

## Taliesin Education – T Plus Centres

### Long Term Planning Grid – Key Stage Three

<b>Year Group.</b>	<b>Autumn 1</b>	<b>Autumn 2</b>	<b>Spring 1</b>	<b>Spring 2</b>	<b>Summer 1</b>	<b>Summer 2</b>
<b>7</b>	IT USER FUNDAMENTALS 1-2	WORD PROCESSING & DESKTOP PUBLISHING 1-2	PRESENTATION SOFTWARE 1-2	EXCEL SPREADSHEETS 1-2	IMPROVING PRODUCTIVITY USING ICT 1-2	ONLINE BASICS 1-2
<b>8</b>	IT USER FUNDAMENTALS 2-3	WORD PROCESSING 2-3	PRESENTATION SOFTWARE 2-3	EXCEL SPREADSHEETS 2-3	IMPROVING PRODUCTIVITY USING ICT 2-3	USING EMAIL 3
<b>9</b>	IT USER FUNDAMENTALS 3 – L1	DESKTOP PUBLISHING 2-3	USING EMAIL E3-L1	USING MOBILE DEVICES E3-L1	IMPROVING PRODUCTIVITY USING ICT E 3-L1	INTERNET FUNDAMENTALS E3