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| **Year 3 Summer 2 – Presenting with Microsoft PowerPoint** | | |
| **Key Images** | **Key Learning** | |
| |  |  | | --- | --- | | 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. | |
| **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