Year 3 – Presentation Skills Knowledge Organiser

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| 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. |

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| 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 |