Over Hall Community School	Year: 3	Strand: Computing – Presenting Ideas

What should I already know?

- Creating text and the use of illustrations Genre: animated picture book
- Presenting ideas in art form 2Paint a Picture: art effects, collage effects
- Creating work for a variety of purposes and different genres Presenting the same information in different styles: animated story, quiz based on a story, concept map of a story, writing template
- Keyboard skills Typing fluency
- Use of 2Dos · Saving, opening and editing work · Sharing work · Copying and pasting · General mouse, keyboard and device skills

What will I know by the end of the unit?

How will I make a Presentation from a Blank Page?
- You know what PowerPoint is. You will open PowerPoint. You will add text to a page and format it. You will add shapes to a page.

How do I add media to a presentation?
- You will change the design of the slides. You will insert a new slide. You will insert pictures. You will edit pictures. You will insert video and audio.

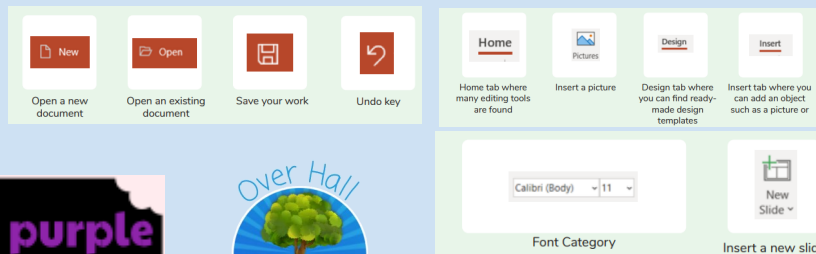**How do I add animations into a presentation?**
- You will use animations in a presentation. You will use transitions in a presentation

How do I add timings into a presentation.?
- You will add timings to a presentation. You will present effectively using PowerPoint.

How can I use the skills learnt in previous weeks to design and present an effective presentation.?
- You will create a presentation including formatted text. You will include different media. You will add transitions and animations. You will add timings to the presentation. You will present effectively.

Key Vocabulary

Animation The process of adding movement to still objects.
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.
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.
Media Information in the form of words, sounds, numbers, images, or graphics in electronic, print or broadcast form.
Font formatting Changing the appearance of text on the screen.
Border Properties The style of the border around text or an object including the colour, thickness and dashes.
Layer Describes which objects appear in the front (foreground) of a slide and which appear behind other objects.

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

- **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.

New	Open	Save your work	Undo key
Open a new document	Open an existing document	Save your work	Undo key

Home	Pictures	Design	Insert
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

Calibri (Body) 11	New Slide	Text Box
Font Category	Insert a new slide	Insert a text box

Purple Mash Resources

- Microsoft Powerpoint

POWERPOINT