ECDL EXTRA Scheme of Work 2012/13
15 weeks x 2 sessions per week – 3x30=90 hrs total

Date	Session No	TOPIC	UNIT
TUES 24/09	1	INTRO TO COURSE STRUCTURE & CONTENT HEALTH & SAFETY ISSUES – POSTURE & BREAKS FILE MANAGEMENT & ASSESS EXISTING WP SKILLS	UNIT 3 WP
THURS 26/09	2	ENTERING & FORMATTING TEXT SAVING & FILE FORMATS. KEYBOARD SHORTCUTS	UNIT 3 WP
TUES 1/10	3	PAGE SET UP & PRINTING. FORMATTING PICTURES IMAGES RESIZE, CROP & TEXT WRAPPING	UNIT 3 WP
THURS 3/10	4	SHOW HIDE FEATURE. VIEWING RULER PARAGRAPH SETTING. INDENTS & LINE SPACING	UNIT 3 WP
TUES 8/11	5	PARAGRAPH SPACING BORDERS – TEXT, PARA & PAGE & SHADING	UNIT 3 WP
THURS 10/10	6	TABLES & TABS PRACTICE EXS – GARDEN CENTRE & BUSINESS LETTER	UNIT 3 WP
TUES 15/10	7	MAIL MERGE PRACTICE EXS – EX1& EX2 & GardenCentre & BuisLetter	UNIT 3 WP
THURS 17/10	8	PRACTICE TESTS (ABC FITNESS, ZOO OPEN DAY)	UNIT 3 WP
TUES 22/10	9	PRACTICE TESTS (SUNNY HOLIDAYS, RHS AWARDS)	UNIT 3 WP
THURS 24/10	10	WP TESTS DRAW SHAPES, FILL, RESIZE, GROUP. ROTATE, ORDER	UNIT 3 WP
29/10 31/10		HALF TERM	
TUES 05/11	11	INTRO TO EXCEL WORKBOOKS & WORKSHEETS CELL REFERENCING, FORMATTING TEXT & NUMBERS	UNIT 4 SS
THURS 7/11	12	FORMULAS & FUNCTIONS CALCULATIONS SUM, MAX, MIN, PERCENT & AVERAGE	UNIT 4 SS
TUES 12/11	13	WHAT-IF STATEMENTS BORDERS & PRINTING OPTIONS	UNIT 4 SS
THURS 14/11	14	CHARTING DATA – CHART OPTIONS PRINTING CHARTS, MOVING CHARTS	UNIT 4 SS
TUES 19/11	15	EXCEL PRACTICE TESTS (GOLF, SCHOOLS, BOOKS)	UNIT 4 SS
THURS 21/11	16	EXCEL PRACTICE TEST EXCEL TESTS	UNIT 4 SS

Date	Session No	TOPIC	UNIT
TUES 26/11	17	INTRO TO POWERPOINT SLIDES & MASTER SLIDES FORMATTING	UNIT 6 PPT
THURS 28/11	18	POWERPOINT ORGANISATIONAL CHARTS	UNIT 6 PPT
TUES 03/12	19	POWERPOINT TABLES COPYING & MOVING SLIDES	UNIT 6 PPT
THURS 05/12	20	POWERPOINT SLIDESHOW SETTING TRANSITIONS & ANIMATIONS	UNIT 6 PPT
TUES 10/12	21	POWERPOINT PRACTICE TESTS (SPACE MOVIE, APPLES, COLLEGE, LAPLAND)	UNIT 6 PPT
THURS 12/12	22	POWERPOINT PRACTICE TEST POWERPOINT TESTS	UNIT 6 PPT
3 WEEKS		CHRISTMAS HOLIDAY	
TUES 7/01	23	IMPROVING PRODUCTIVITY USING IT PRINCIPLES FOR PROFITABILITY SUITABLITY OF APPLICATIONS FOR A GIVEN TASK	UNIT 8 IMPRO PROD
THURS 9/01	24	WP REVISION OUTLINE TEXT USING STYLES, COLUMNS, COMBINING TABLES	UNIT 8 IMPRO PROD
TUES 14/01	25	SS REVISION IMPORTING FROM WORD, COMBINING WORKSHEETS, LINKING DATA, LINKING CHARTS, USING PASTE SPECIAL	UNIT 8 IMPRO PROD
THURS 16/01	26	PPT REVISION IMPORTING FROM WORD, REUSING SLIDES THEMES, SOURCE FORMATTING	UNIT 8 IMPRO PROD
TUES 21/01	27	PRACTICES FOR COMBINED APPLICATIONS WORD AND EXCEL	UNIT 8 IMPRO PROD
THURS 23/01	28	PRACTICES FOR COMBINED APPLICATIONS POWERPOINT AND EXCEL	UNIT 8 IMPRO PROD
TUES 28/01	29	PRACTICES FOR COMBINED APPLICATIONS FINAL TESTS	UNIT 8 IMPRO PROD
THURS 30/01	30	FINAL CLASS FINAL TESTS OR RESITS	UNIT 8 IMPRO PROD