

Year 10 ICT Learning Programme 4

<p>The LORIC skill focus for this LP is: INITIATIVE. The Moral Values foci for this LP are: INTEGRITY and GRATITUDE.</p>		<p>Literacy Non-Negotiables:</p> <ul style="list-style-type: none"> • Capital letters must be used at the start of sentences and for the first letter of proper nouns • Full stops must be used at the end of a sentence • Question marks must be used at the end of a question • Apostrophes should only be used for possession or omission • Days of the week and months must be spelled correctly • Key words must be spelled correctly • Vocabulary to be taught using the Frayer model
<p>Integrity - Having strong moral principles. I will show integrity by taking responsibility for my actions. Gratitude - Feeling and expressing thanks. I will show gratitude by saying please and thank you.</p>		
<p>What will I be learning about in this Learning Programme? During this LP you will gain knowledge and skills on forms and report creation and you will begin to learn features of Microsoft Word.</p> <p>Where have I seen this learning before? You will use prior knowledge of databases from LP3 and from KS3 but also from every day examples such as how school stores student and staff details.</p> <p>What could I use it for? You will use the knowledge and skills learnt when you complete your controlled assessment at the end of year 10</p>		

In LP4.1, I will know:	09/03/26 - (WK 2)	Frayer Model Words	Homework
how to create a form on Microsoft Access how to apply this to a given task		Form	Seneca Tasks
In LP4.2, I will know:	16/03/26 - (WK 1)	Frayer Model Words	Homework
how to create a report on Microsoft Access how to apply this to a given task		Report	Seneca Tasks
In LP4.3, I will know:	23/03/26 - (WK 2)	Frayer Model Words	Homework
how to create a user interface/main menu on Microsoft Access how to apply this to a given task		Macro	Seneca Tasks
Extended Task.			
In LP4.4, I will know:	13/04/26 - (WK 1)	Frayer Model Words	Homework
how to create validation rules on Microsoft Access how to apply this to a given task		Validation	Seneca Tasks
In LP4.5, I will know:	20/04/26 - (WK 2)	Frayer Model Words	Homework
how to complete testing on Microsoft Access how to apply this to a given task		Testing	Seneca Tasks
In LP4.6, I will know:	27/04/26 - (WK 1)	Frayer Model Words	Homework
how to complete a mail merge on Microsoft Word how to apply this to a given task		Mail Merge	Seneca Tasks
Extended Task.			
In LP4.7, I will know:	04/05/26 - (WK 2)	Frayer Model Words	Homework
how to create a professional letter on Microsoft Word how to apply this to a given task		Alignment	Seneca Tasks

PRT Task 1

PRT Task 2

<p>Resources to support learning: Teams, Seneca, Knowledge Organiser</p>

<p>FFET Award Challenge for this Learning Programme: Research a career in ICT and identify a summary of what the career involves, what you need to achieve/do to begin this career and the earning potential of this career</p>
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