. For the other students you will have only one lesson per fortnight to complete the outstanding exam units.

The resources for all this course are available on the Virtual School in the ICT Shared area.

The grades are calculated by averaging the four Exam units. 85% and over = Distinction \*, 80% and over = Distinction, 75% and over = Merit, 70% and over =

Target	Year 9 the work completed.			Test grades
	Working Towards	Is at the expected standard	Is above expected standard	
<b>UNIT 1—WORD</b>	Using the Application			Paper
	Document Creation			
	Formatting			Diag.
	Objects			
	Mail Merge			
	Preparing Outputs			Cert.
	<b>Foundations for learning.</b>			
	<b>Resilience</b>			
<b>Personal Study</b>				
<b>Overall unit performance</b>				
<b>UNIT 2—POWER-POINT</b>	Using the application			Paper
	Developing a presentation			
	Text			Diag.
	Charts			
	Graphical Objects			
	Preparing Outputs			Cert.
	<b>Foundations for learning.</b>			
<b>Resilience</b>				
<b>Personal Study</b>				
<b>Overall unit performance</b>				
<b>UNIT 3—EXCEL</b>	Using the Application			Paper
	Cells			
	Managing Worksheets			Diag.
	Formulas and Functions			
	Charts			
	Preparing Outputs			Cert.
	<b>Foundations for learning.</b>			
	<b>Resilience</b>			
<b>Personal Study</b>				
<b>Overall unit performance</b>				



# Unit 1: WORD PROCESSING

Word Processing is a core skill used to write and format larger detailed amounts of text. This could be letters for jobs, your CV, coursework documentation etc. It is very good at producing neat formatted documents for printing with page numbers, titles, tables of contents etc. One of the powerful features of Word is the ability to Mail Merge, that is creating a single letter and then sending it to 100s of recipients in one go.

In school and in most companies you will use Microsoft Word but Open Office and Pages on the Mac are becoming more popular.

## Lesson Overview

- 1 Efficient working and Basic page and text formatting.
- 2 Advanced formatting.
- 3 Using and formatting tables.
- 4-5 Including Graphic Objects (Tin Smelting).
- 6-7 Own Topic Document (meeting criteria).
- 8-9 Complete Document Format (Careers).
- 10 Mail Merge (Job Application).
- 11 End of unit paper assessment.
- 12 Review and DIT.

## Home works

- 1 Research and gather images and text on own topic. (Required for lesson 6.)
- 2 Careers research— Research a chosen career and collect information about the pathway to that career that you will then use to create a formatted guide in lesson. (required for lesson 7.)
- 3 Find out what Mail Merge is and the basic steps required. (Required for lesson 10).

## Key Words

**Alignment:** adjusting text so it is left, centre, right of full justified.

**File types:** different styles for saving your work to allow transfer of documents to other pieces of software.

**Help function:** The question mark symbol at top of screen.

**Formatting:** the **font size, style, and colour etc.**

**Non print formats:** Marks on page formats and actions that will not be printed e.g. space return.

**Find and replace:** used to find and/or replace all words in a whole document.

**Paragraph settings and formats:** Paragraphs have a choice of formats from line spacing to indent sizes.

**Styles:** a pre-set character style that will apply a determined font, size, colour to select text.

**Format Painter:** A handy tool to copy the style ONLY of text to other text.

**Insert objects:** Non-text items in your word document such as images and SmartArt.

**Mail merge:** A tool to automatically combine a list of addresses to a template letter or document and create documents for each item in the list automatically.

## Cross Curricular

Literacy: writing for purpose. Job applications.

Over the year, you will be judged on your skills and learning. There are different ways you will be judged, the descriptions of these are below.

Computing		Criteria: ability to use IT skills across a range of problems.
<i>Working towards</i>	I can use different skills but sometimes I need to be told which skills I need to use and where to apply them.	
<i>Expected</i>	I can confidently use my skills to solve problems and tasks that I am given. I can select my own skills to use without having to be told.	
<i>Above expected</i>	I can work highly independently and apply my well developed skills to produce high quality work and solve new problems I have not met before.	

Foundations for Learning	
<i>Working towards</i>	<b>Could be better</b> at following the Behaviour Standards and meeting the Foundations for Learning.
<i>Expected</i>	<b>Good</b> at following the Behaviour Standards and meeting the Foundations for Learning.
<i>Above expected</i>	<b>Shows pride</b> in behaviour and the Foundations for Learning; supports others in achieving this.

Resilience: Has self-belief, confidence, tries new challenges, manages emotions and bounces back from setbacks. Is engaged and committed.	
<i>Working towards</i>	Skills <b>could be better</b> ; can sometimes apply these in lessons.
<i>Expected</i>	<b>Good</b> understanding; can apply these skills in lessons.
<i>Above expected</i>	<b>Outstanding</b> understanding; seeks out challenges and applies skills in life.

Personal Study: Can organise Personal Study (PS), completing work fully.	
<i>Working towards</i>	PS <b>could be better</b> and is either not given in on time or is not completed with the required effort.
<i>Expected</i>	PS is <b>good</b> , showing they can meet deadlines and produce work of an acceptable standard.
<i>Above expected</i>	PS is <b>outstanding</b> ; consistently handed in on time and completed to a high standard.







## Unit 2—PowerPoint



This unit is designed to prepare you to confidently use PowerPoint. By the end of the unit you should be able to create neat professional Presentations using PowerPoint.

Note: This is a shorter unit than the others as most students are already pretty good at PowerPoint as they have been using it since Primary School.

### Lesson Overview

- 1 PowerPoint Basics and Master Slides.
- 2 Creating and modifying charts.
- 3-4 Presentation on Student Survey Results.
- 5 SmartArt.
- 6 Skills Walkthrough Test.
- 7 Paper Based Unit Test.
- 8 Review results and DIT.

### Key Words

**View modes:** how PowerPoint displays the slide outlines and editing areas.  
**Slide layout types:** the different outline plans for each slide from title slide to two column content slides  
**Master slide:** the design templates for each of the slide layouts.  
**Footers and numbering:** used to add text and slide numbers at foot of each slide.  
**Table formatting:** the various options for arranging the styles and sizes of table columns and rows  
**Chart formatting:** the styles, layout and chart types (bar, pie, column) for presenting data tables.  
**SmartArt and objects:** intelligent shape objects that adjust as you add or delete content.  
**Transitions:** the style with which one slide runs into another with a range of transitions  
**Animations:** the way that an object on a slide appears, moves or disappears.  
**Outputs format:** various options to present a slide show from print size options to slide size and orientation.  
**Speaker notes:** the addition of reminders and reference for speakers and presenters that are not shown on the actual slides.

### Home works

Survey 10 students on three different teenage topics. For each topic you should have at least 4 possible outcomes (similar to the charts you have done in class). (Required for Lesson 4)

2

3

### Cross Curricular

There is an investigation and presentation of student's lifestyles such as health, if you are doing any work in other areas linked to survey results then please bring them into the lesson and tell your teacher.

6

## Unit 3 Targets—EXCEL



S	Done	E
/10	Date	/10

### I know/I can:

Managing rows and columns, inserting and deleting and resizing. Using correct layout of data.

Managing the toolbar/ribbon and using help.

Formatting cells, alignment, positioning cell content, borders and shading.

Formatting cells—displaying different types of data (currency date, numbers, percentages etc).

Managing worksheets—renaming, adding and deleting.

Creating formulas—addition, subtraction, multiplying, dividing.

Using functions such as SUM, AVERAGE, COUNT, MIN, MAX

Using the IF function.

Sorting cells.

Using the fill handle.

Using and understanding the purpose of Absolute Cells (\$)

Creating and managing charts: Column, Bar and Pie. Changing colours and formatting. Adding data labels.

Freezing rows and columns.

Preparing for printing, scaling, repeating titles, margins and orientation.

Adding headers and footers via Page Layout View.

Using the Print Setup dialog.

11

## Unit 3—EXCEL



Spreadsheets are used for creating and processing tables of numbers (data). With this data you can set up calculations that get done automatically. This allows you to process large amounts of data quickly and accurately. It can also be used to create mathematical models to calculate specific answers, for example how much a room makeover will cost or how much a party will cost.

### Lesson Overview

- 1 Intro and knowledge review.
- 2 Formatting cells and managing worksheets
- 3 Basic Maths formulae (/ \* + -)
- 4 Conditional Formatting and Functions (SUM, AVERAGE, MIN, MAX).
- 5 More advanced functions.
- 6 Charts.
- 7 Preparing outputs.
- 8 ECDL paper test.
- 9 Revision Guides for Excel Skills.

### Key Words

**Model:** a spreadsheet that has been designed to process various input values and automatically show calculated results (outputs).

**Cell Reference:** the coordinates of a cell based on the column letter and row number ie C2

**Cell range:** a selection of cells specified by the starting (from) cell to the finishing (to) cell ie C12:F30 means all cells from and including C12 to F30

**Active cell:** the cell that is currently highlighted as it has been clicked on.

**Formula:** a rule that tells Excel to put the result of a calculation in this cell. They will always start with and equals (=) sign.

**Functions:** similar to a formula but pre-programmed complex calculations that normally apply to a range of cells.

**Workbook:** the whole spreadsheet file that consists of one or more worksheets

**Worksheet:** a single sheet, similar to a page, within the workbook.

**Sorting:** placing a range cells into a required order.

**Filtering:** the technique used to select rows from the spreadsheet based on selection of a value for a column.

**data labels:** numerical values that are shown on or next to the bars on a chart.

**Scaling:** making the printed output fit a specified number of pages wide and/or high.

**Number Format:** the ability to force numbers to be shown as currency, percentages

### Home works

- 1 Worksheet—“Label the Spreadsheet”.
- 2 Reading charts Worksheet.
- 3 Revision using Guide on the VS and answering the On-line quiz.

### Cross Curricular

Numeracy - processing data using formulas. Creating charts to present information.

## I can / I know how to PPT



Start	Done	End
/10	date	/10

Save a presentation as another file type: Rich Text Format, template, show, image file format, version number.

Enhance productivity by using available Help functions, magnification/zoom tools, display or hide built-in toolbars. Restore, minimize the ribbon.

Change between presentation view modes: normal view, slide sorter view, slide show view.

Use different built-in slide layouts for new slides or change the layout of a slide.

Add or remove graphical objects from master slides.

Add or maintain footers on all slides changing dates, automatic page numbers etc

Format text using different font styles, set and adjust bulleted lists and paragraph formatting.

Create and adjust table formatting, setting row and column widths

Create pie charts and column charts and enter data.

Create and manipulate Hierarchy Organisation charts, promoting, demoting and adding an assistant.

Use and manipulate graphical objects, pictures and built-in shapes. Add text to autoshapes, rotate and flip objects, add shadows, change line thickness.

Add and remove transitions and animations.

Change orientation or output format ie Overhead. Print specific pages.

Add presenter notes.

Comments / Targets

Date

When the unit is finished, stick your

### End of Unit Review Sheet

here on this page.

## Learning this lesson

The questions get tougher as you go, how much of chatter box are you? Get a partner to test you!



What are you learning today?

What new skills have you learnt?

What have you learnt today that you didn't already know?

What's the point of this task?

How do you know if you have improved today?

## Learning over time

The questions get tougher, how much of chatter box are you? Get a partner to test you!



Which piece of work are you proud of?

Why?

What have you learnt this term?

What skills have you learnt?

What's the point of this unit?

How do you know you have improved this year?

Can you show me in your work that you are improving?