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| **Year 3 Summer 2 – Presenting with Microsoft PowerPoint** |
| **Key Images**  | **Key Learning** |
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| Open a new document  |  |
| Open an existing document |  |
| Save your work |  |
|  Undo key  |  |
| Font Category |  |
| Insert a new slide |  |
| Insert a text box |  |
| Home tab where many editing tools are found |  |
|  Insert a picture |  |
|  Design tab where you can find ready-made design templates |  |
|  Insert tab where you can add an object such as a picture or shape |  |

 | * To understand the uses of PowerPoint.
* To create a page in a presentation.
* To add media to a presentation.
* To add animations to a presentation.
* To add timings to a presentation.
* To use the skills learnt to design and create an engaging presentation.
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| **Key Vocabulary** | **Key Questions** |
| * Animation
* Media
* Stock image
* Presentation
* Text box
* Audio
* Text formatting
* Design Templates
* Presentation Program
* Transition
* Entrance Animation
* Slide
* Slideshow
* WordArt
* Font
 | **What is a presentation program used for?** A presentation program is used to present information to an audience in an engaging way, such as including text, pictures and videos. PowerPoint is an example of a presentation program. **How do you add a transition to a presentation?** Click on ‘Transitions’ at the top of the screen and select the transition you wish to use. You can preview the transition by pressing ‘preview’ on the left-hand side. **What features can you use to make a presentation more engaging?** You can give your presentation an engaging look and feel by using different fonts, colour schemes and using an interesting layout. Adding pictures, sound, and videos would also make a presentation more interesting to an audience. Using animations and interesting transitions between slides would also be engaging. |

Reference to