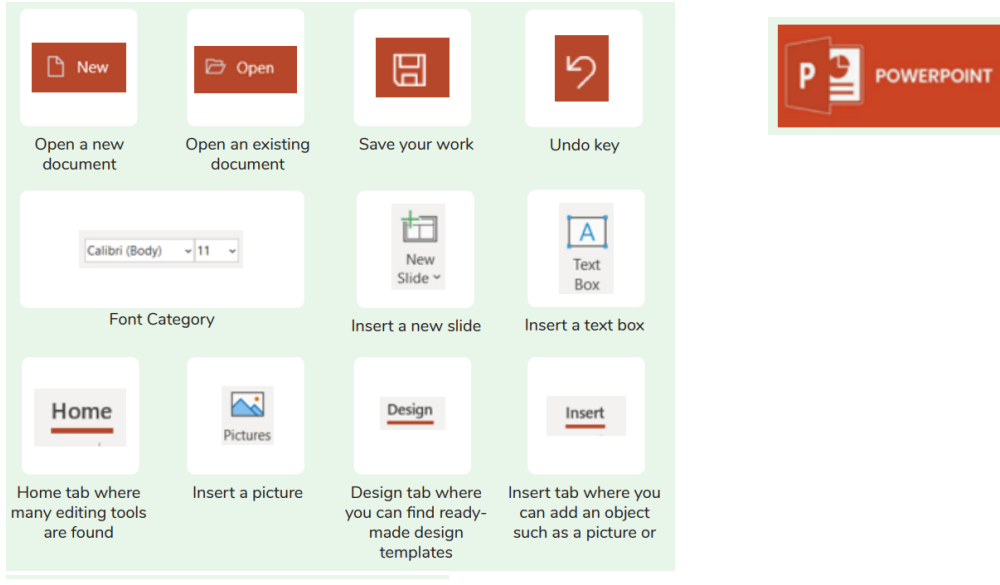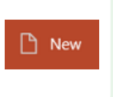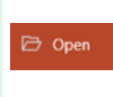| Year 3	Unit 3.9 Presenting with Microsoft PowerPoint

What should I already know?
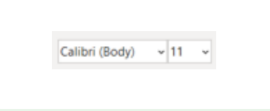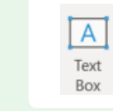
- I know that a story can be presented in different ways.
- I can make a quiz about a story or class topic.
- I can make a fact file on a non-fiction topic.
- I can make a presentation to the class.

What will I know at the end of the unit?

- I can understand the uses of PowerPoint.
- I can create a page in a presentation.
- I can add media to a presentation.
- I can add animations to a presentation.
- I can add timings to a presentation.
- I can use the skills learnt to design and create an engaging presentation.

Key Images and resource

Open a new document

Open an existing document

Save your work

Undo key

POWERPOINT

Font Category

Insert a new slide

Insert a text box

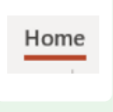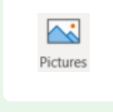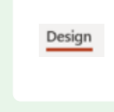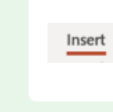Home tab where many editing tools are found

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

Key Vocabulary

Animation
The process of adding movement to still objects.

Border Properties
The style of the border around text or an object including the colour, thickness and dashes.

Font formatting
Changing the appearance of text on the screen.

Layer
Describes which objects appear in the front (foreground) of a slide and which appear behind other objects

Media
Information in the form of words, sounds, numbers, images, or graphics in electronic, print or broadcast form

Presentation
A visual way of displaying information to an audience that is clear and engaging. It can contain text, images, animation and videos.

Slide
A single page within a presentation.

Slideshow
A collection of pages arranged in sequence that contains text and images to present to an audience.

Text box
An object that can be inserted into a piece of work in a program that allows the user to input text.

Transition
How a slide moves from one to the next.

WordArt
A way of changing the appearance of text often using decorative shapes.

Key Questions

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.

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.

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