

DIGITAL FUNCTIONAL SKILLS

Year 10 & 11

USING DEVICES AND HANDLING INFORMATION



Searching the internet
Copyright
Organising files
Data Storage

1

2

CREATING AND EDITING

Editing data
Manipulating numerical data
Formatting Data



COMMUNICATING

Sending and receiving emails
Context and audiences
Digital Footprint



3

4

TRANSACTING

Merging account settings
Complete online forms
Risks online



YEAR 11

BEING SAFE AND RESPONSIBLE



Data Protection
Personal Details
The Cloud
Malware

ONLINE

5

6

REVISION

Recap all key themes
Mock assessments

