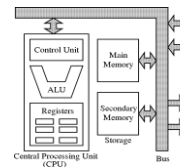


'Shining light on potential'

LONDON SOUTH EAST ACADEMIES TRUST

BROMLEY BEACON ACADEMY

YEAR 13



The Internet

Searching the Internet
Choosing the Right Information



YEAR 12



Graphs



Charts

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



YEAR 11

NCFE Functional Skills in ICT Level 1 and 2



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



YEAR 10



Presentations

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

Databases

Database Basics – Sorting and Filtering Data – Queries and Reports



YEAR 9

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