Year 3 – Presentation Skills Knowledge Organiser

|  |
| --- |
| Prior Learning: type with two hands, shift/space/enter, undo/redo, make text bold/italic/underlined, save work in a folder, edit text using backspace/delete/arrow keys, format text, select single words. |

|  |  |
| --- | --- |
| Facts | Vocabulary |
| 1. **What is a presentation on Microsoft PowerPoint?** * A presentation on PowerPoint is a collection of individual slides that contain information on a topic.
* Information is organised onto each slide.
* These are commonly used by businesses for meetings and for teachers during lessons.
* They are visual to make the talk more engaging.
* The presenter should not read directly from the slides, otherwise the presentation could disengage the audience.

    | 1. **Presentation** – the organisation of ideas.2. **Slide**—a single screen in a presentation.3. **Reorder**—change the order of something.4. **Font –** the style of the letters.5. **Underlining** – forming a line under text.6. **Size** – how large the lettering is.7**. Colour** – the shade of lettering. 8. **Image** – a picture or photo.9. **Save** – to keep a document safe.10. **Transition** – the change from one image in a slide show to the next.11. **Insert** – to add slides or text.12. **Files** – a folder where documents are saved.13. **Layout** – the structure of presentation. |
| **2. What are PowerPoints used for?*** Businesses – to pitch a product to a company to buy it or to explain developments.
* College/University Lecturers and teachers – to teach students about a particular topic.
* Students – to create slide show presentations to teach others or show what they have learnt.

 |  3. **What does a presentation look like?** * To open Microsoft PowerPoint, you open this red symbol on the desktop/laptop.
* You can see all of your slides down the left hand side of your screen.
* When you click on one of the small versions of your slides it shows you that slide in full screen.
* You can add and format text in the same way you do using word processing programs, such as changing the text to bold, italics and underlining.
* Make sure the text is readable with appropriate colours and fonts.
* Slide transitions can be added for effect.

Blue-bot_algorithms |
| **4. How can I add images to PowerPoint?*** Images can be added to PowerPoints to make the information more appealing to look at, to demonstrate models and to put information into context.
* To upload an image, you can either copy and paste an image from an online search engine such as Kidtopia or select the ‘picture’ tab on the header bar.
* Images should be relevant to the information and be kept to a minimum so the audience is not distracted from the presentation.

  | **5. How can I save my PowerPoint?*** When you are ready to save your PowerPoint, the ‘file’ tab needs to be clicked. From here, the ‘save as’ tab needs to be clicked if it is a new presentation.
* You must save your PowerPoint into an organised folder so you are able to discover it later on.

* Once the PowerPoint has been saved once, the easily accessible save key in the top left corner can be pressed from now on.
 |
| Youtube:  <https://www.youtube.com/watch?v=KBTvPpGmNc4> - Creating a powerpoint presentation for kids <https://www.youtube.com/watch?v=Ioog1IyDuRE> - Google slides introduction for kids |