

# 'Shining light on potential'

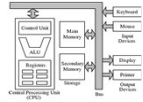
YEAR 13

YEAR 12

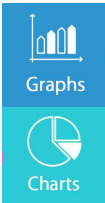
YEAR 11

YEAR 10

YEAR 9

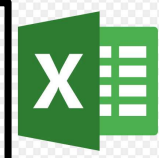


**The Internet**  
Searching the Internet  
Choosing the Right Information



**Charts and Graphs**  
Types of Chart and Graph – Bar and Column Charts – Line Graphs and Scattergraphs – Pie Charts

**Spreadsheets**  
Entering and Editing Data – Formatting Spreadsheets – Formulas – Advanced Formulas and Functions – Sorting and Filtering Data



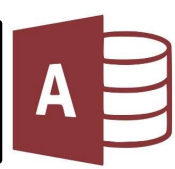
**Word Processing**  
Formatting Text – Formatting Documents – Tables – Mail Merge – Graphics – Word Processing Tasks

**Email**  
Sending and Receiving Emails – Contacts Lists – Organising your Inbox – Using and Writing Emails



**Presentations**  
Understanding Presentations – Making Presentations – Editing Slides – Editing Options – Getting the Right Layout

**Databases**  
Database Basics – Sorting and Filtering Data – Queries and Reports



**The Basics**  
Security: Passwords and Viruses - Software Programs - Windows, Icons and Buttons - Office Features and Shortcuts - Using Storage Devices Safely - Managing Files and Folders - Changing Settings - Printing and Screenshotting

Our Core Values at BBAB are: RELATIONSHIPS, INTEGRITY, HONESTY, TEAMWORK and TRUST

**We do it the RIHTT way**