

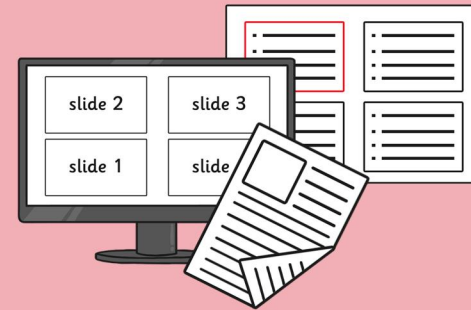
# Presentation Skills

## Challenge Cards



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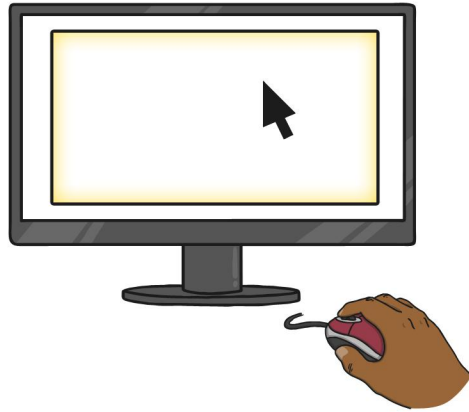


# Presentation Skills

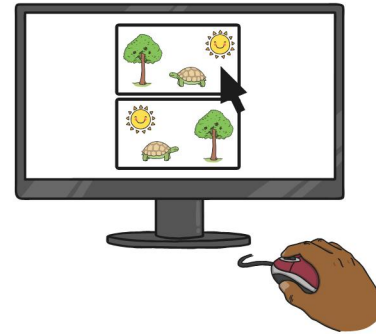
## Challenge Cards



Can you find out how to add a border to an image on a presentation slide?

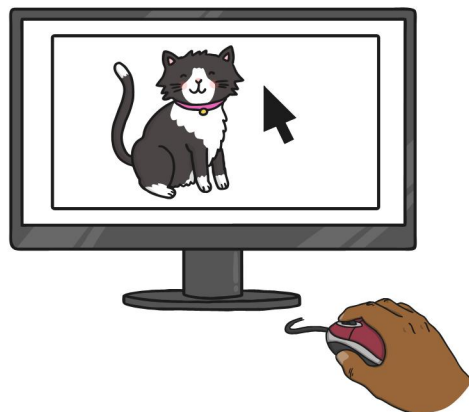


Insert or copy three or four images into a presentation slide. Copy the slide or insert the images into another slide.

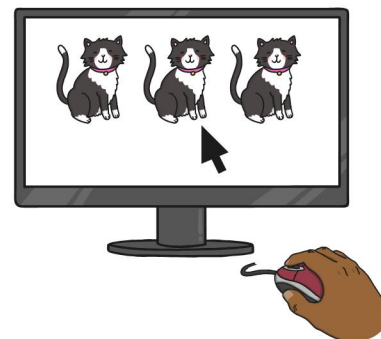


Arrange the images in two different ways and ask a friend which they prefer and why.

What other changes can you make to images you insert into a presentation slide?

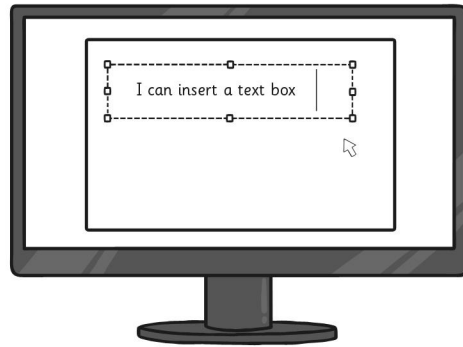


Insert or copy one image into a presentation slide. Copy the image twice, so you have 3 copies of the image.

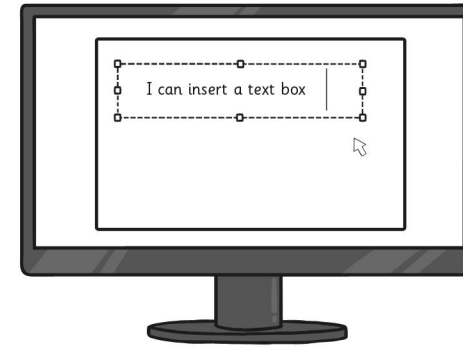


Resize one image keeping the aspect ratio, but resize the others without keeping the aspect ratio. Insert a text box to tell people how best to resize.

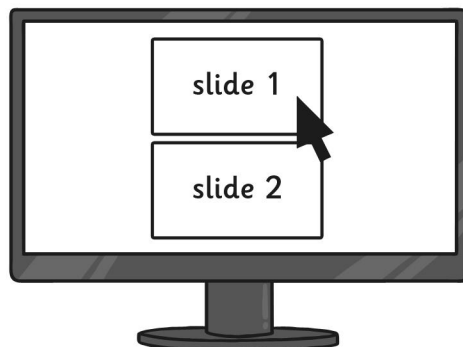
Investigate all the different slide layout options. Write on each slide how you might use each layout.



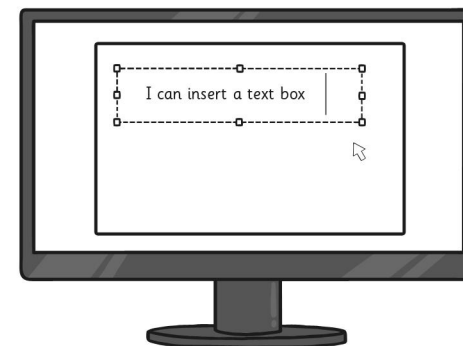
Find out how many ways you can insert a text box in the presentation application you are using.



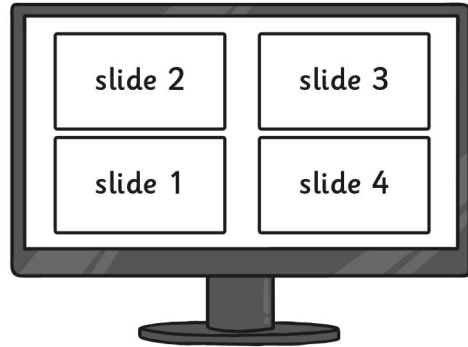
Find out how many different ways you can insert a new slide in the presentation application you are using.



Add a new blank slide and add 8 text boxes and format each differently. Ask some friends which ones they like.



Make a presentation with the instructions for making some jam on toast, with one instruction on each slide.

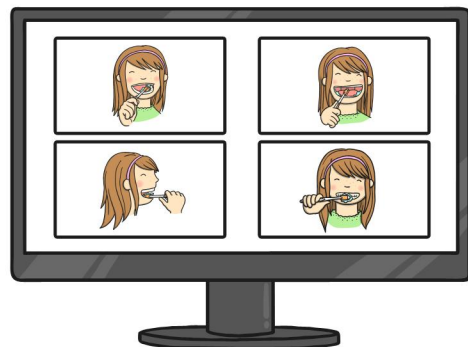


Mix up the slides and ask a friend to reorder the slides.

Make a presentation which tells the story of Red Riding Hood. Tell the story over 5 or 6 slides. Then present your presentation to a friend.



Make a presentation with the instructions for brushing your teeth, with one instruction on each slide.



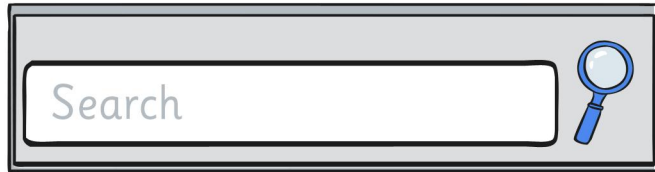
Mix up the slides and ask a friend to reorder the slides.

Make a presentation with the story of Cinderella. Tell the story over 5 or 6 slides. Then present your presentation to a friend.

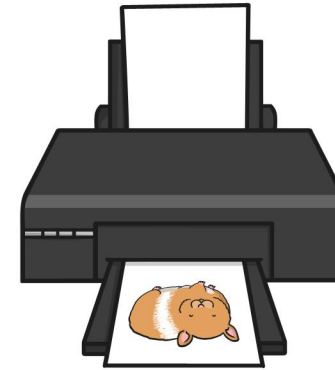


Search for a document called “Findme”  
on your computer network.

What animal is on the document?



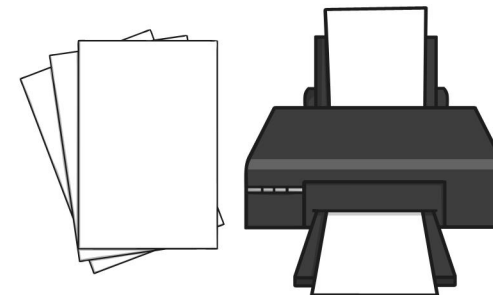
Can you find out how many prints  
your school printers make each day?

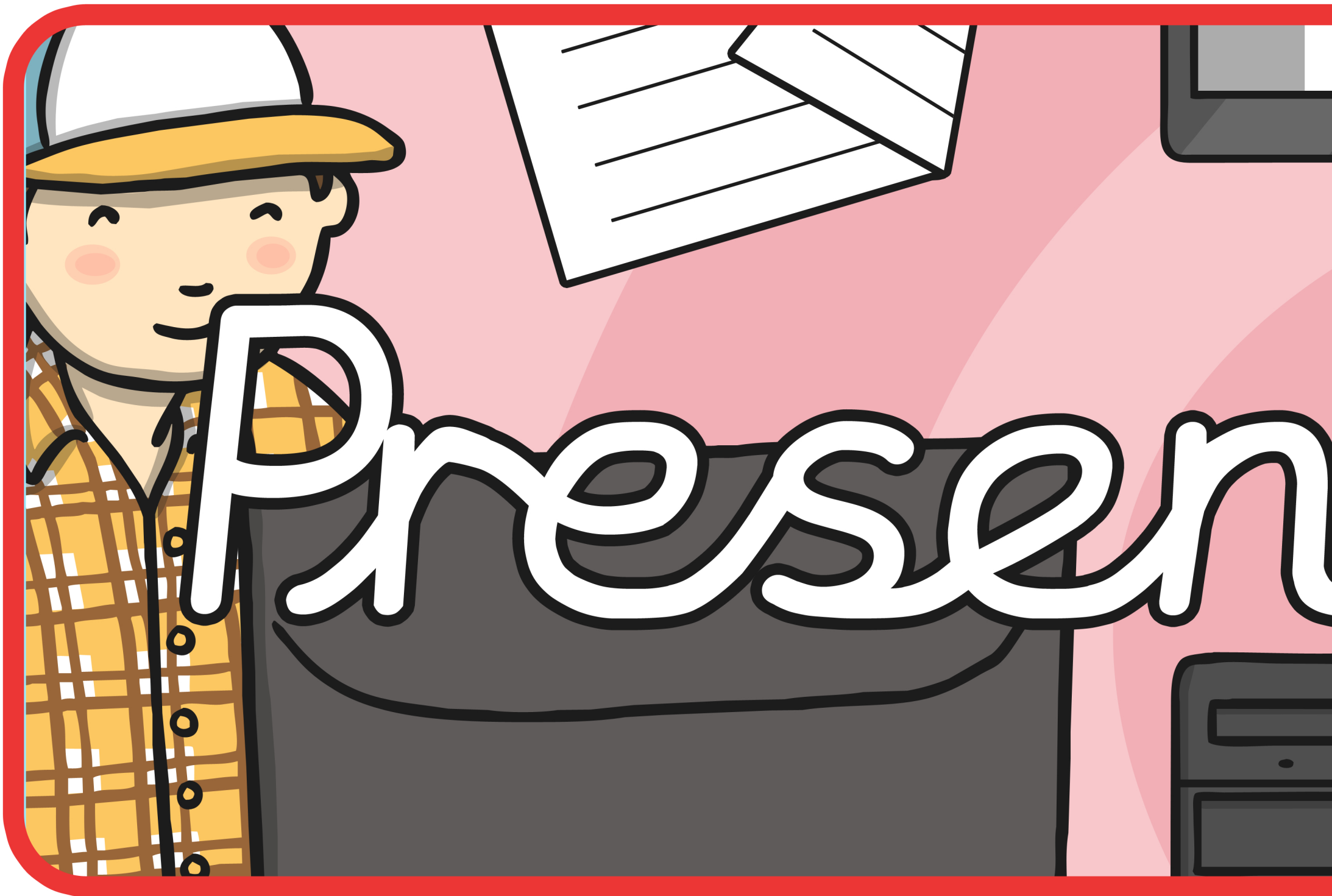


Search for all the files created today.  
How many are there?



Launch the applications you use. Look at  
the print options. Can you find how to  
print a file in A3 size?





A cartoon illustration of a laboratory. In the center, the word "tation" is written in a large, white, cursive font with a thick black outline. The background is a light pink color with several overlapping, semi-transparent pink circles of varying sizes. To the left, there is a dark grey microscope on a stand. To the right, a yellow arrow points to the right, and a white rectangular shape, possibly a person's arm or a piece of equipment, is visible. At the bottom, there are dark grey shapes representing laboratory equipment or furniture.

tation

# Skills





A cartoon illustration of an office desk with a chair. The desk is dark grey with a white top. A yellow arrow points to the right from the top right corner. The word "tation" is written in a white, cursive font with a black outline across the center of the image. The background is pink with large, light pink circles.

tation

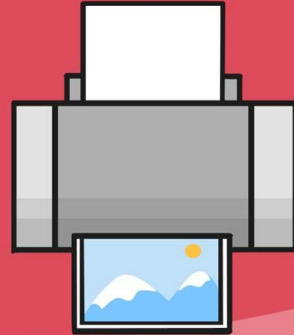
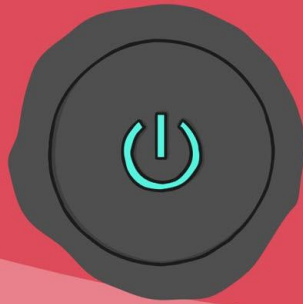




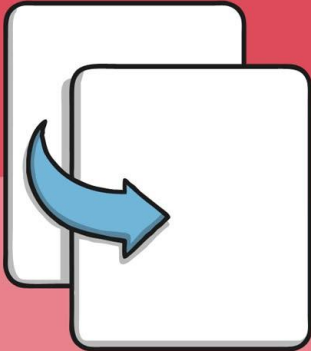
An illustration of an office desk with a computer monitor, a chair, and a yellow arrow pointing right. The background is pink with a large white circle. The text 'ntation' is written in a large, white, rounded font with a black outline.

ntation

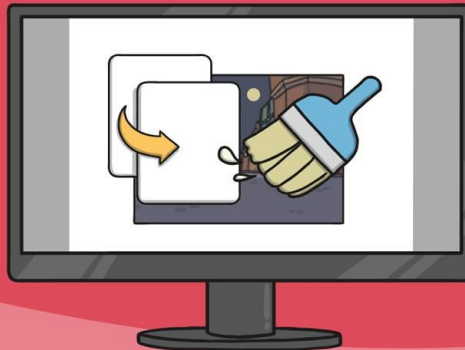




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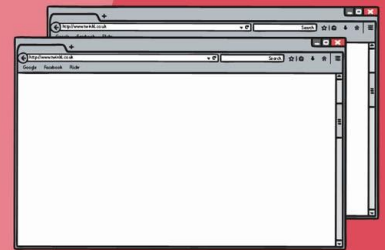
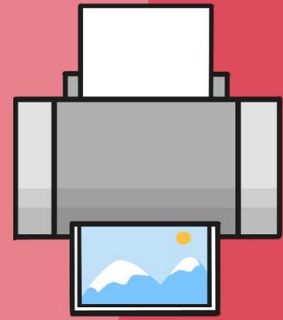
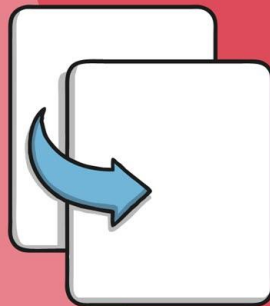
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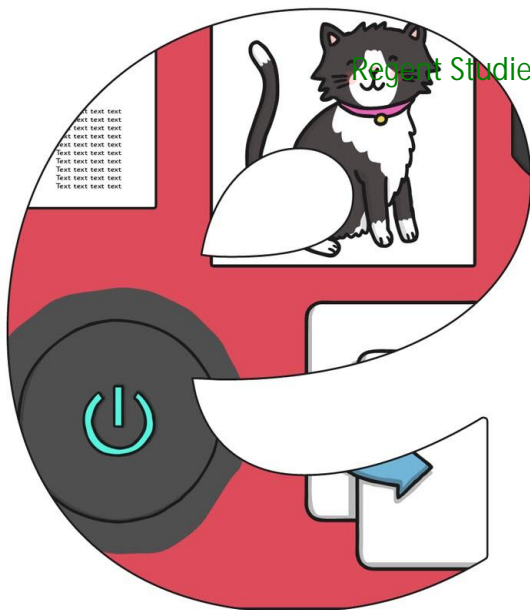
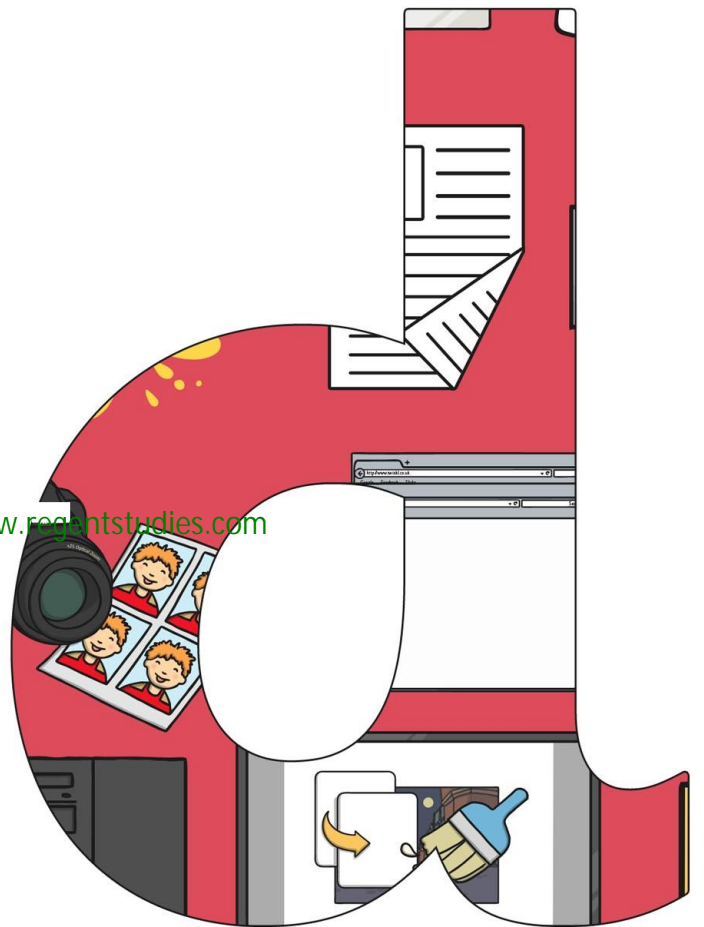
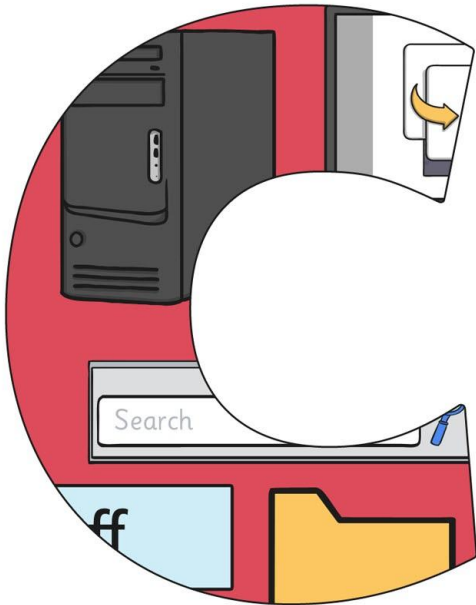
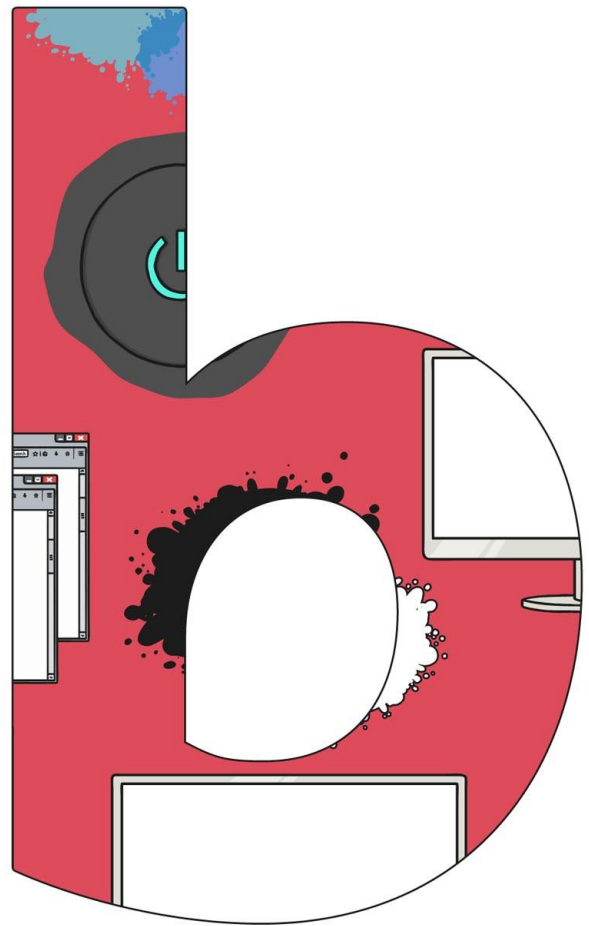
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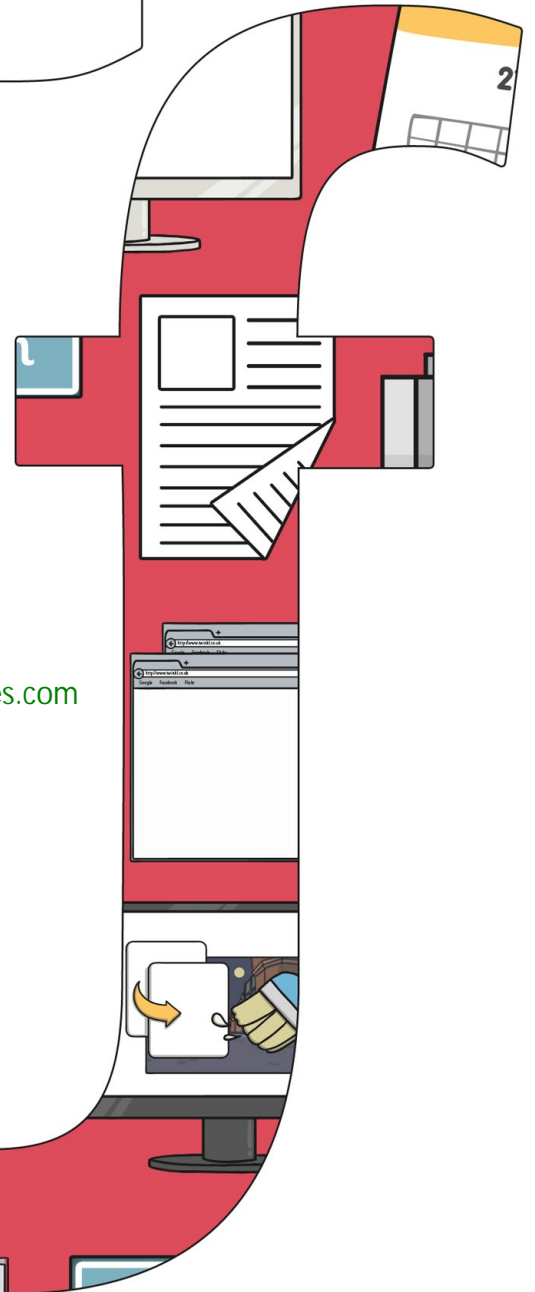
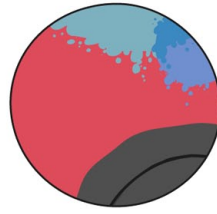
log off

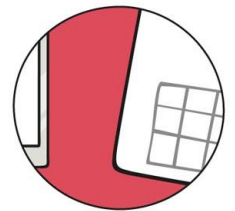




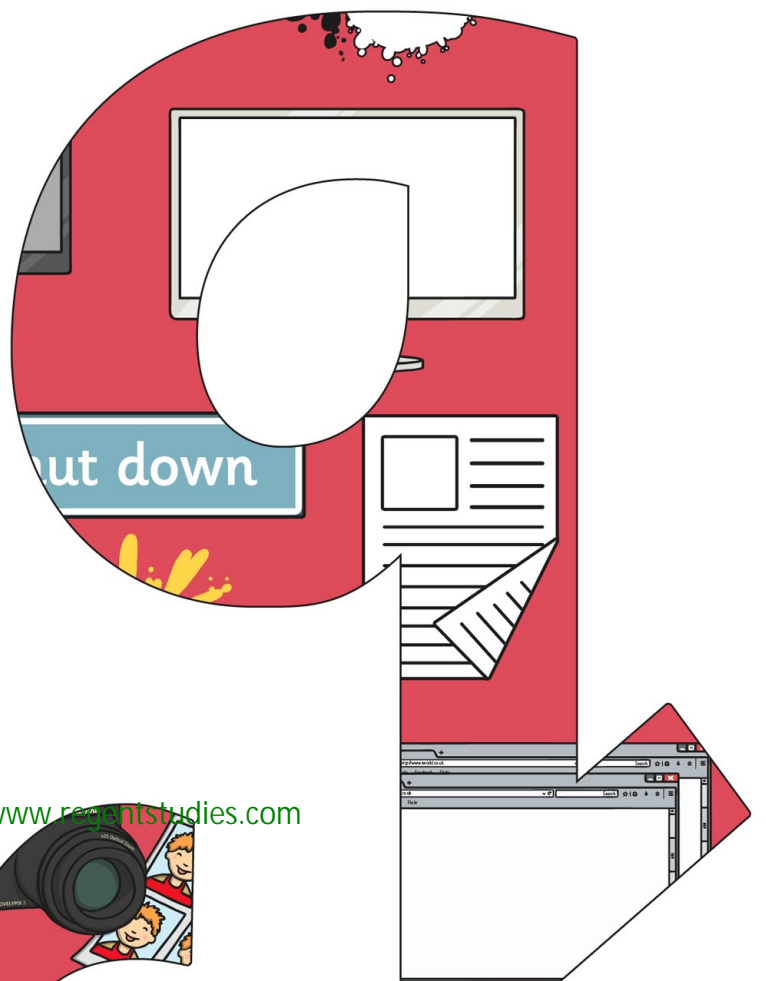
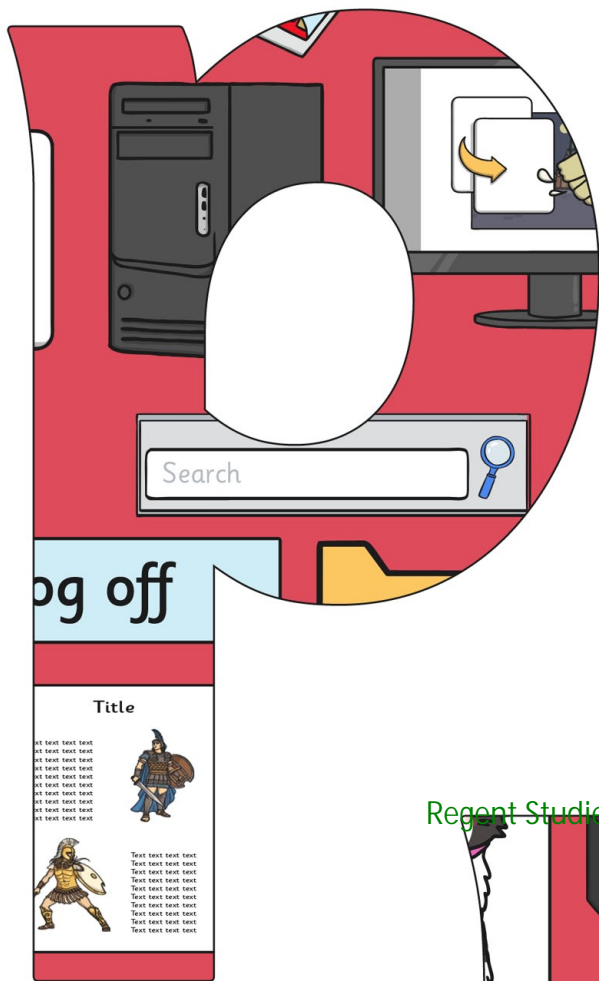
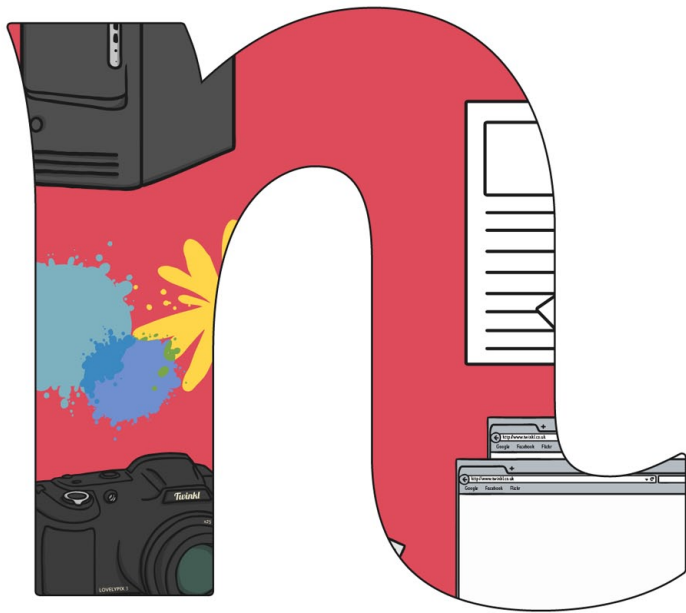


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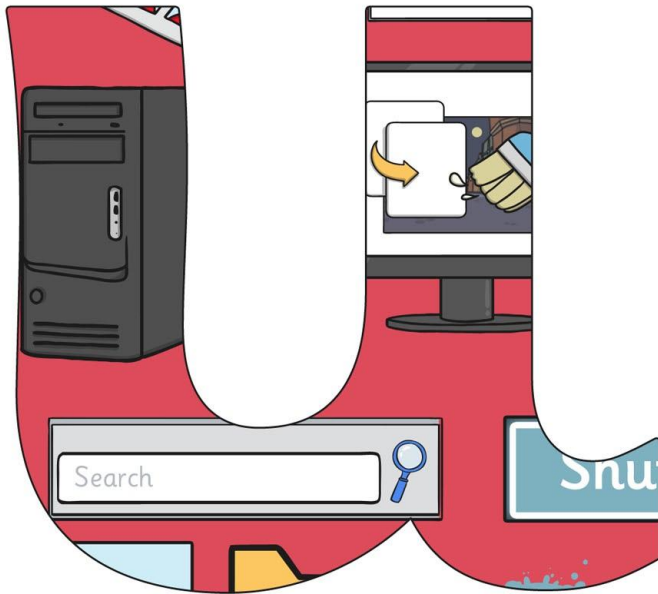
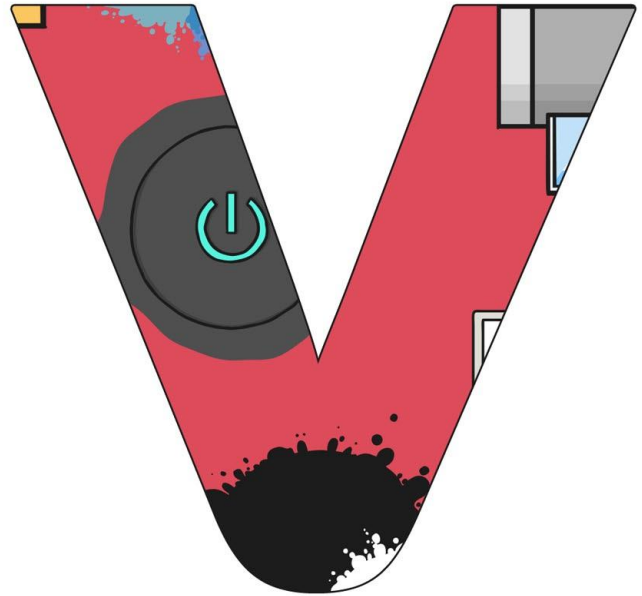




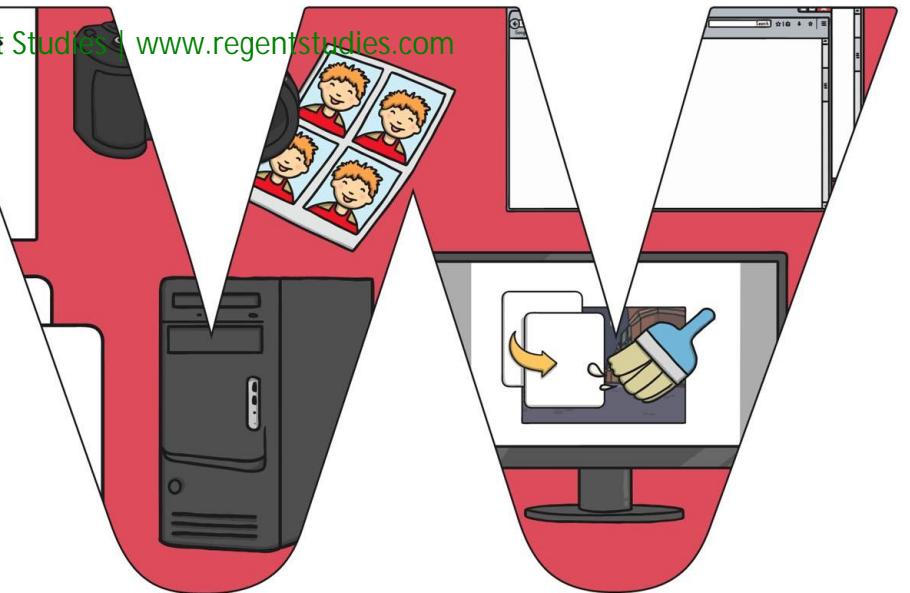
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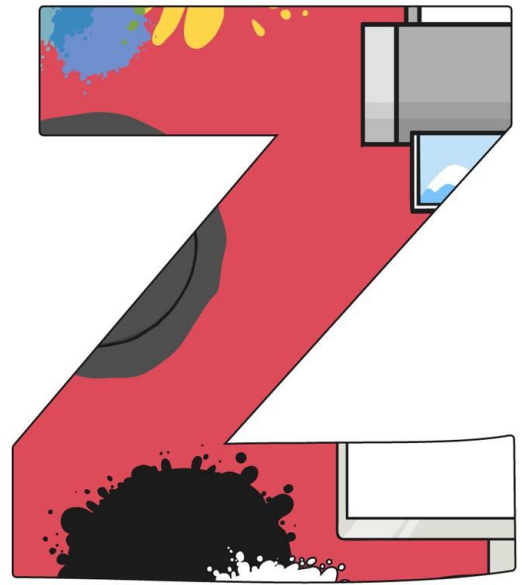


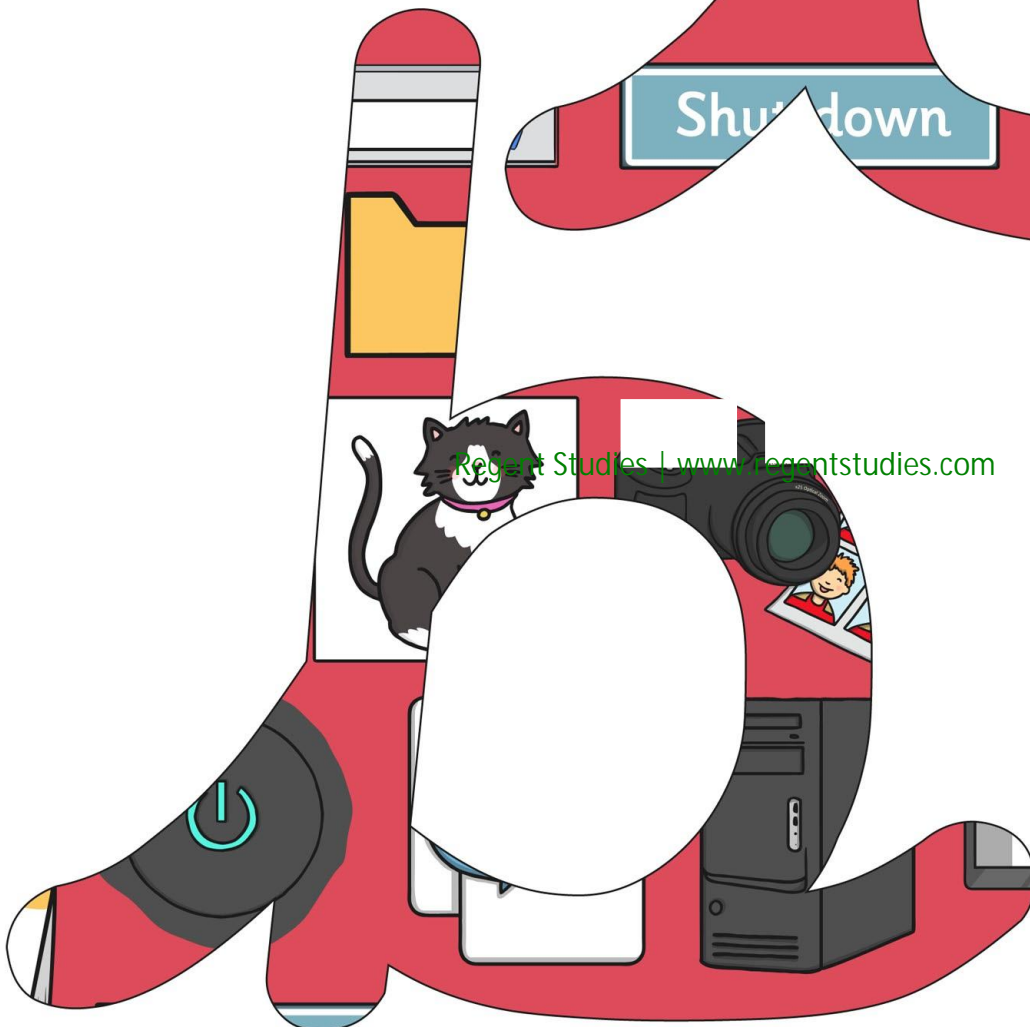
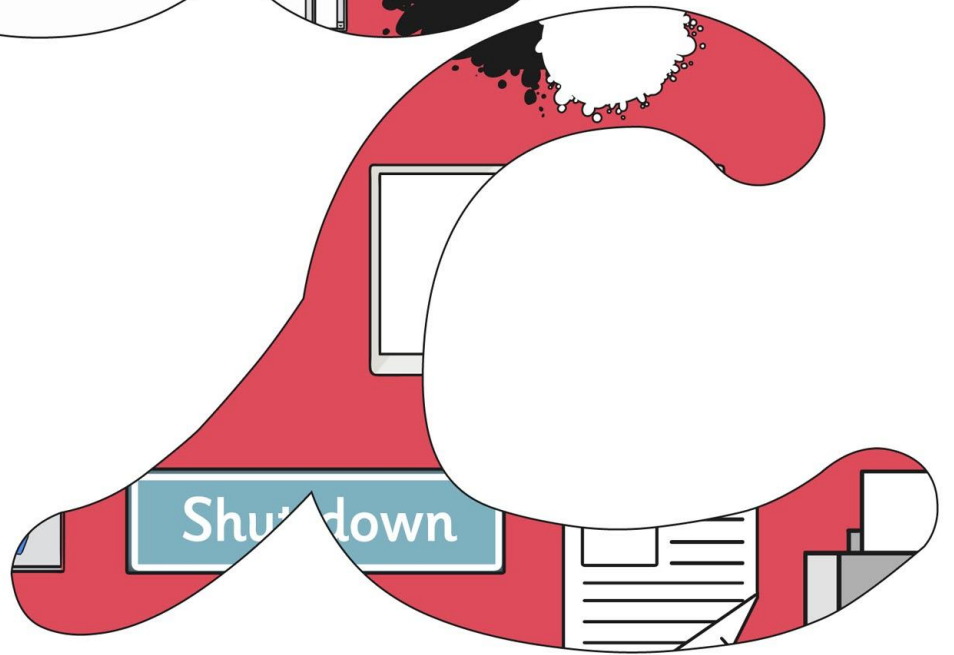
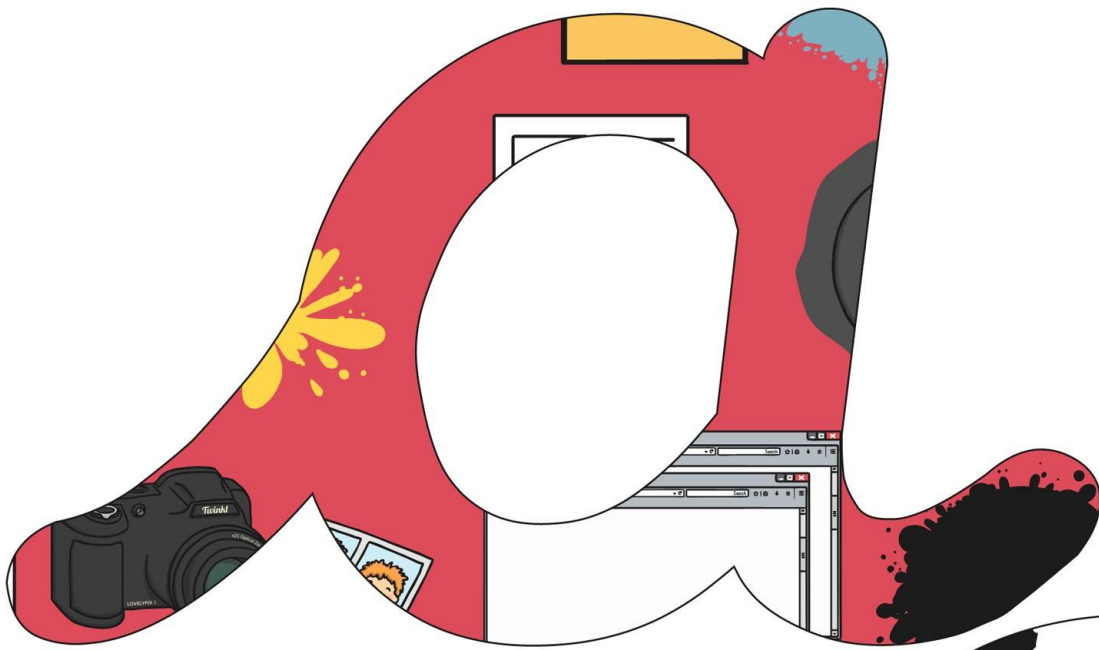
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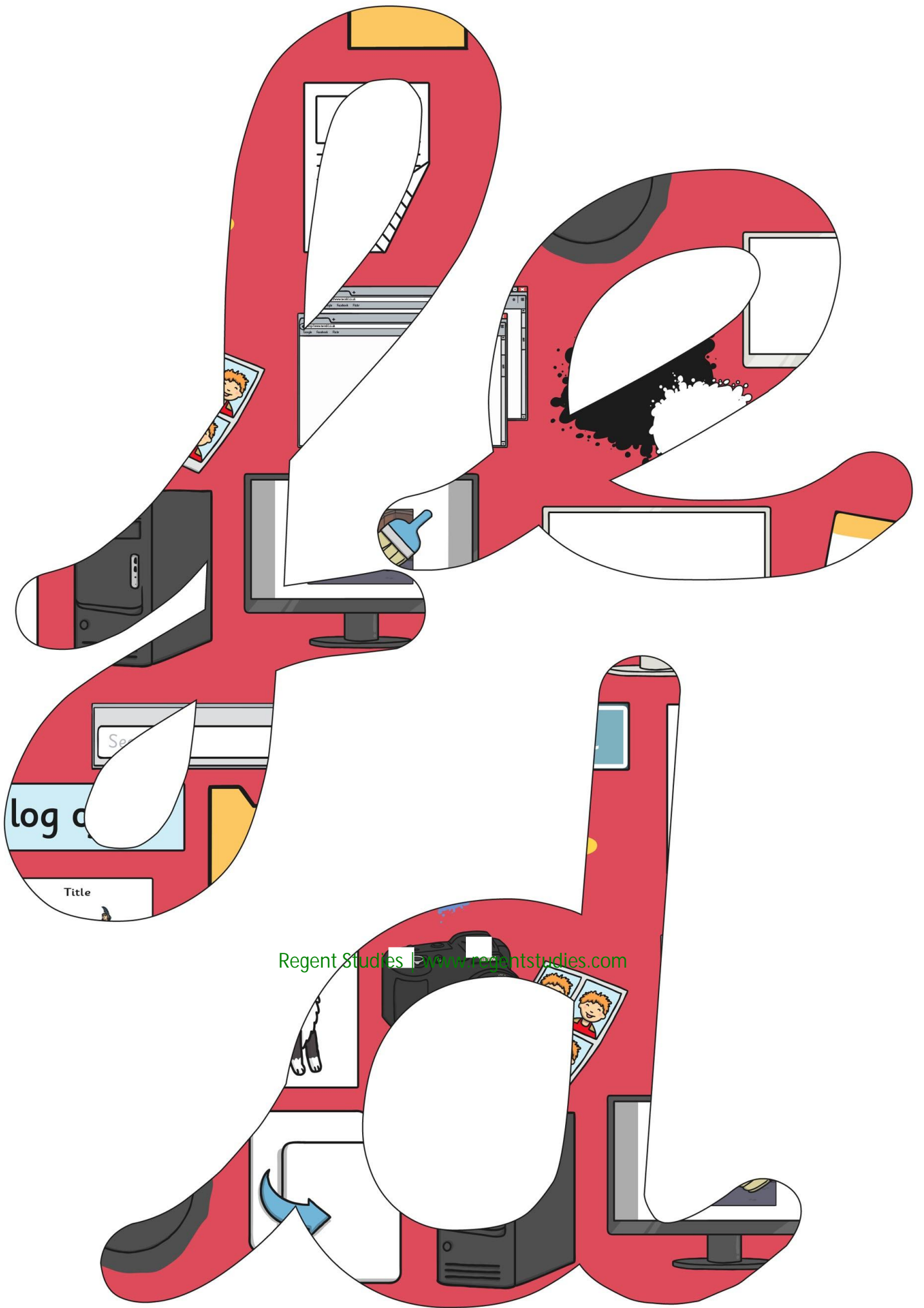


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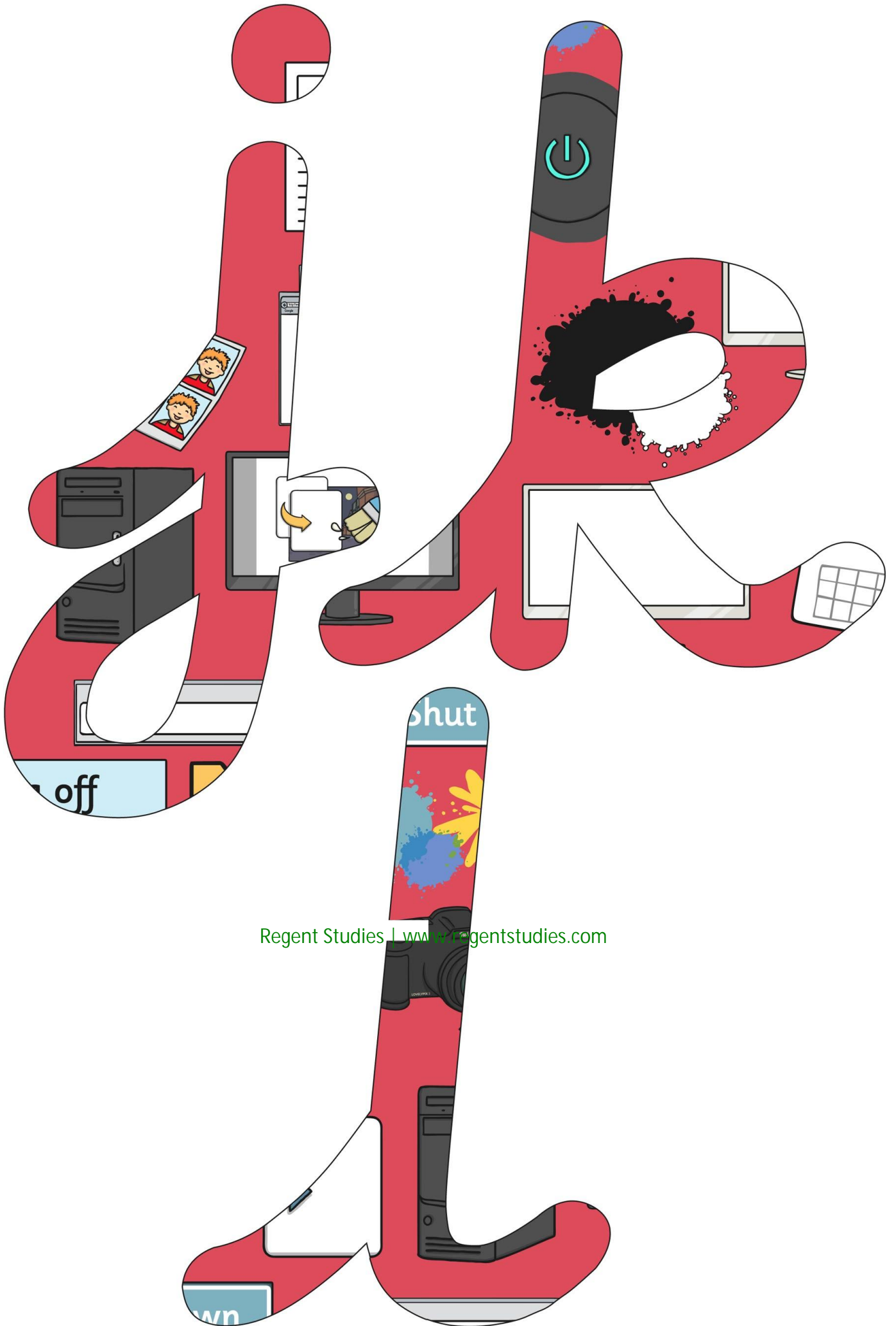




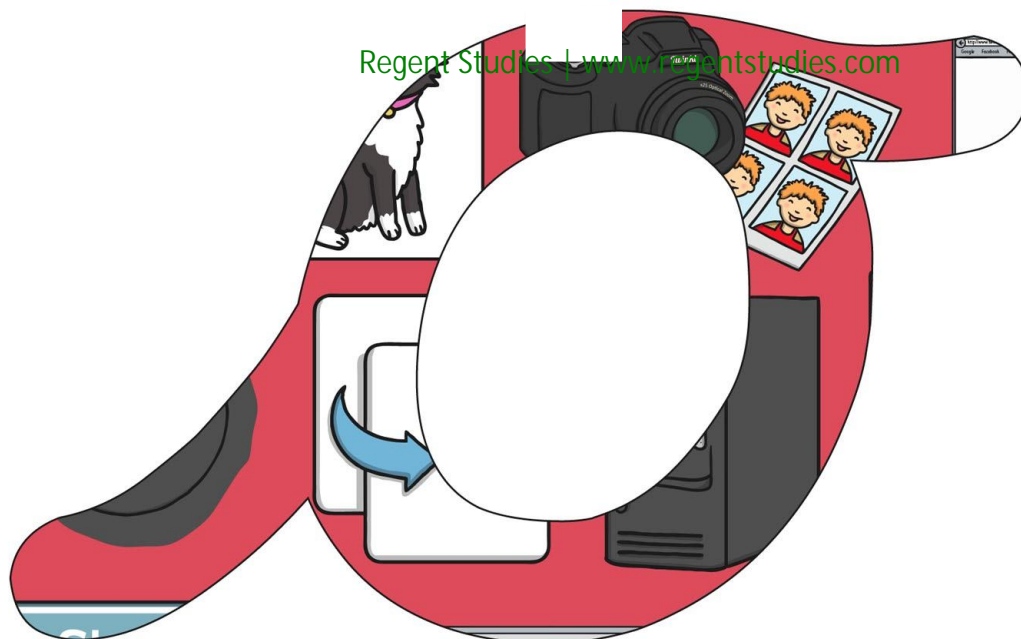
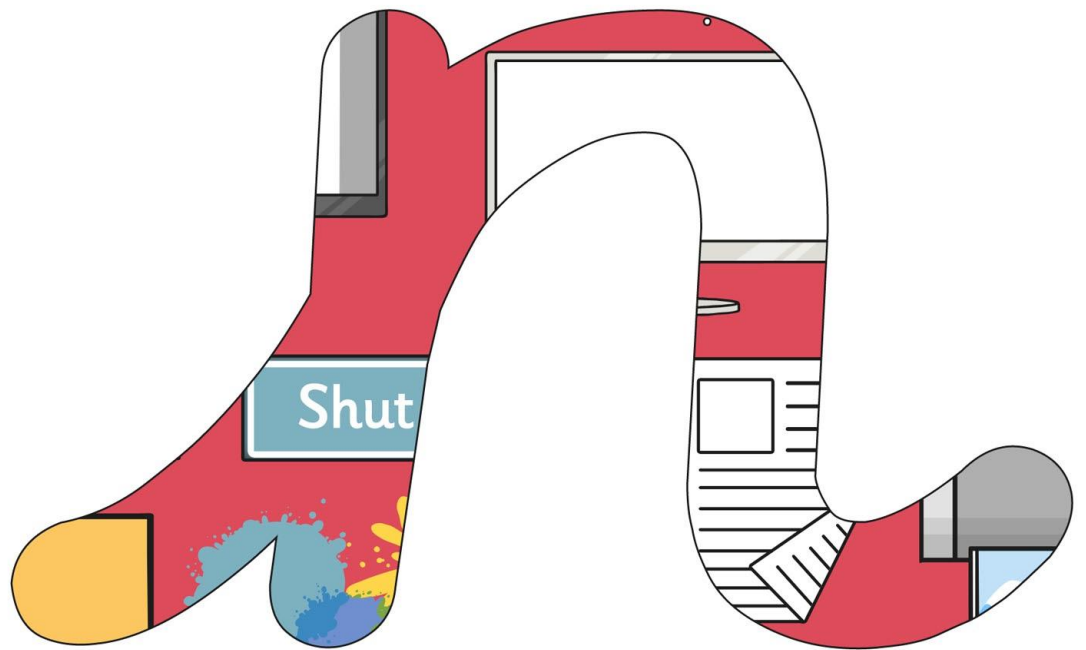
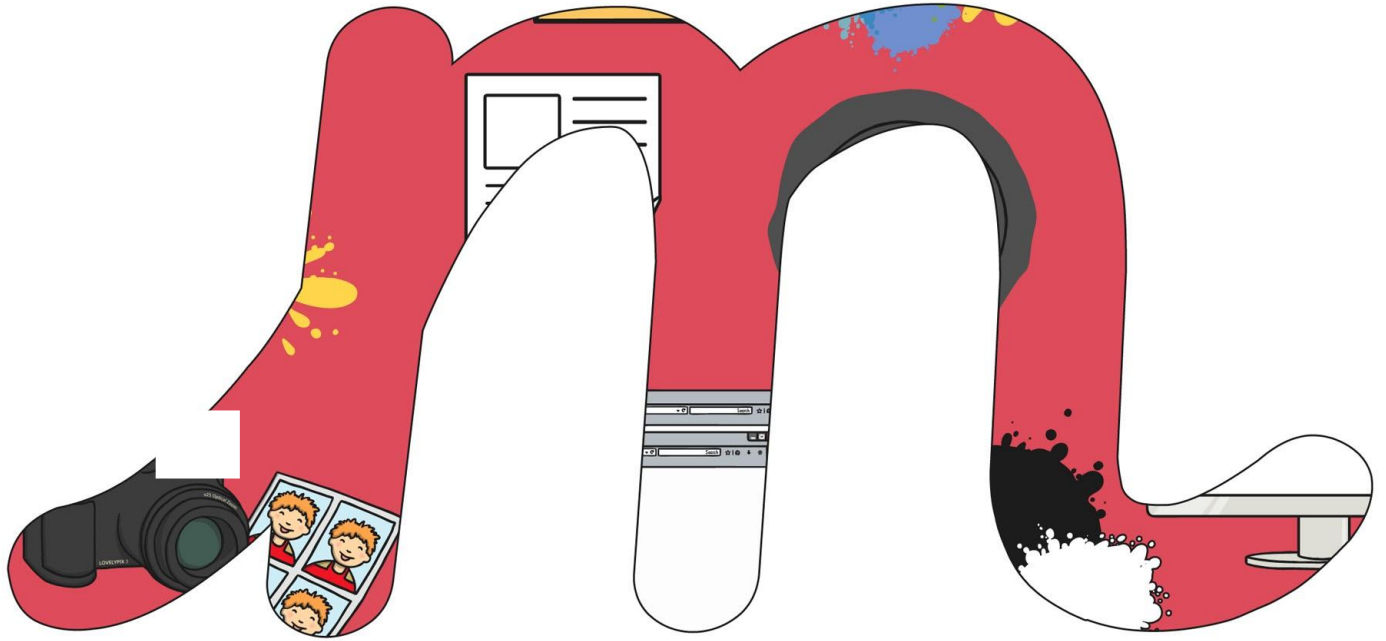
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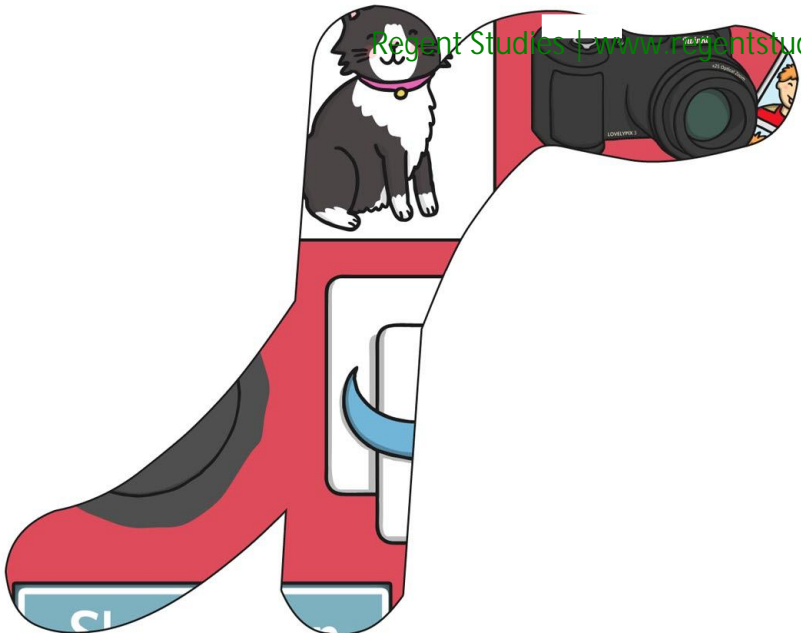
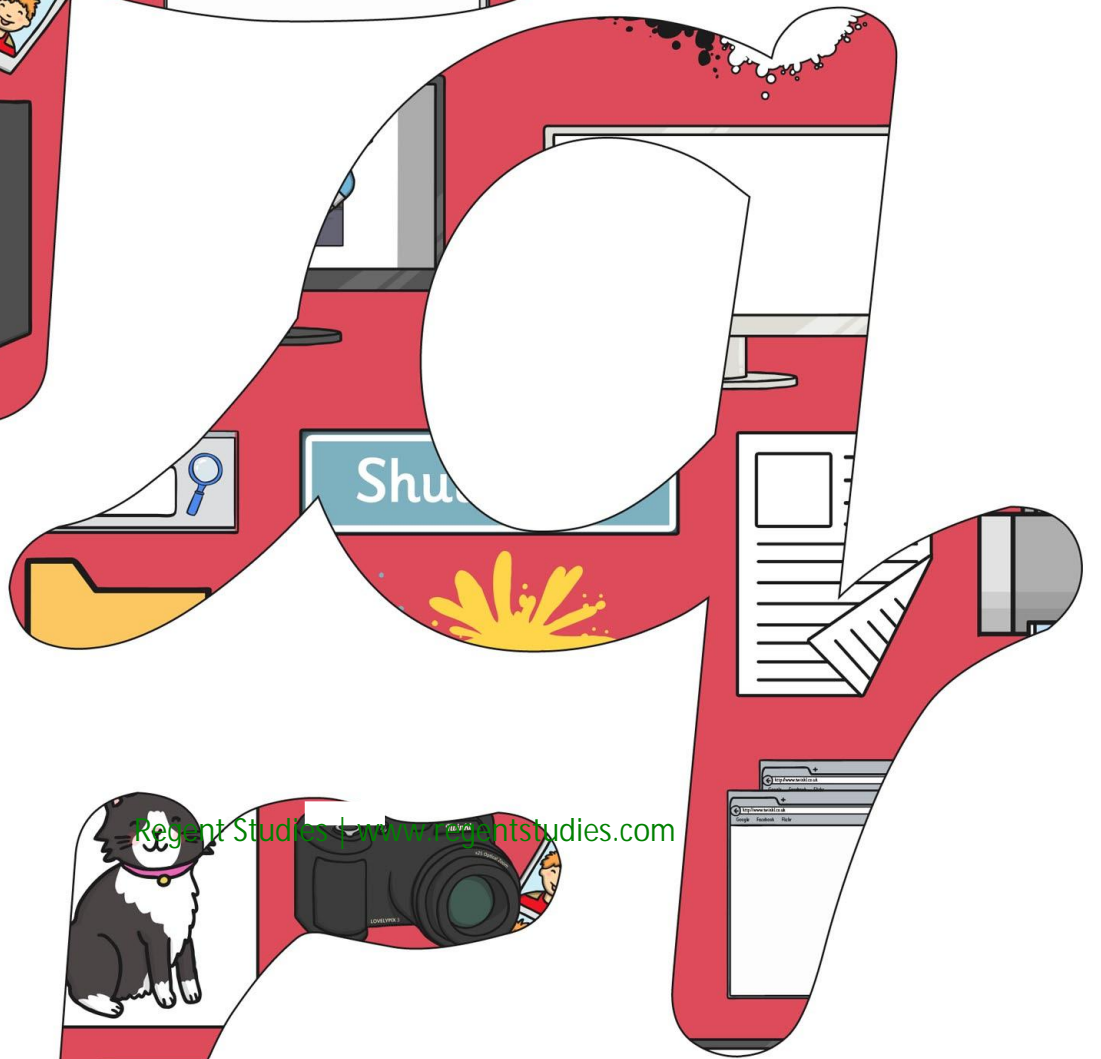




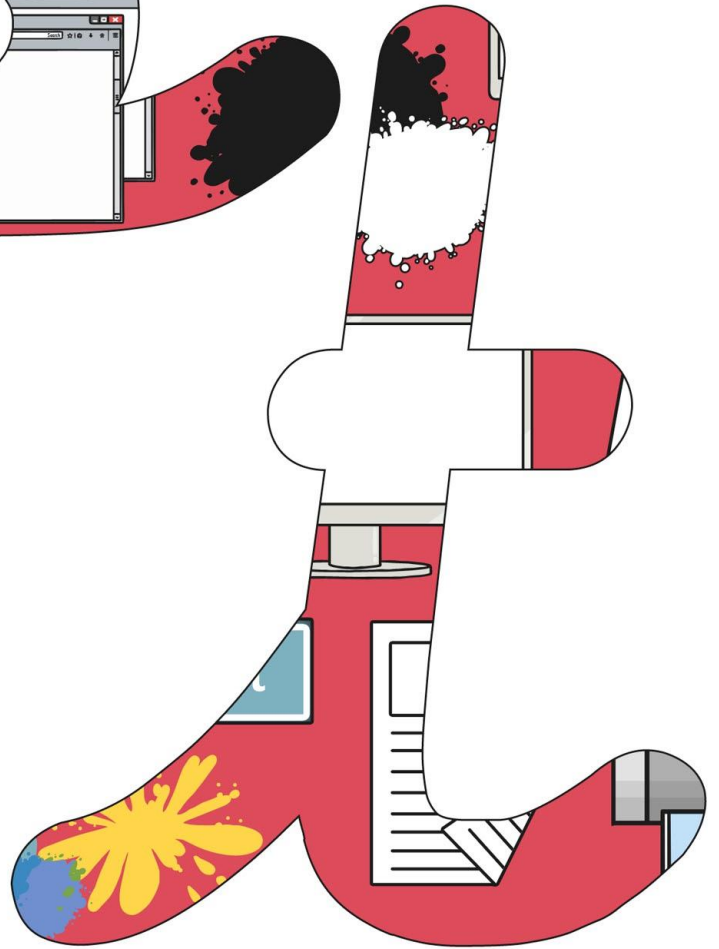
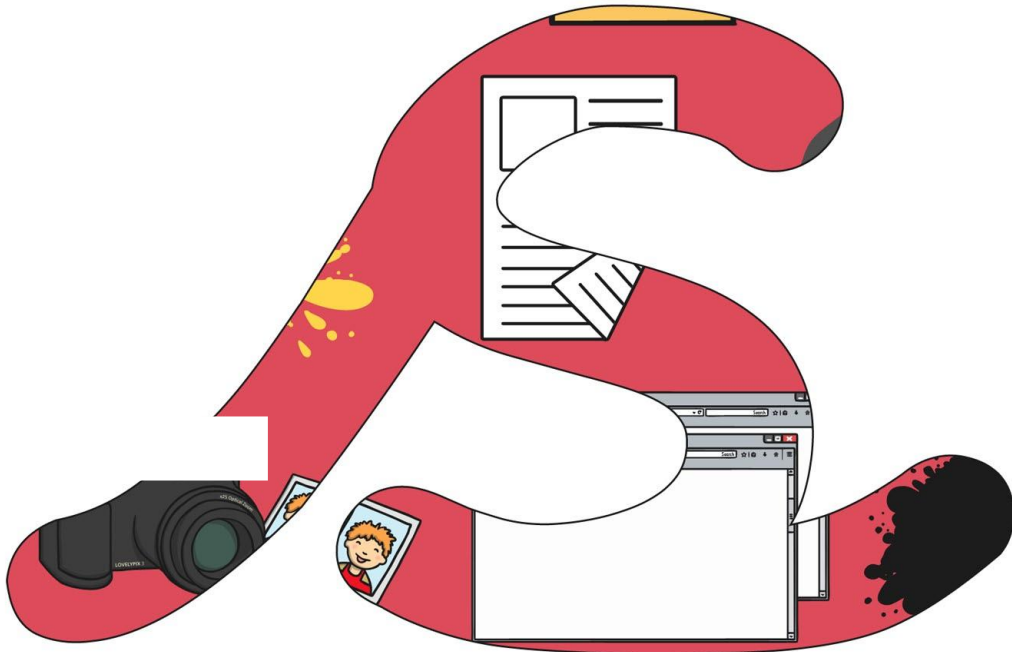
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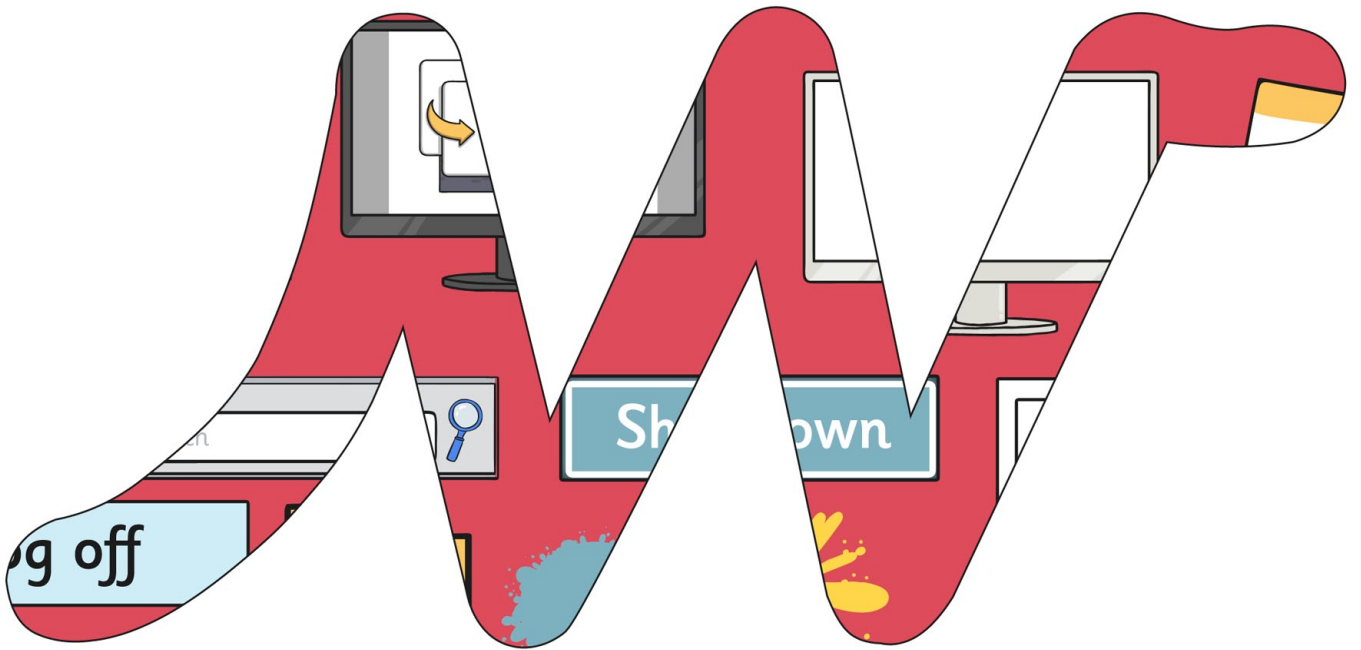
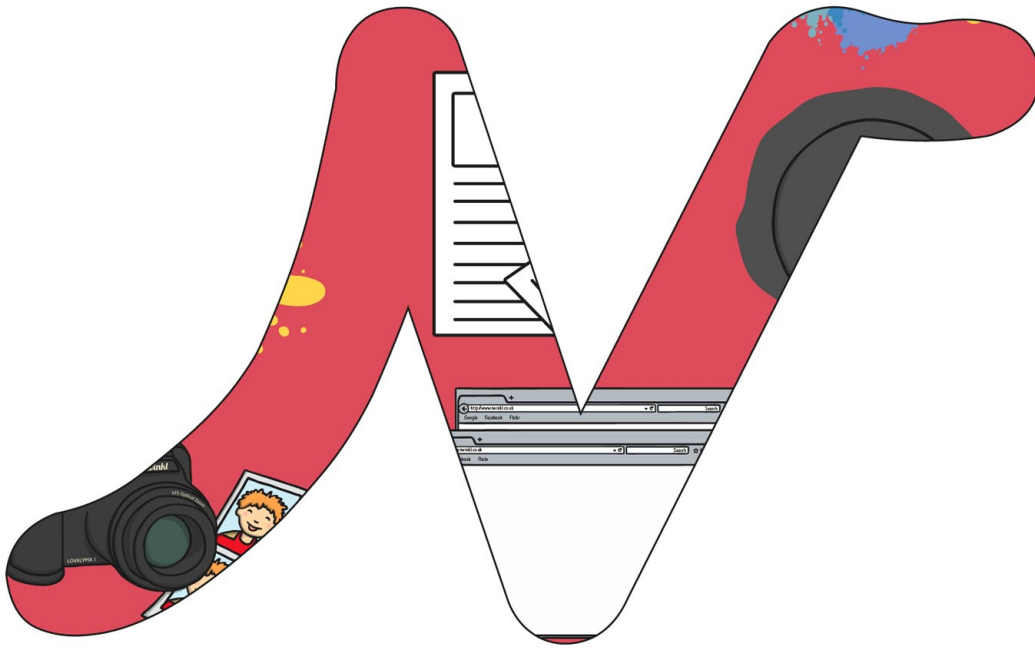


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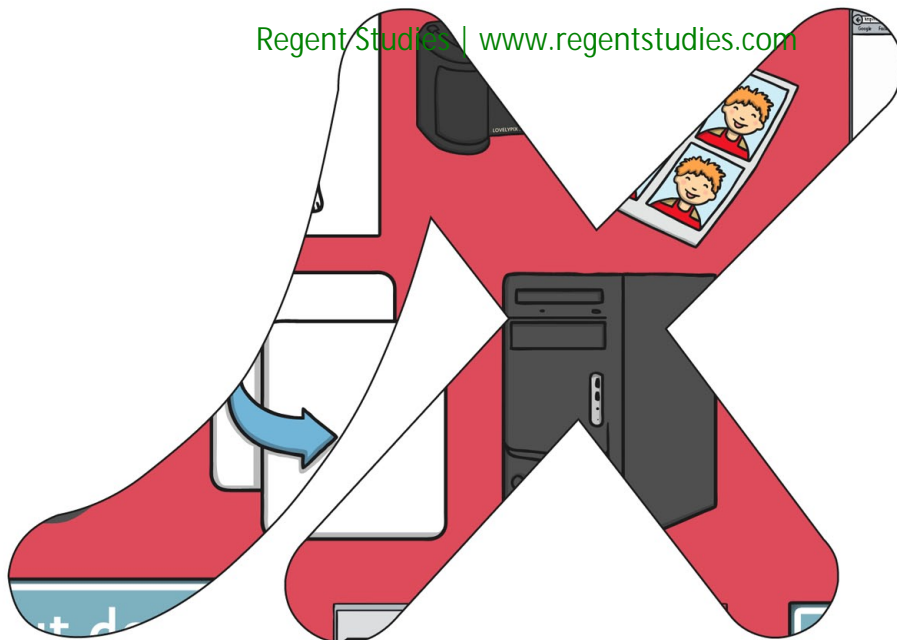


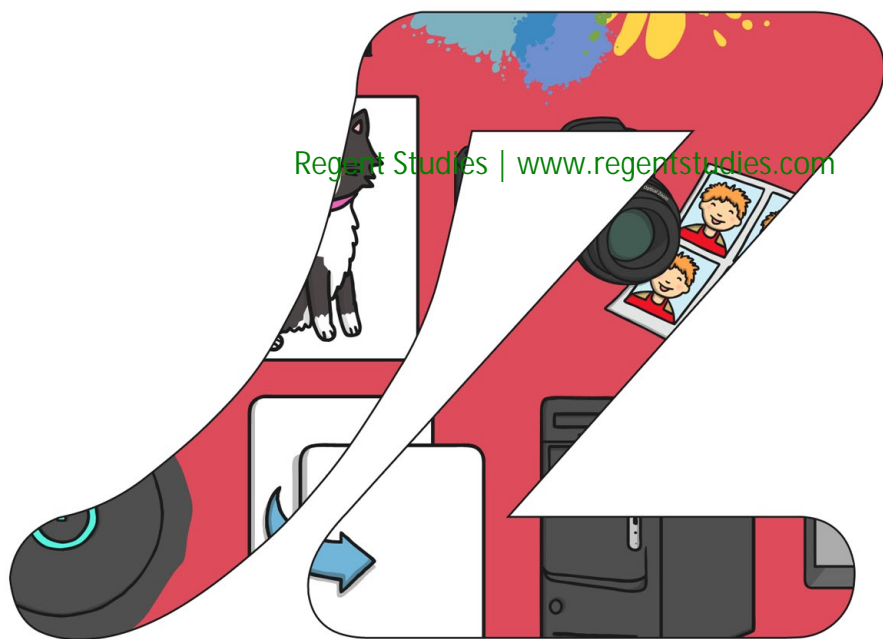
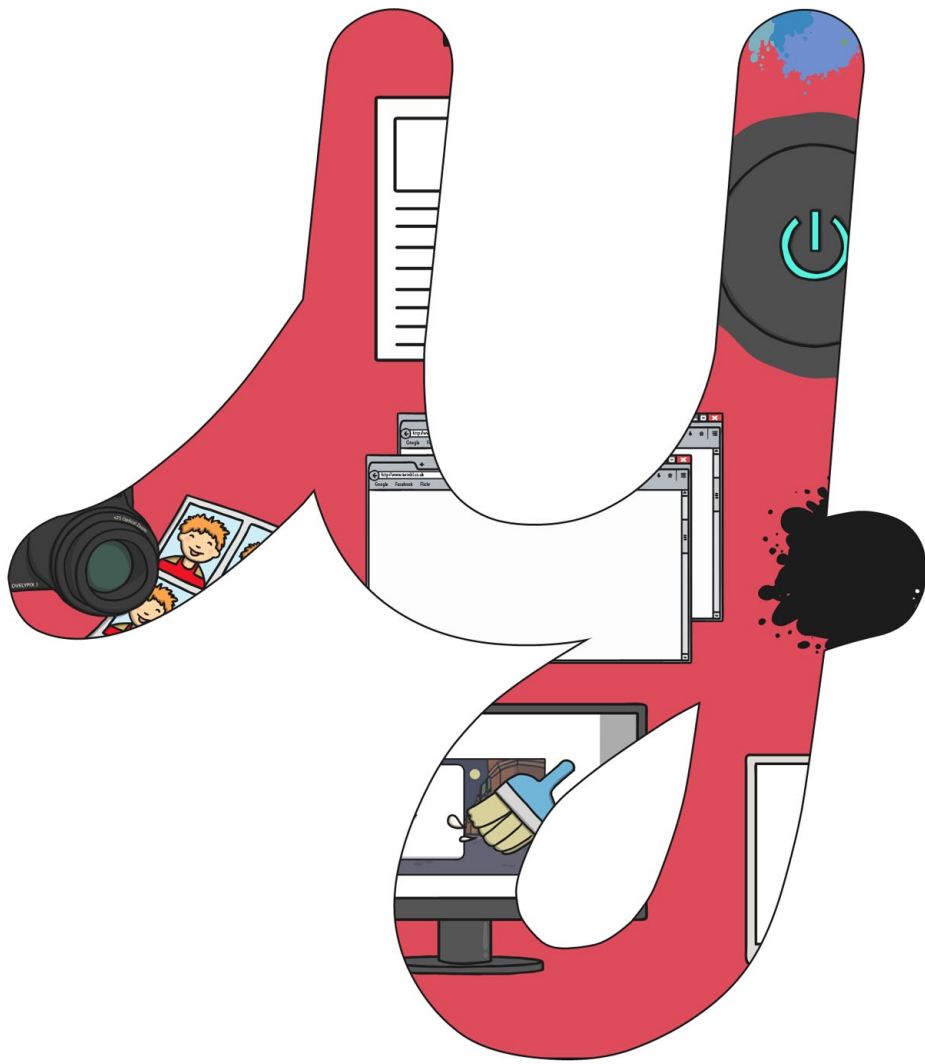
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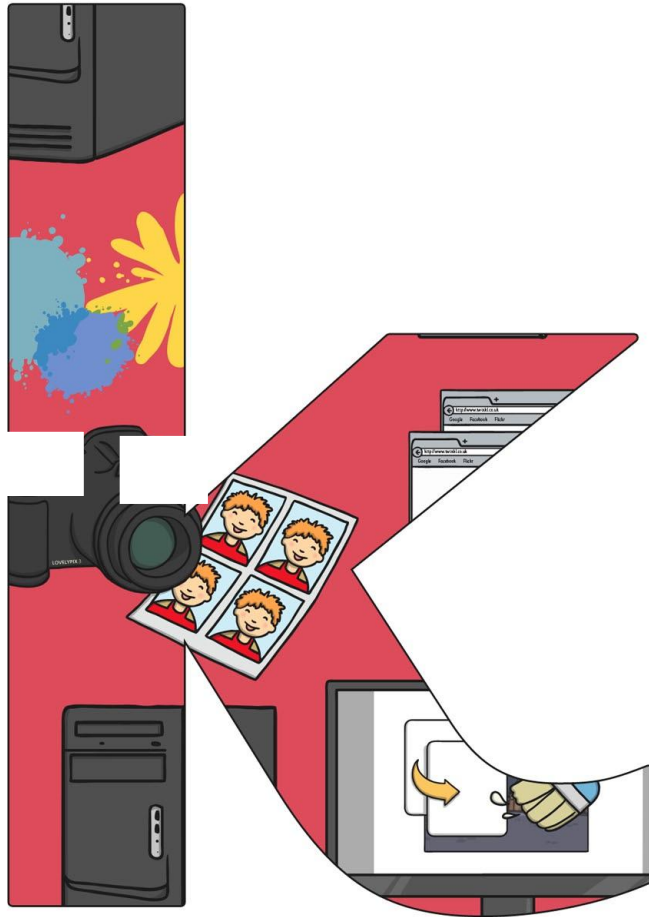




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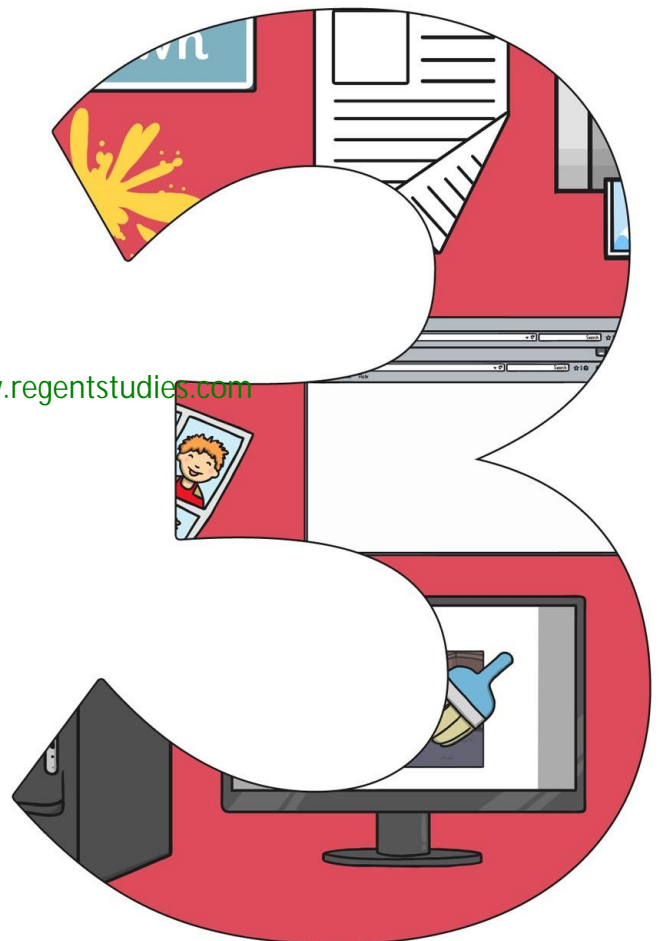
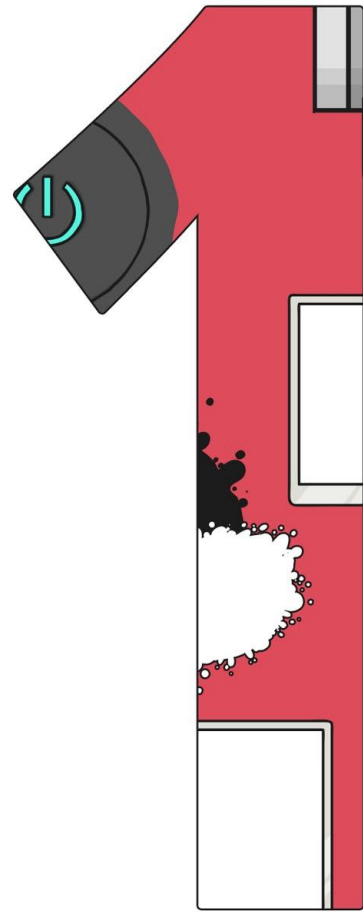
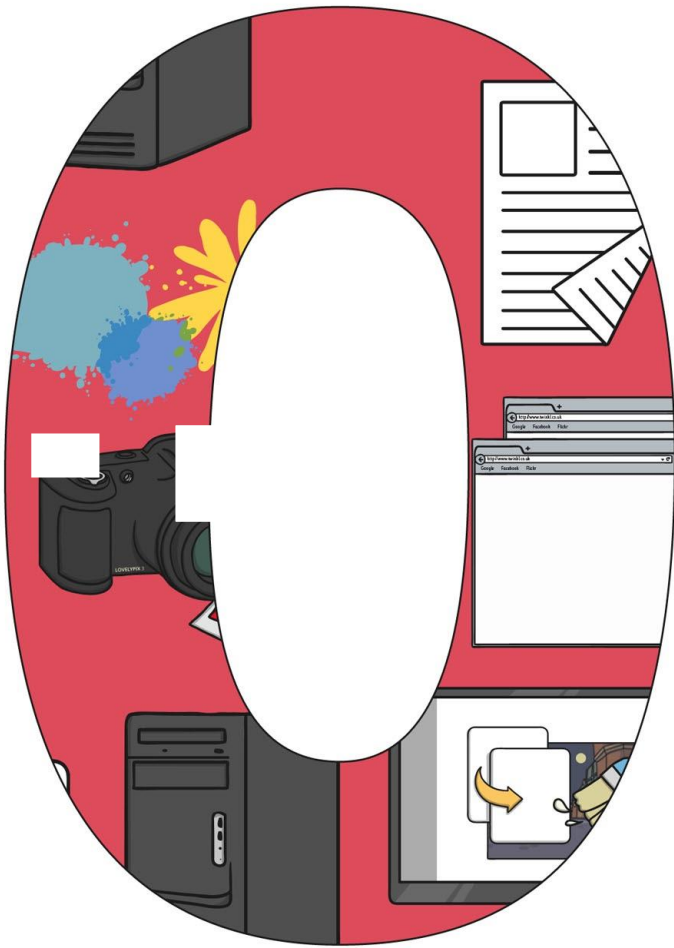




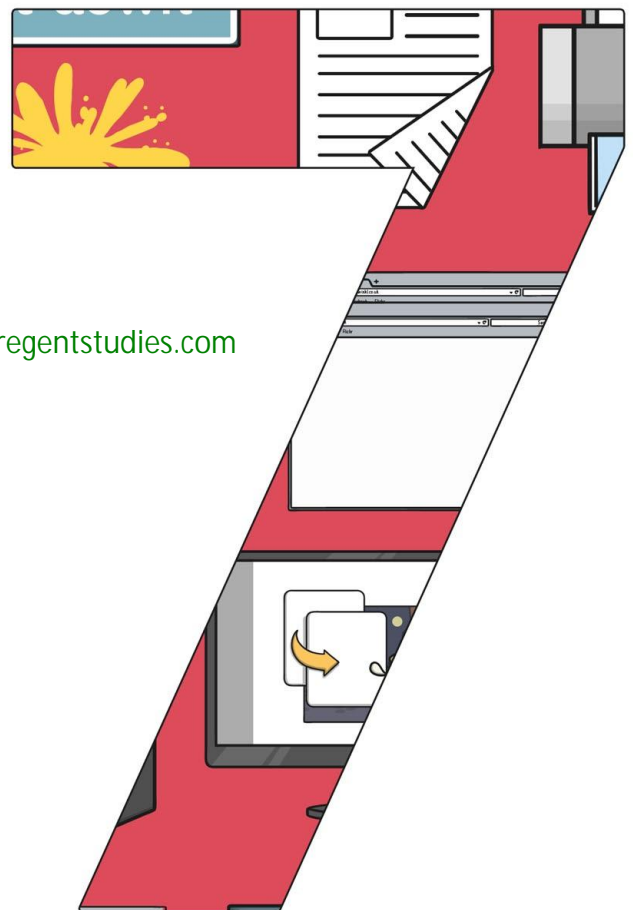
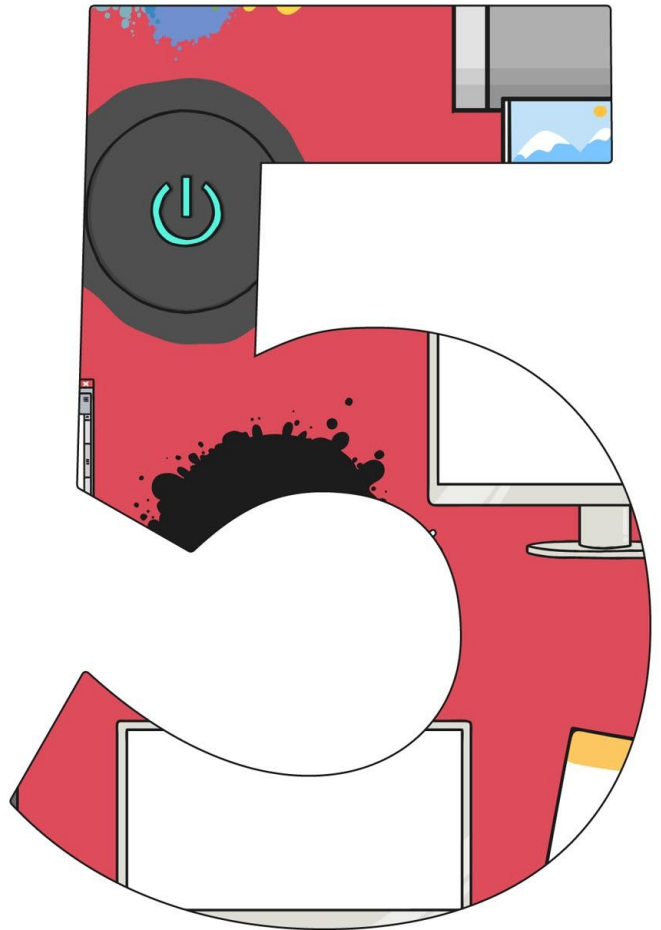
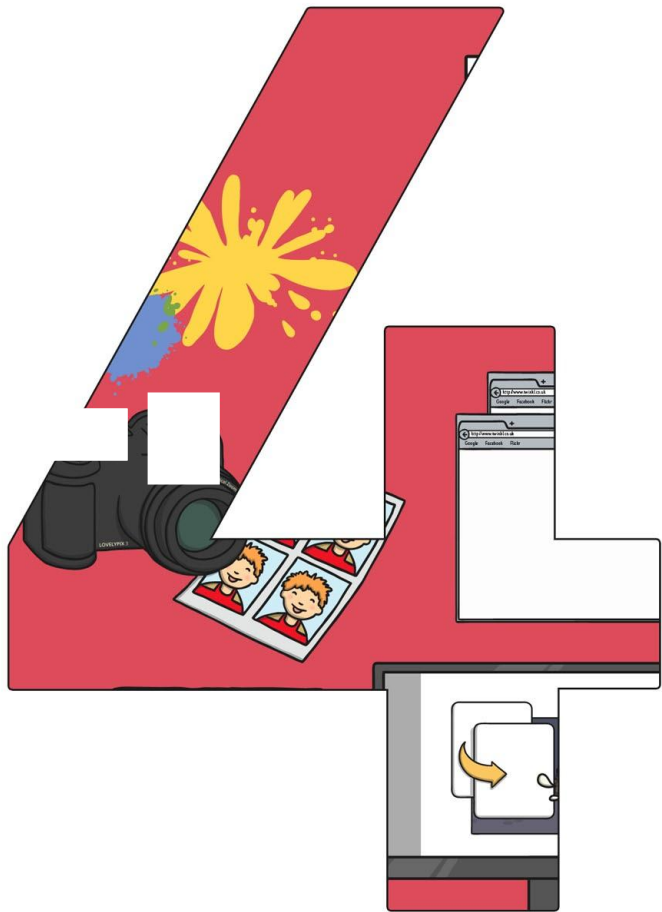


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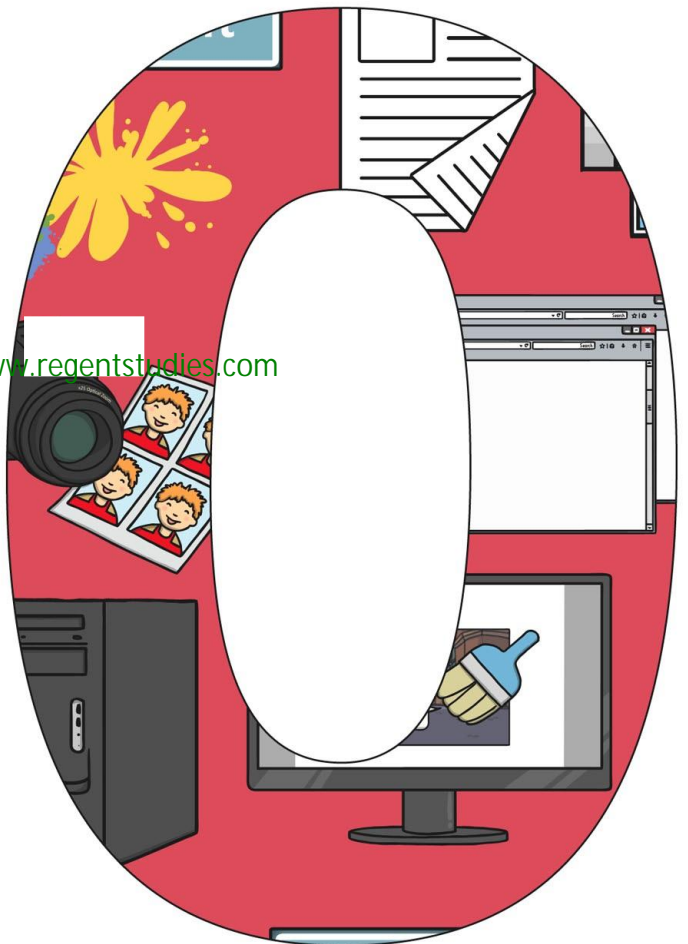
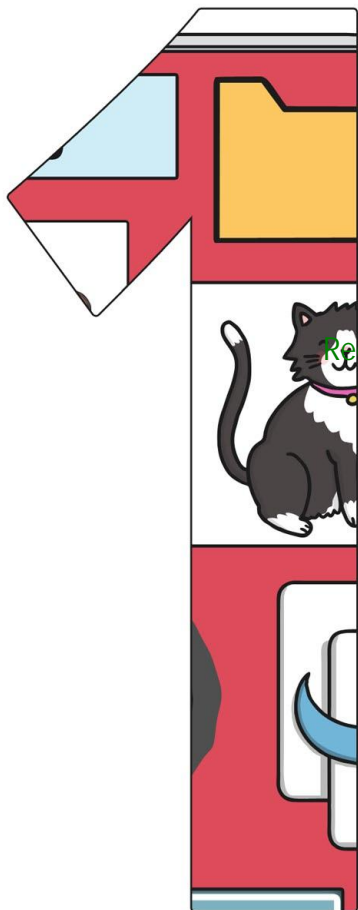
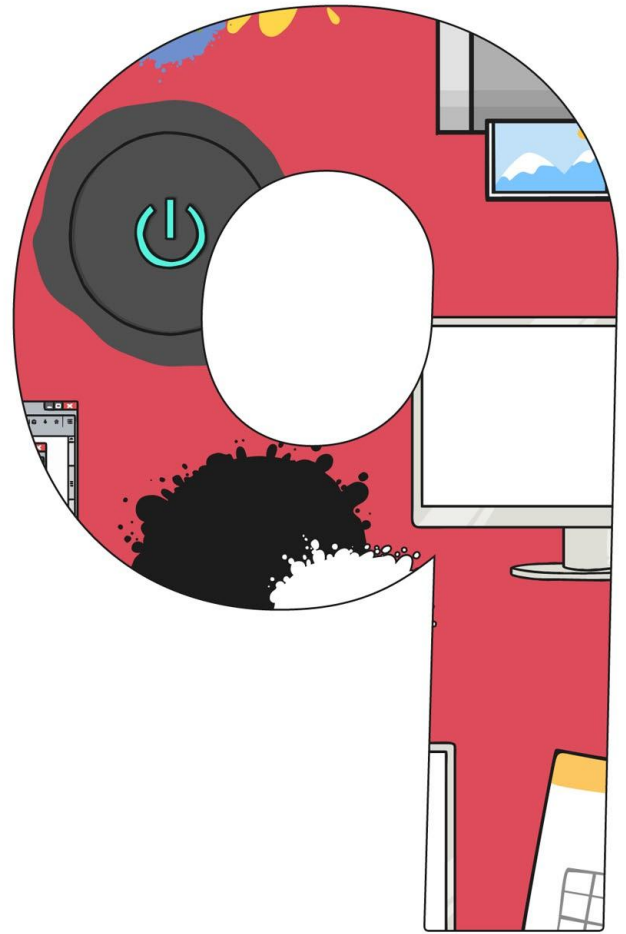
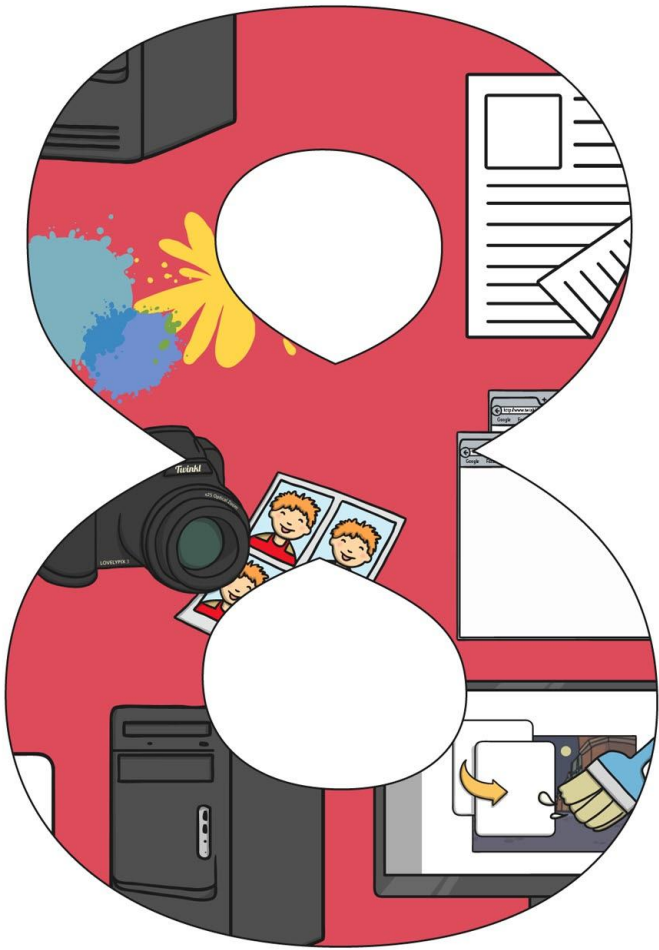




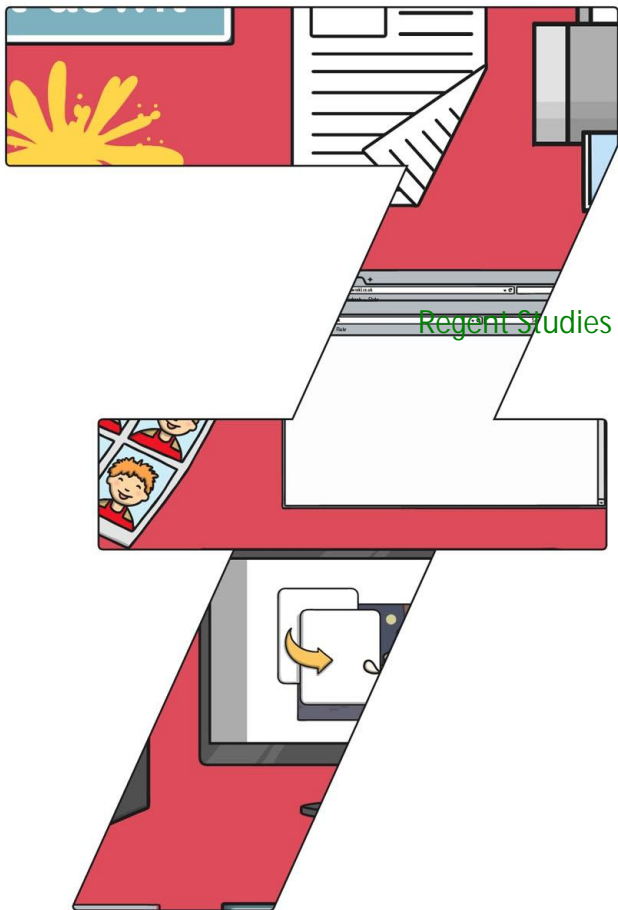
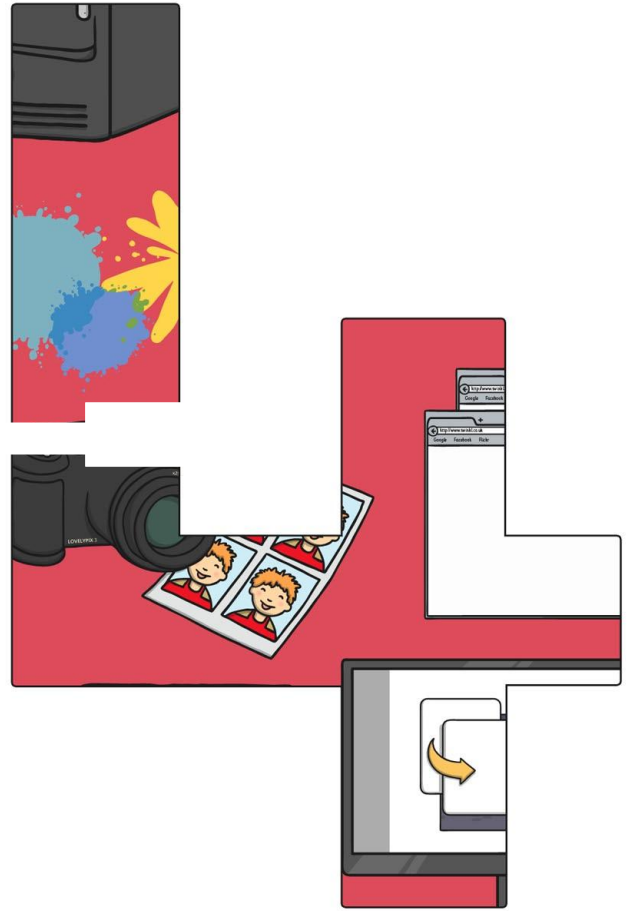
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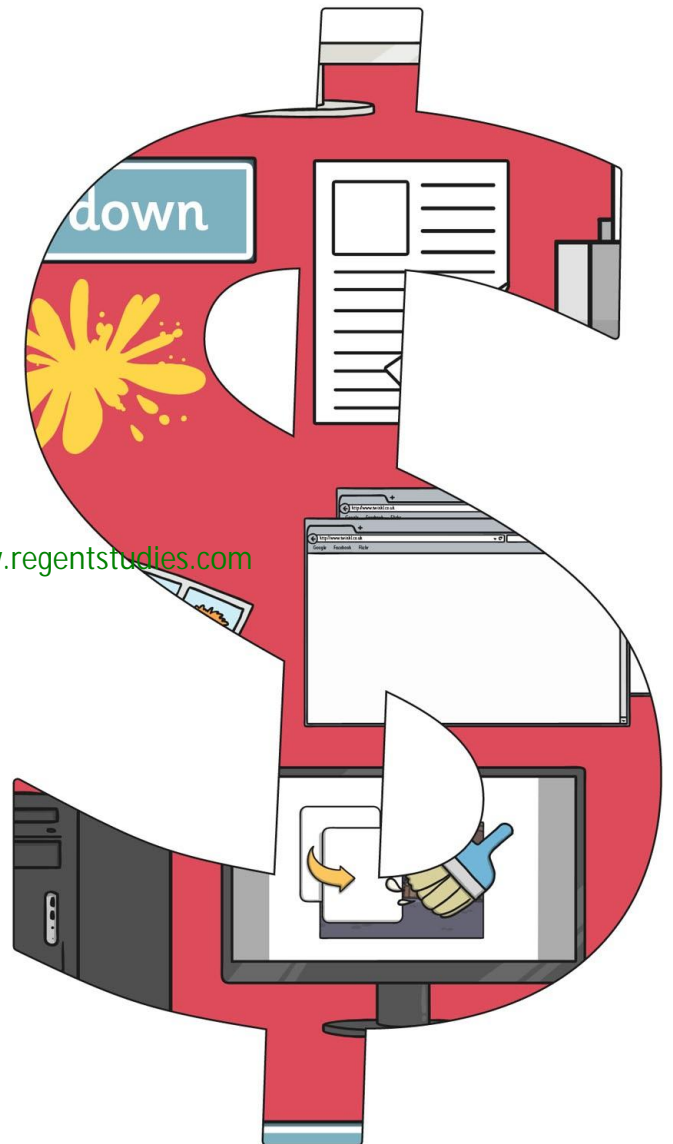
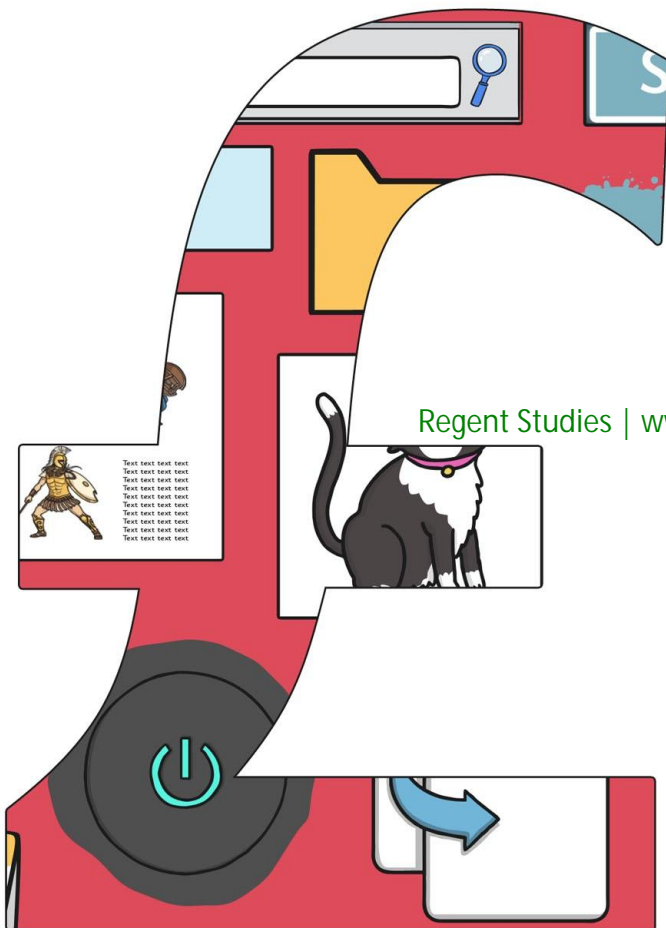
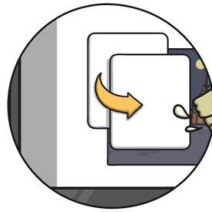
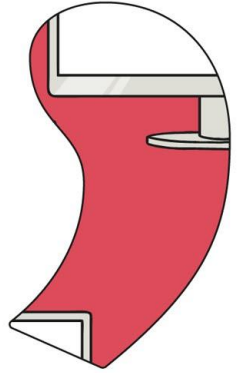
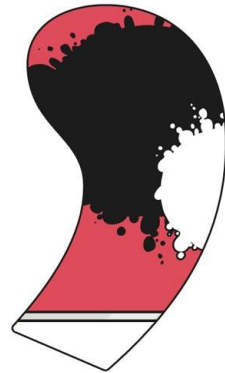
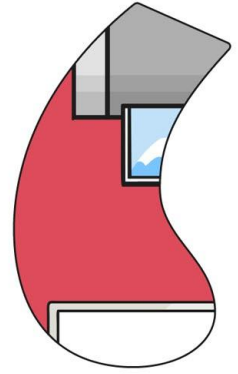
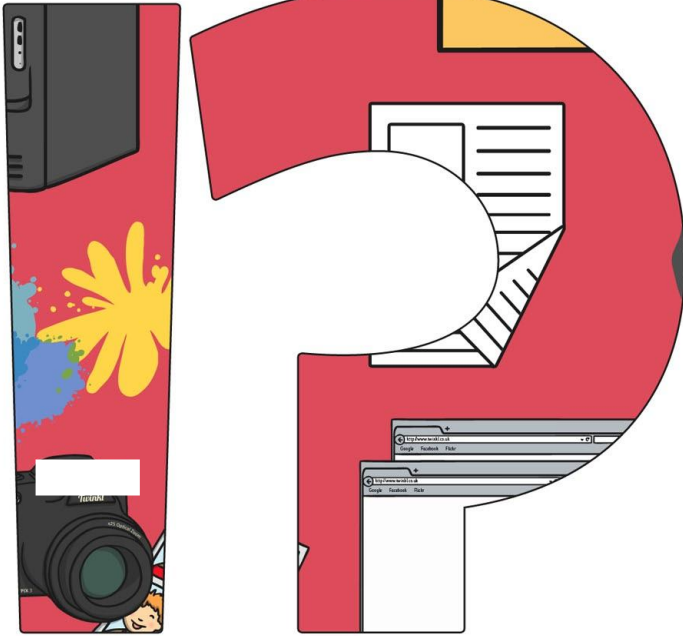


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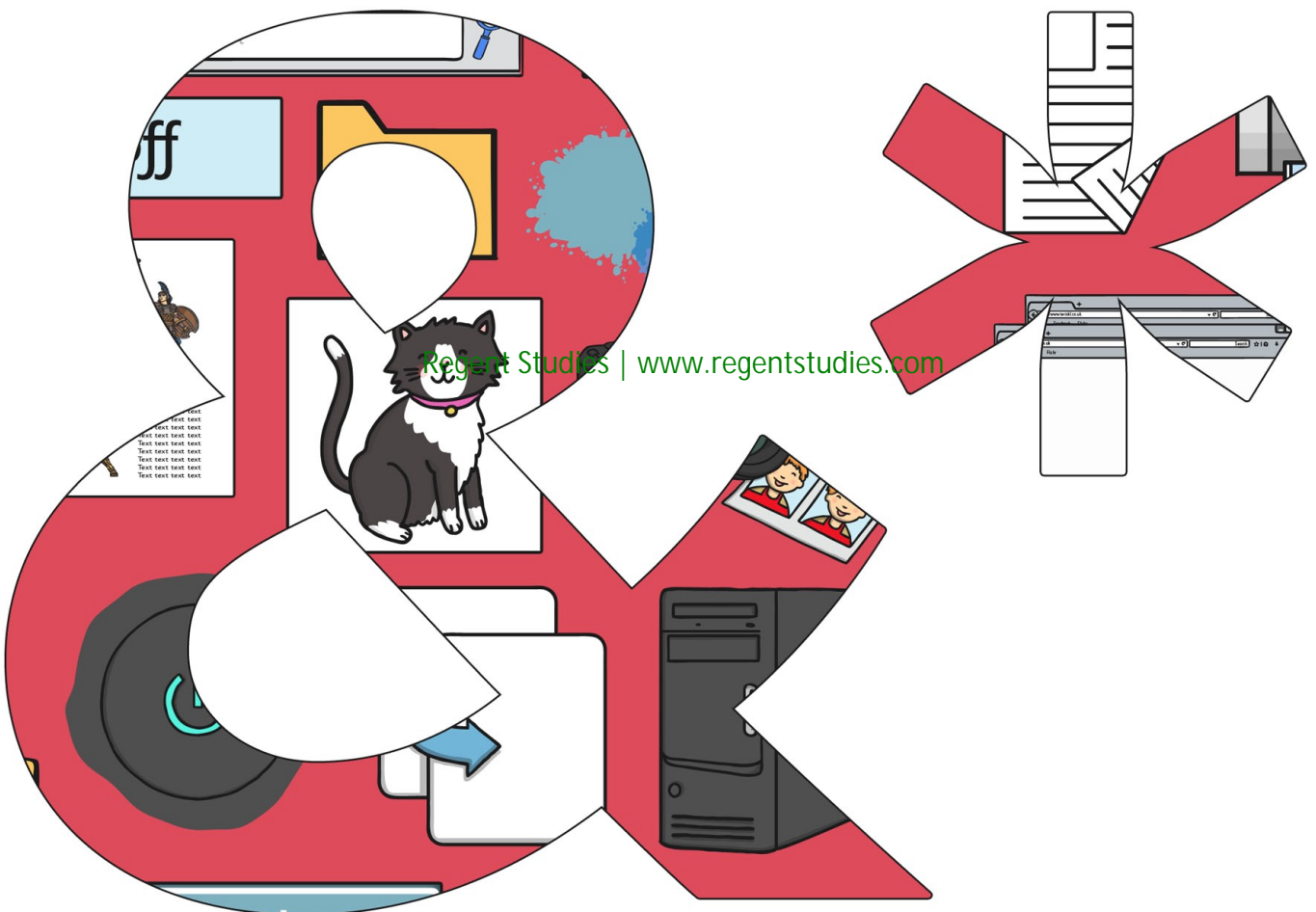


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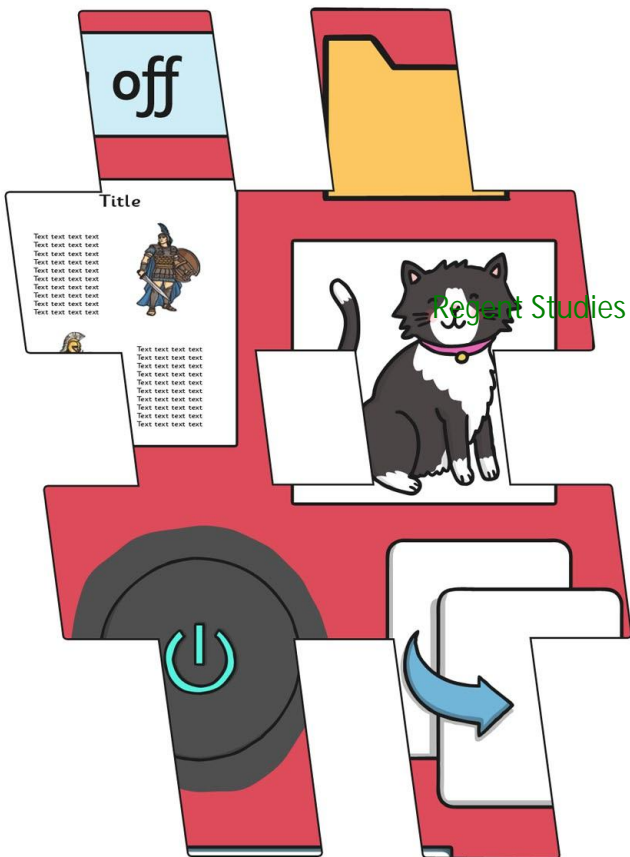
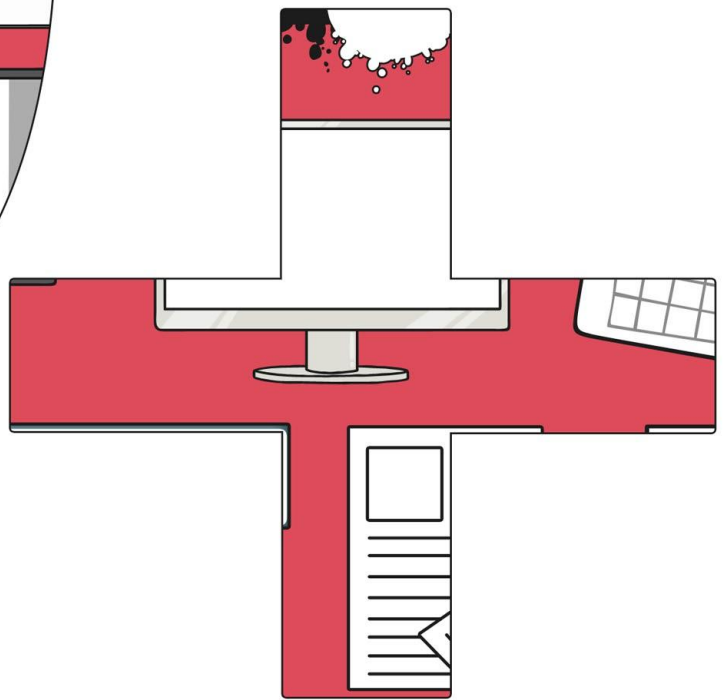
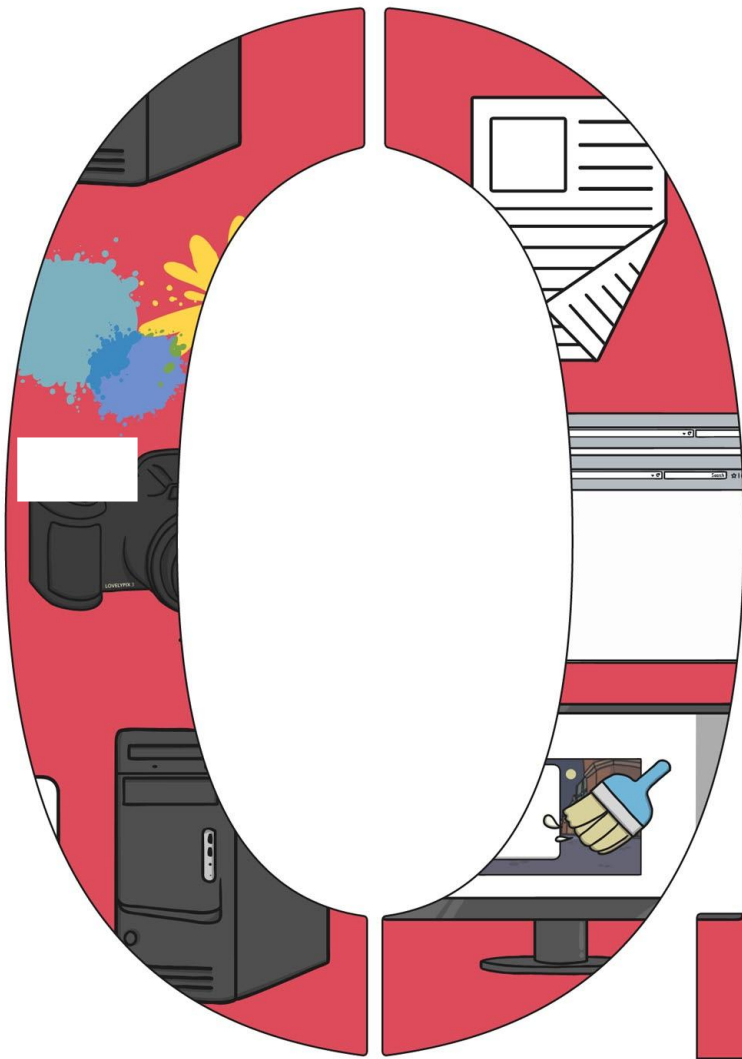




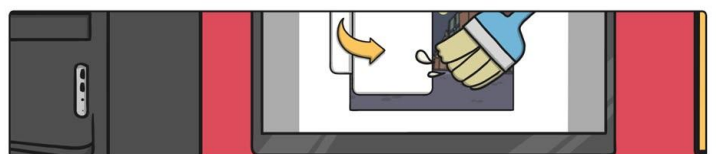
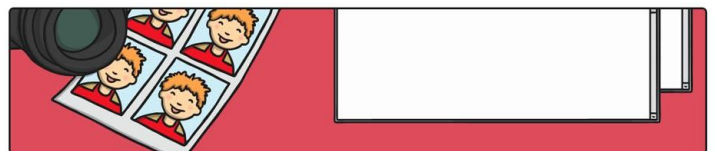
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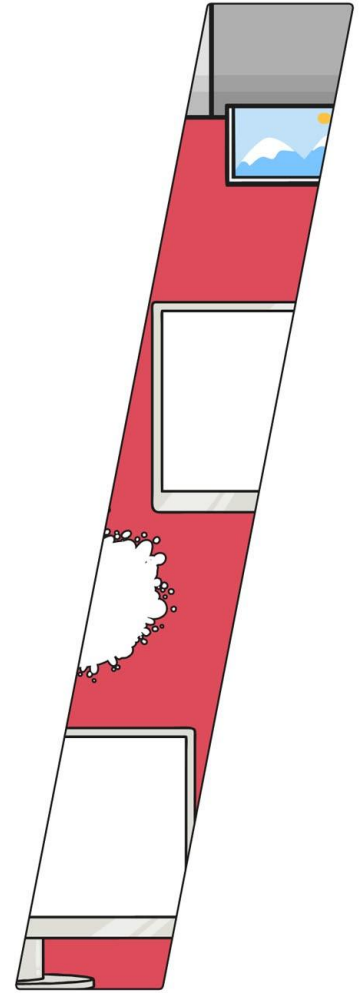
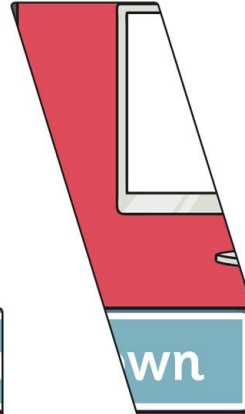
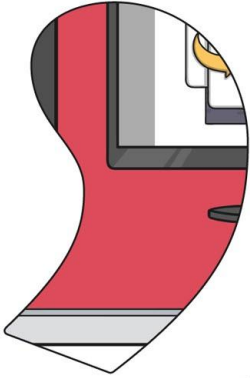
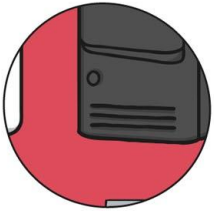
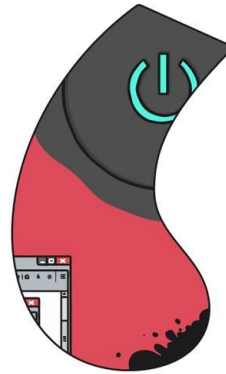
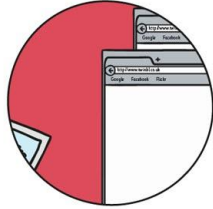
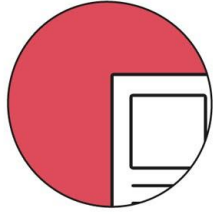
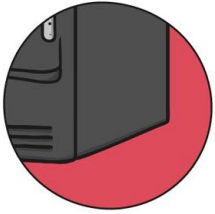


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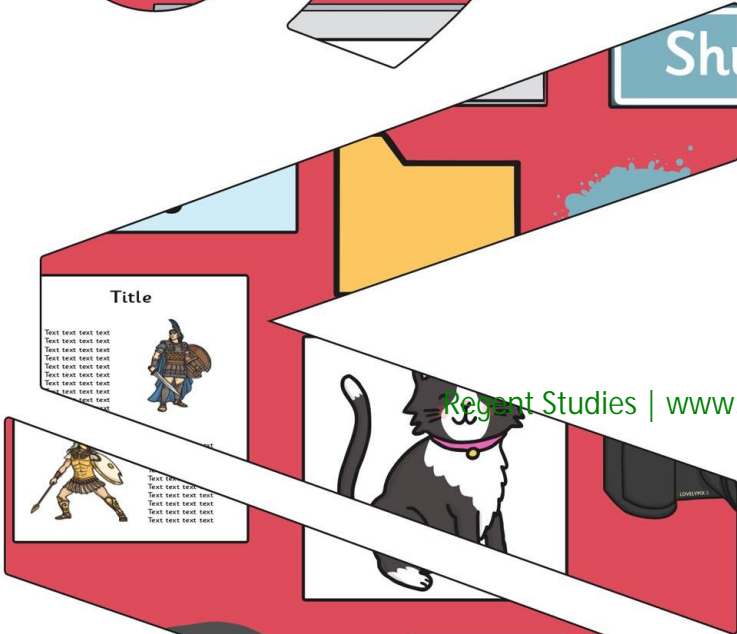


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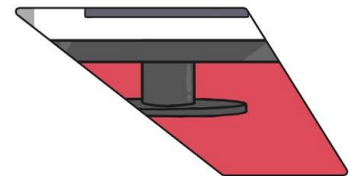
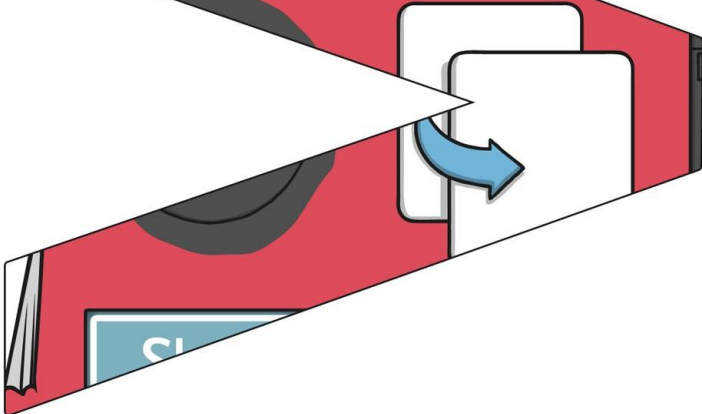




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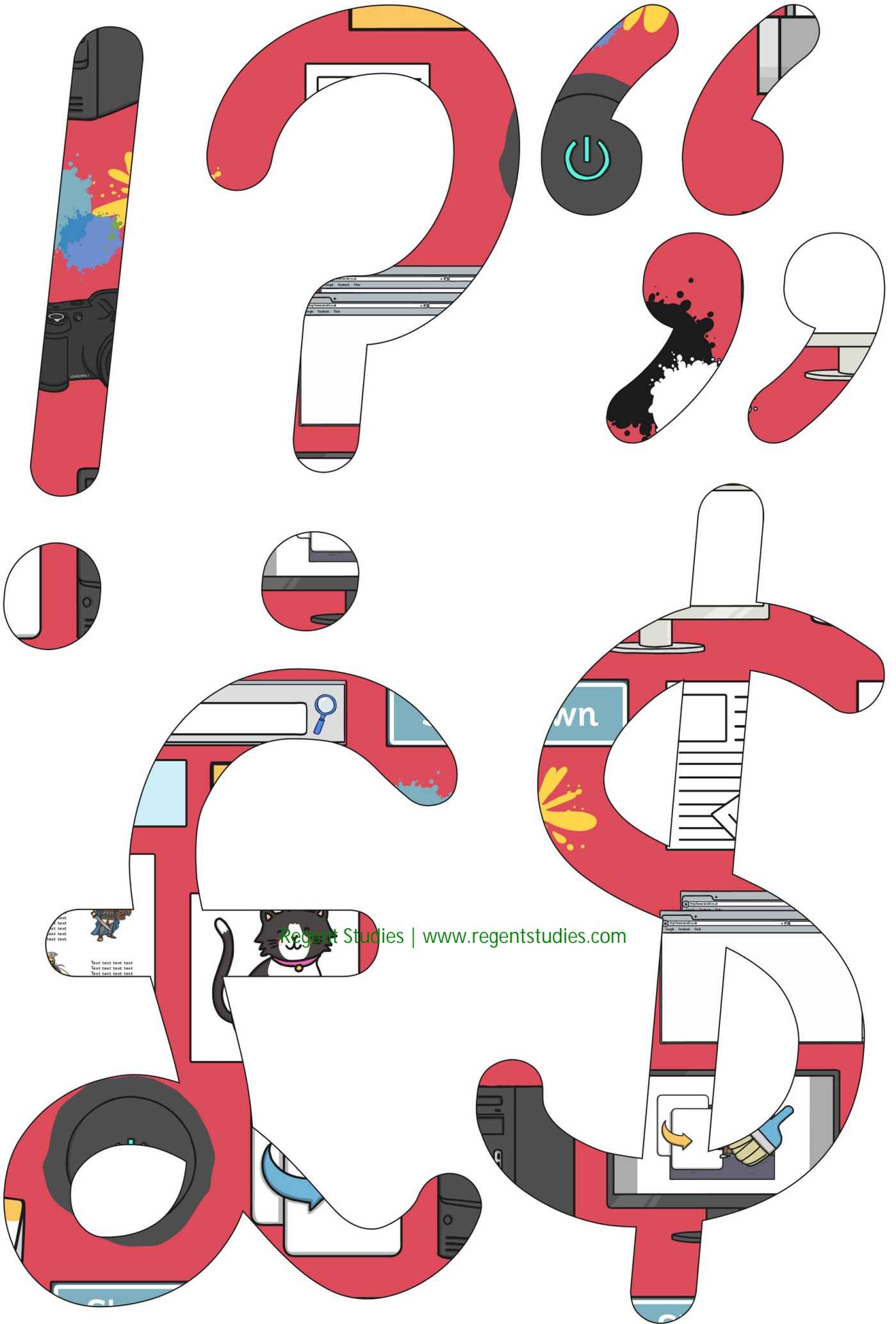


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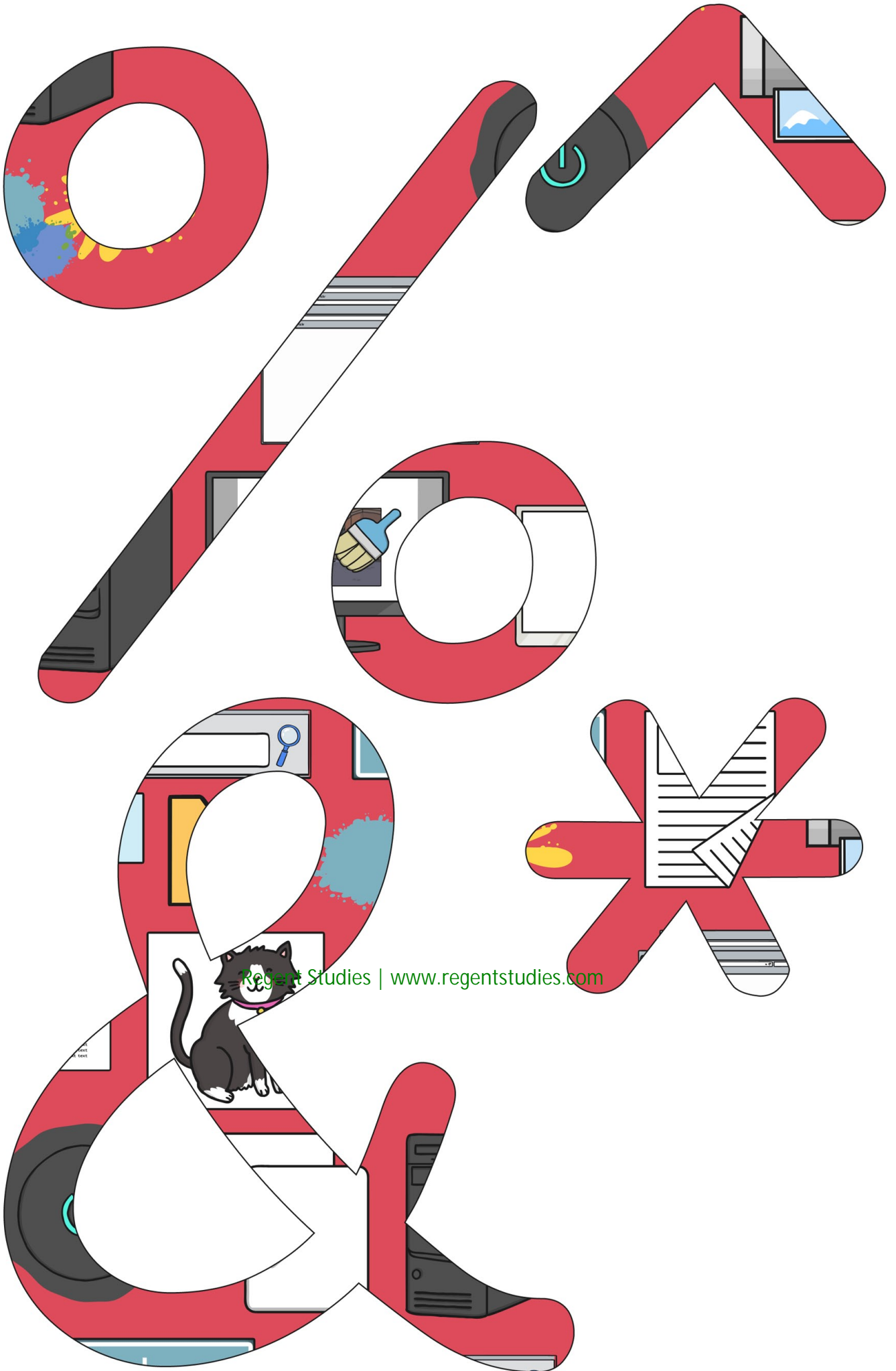


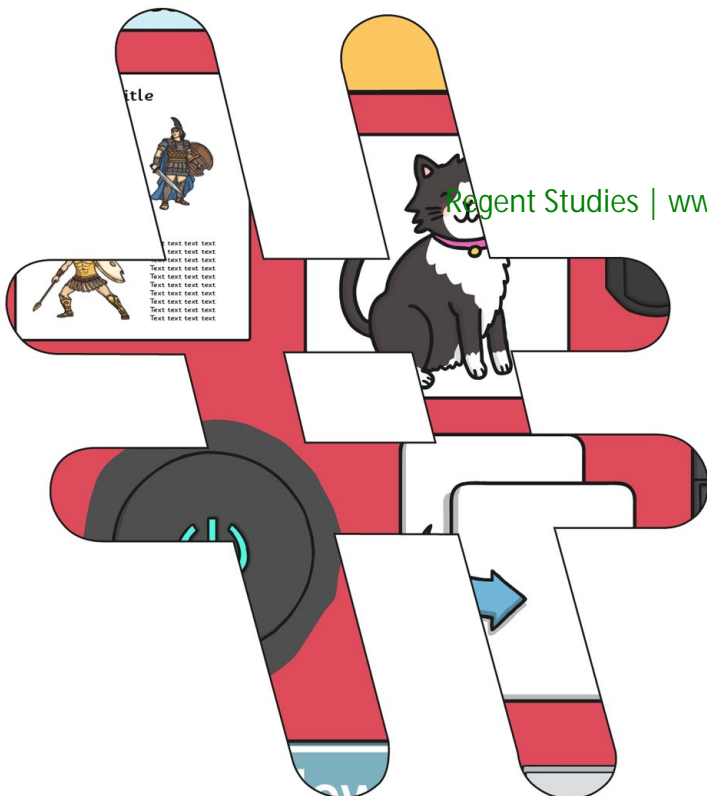
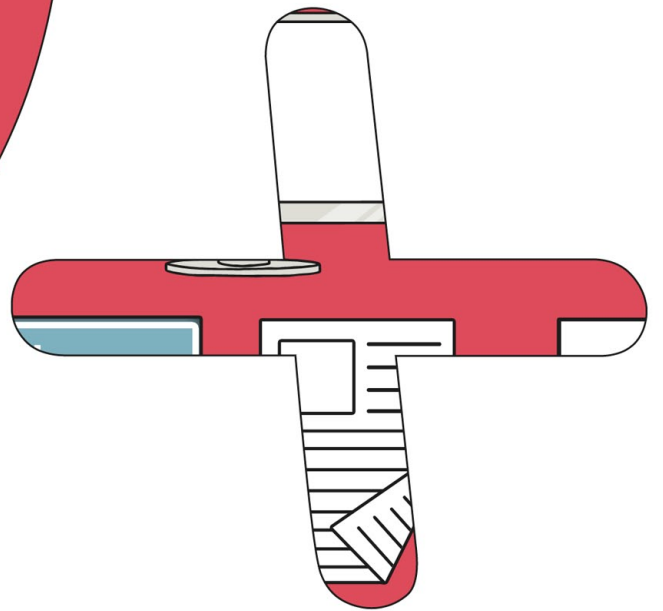
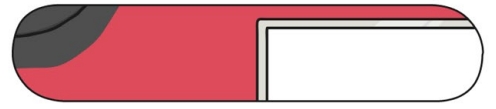
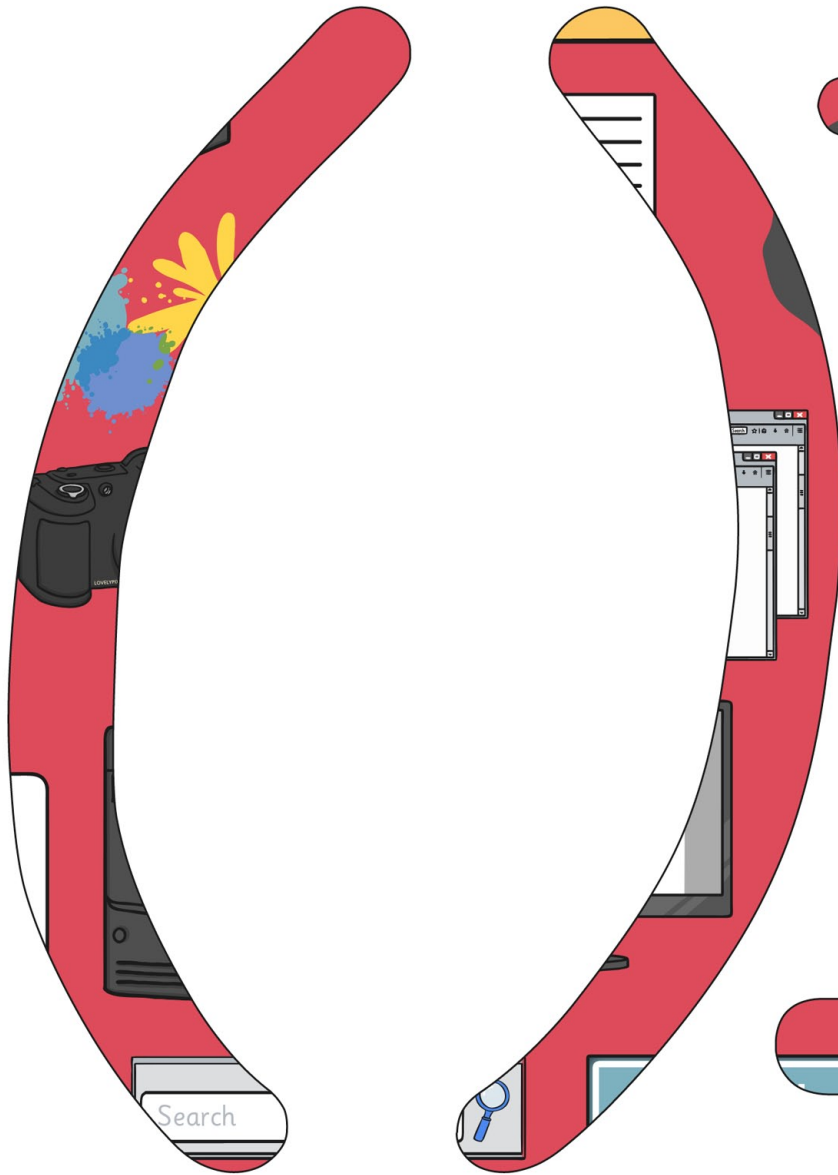




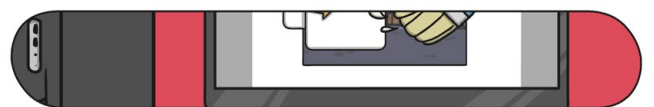


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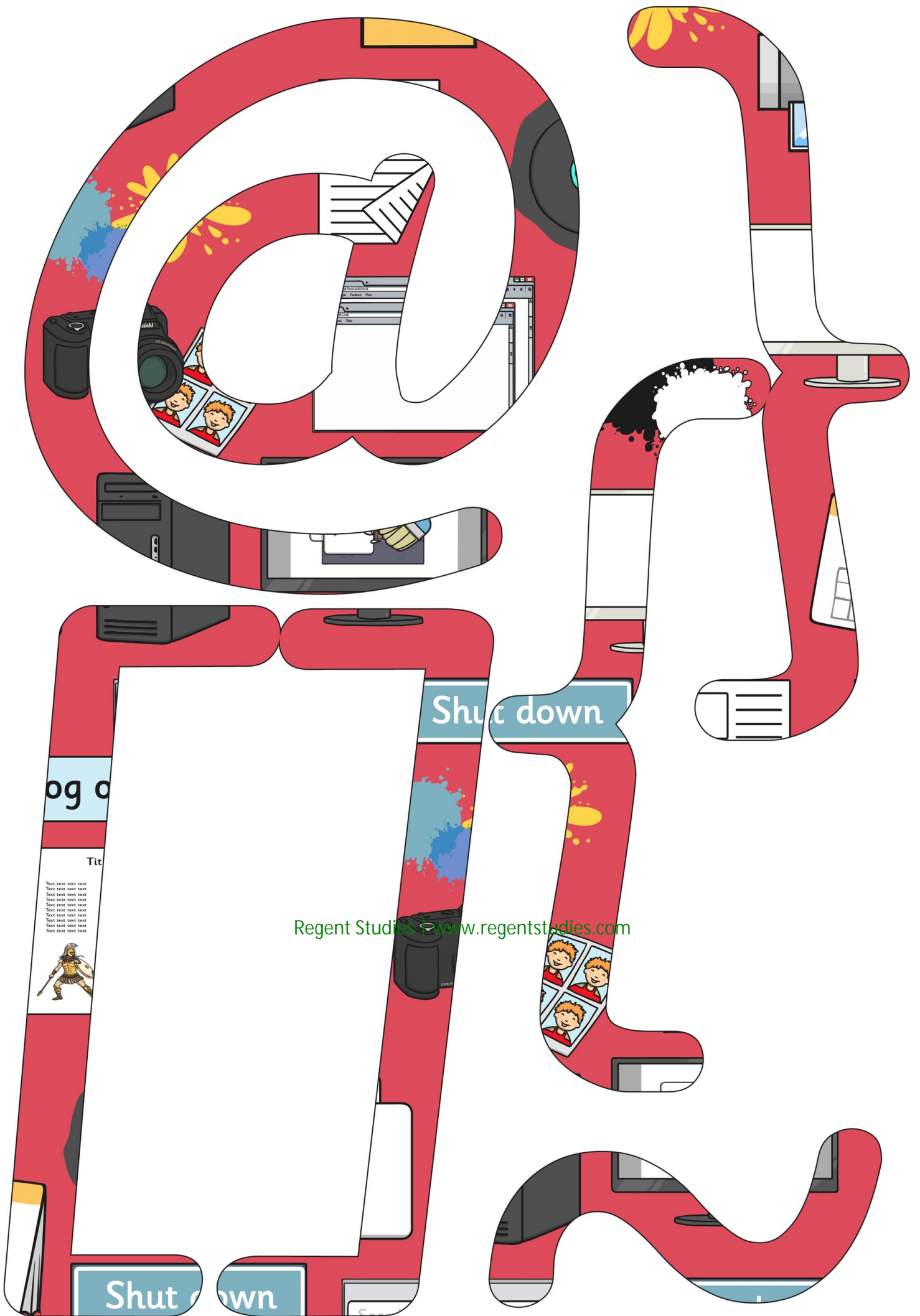




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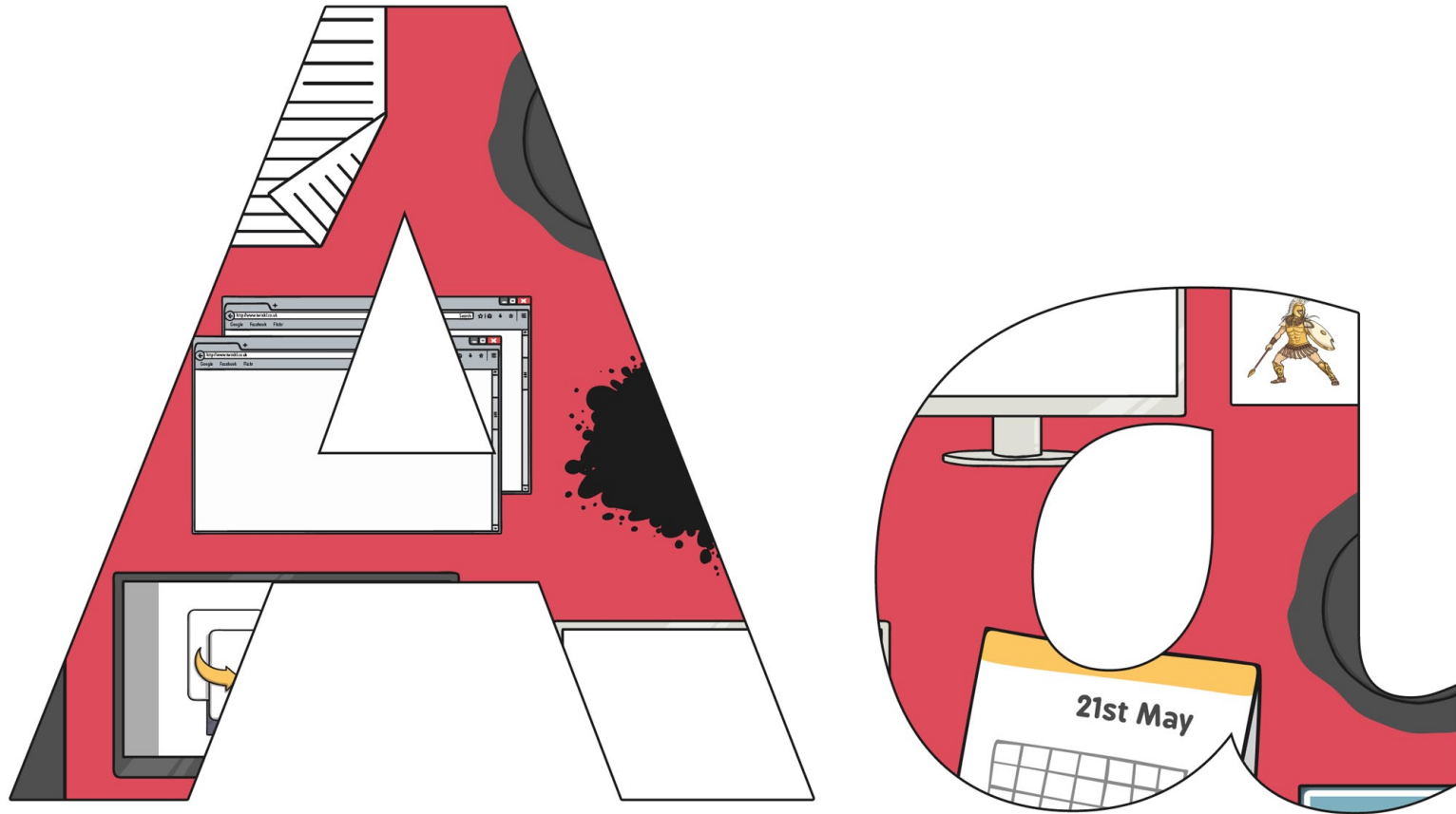
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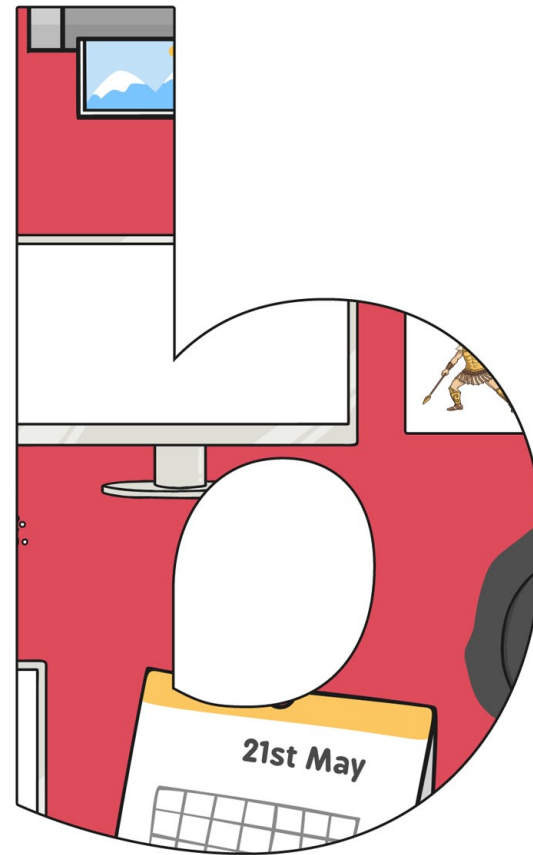
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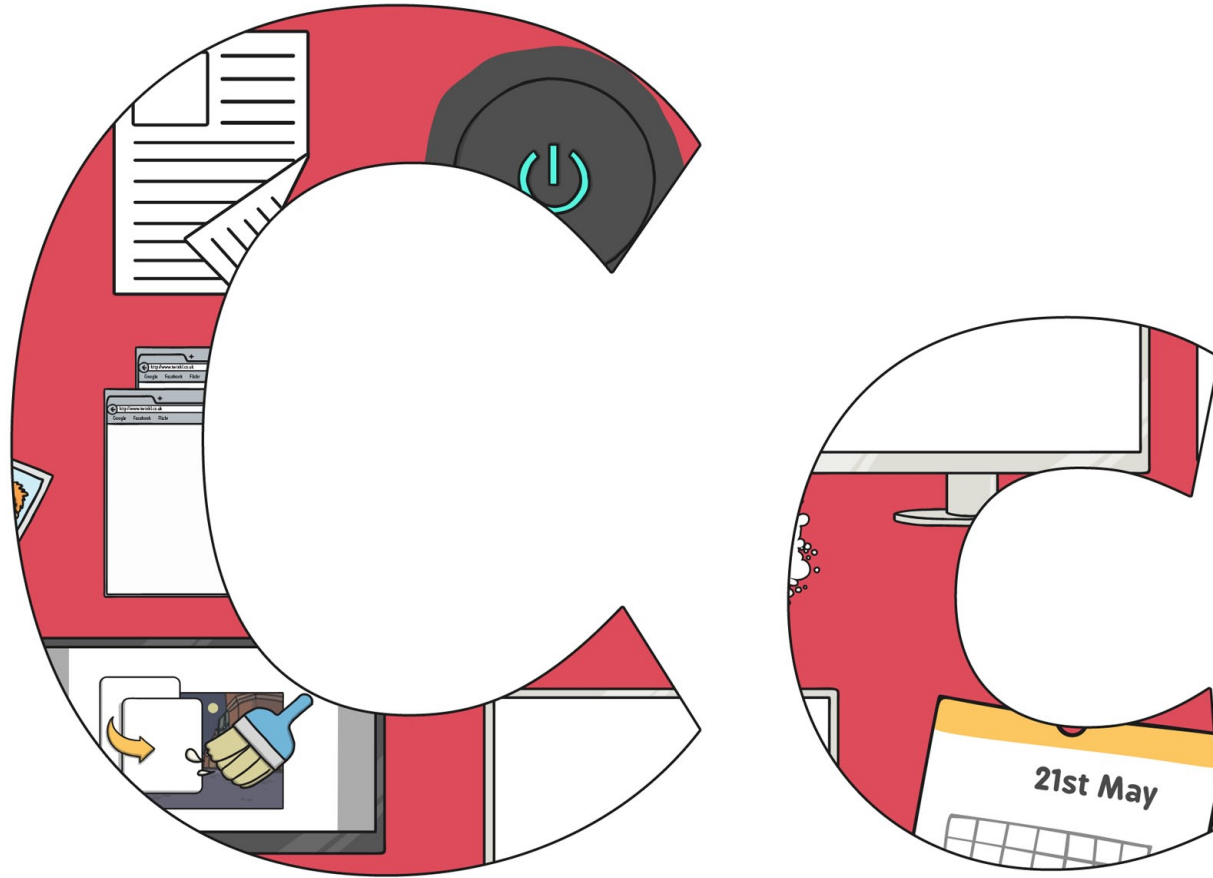
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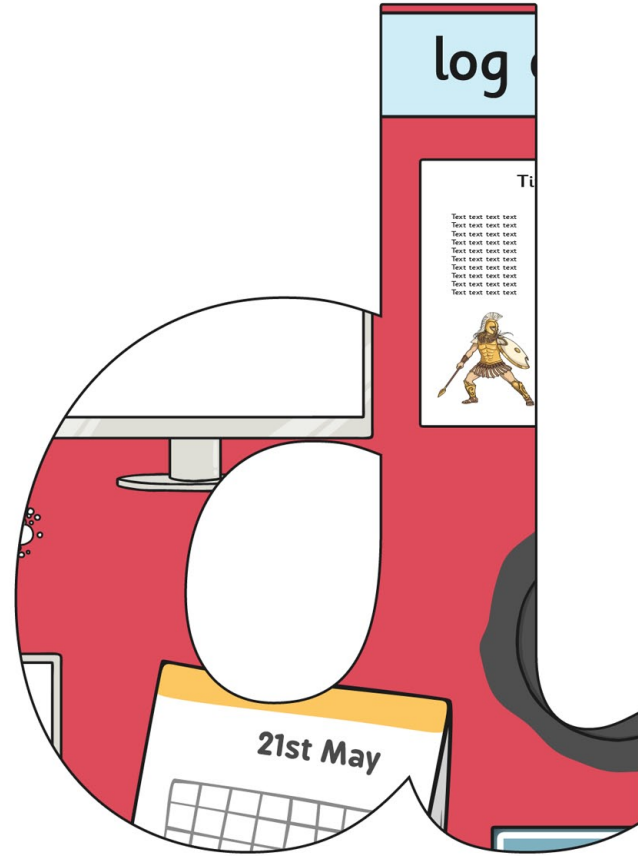
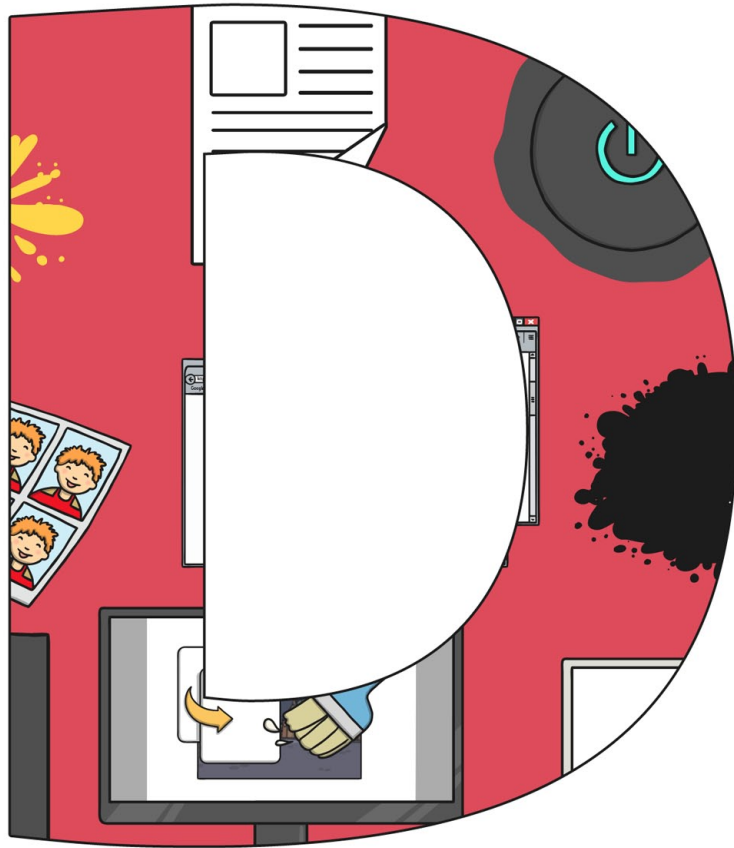
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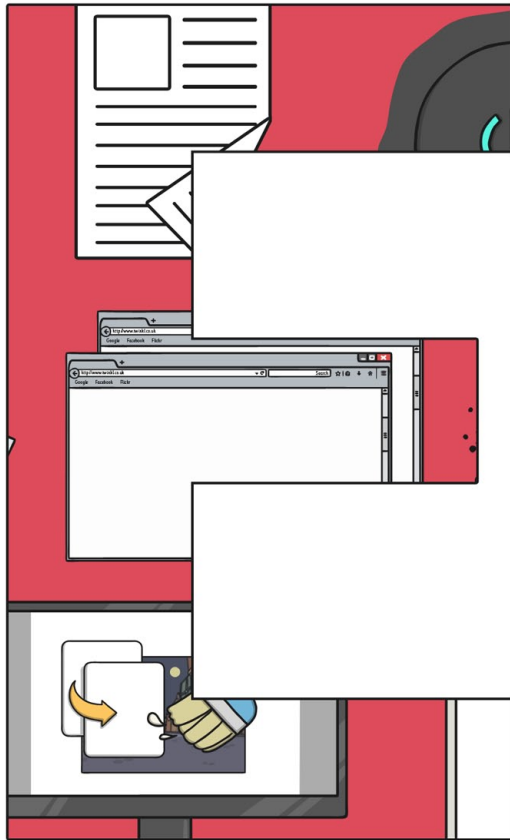






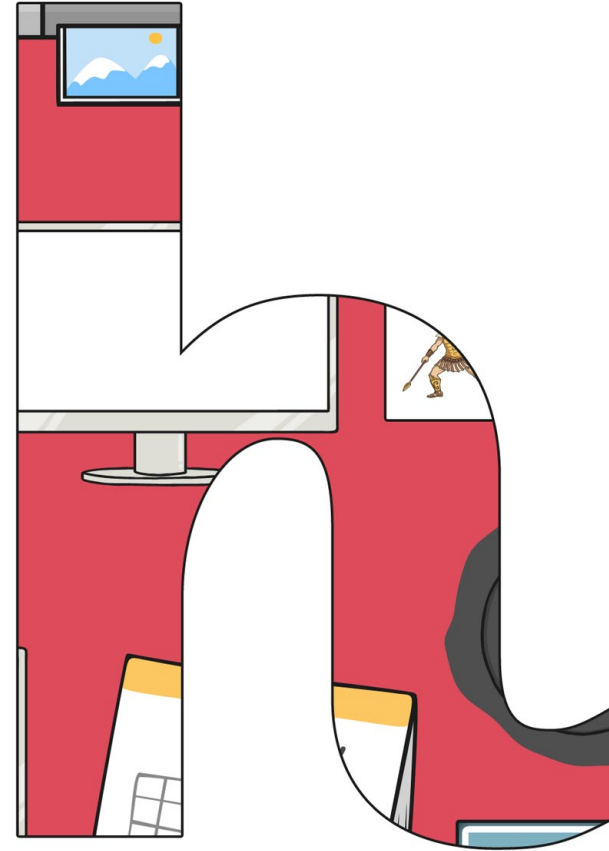
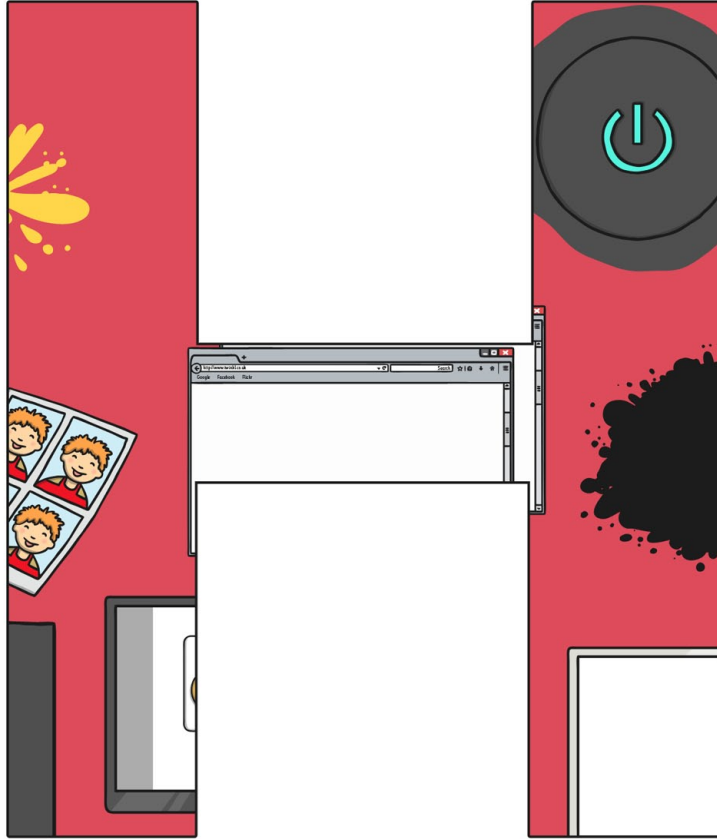


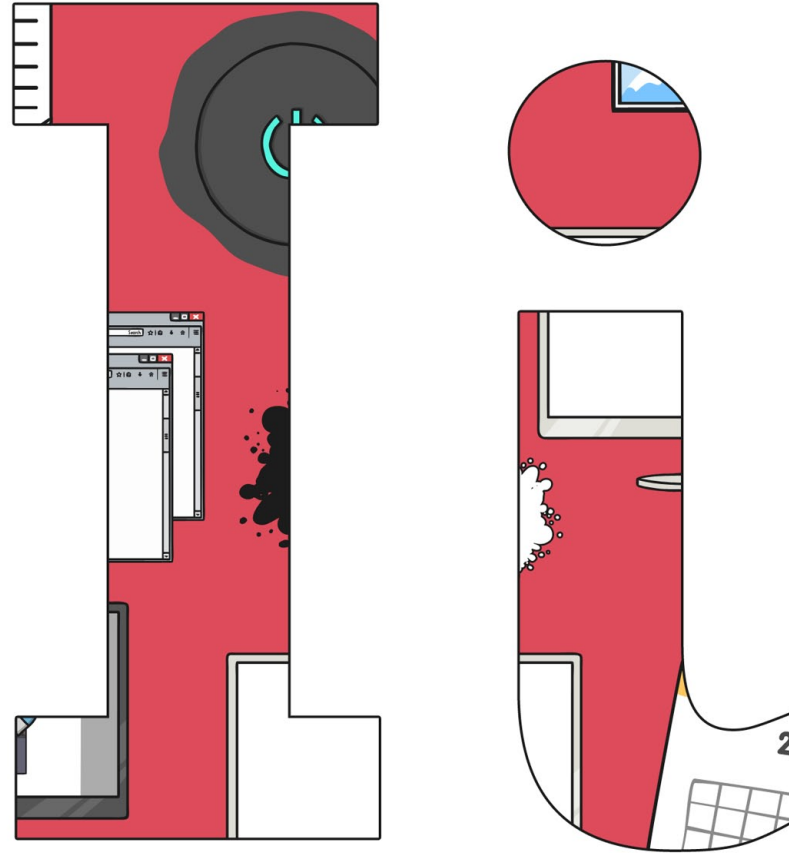






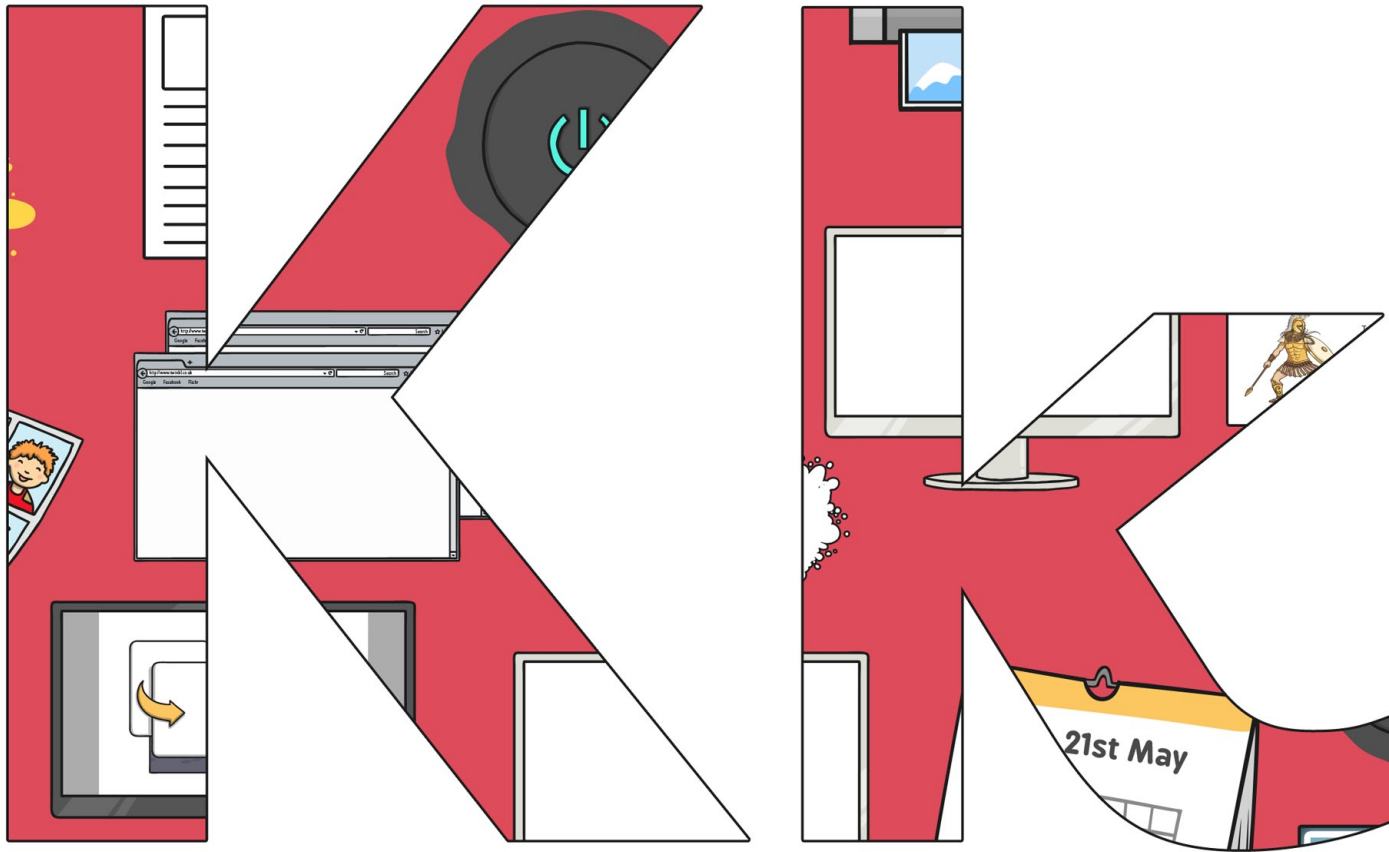


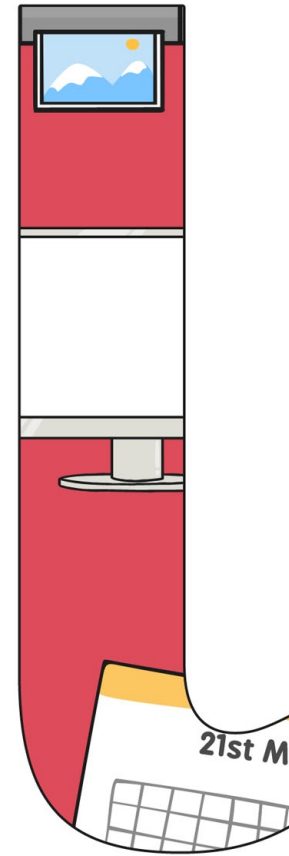
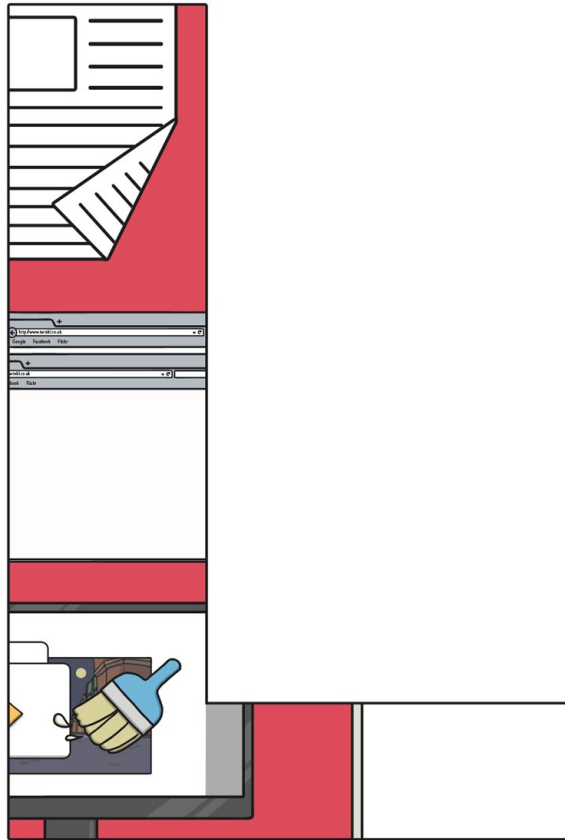


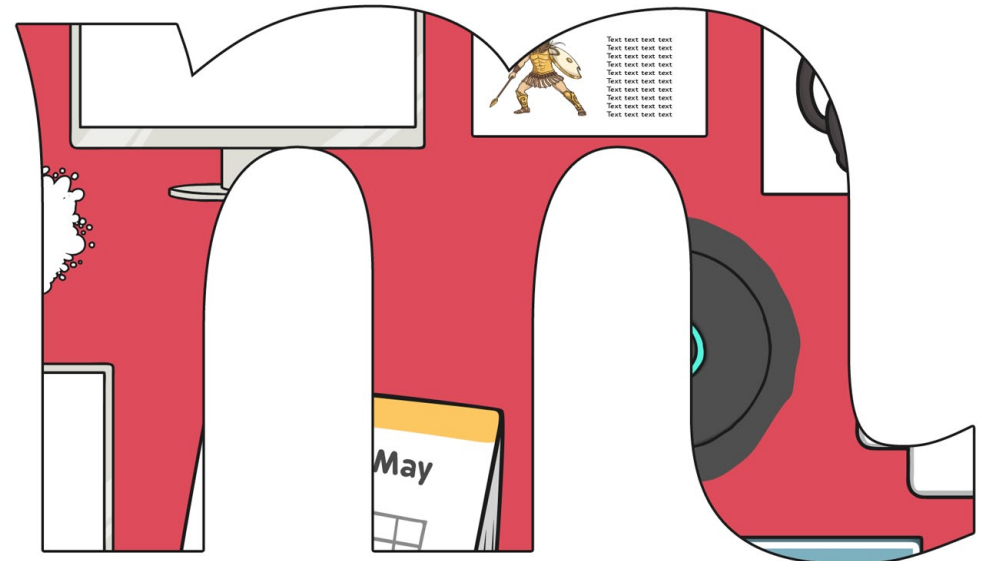
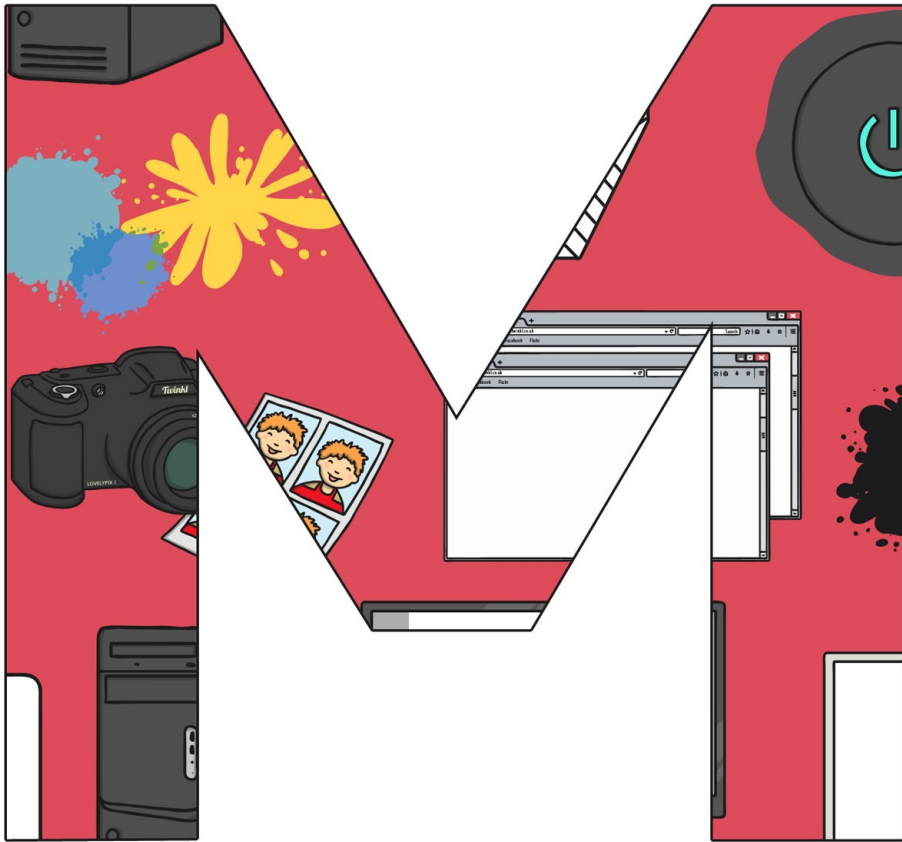


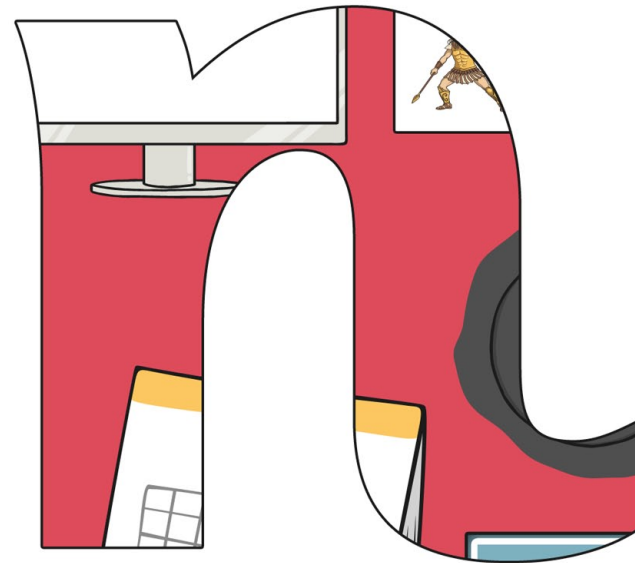




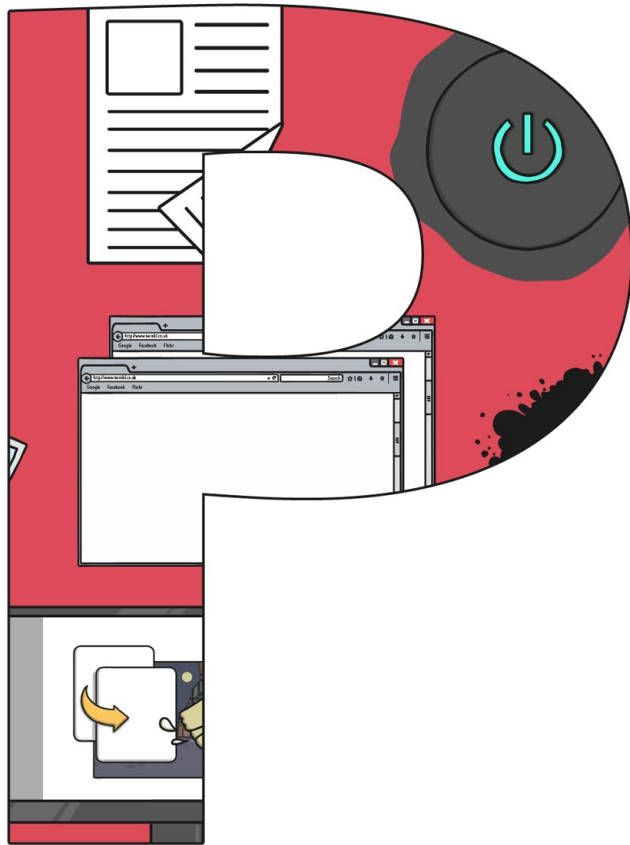


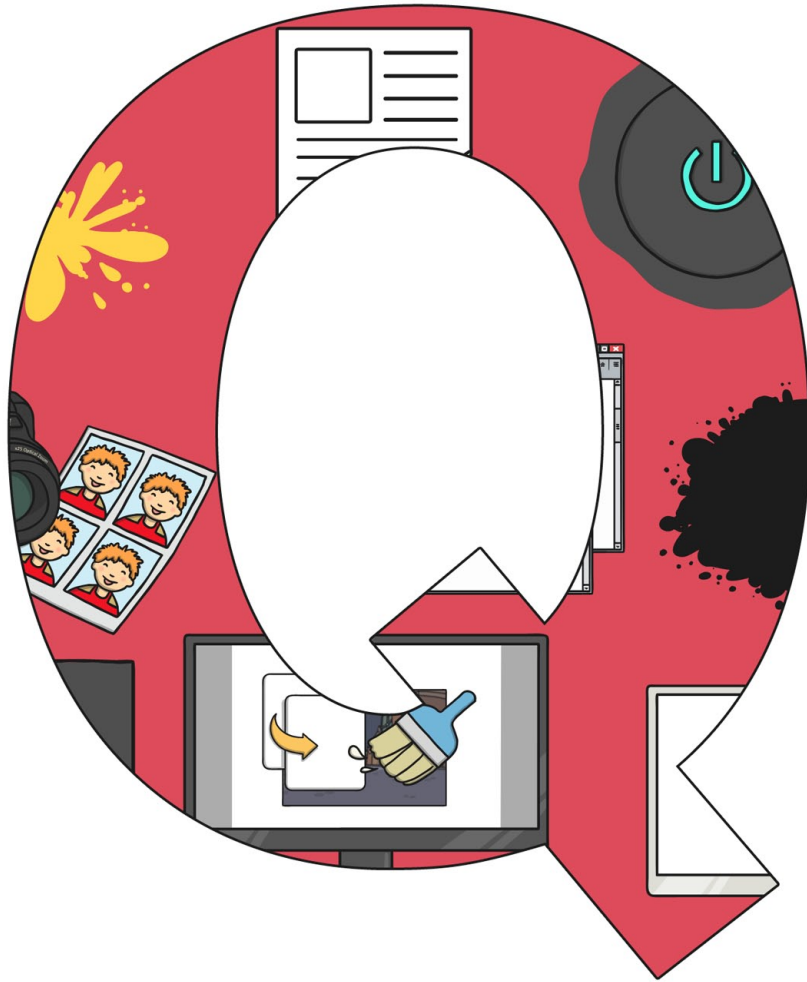






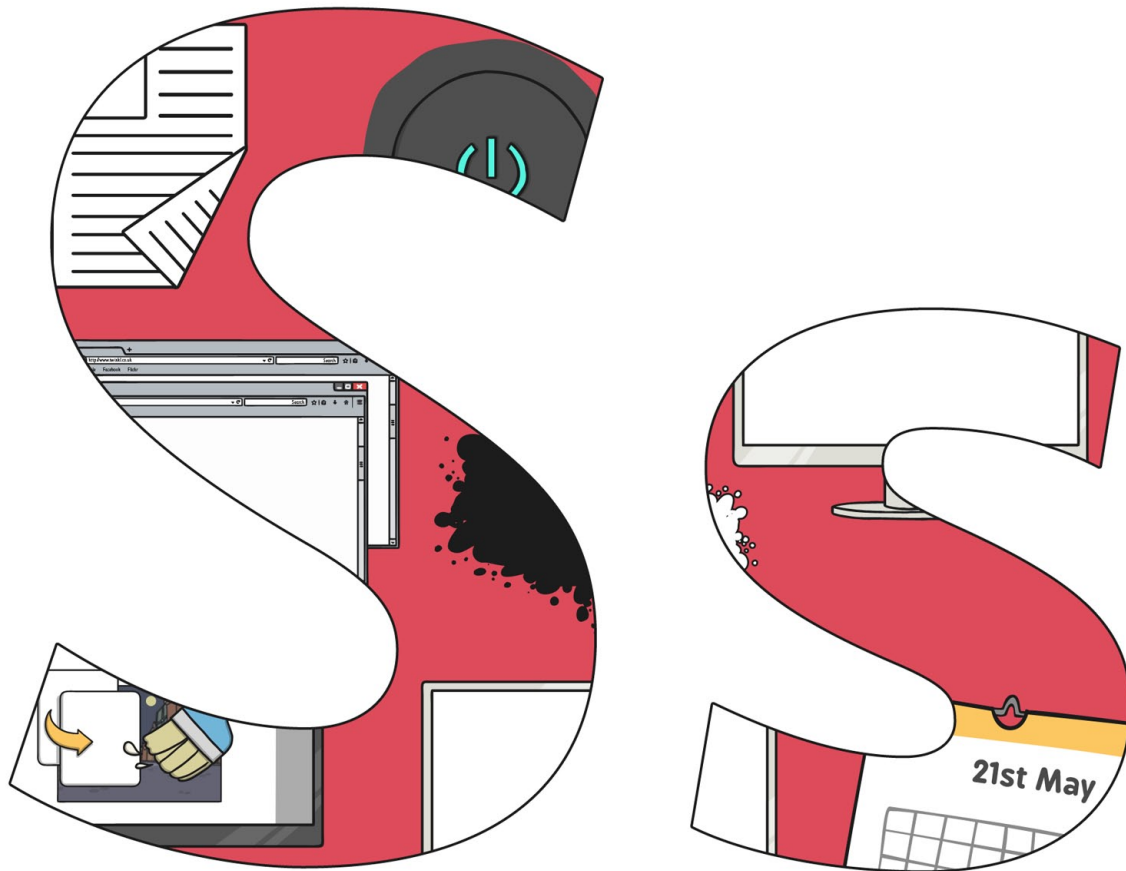


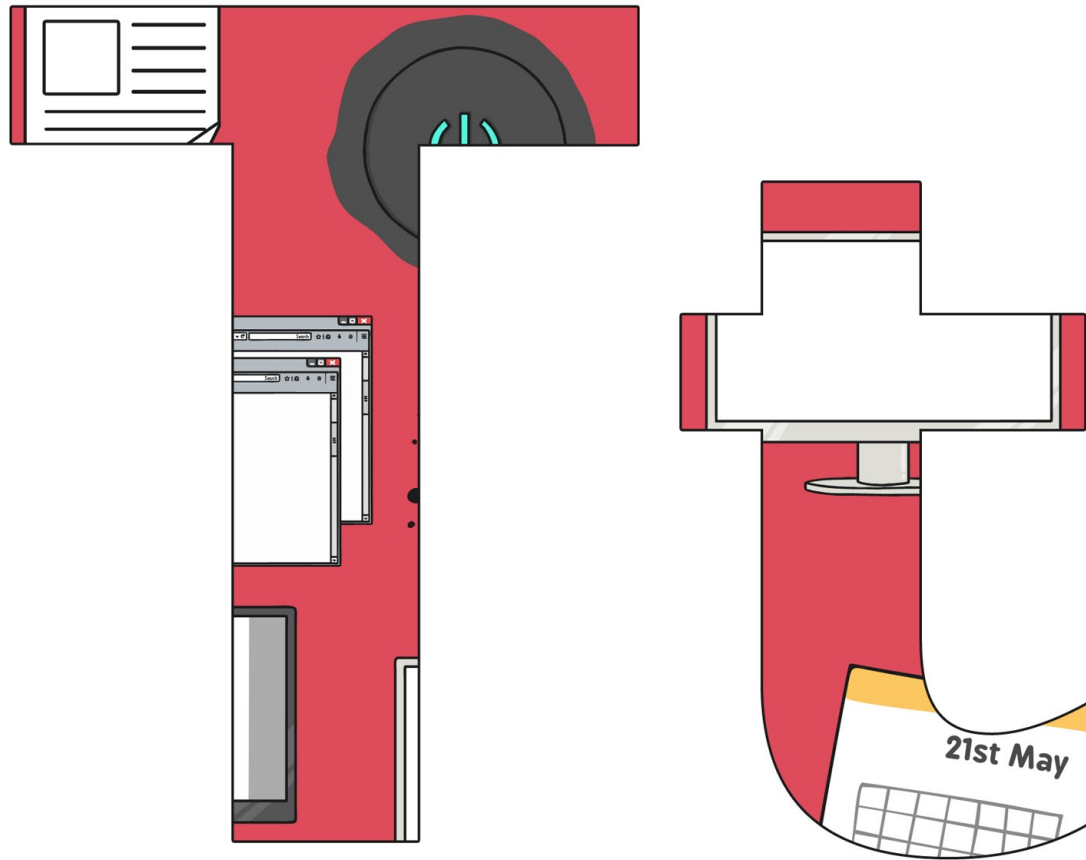


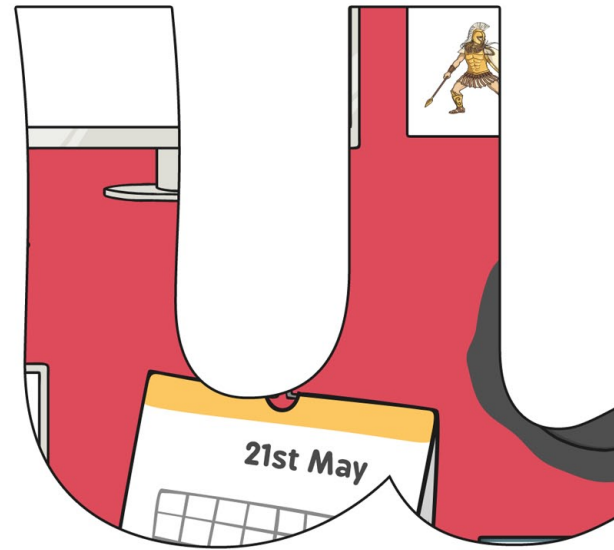
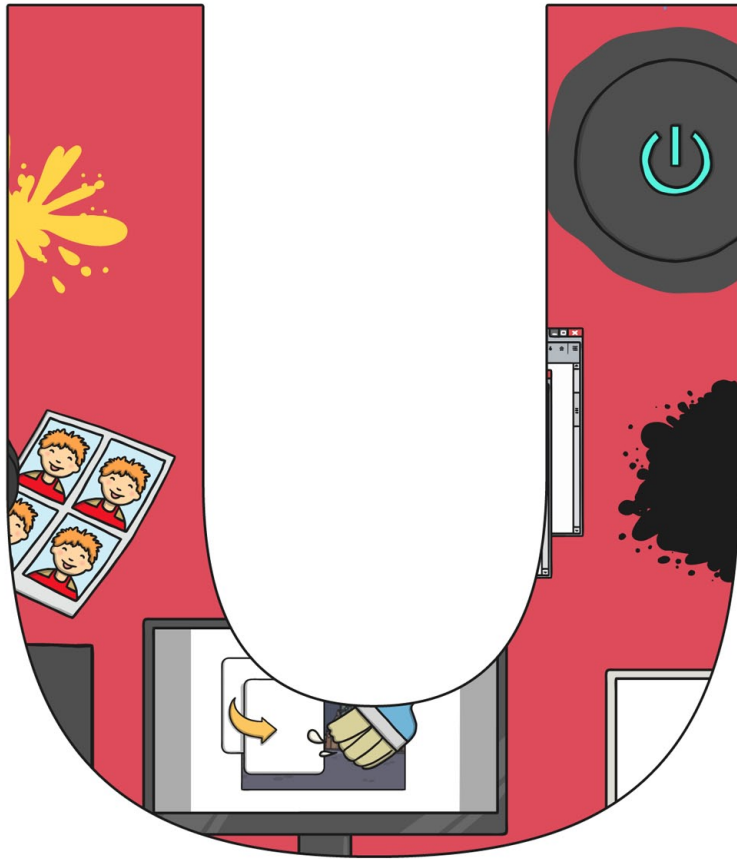


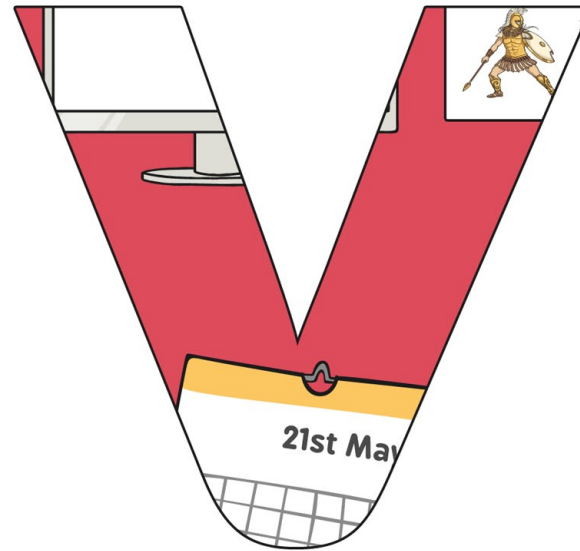
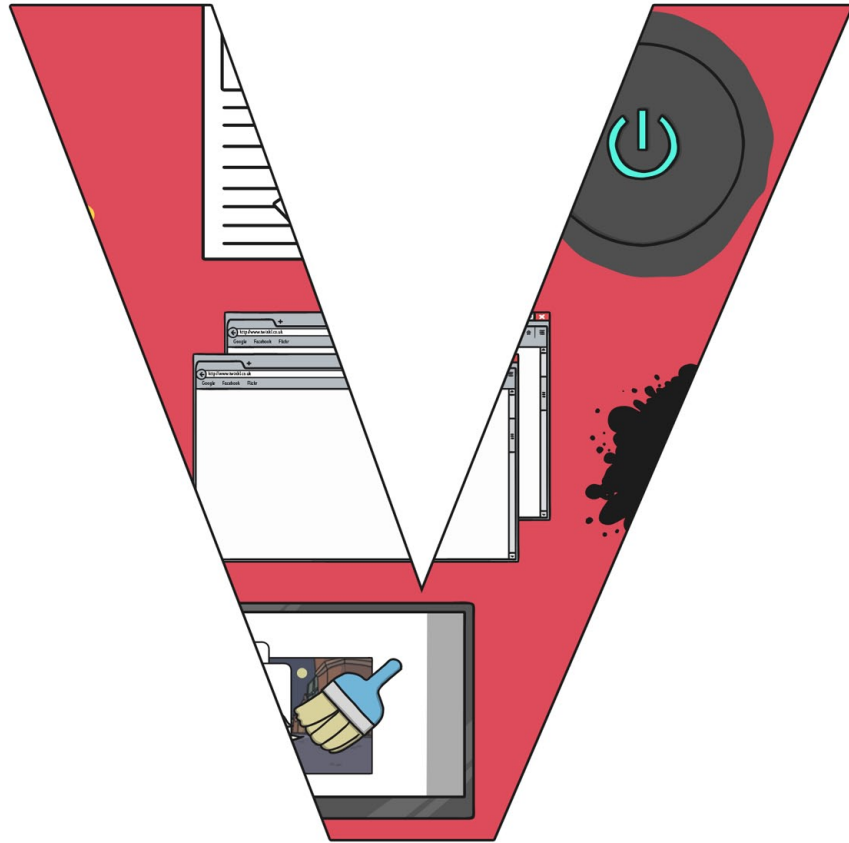




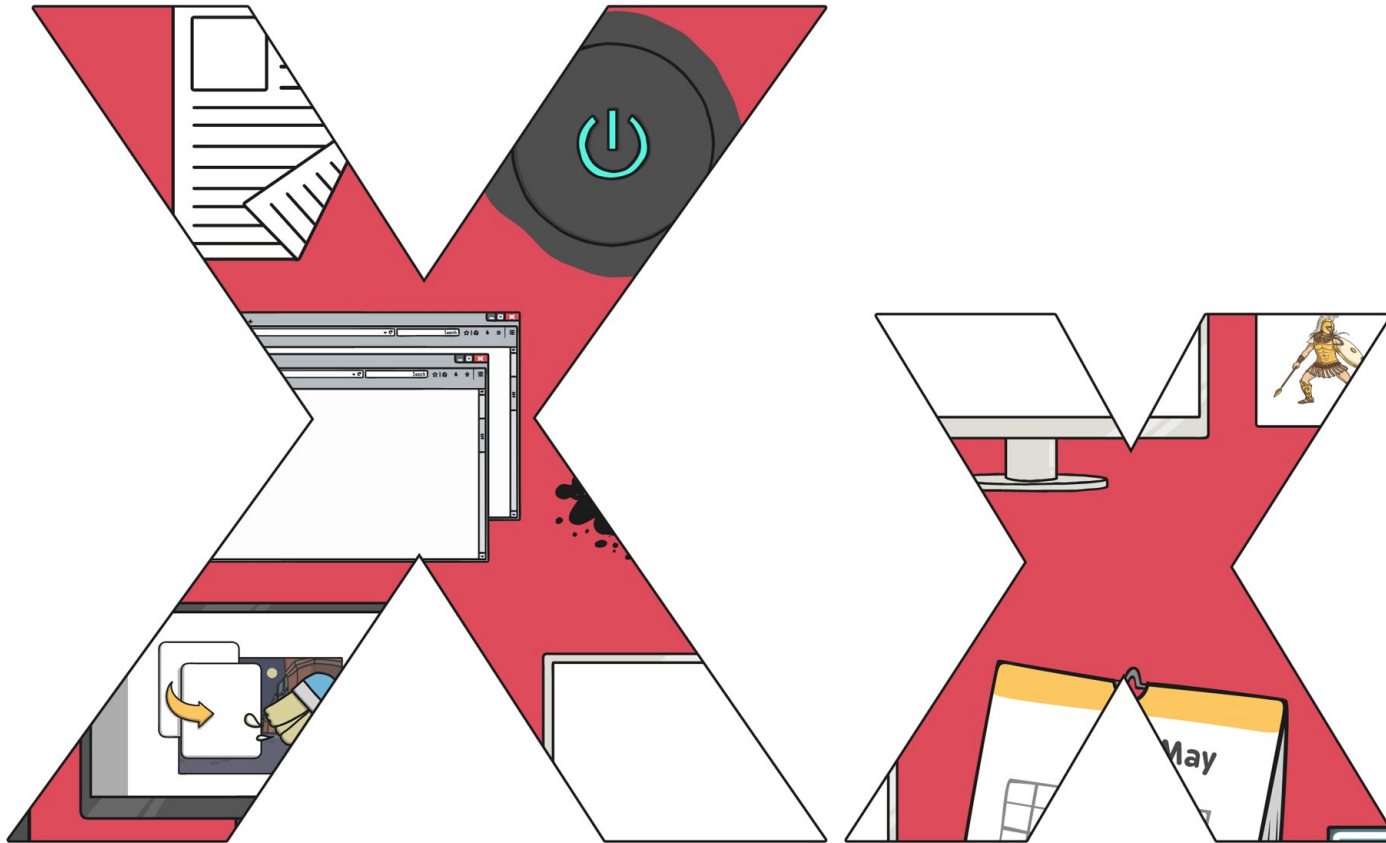


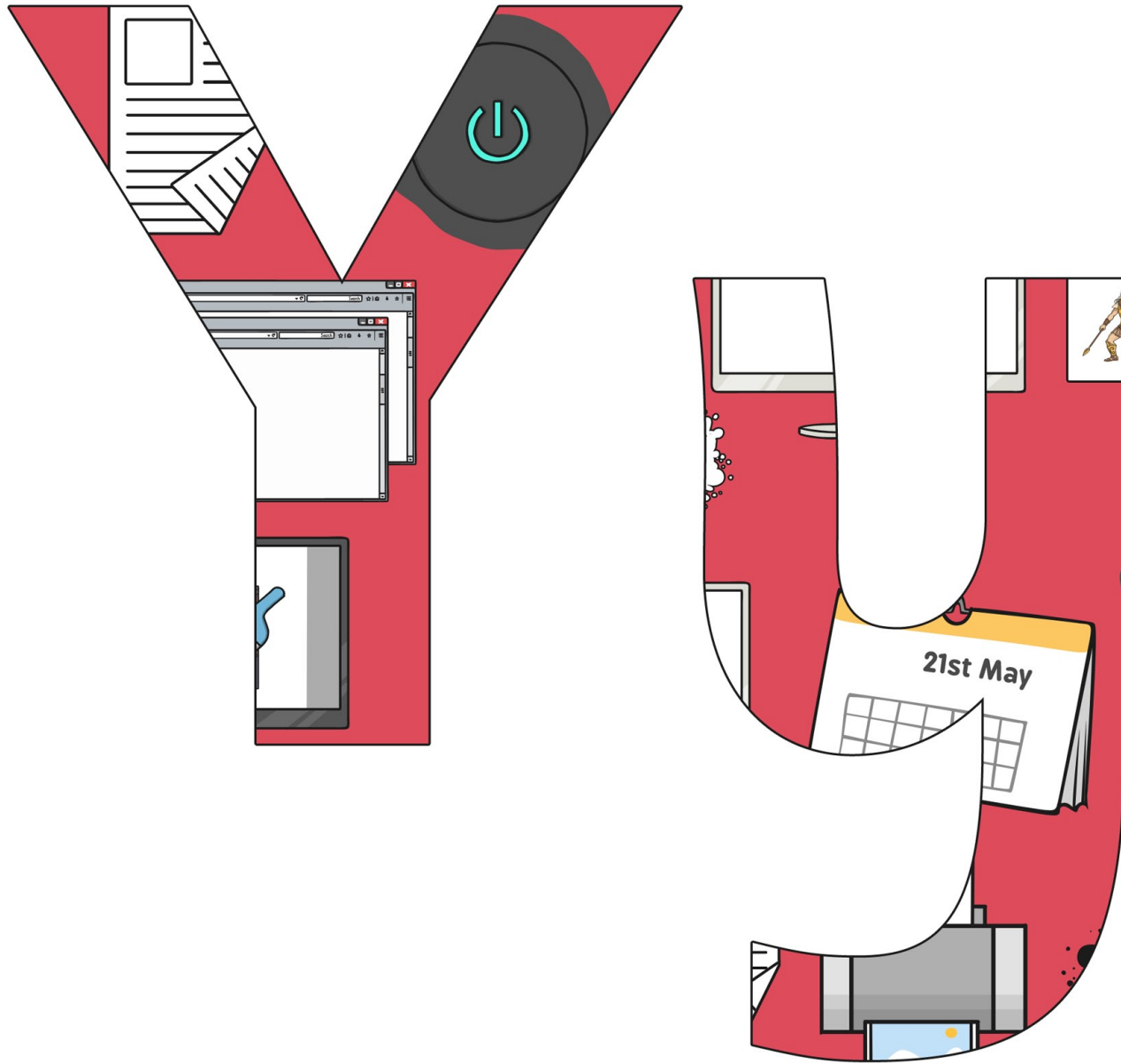






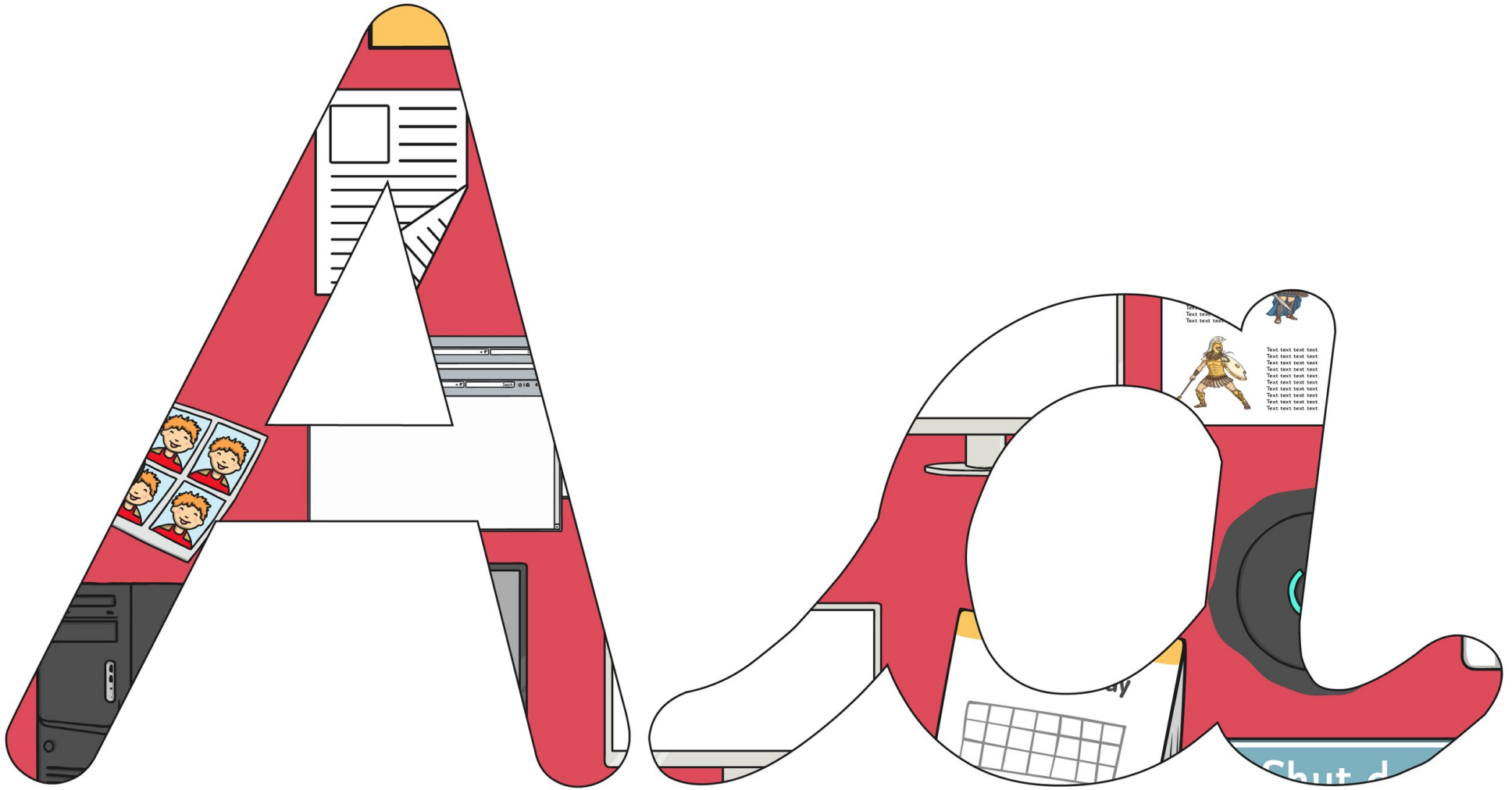


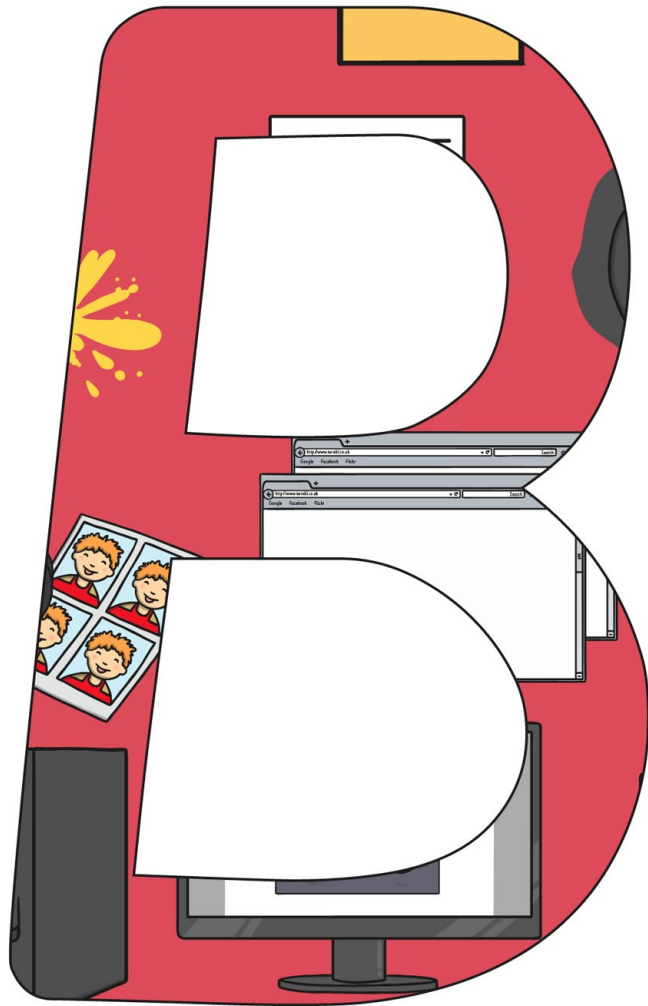


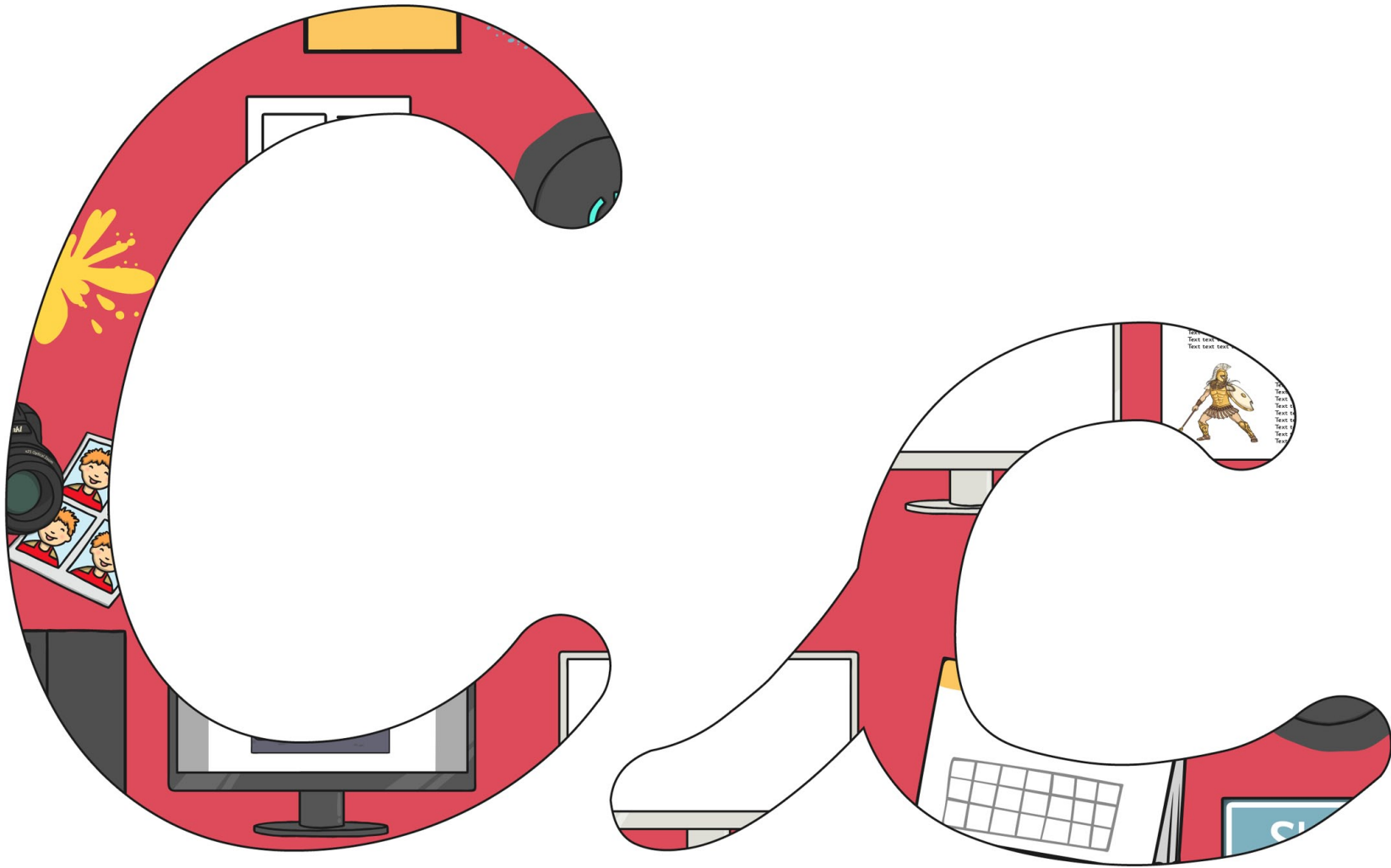


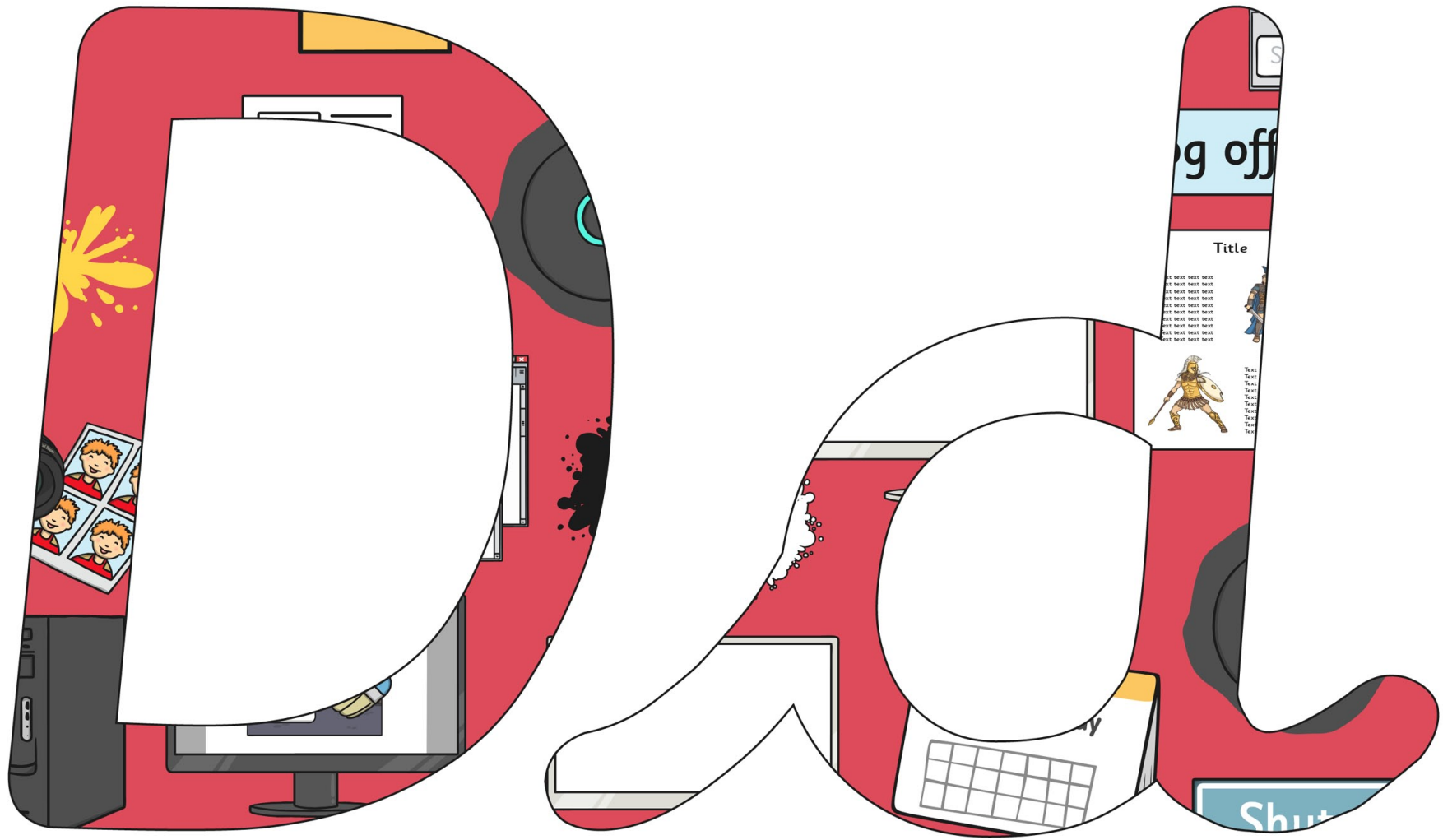


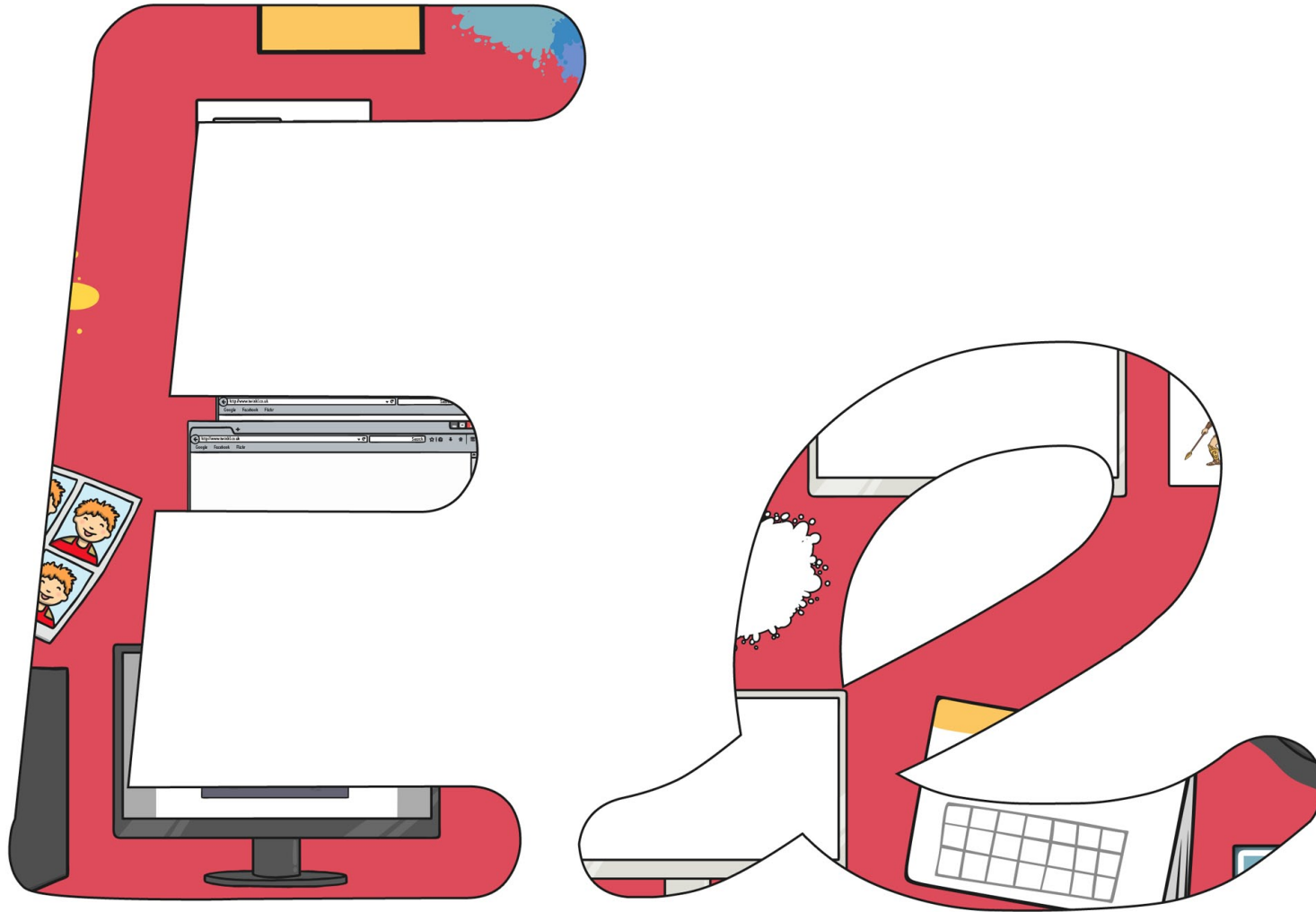


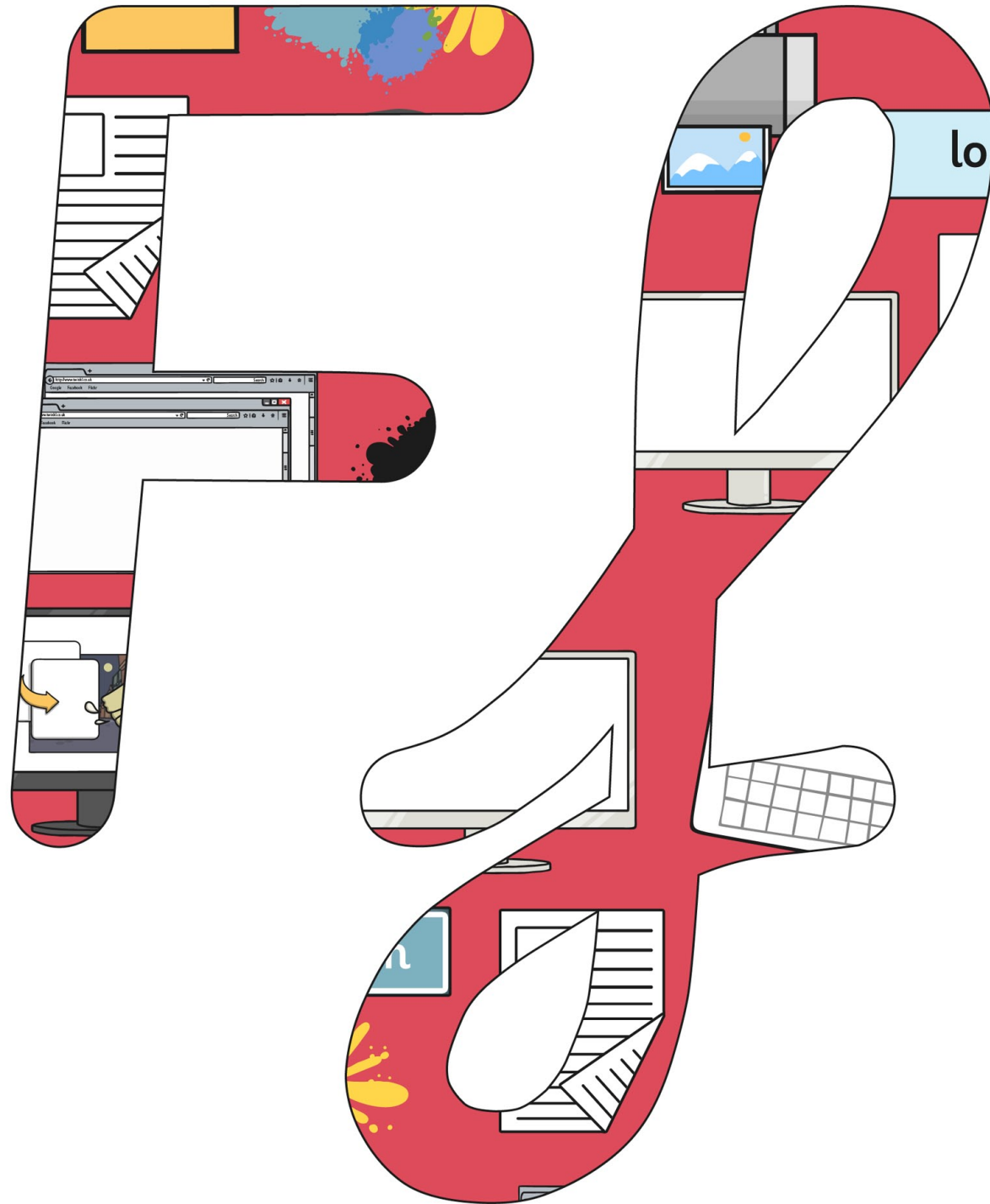


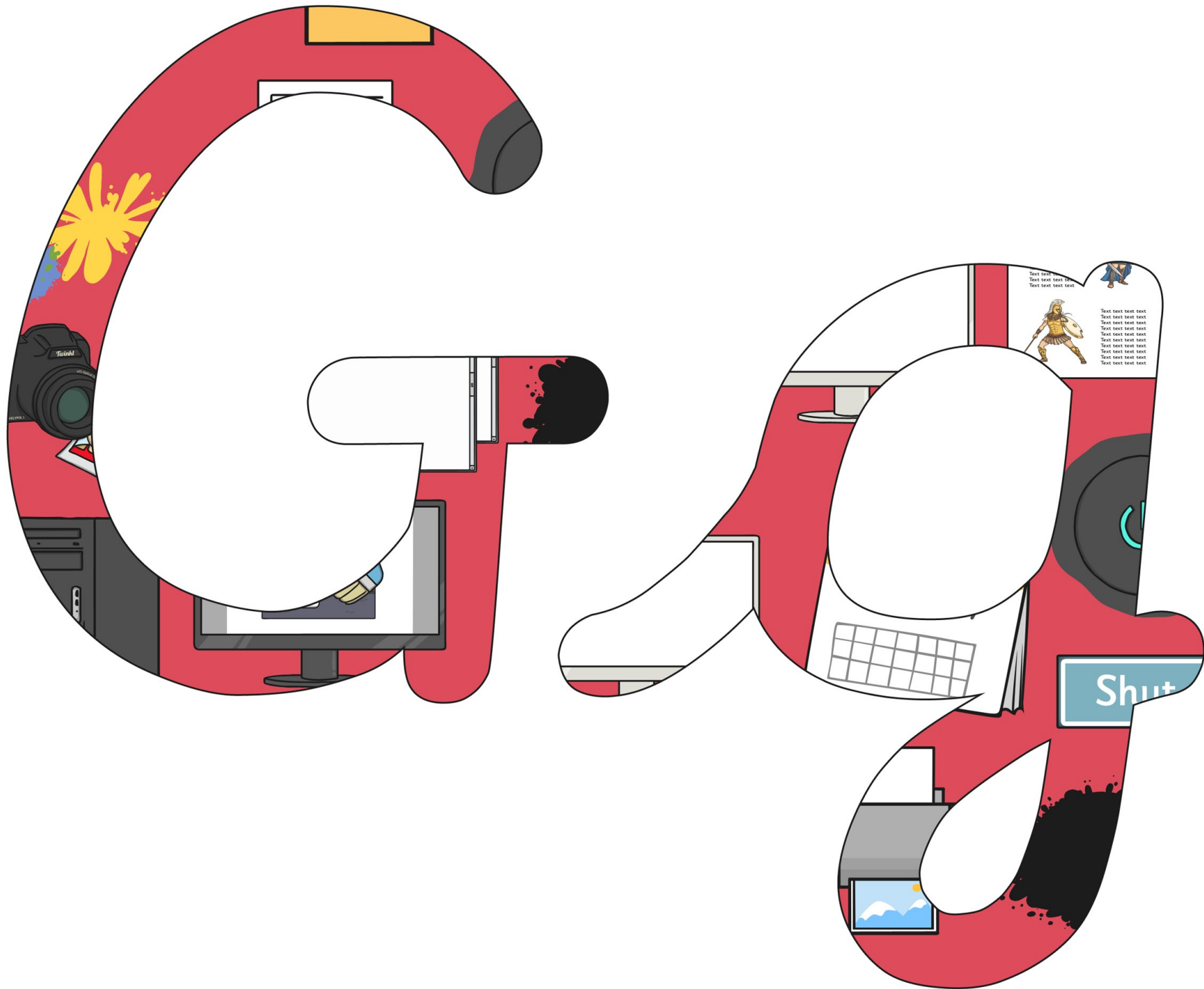


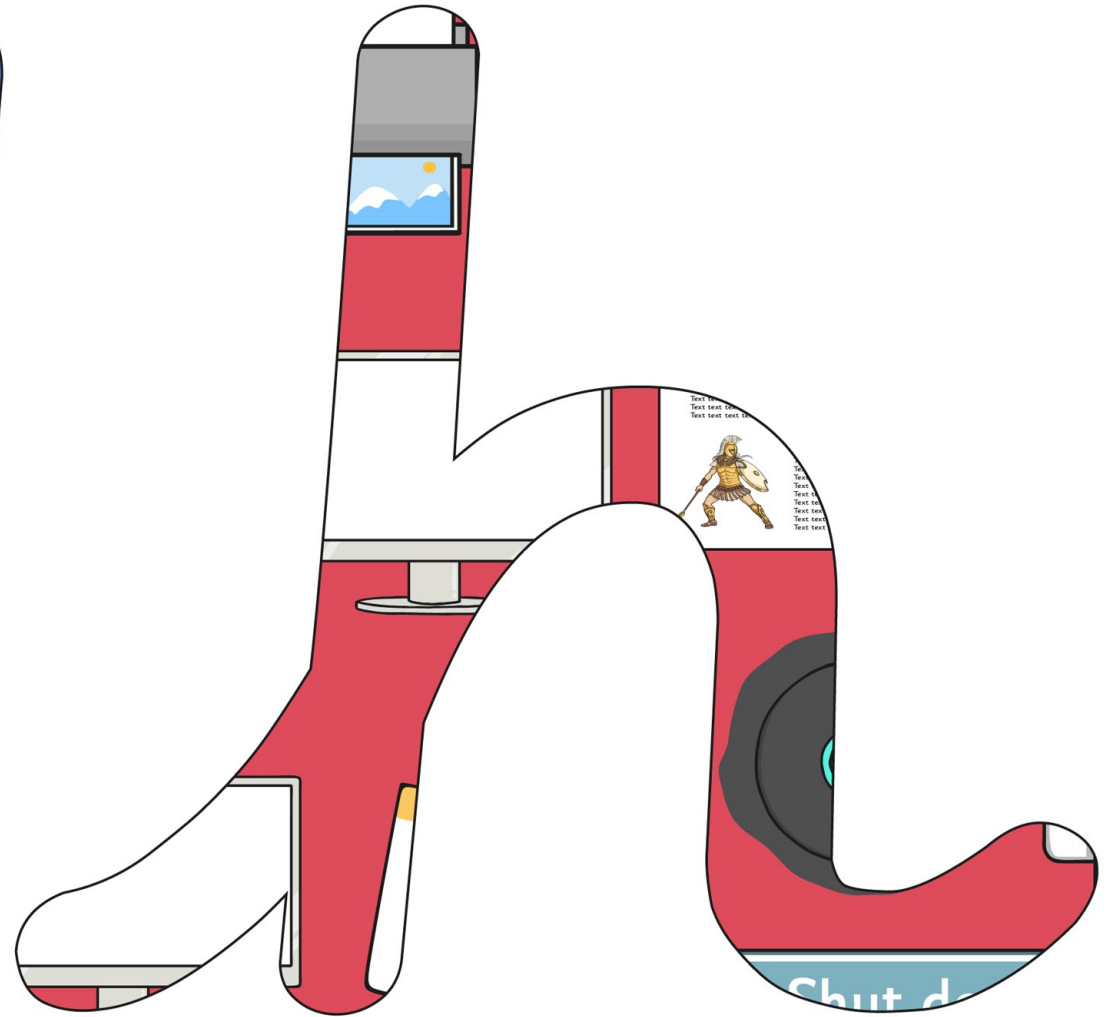
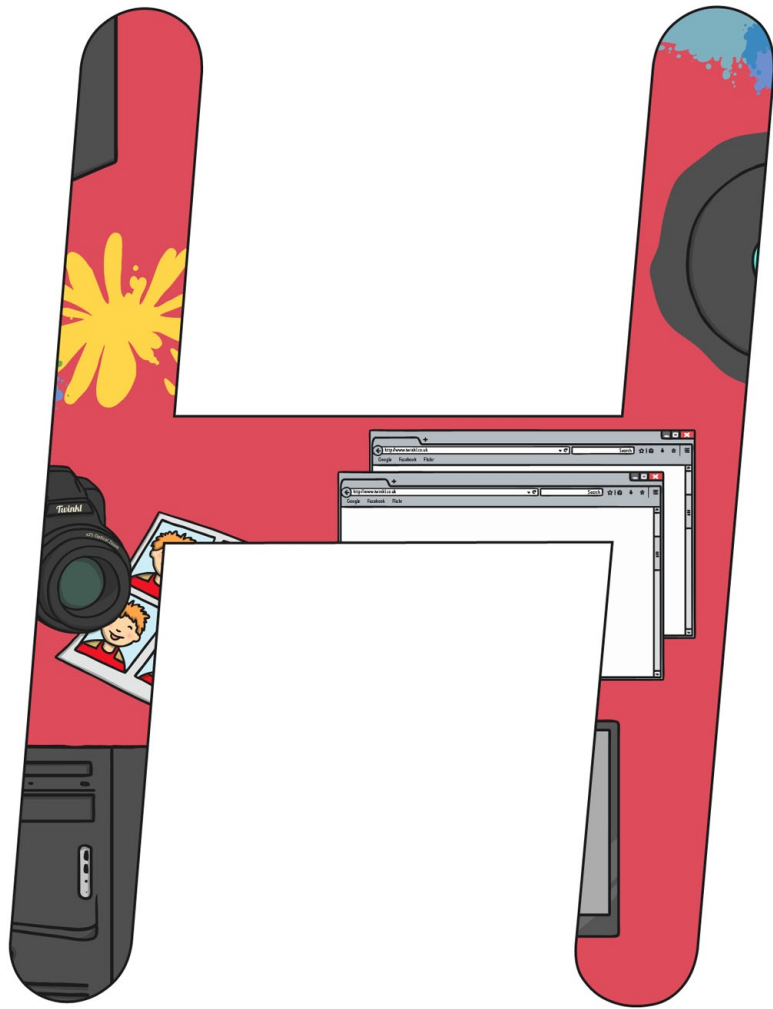




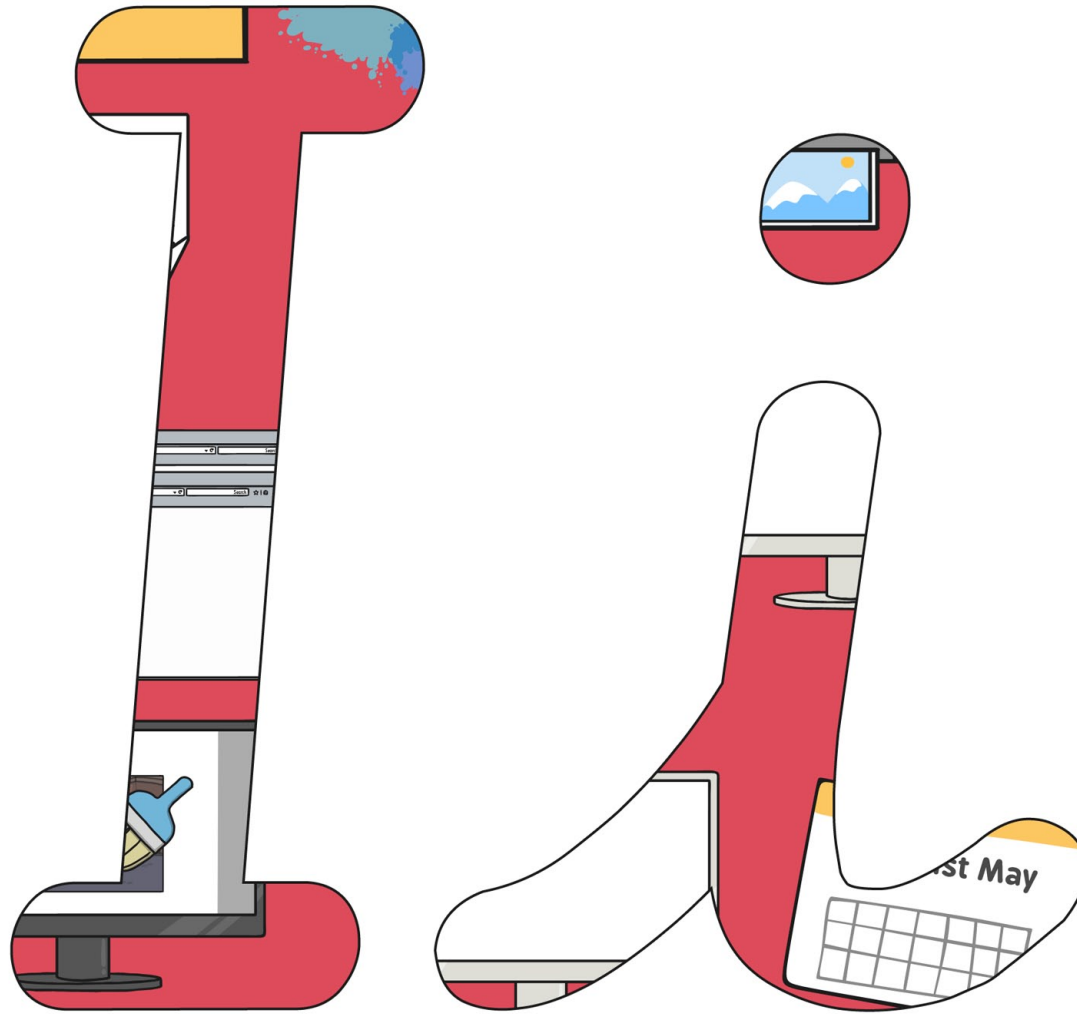


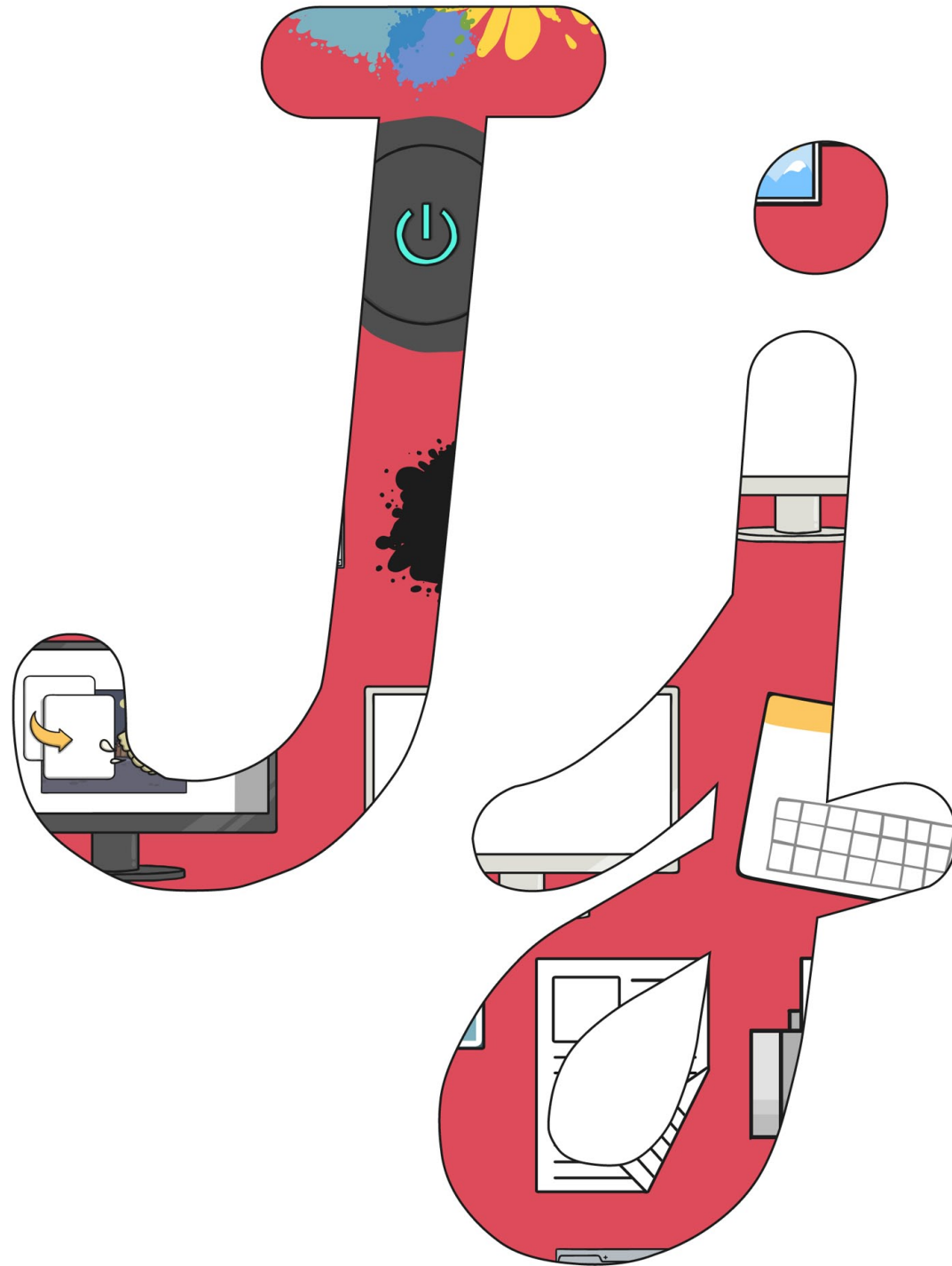


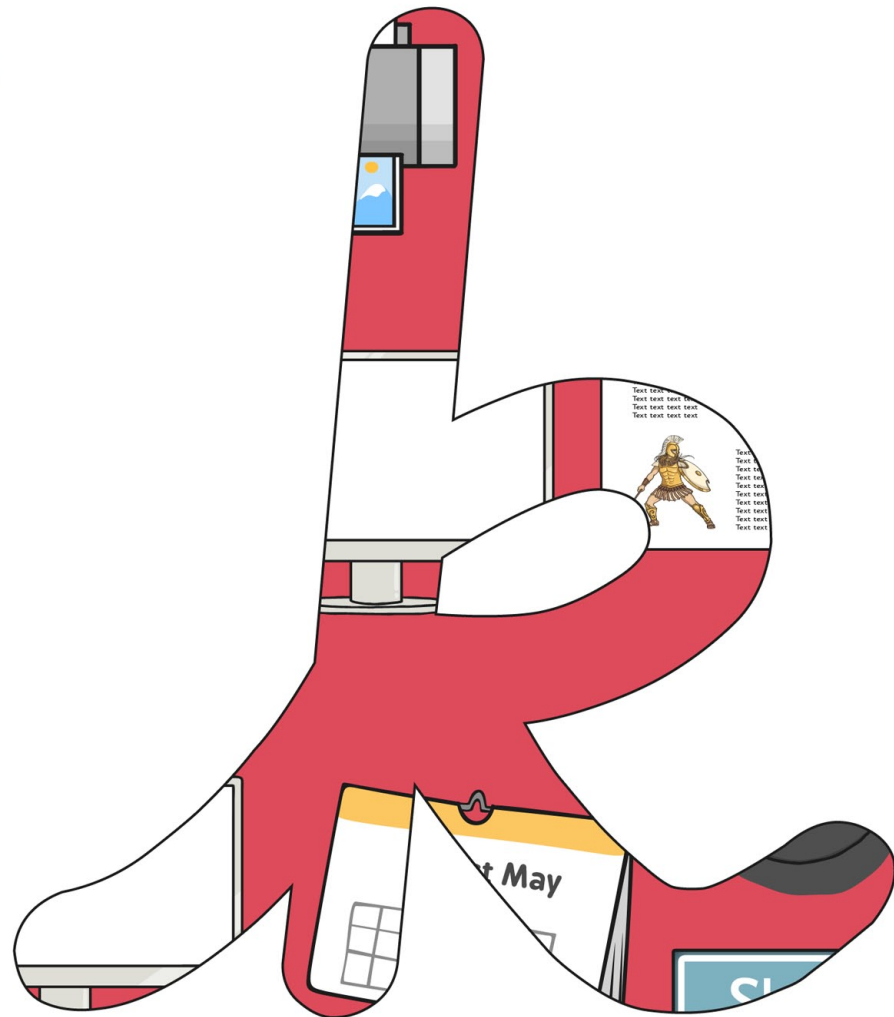
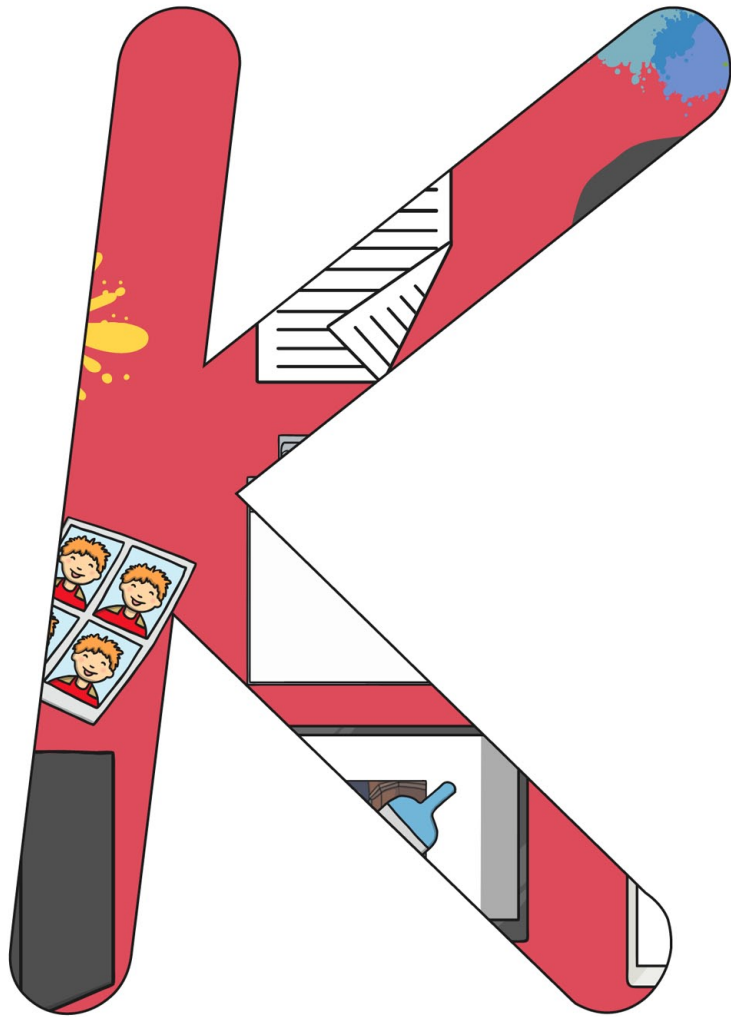


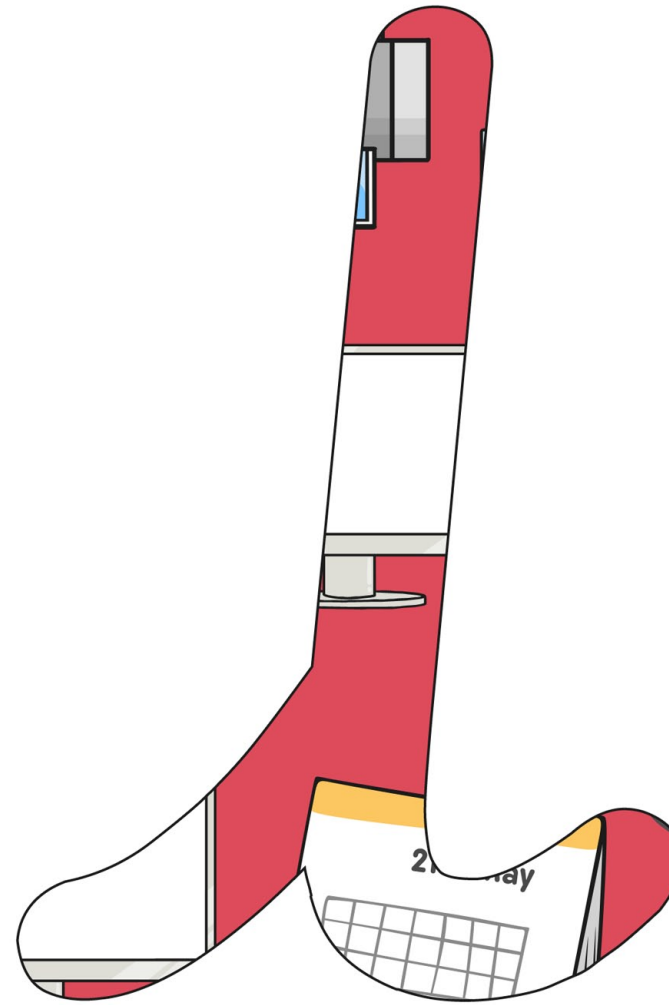
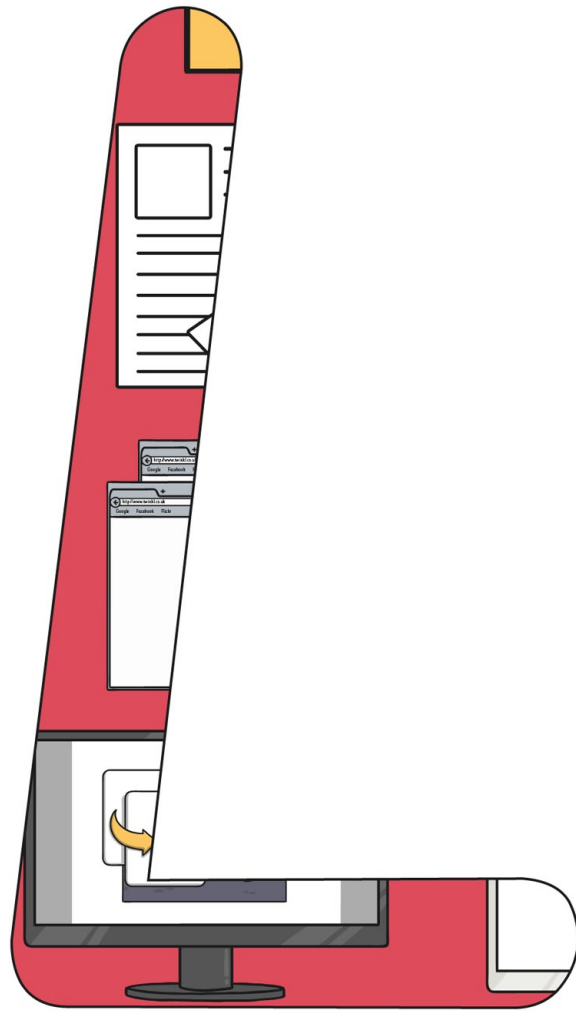


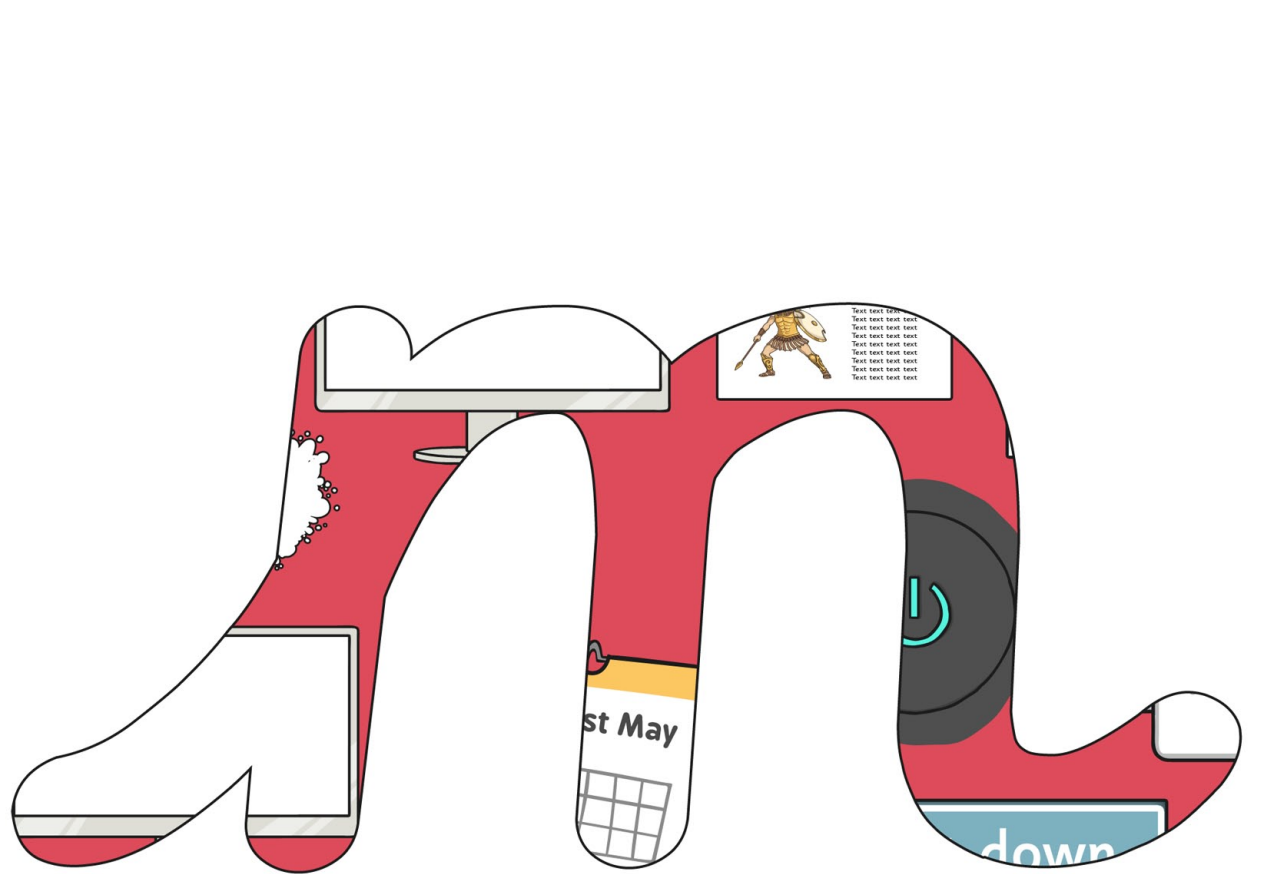


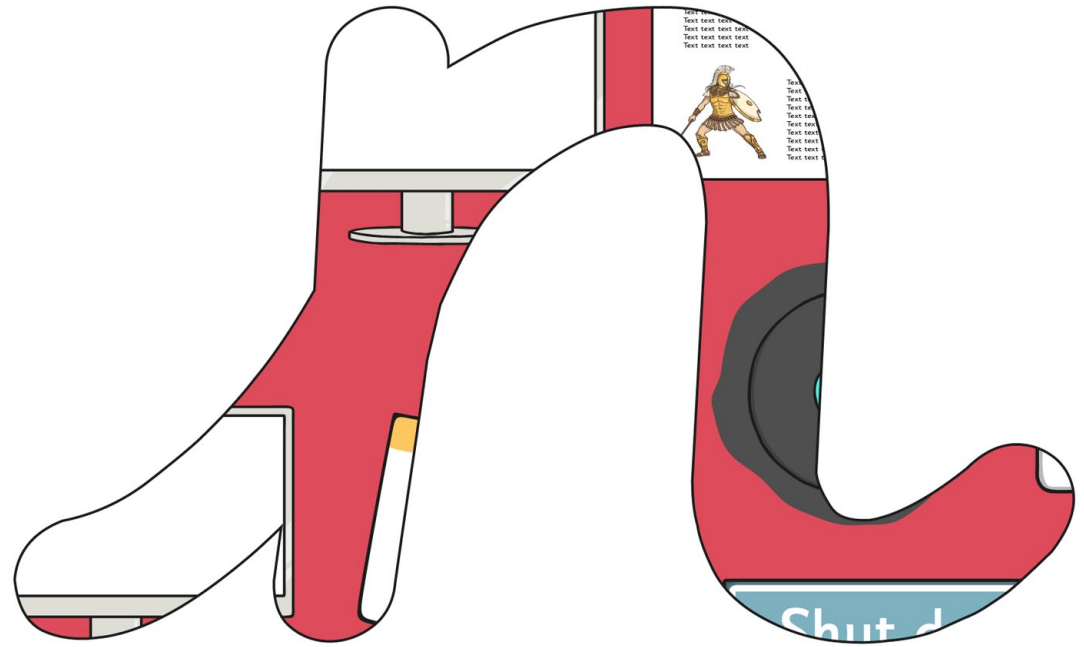
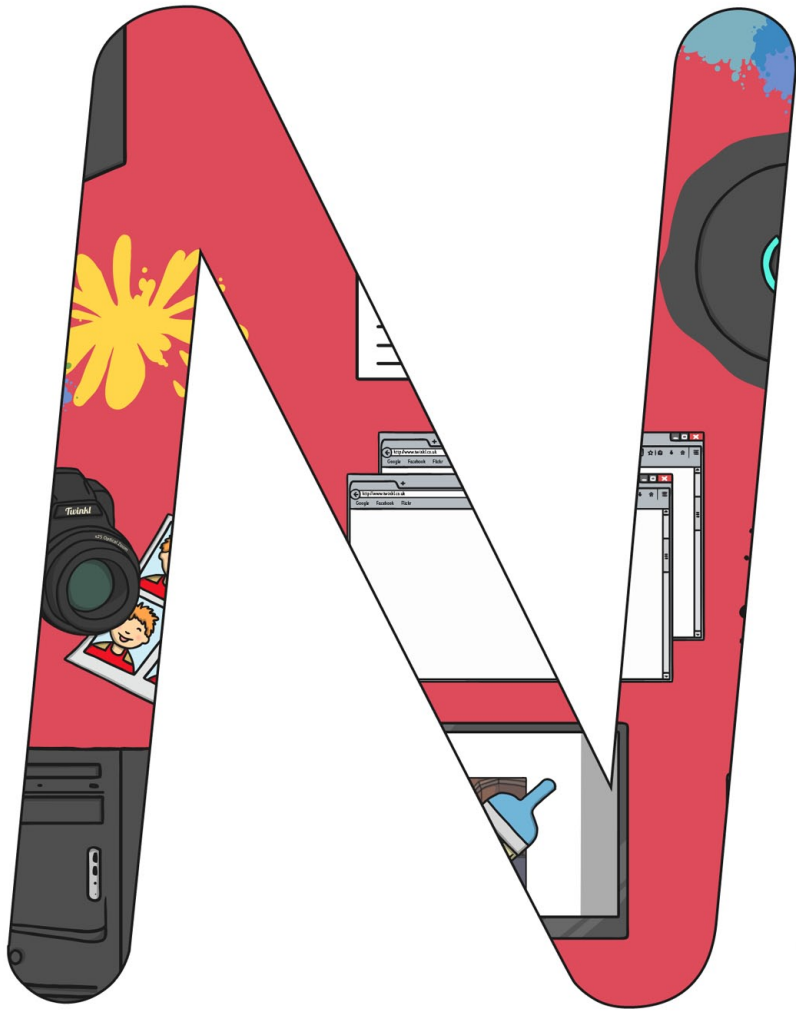


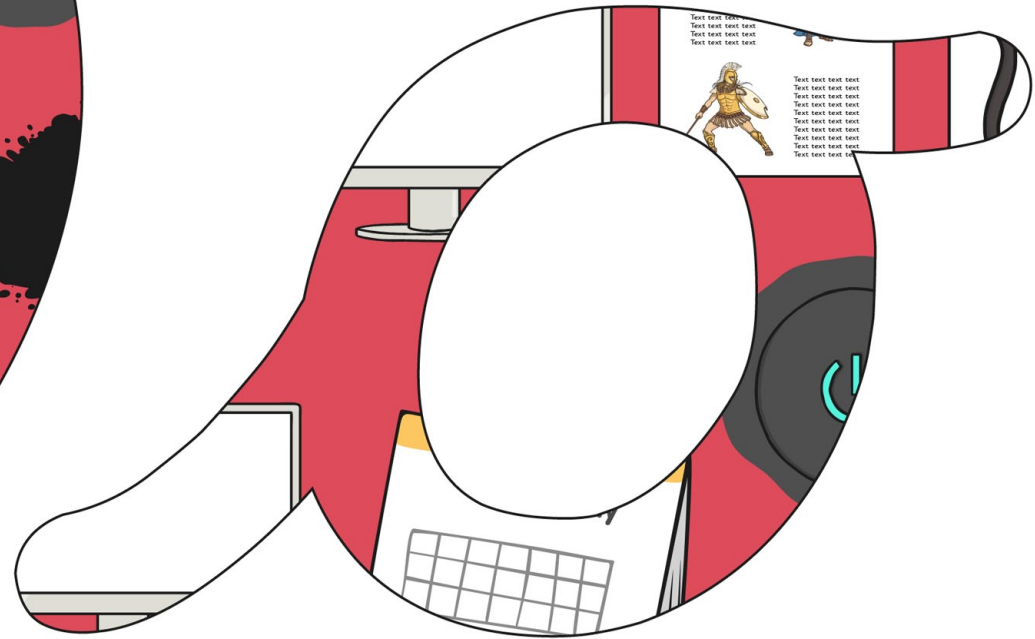


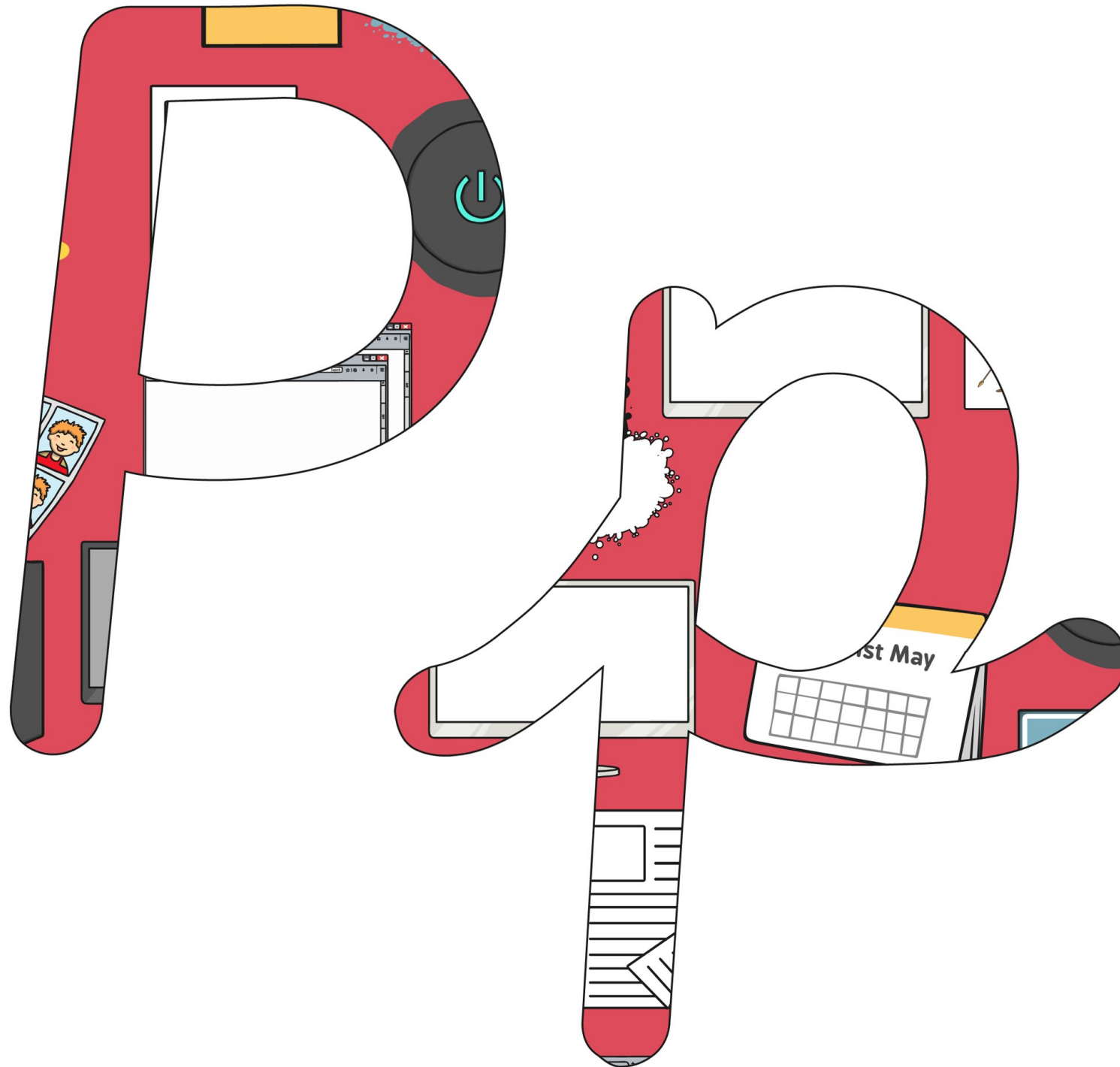




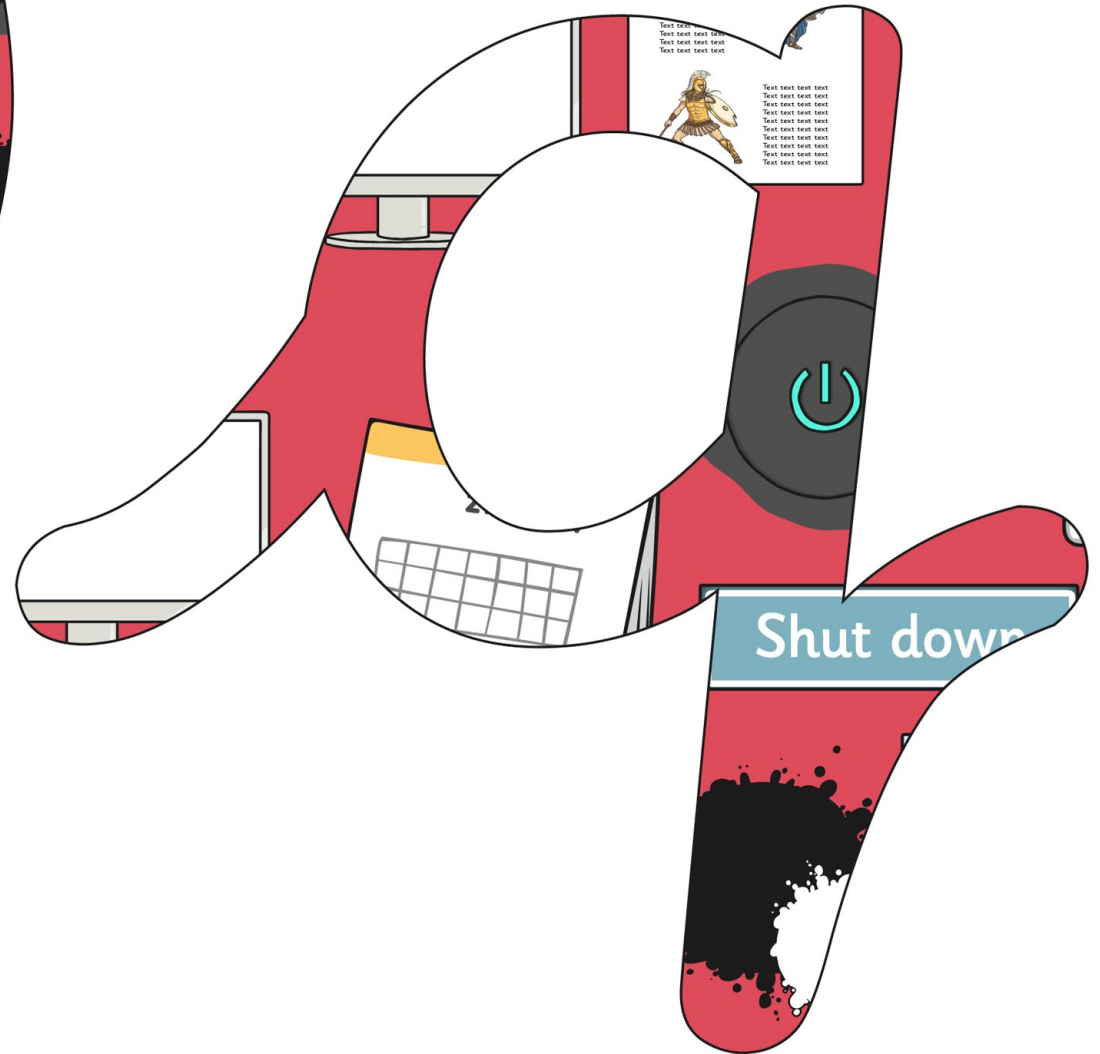
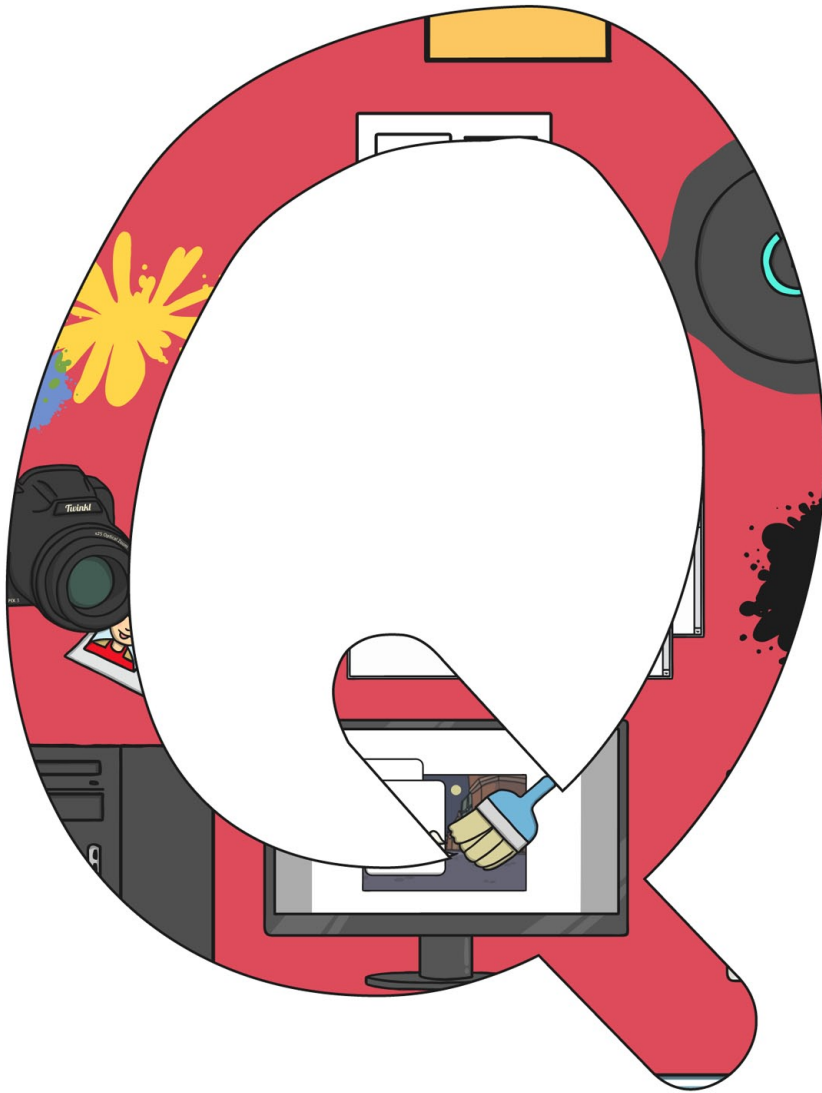


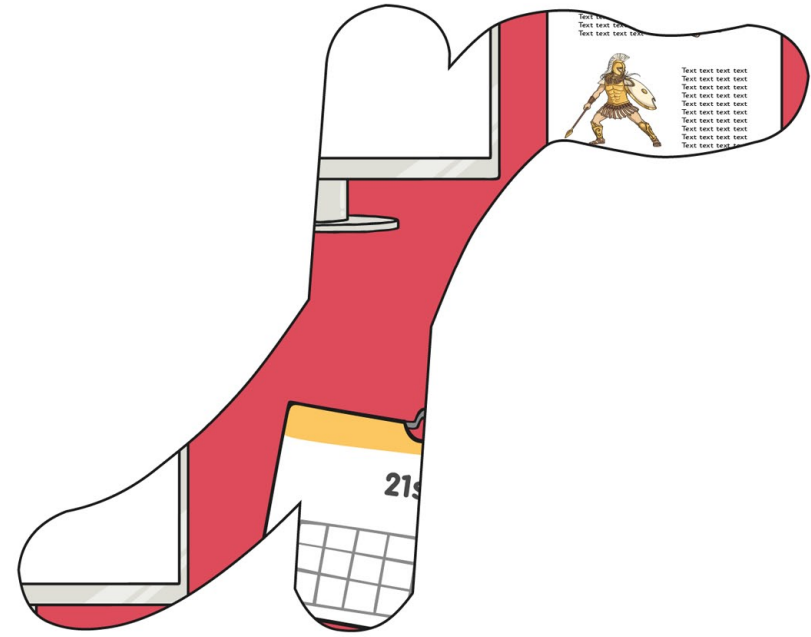
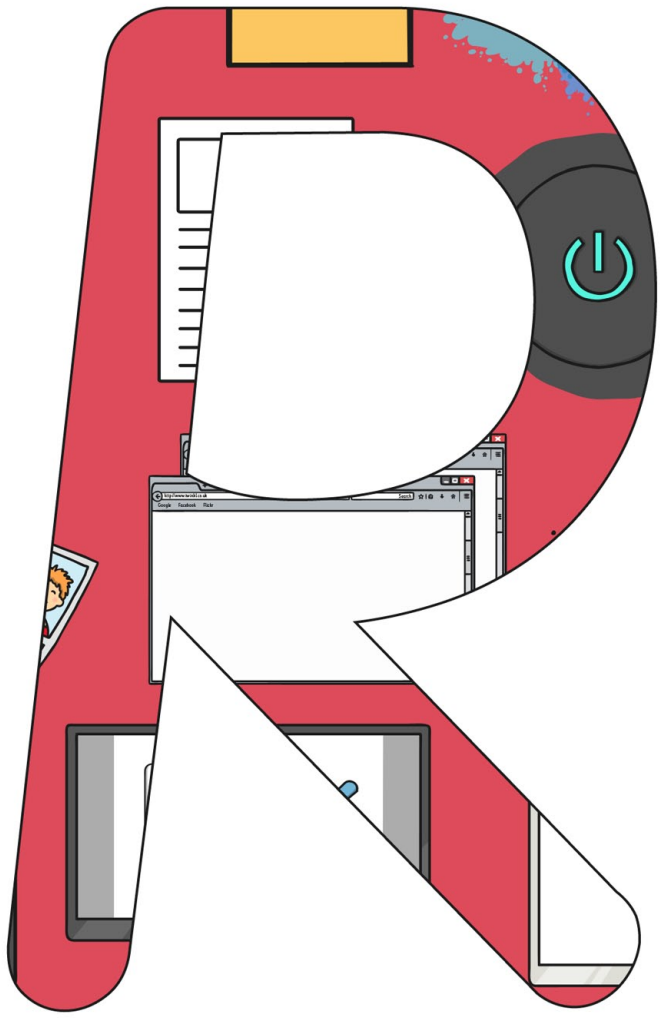


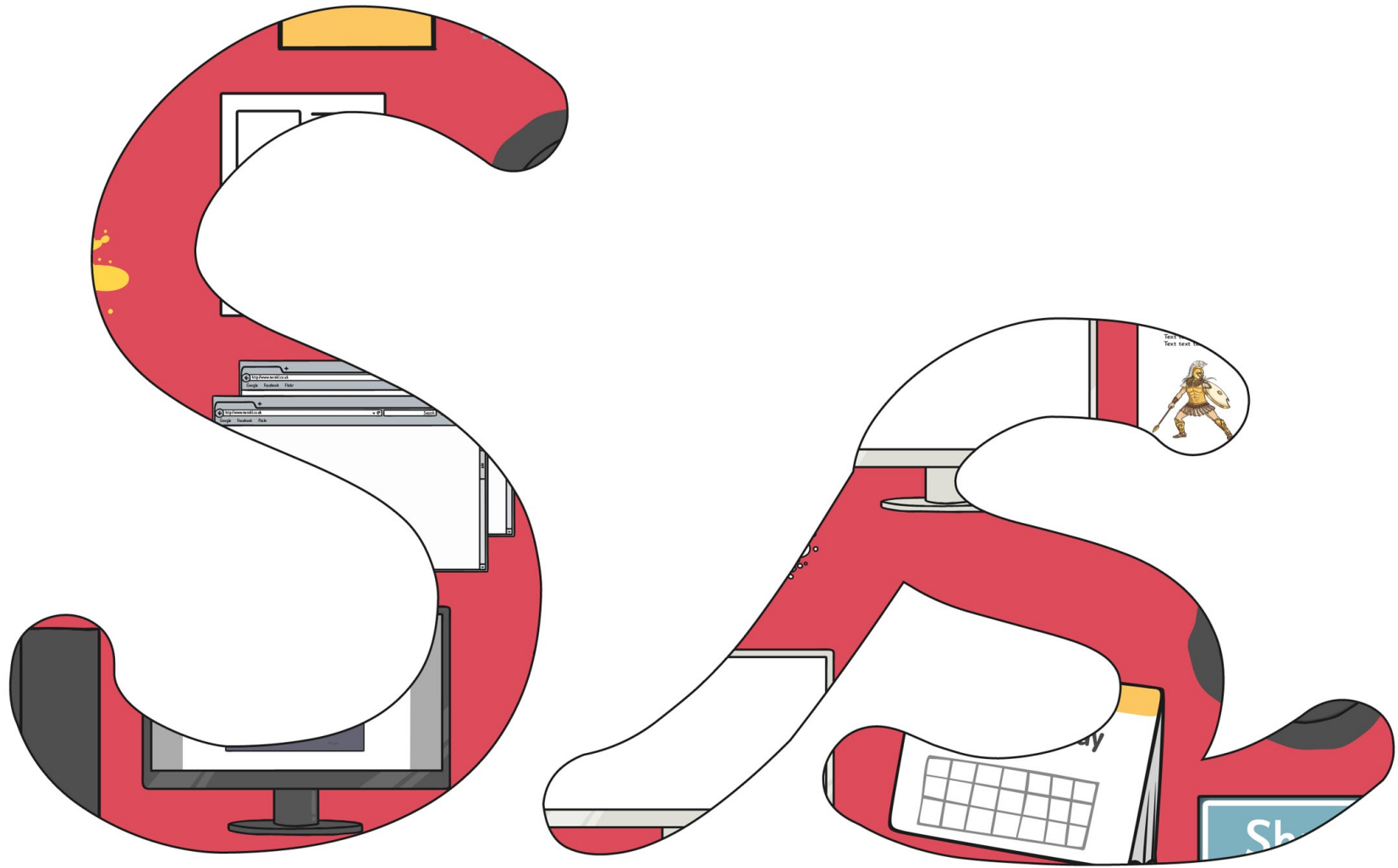


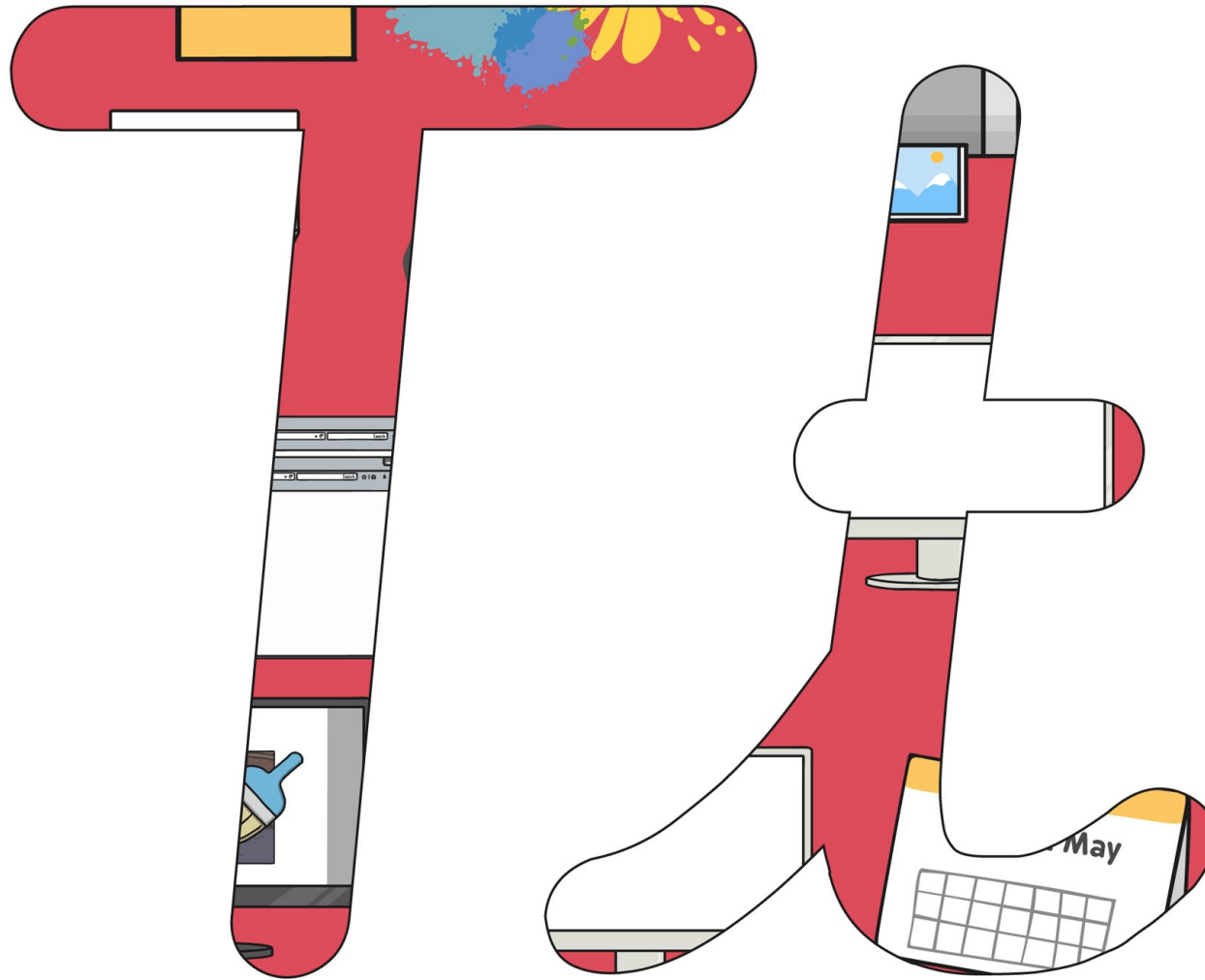


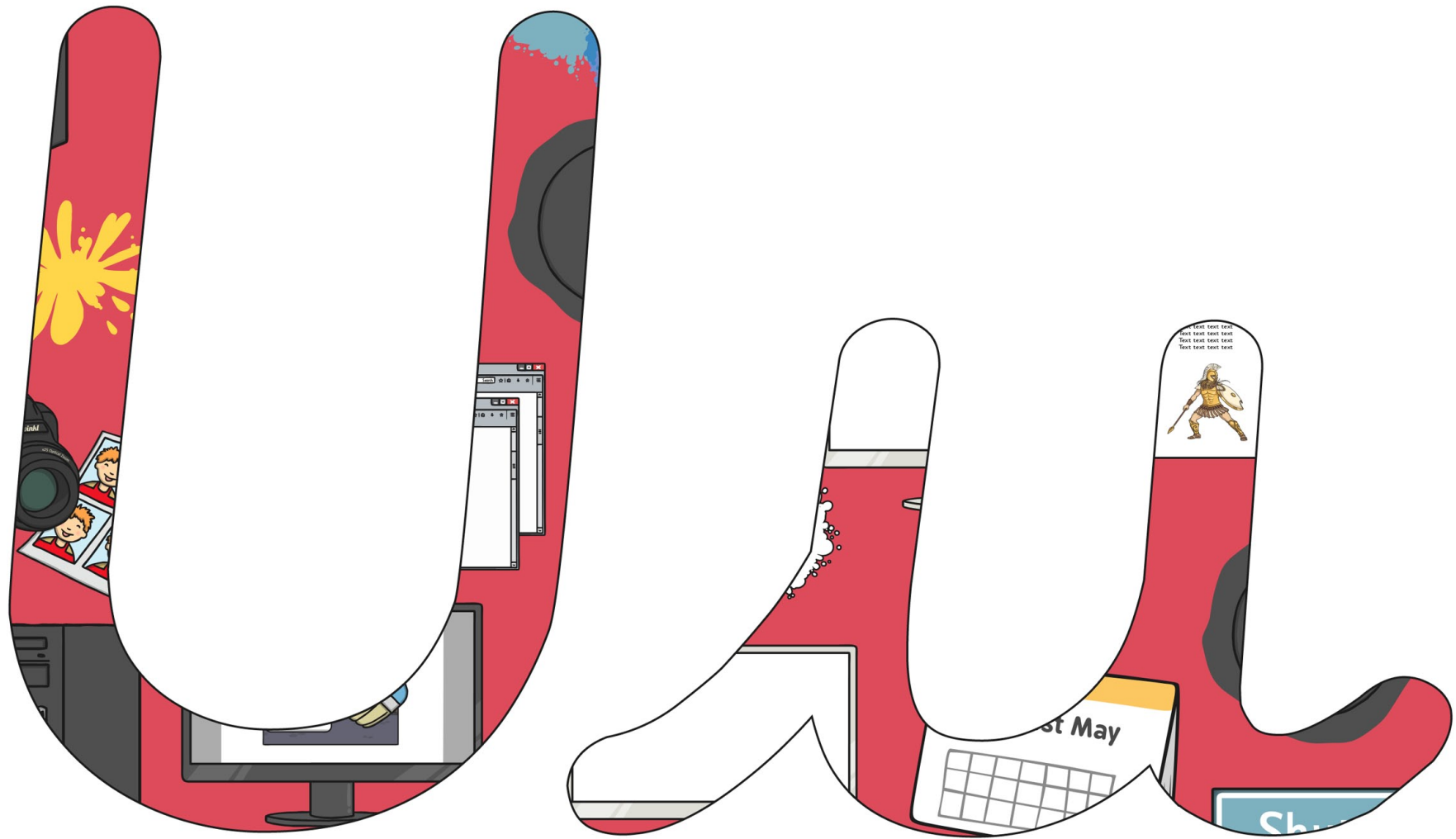




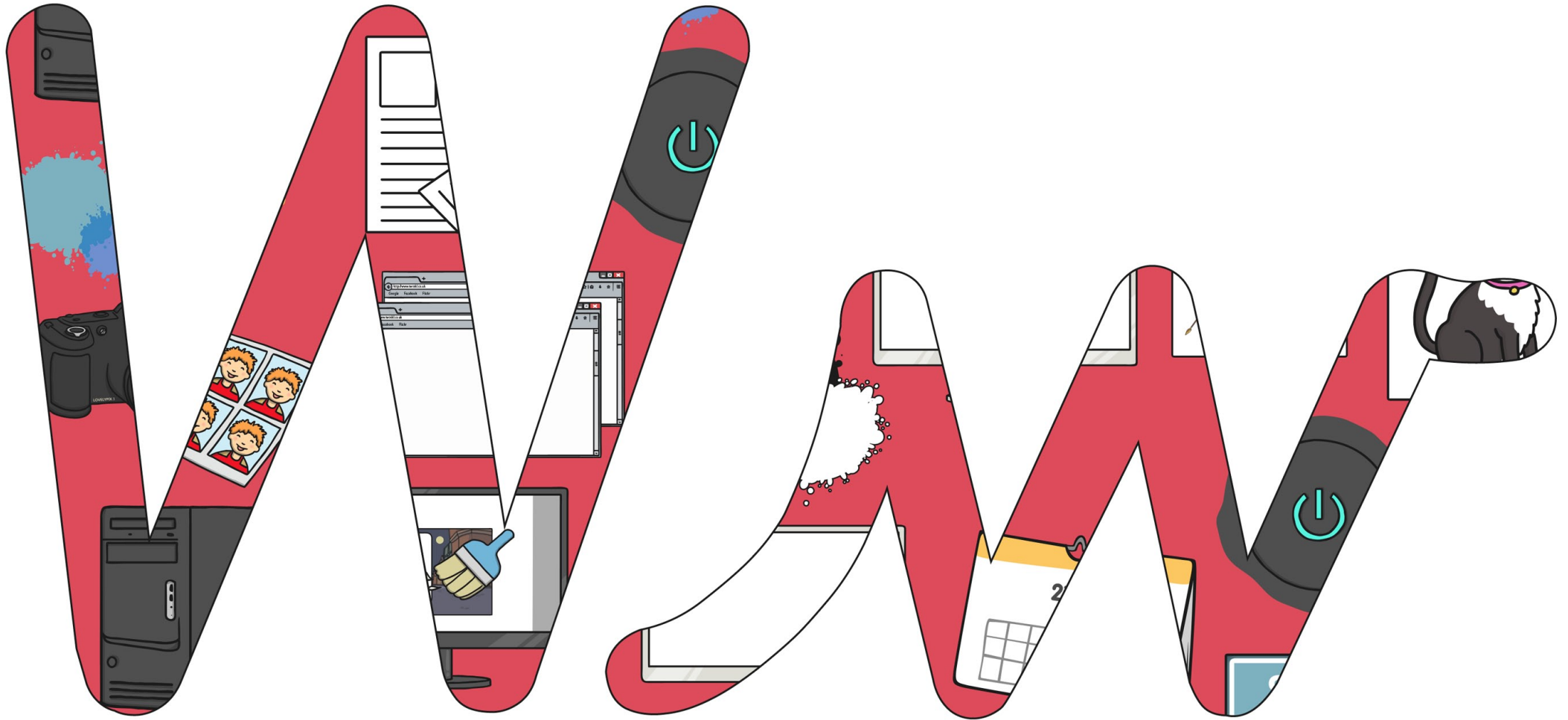


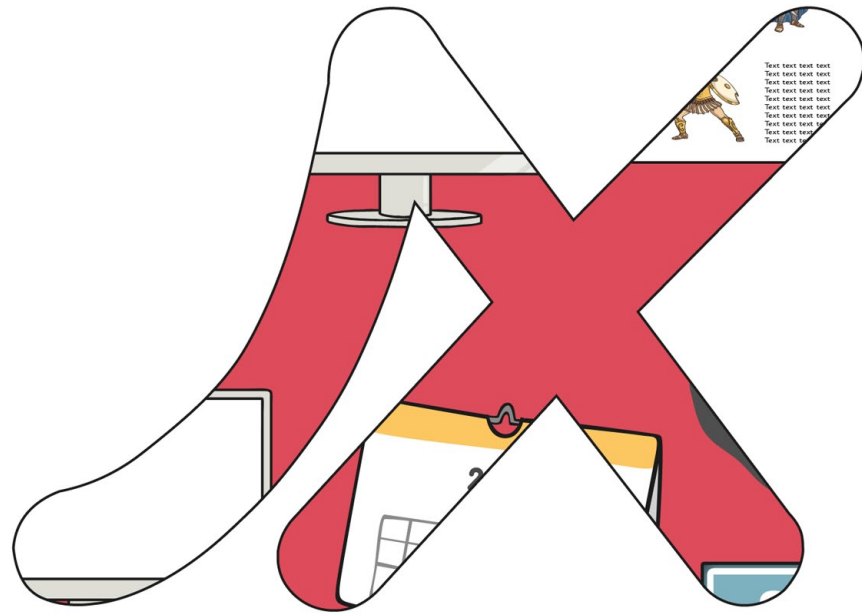
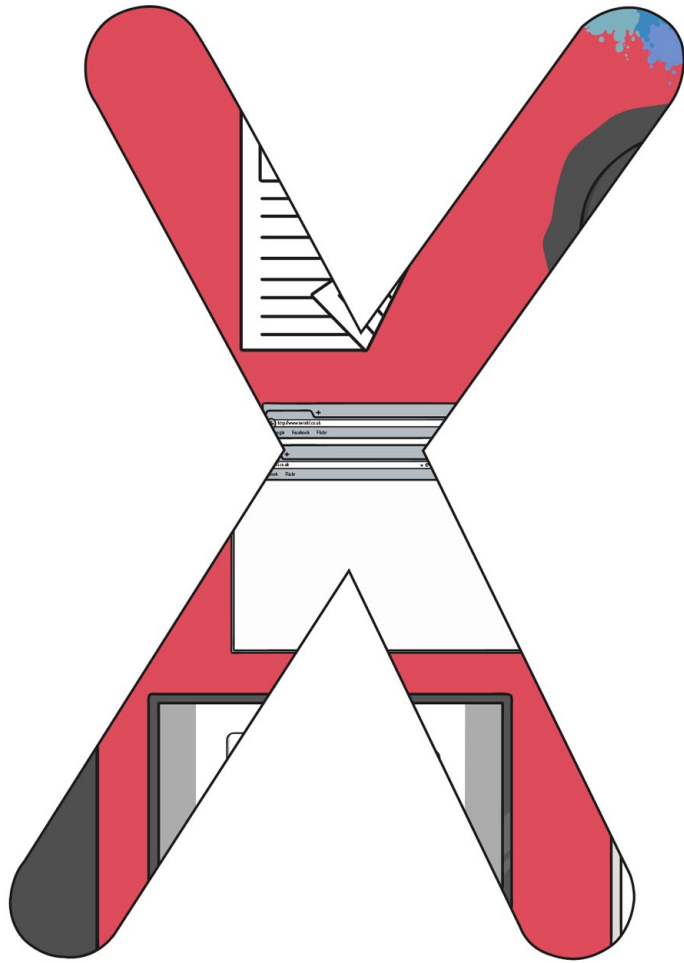




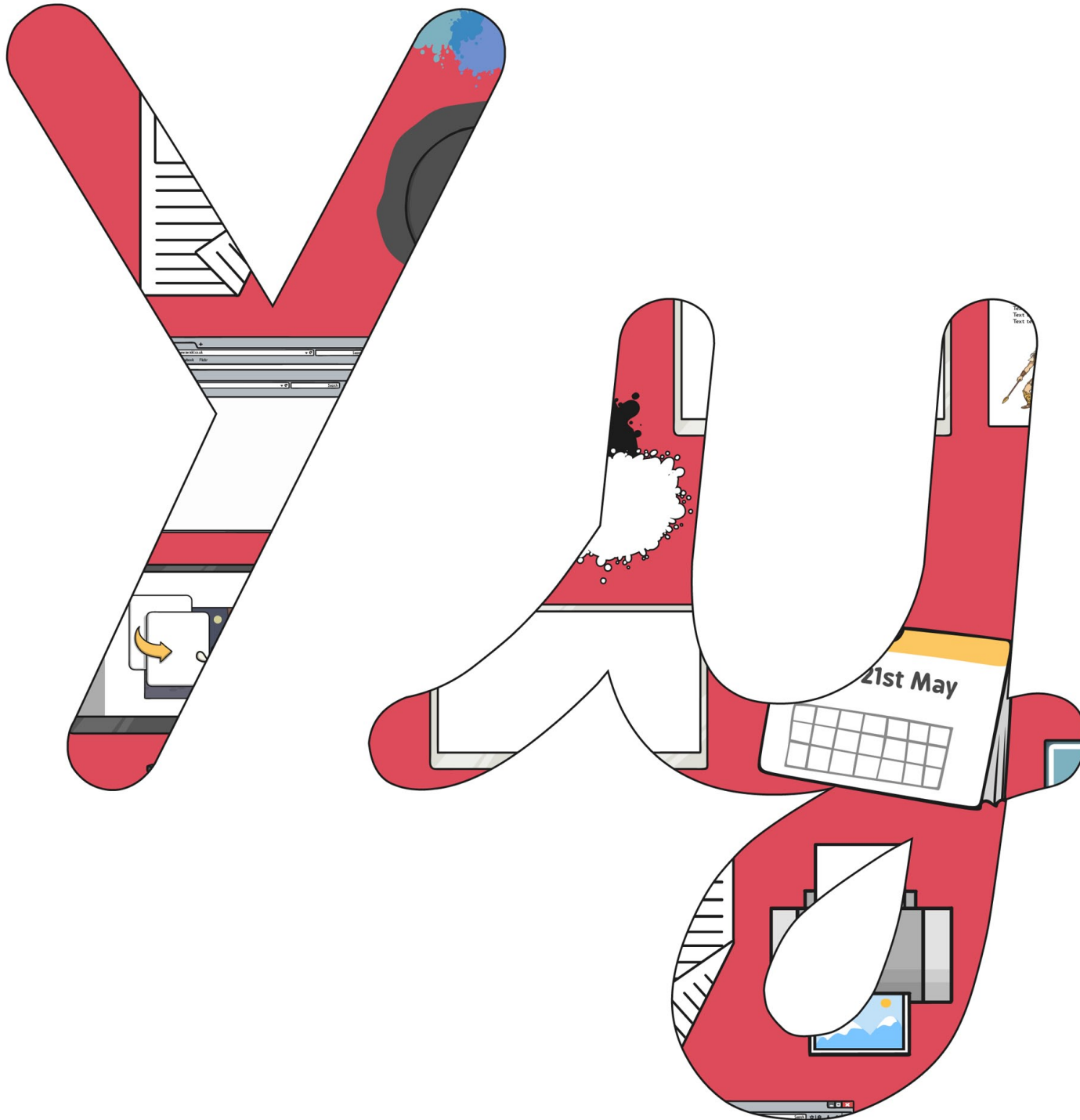


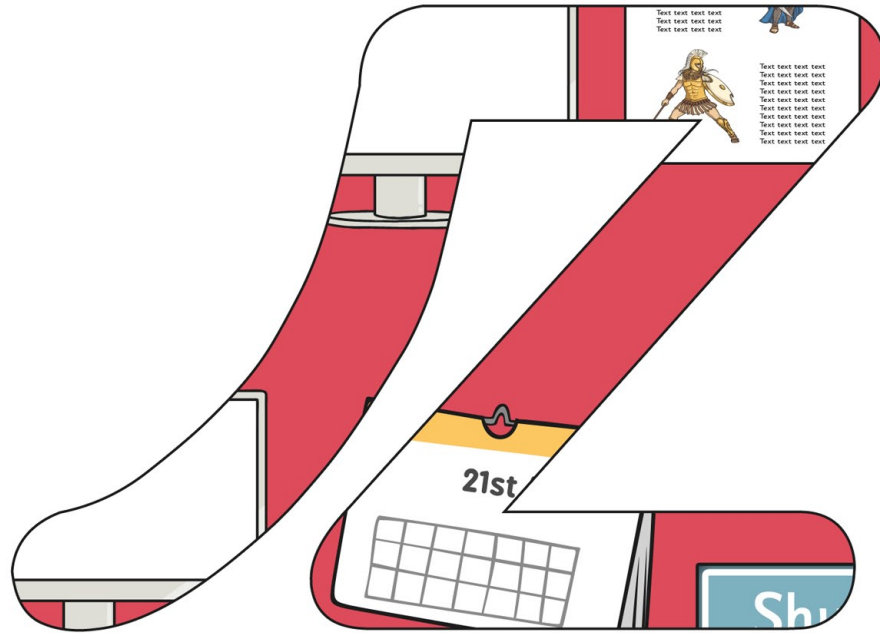
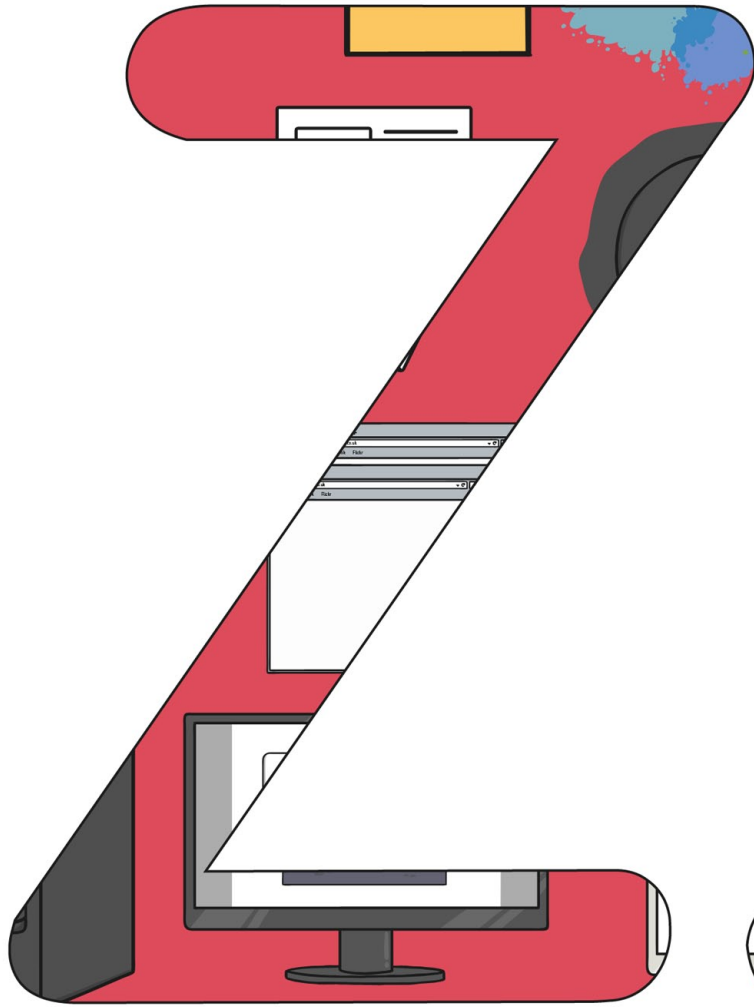


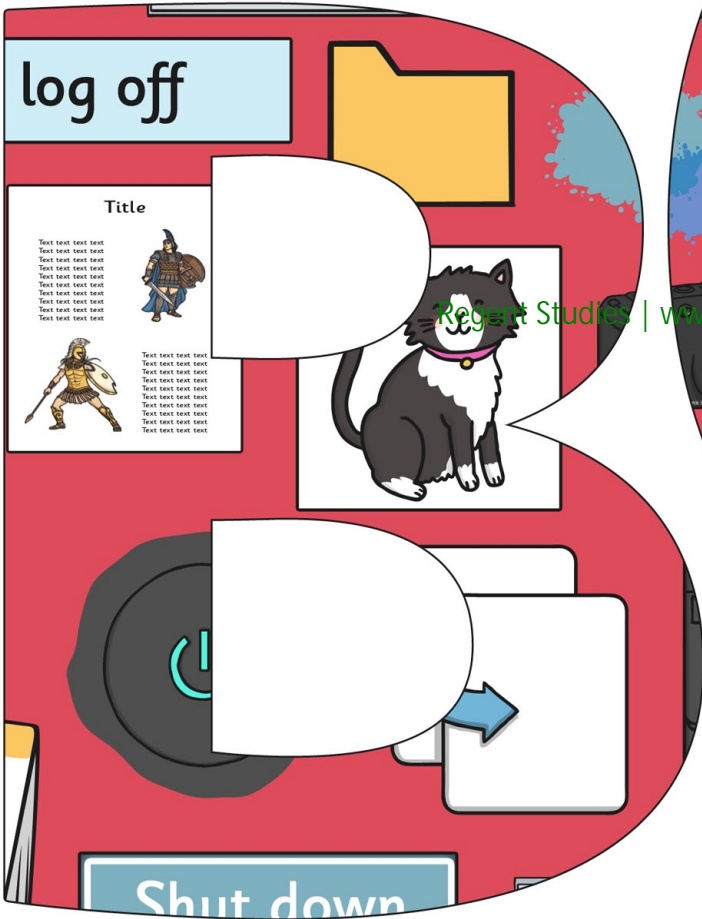
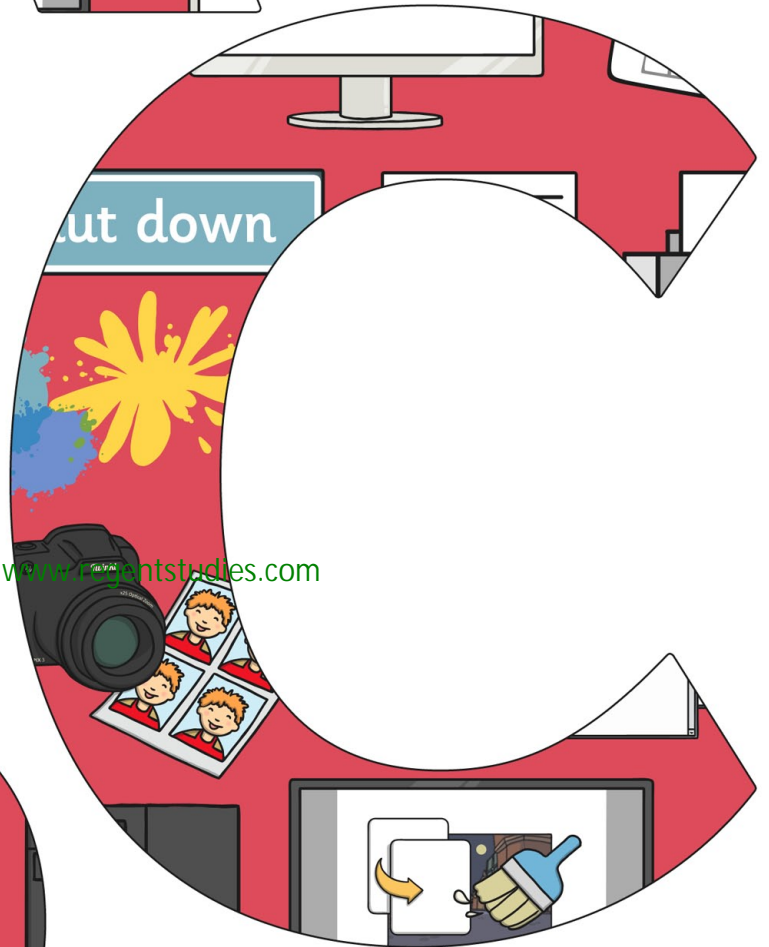
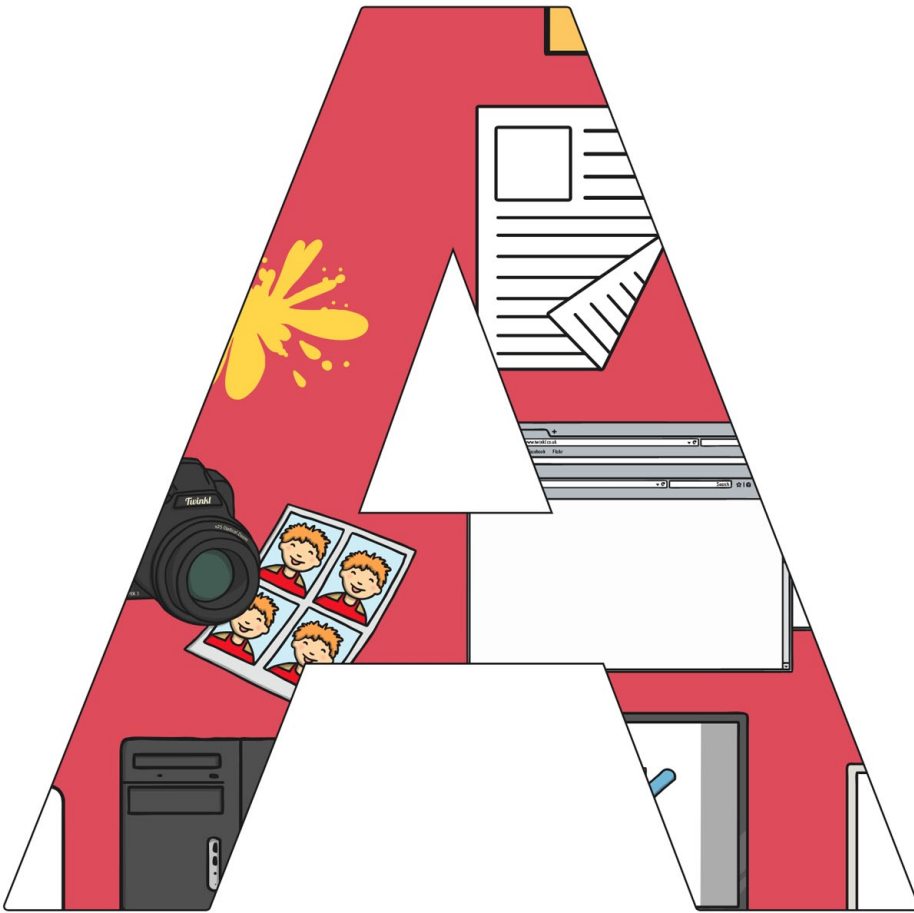




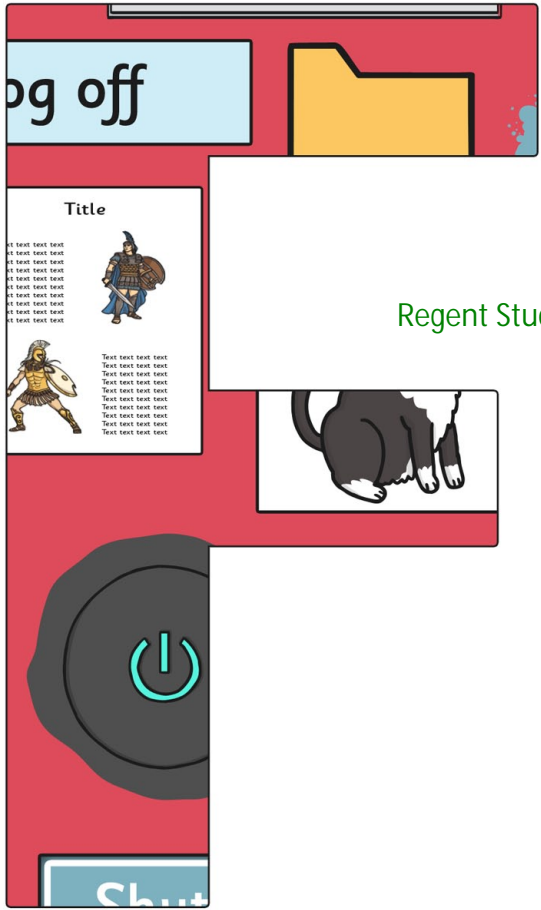
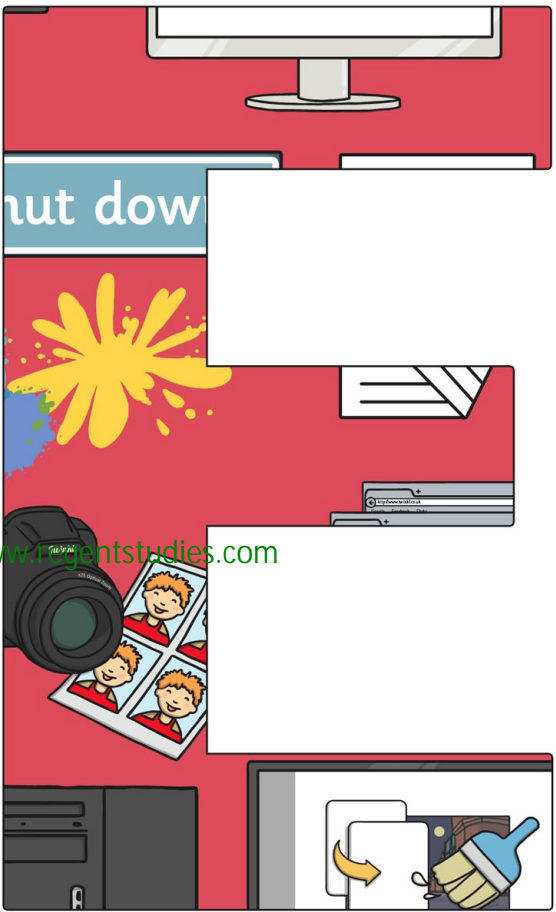
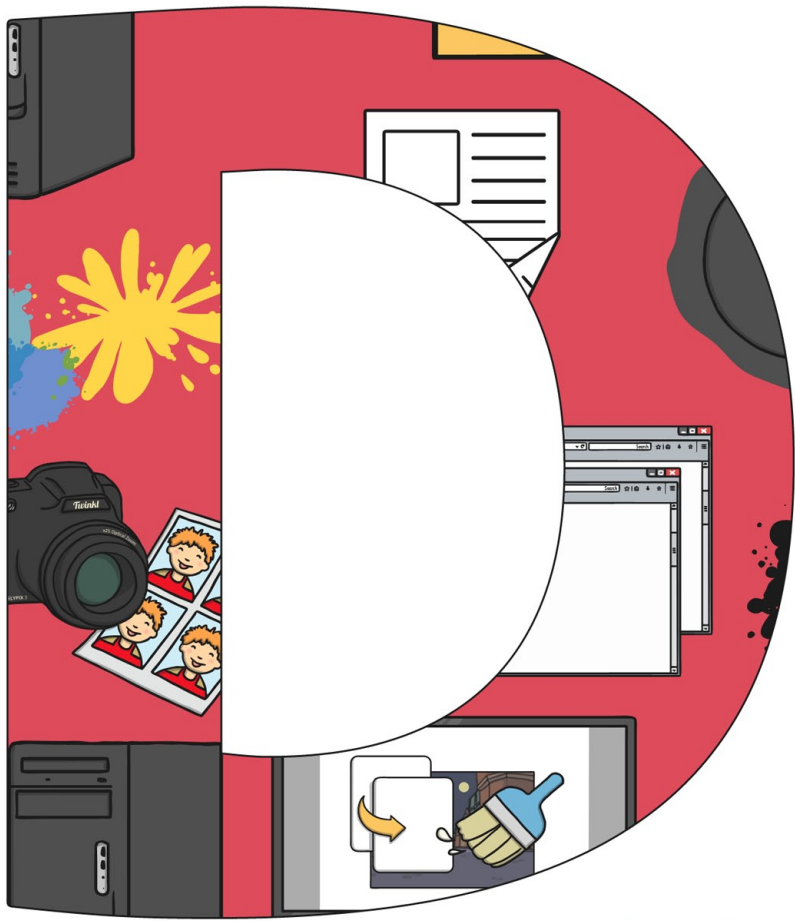




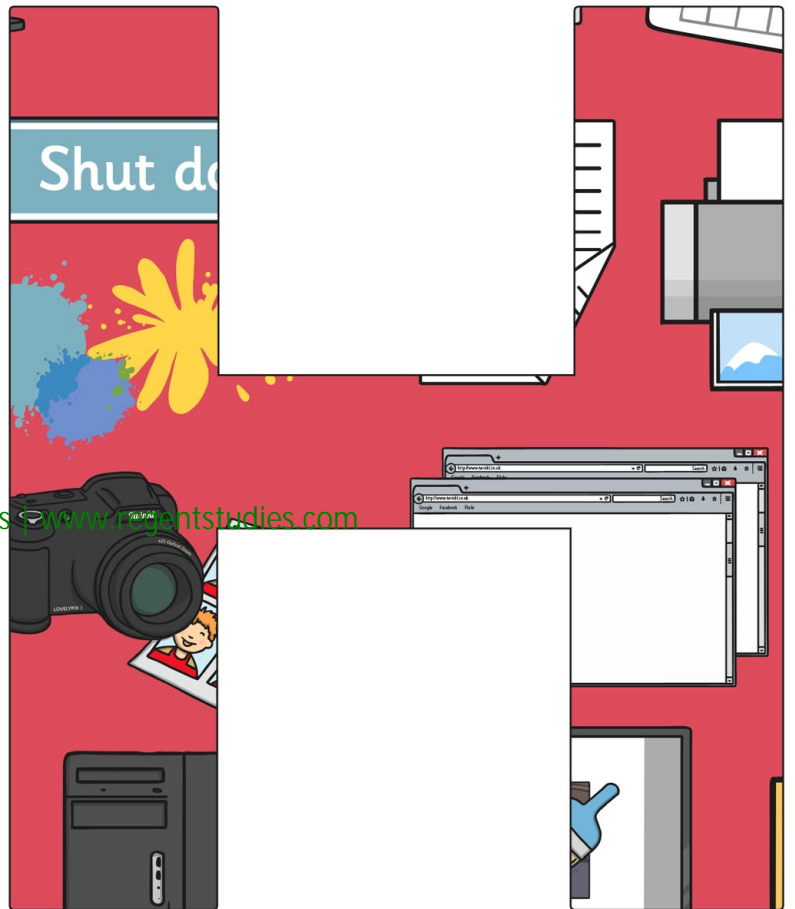
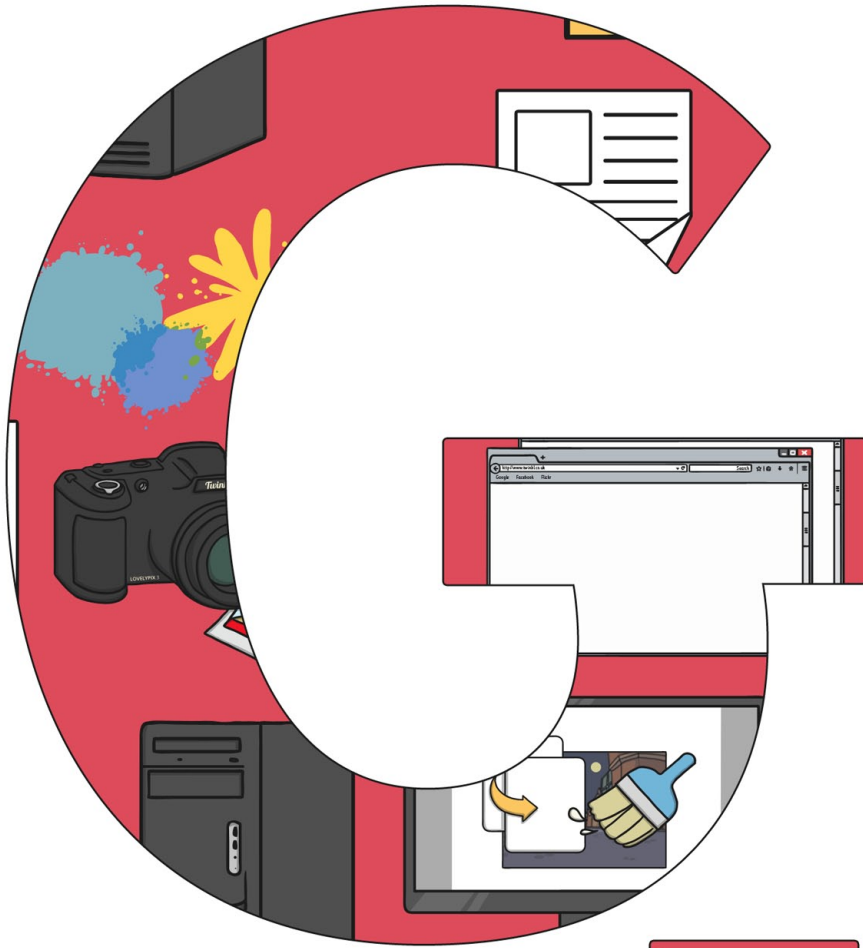




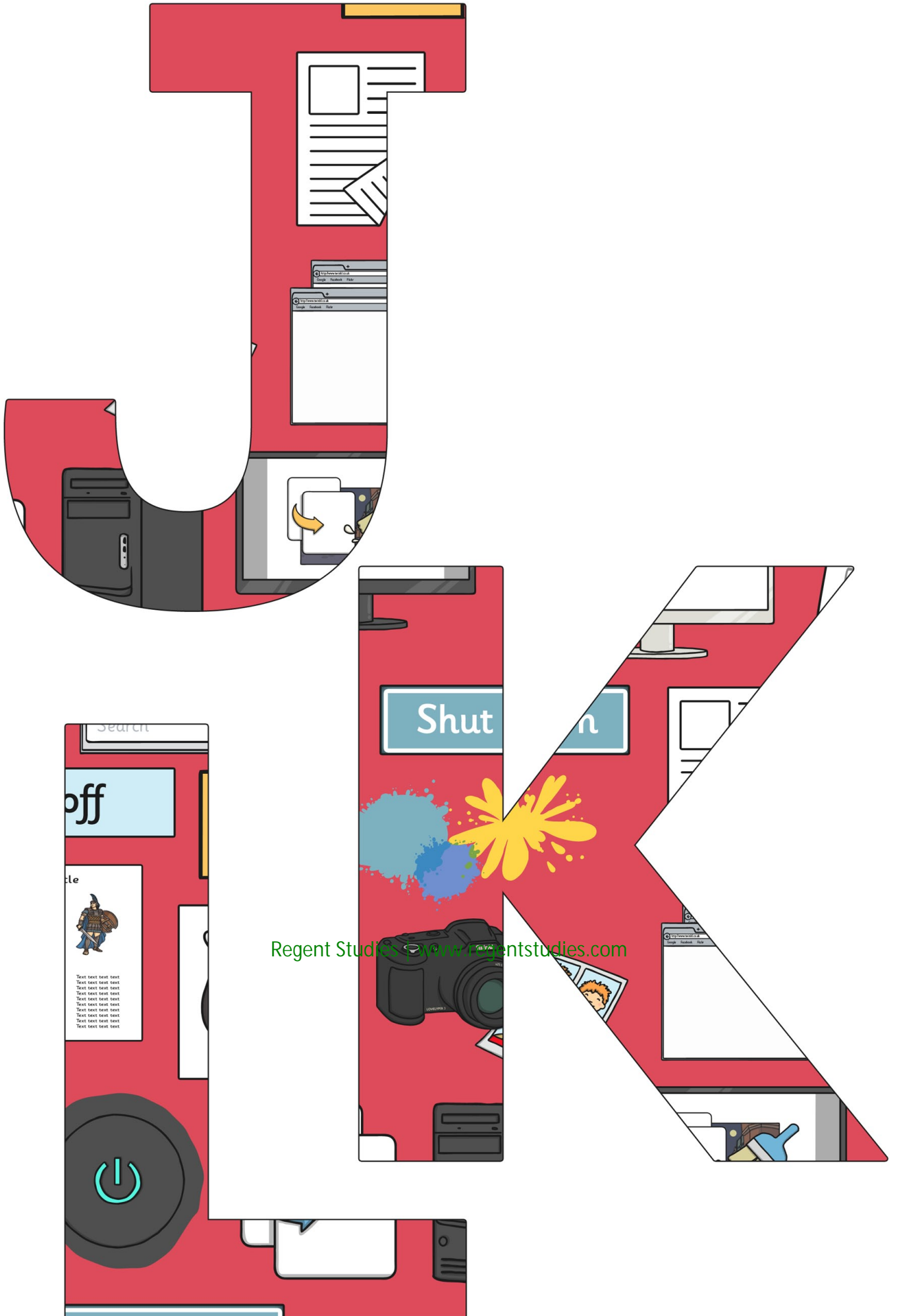
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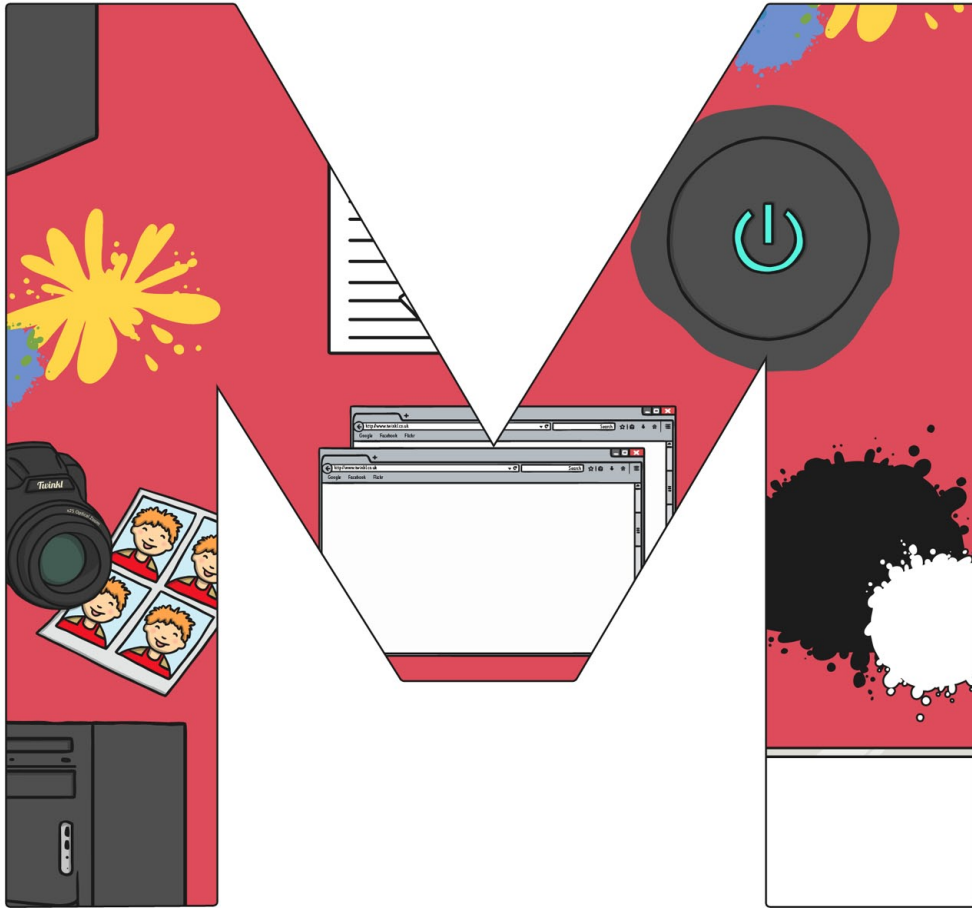


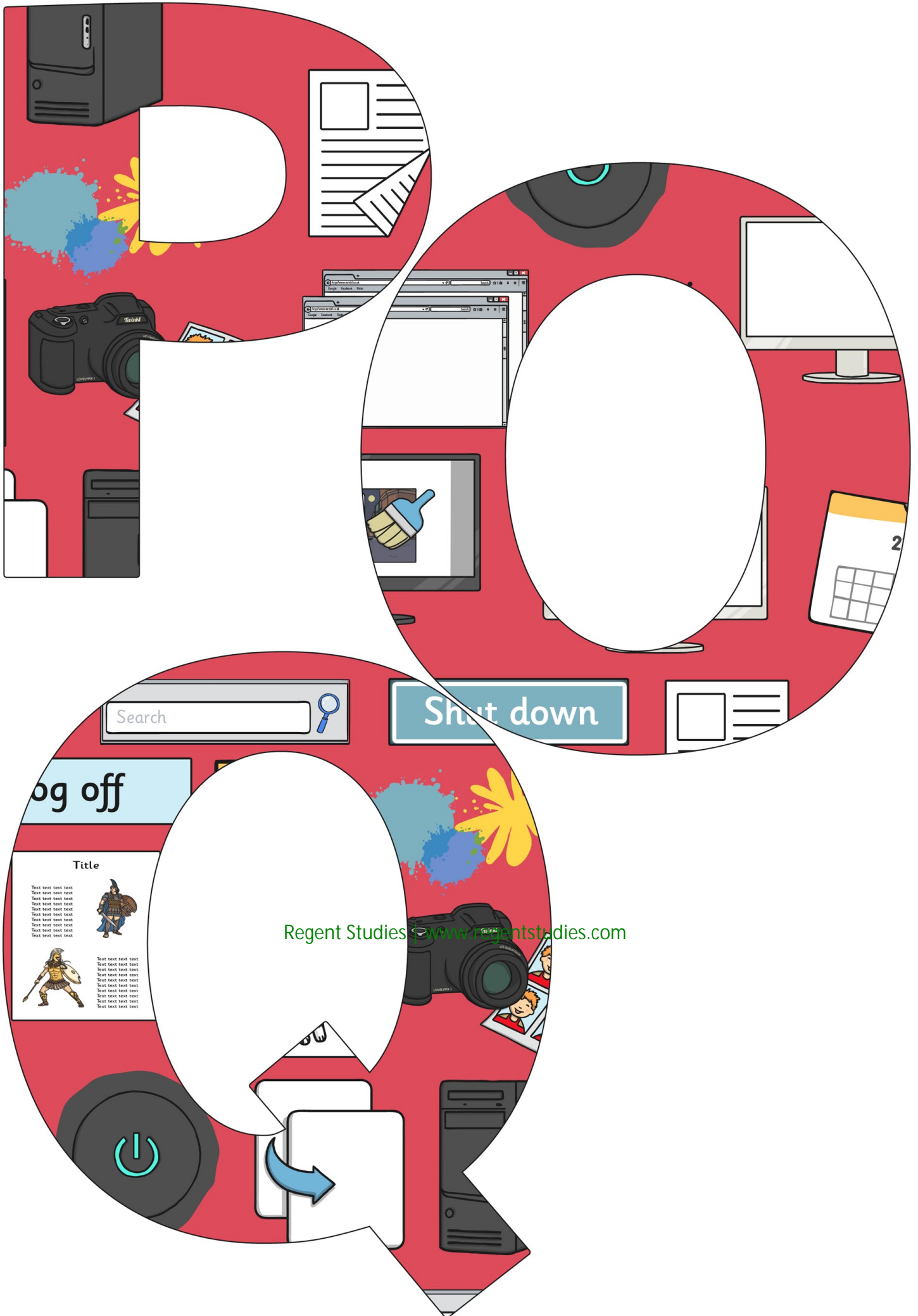
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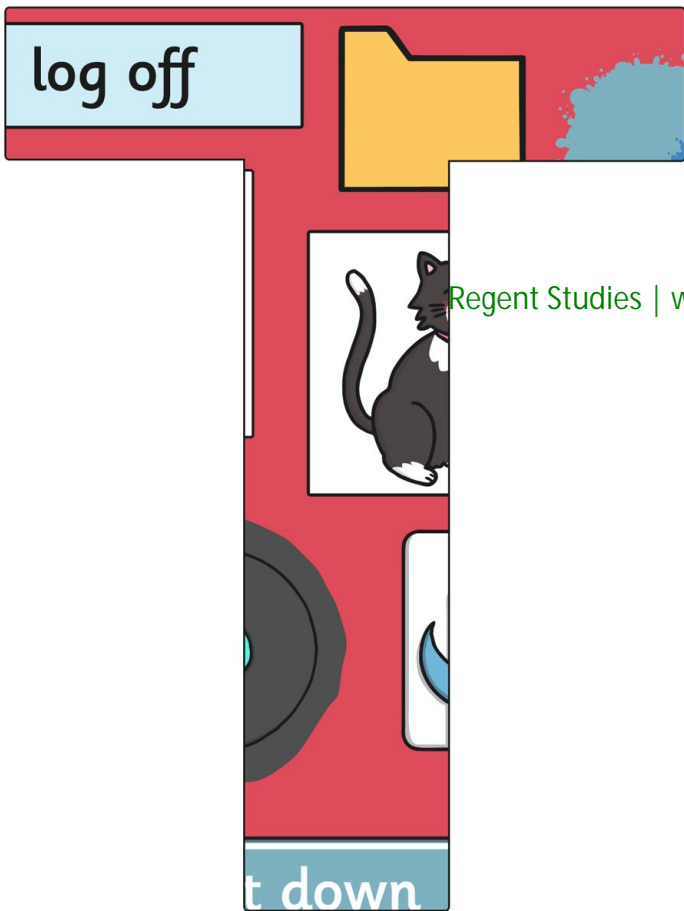
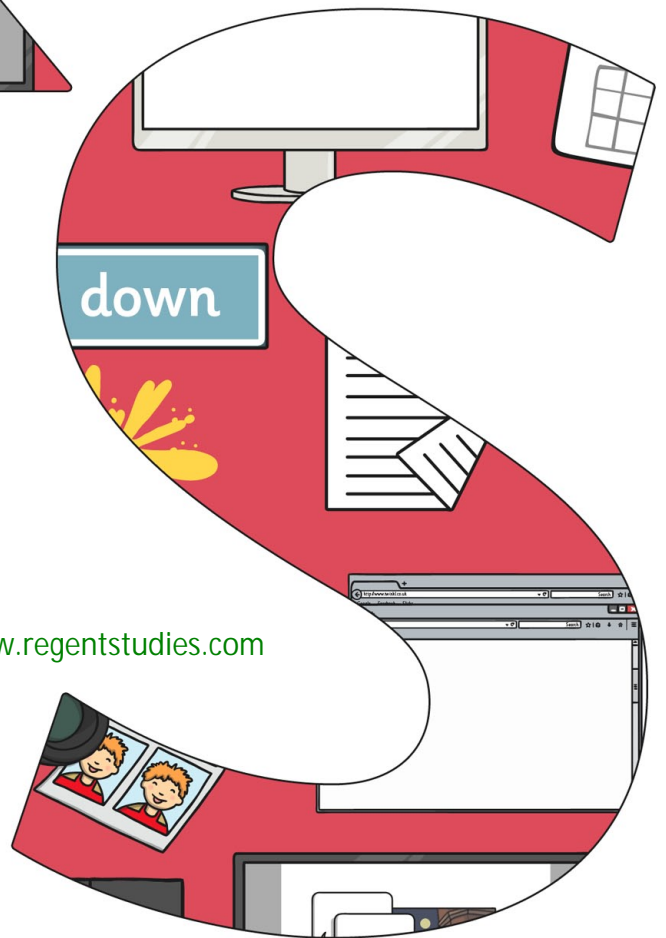
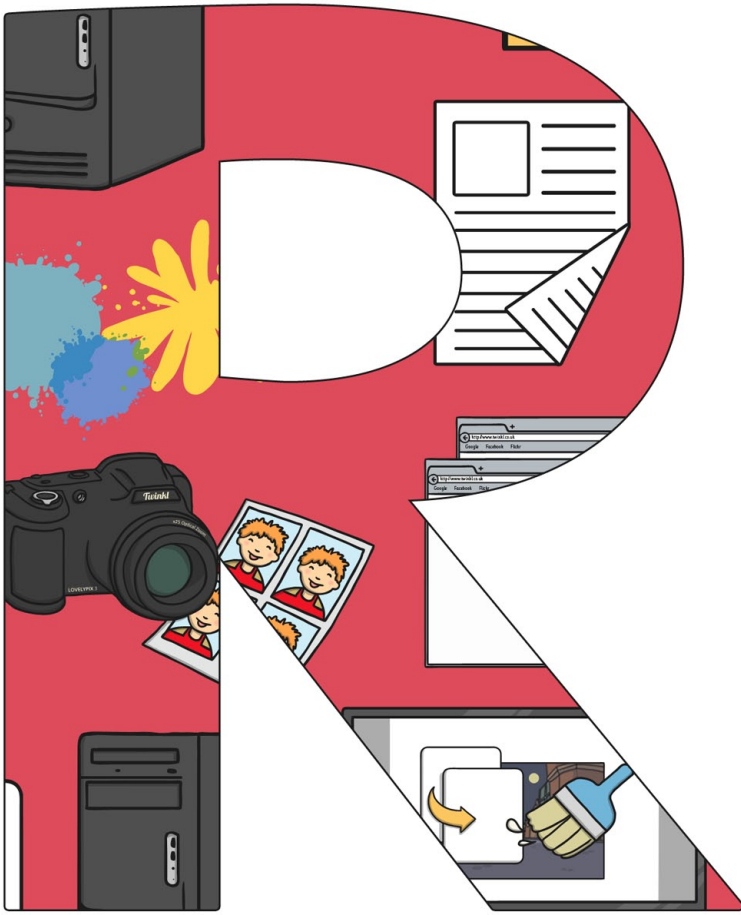
Log off

Title

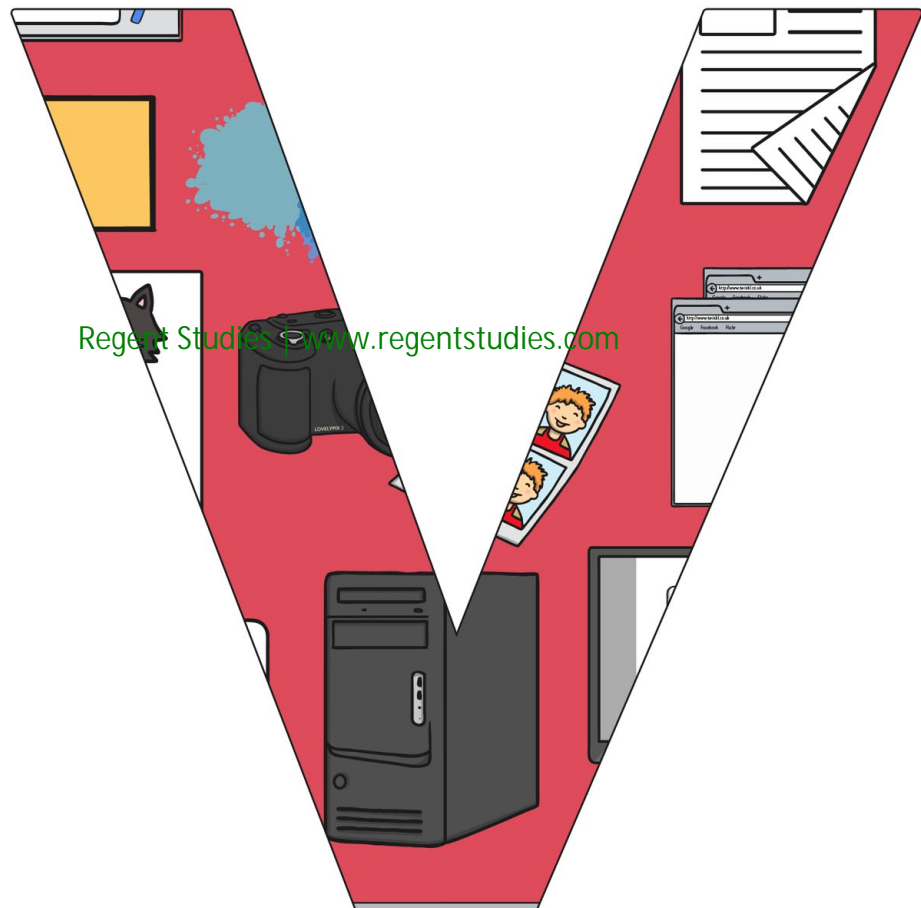
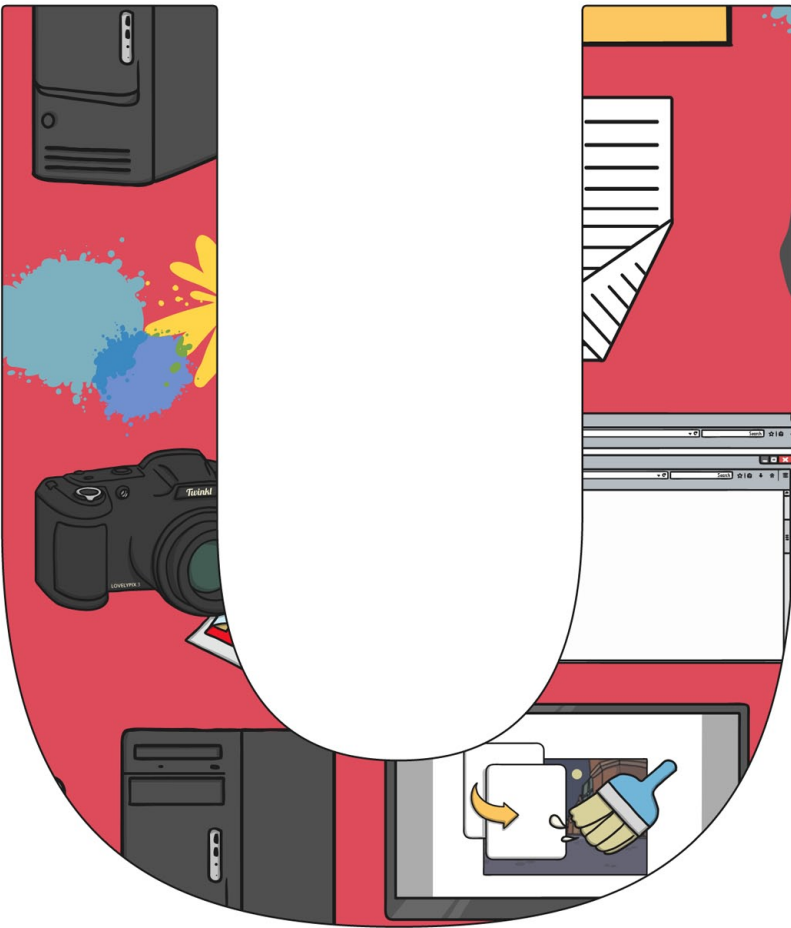


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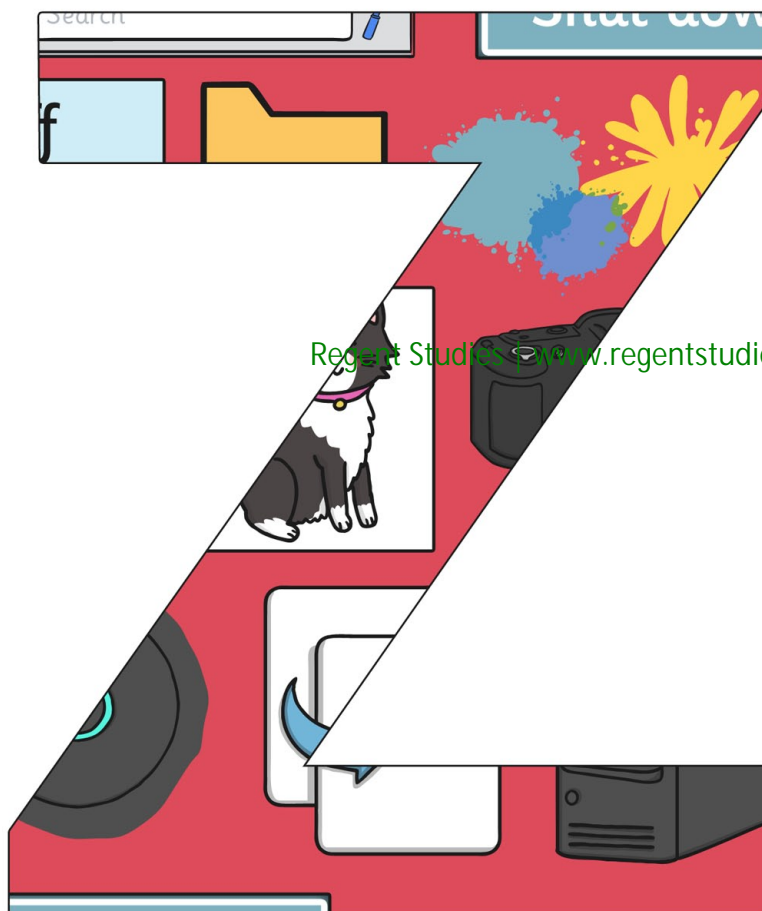
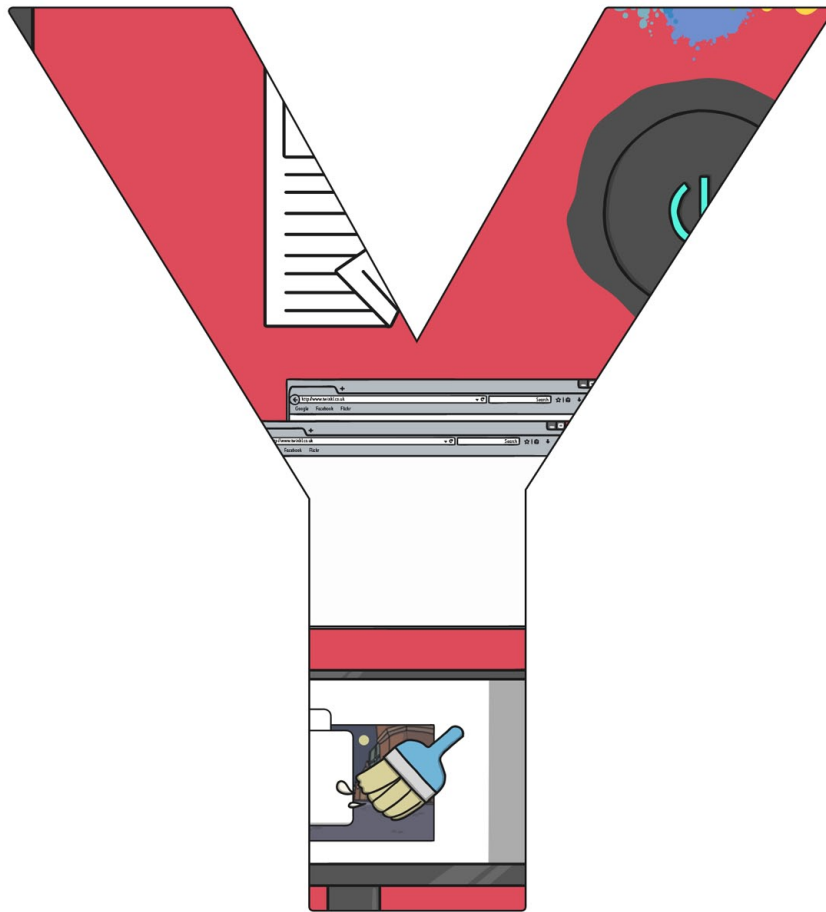


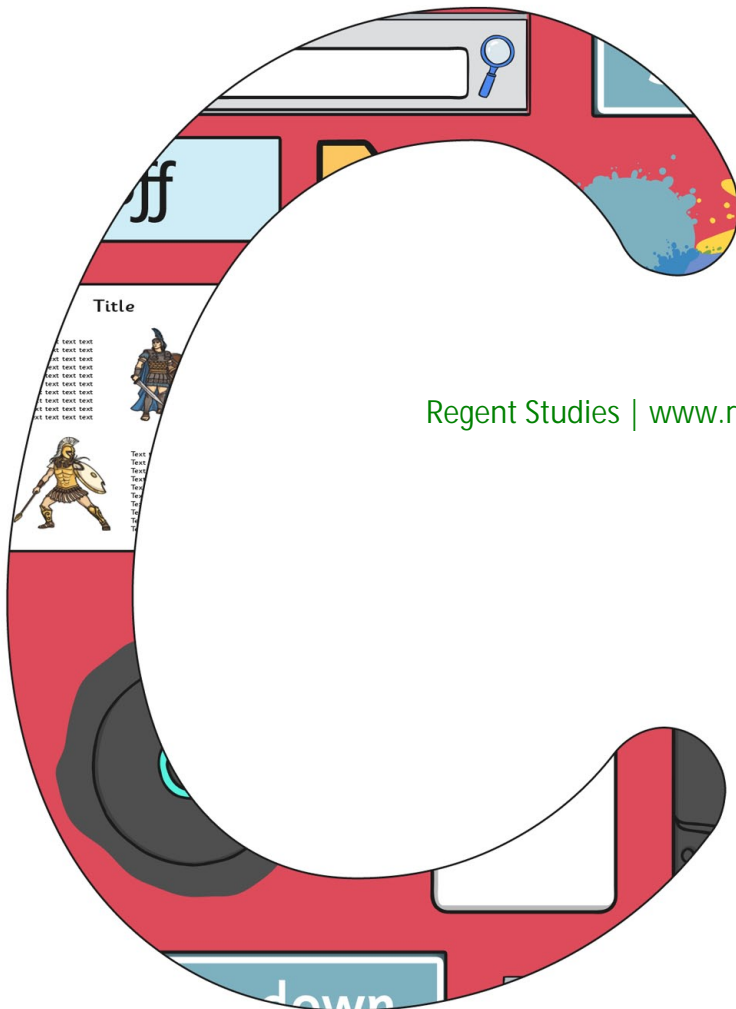
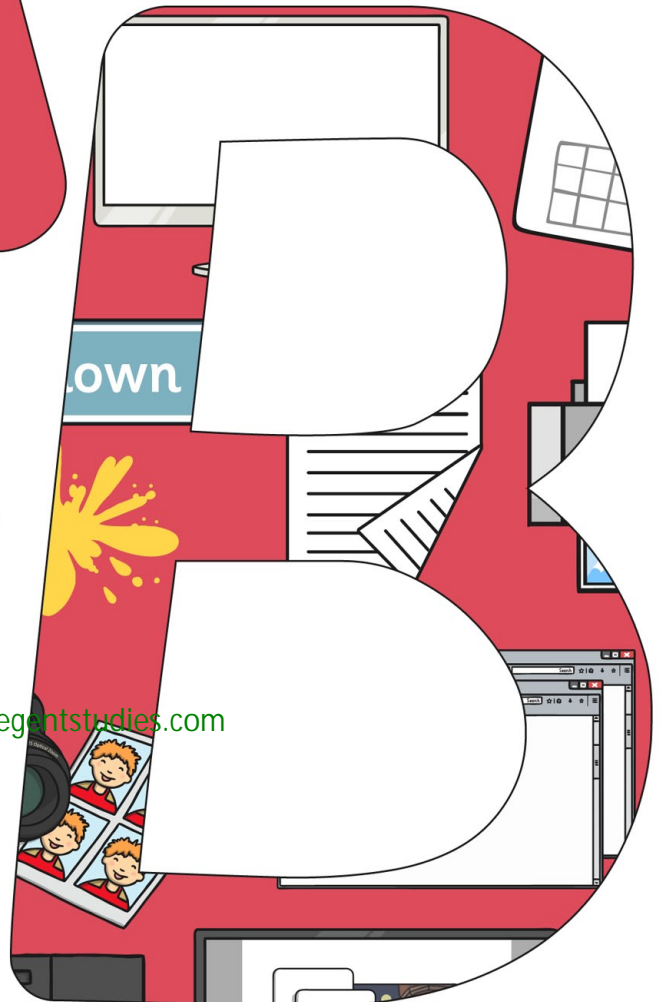
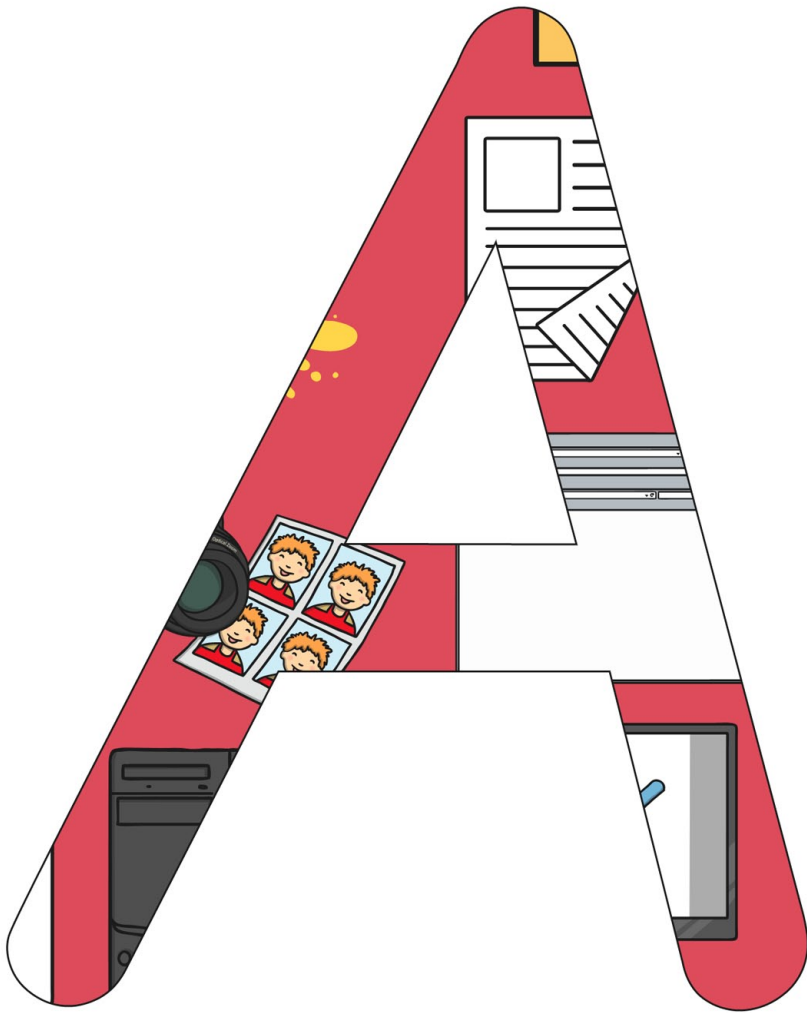
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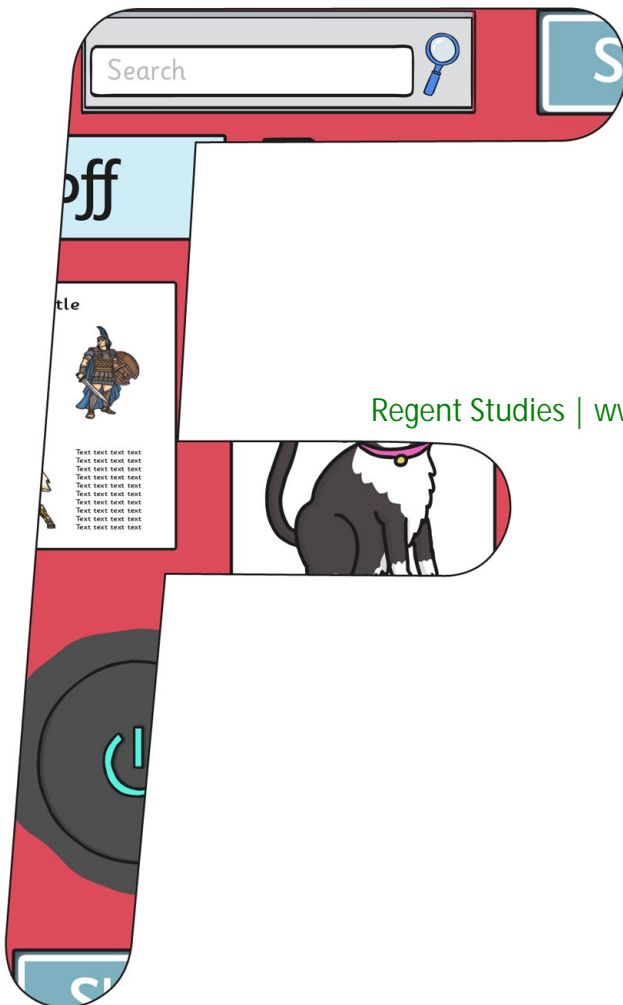
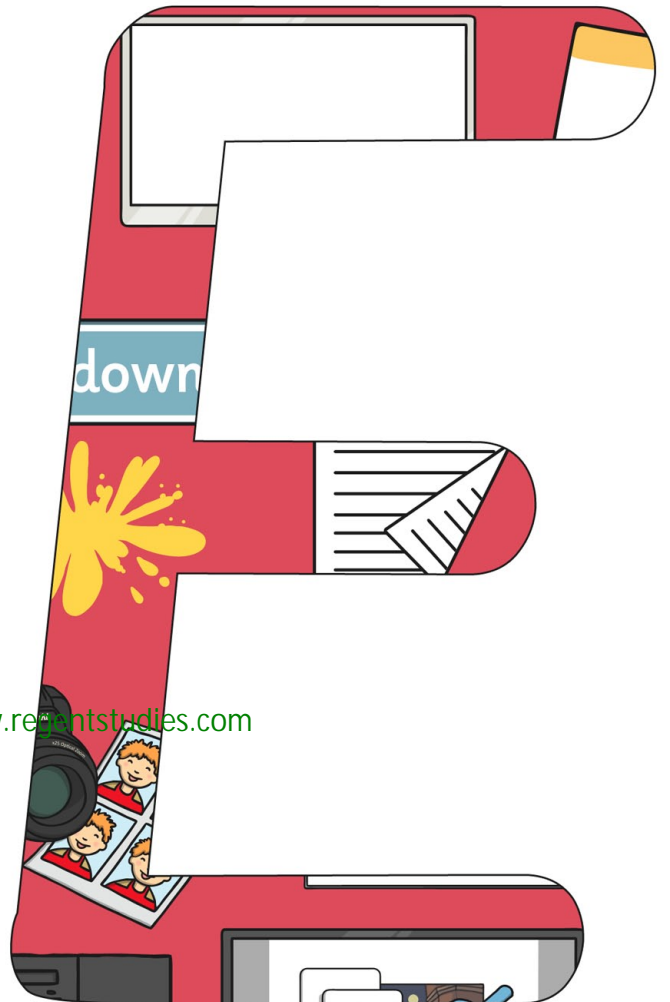
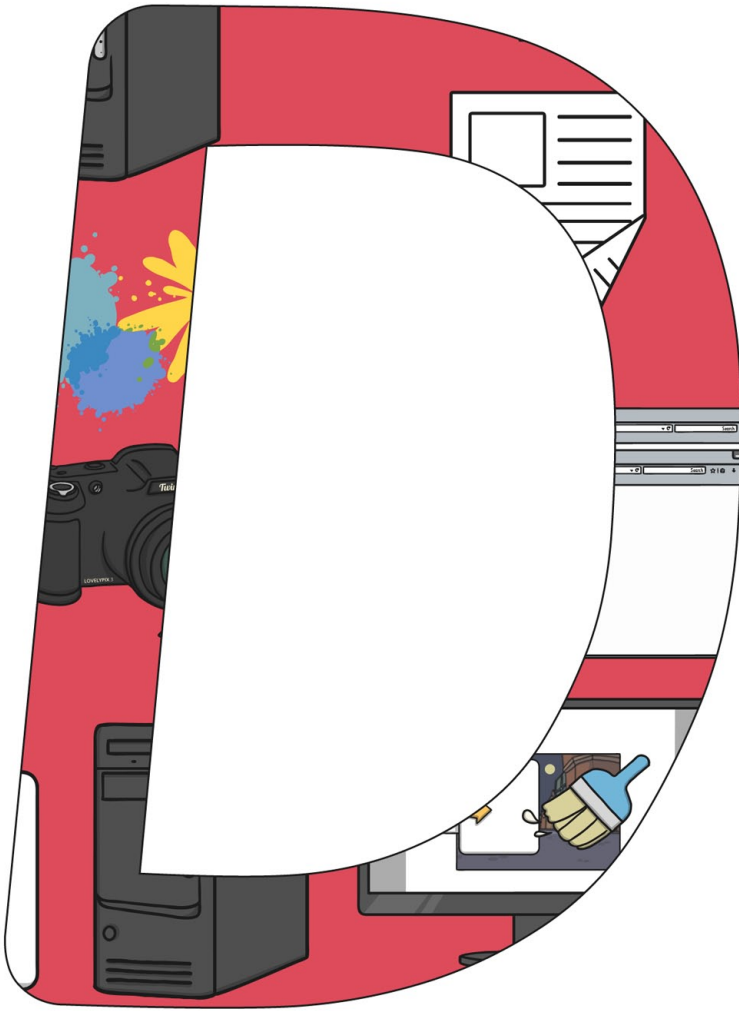
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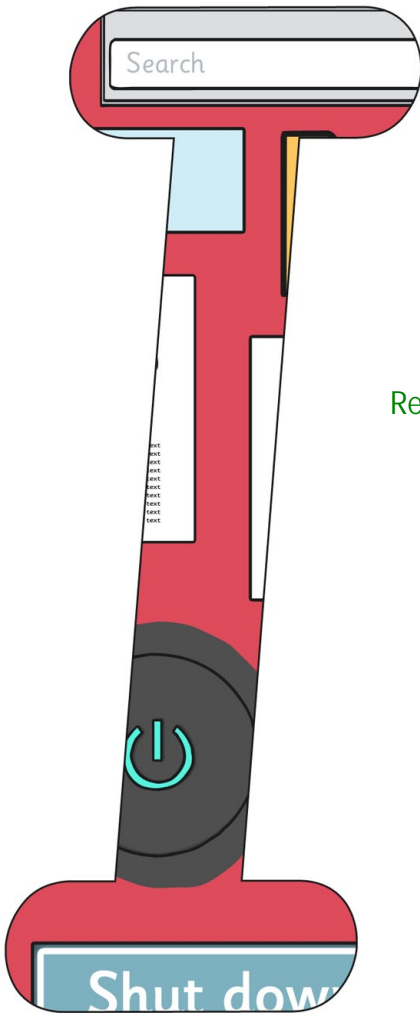
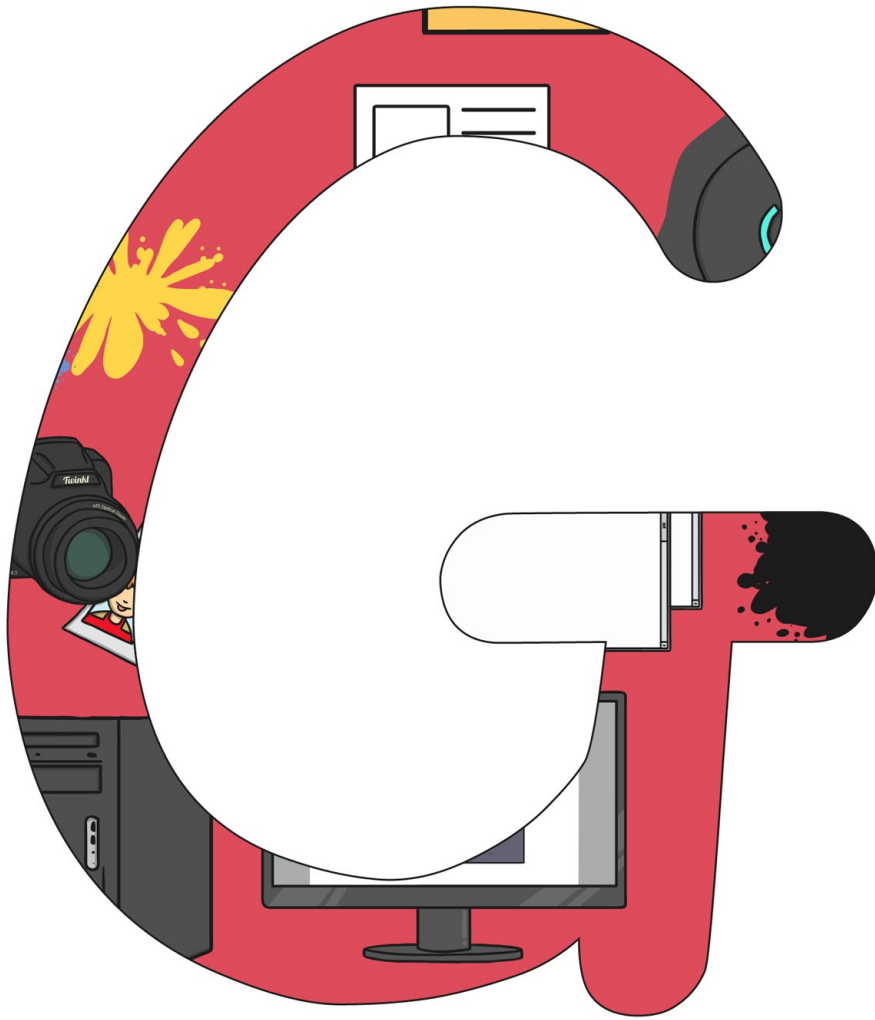




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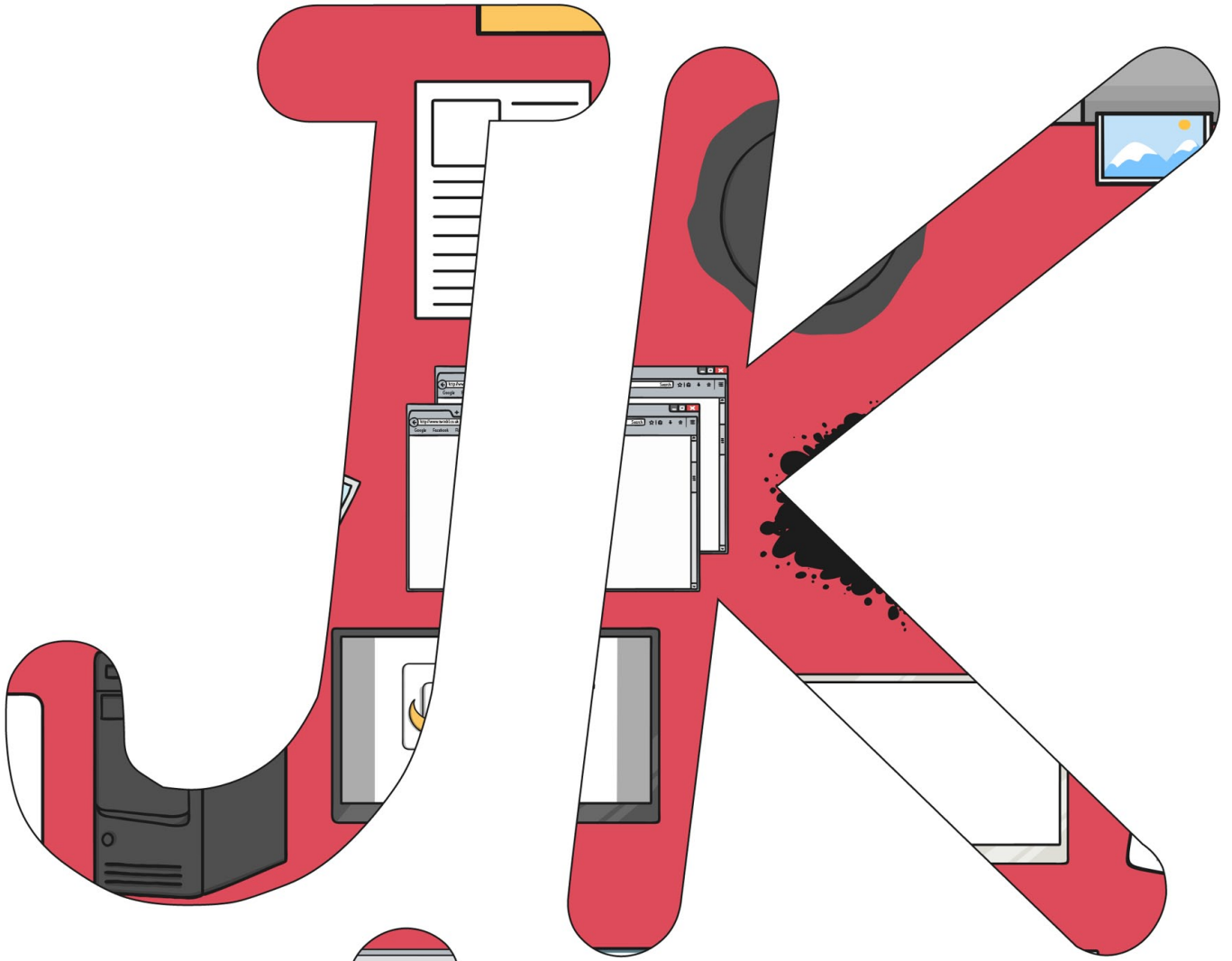


Regent Studies | [www.regentstudies.com](http://www.regentstudies.com)



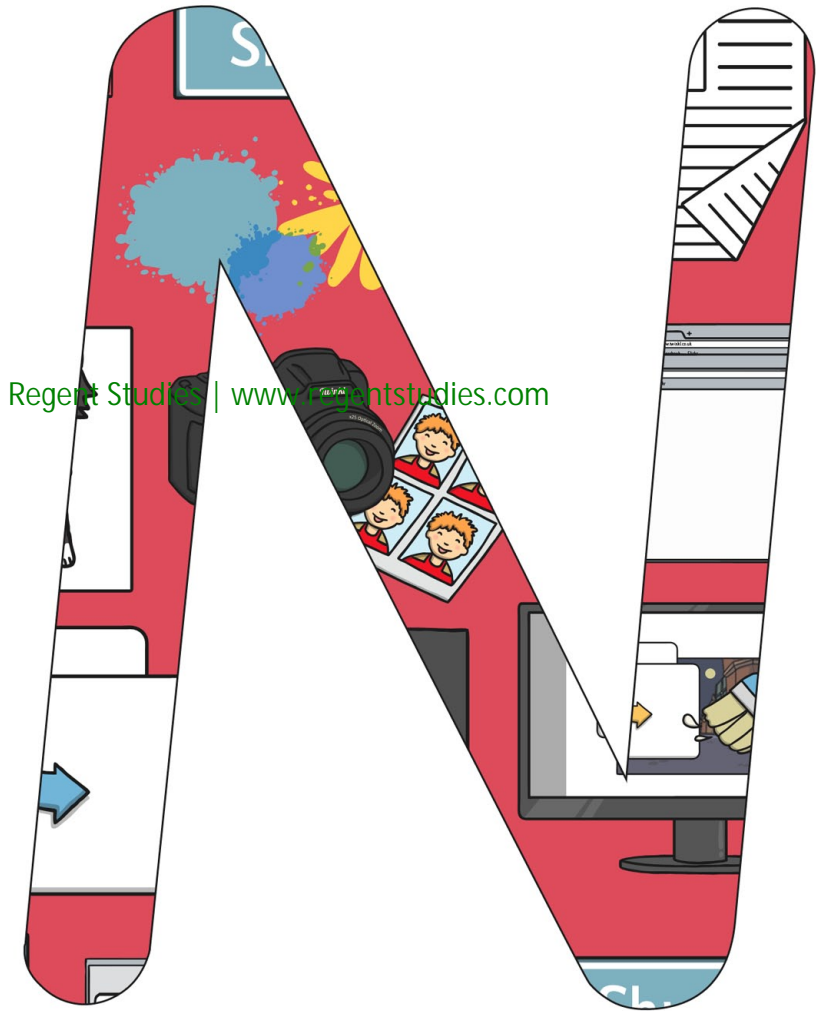
Regent Studies | [www.regentstudies.com](http://www.regentstudies.com)

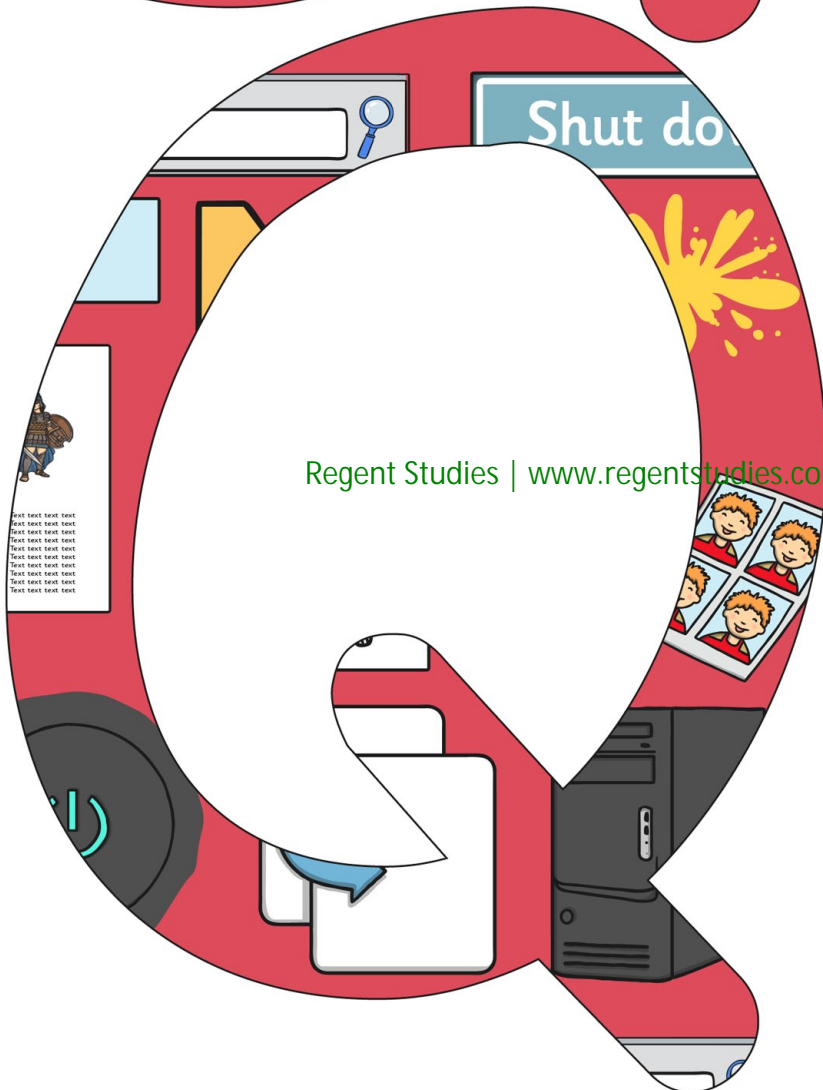
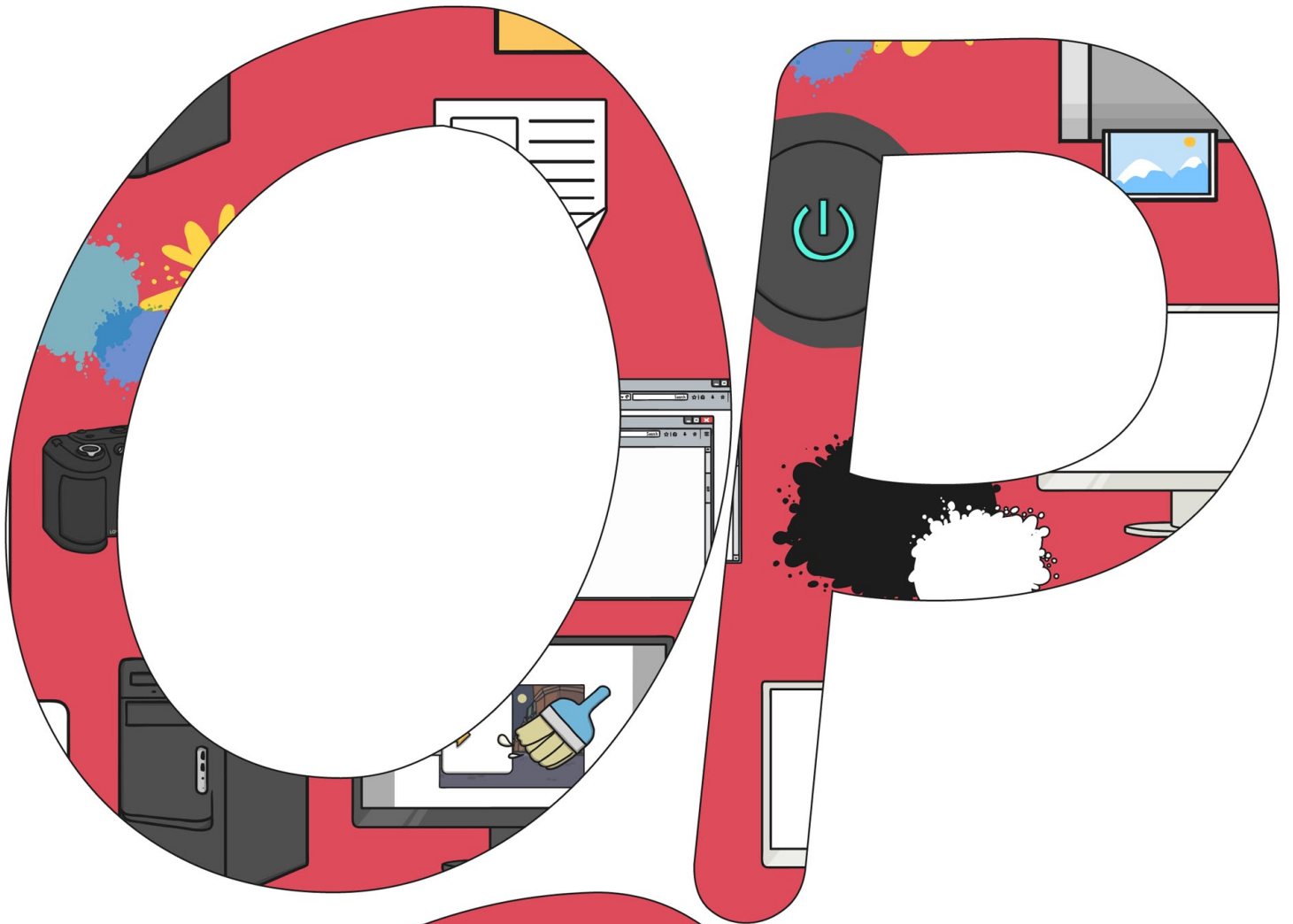




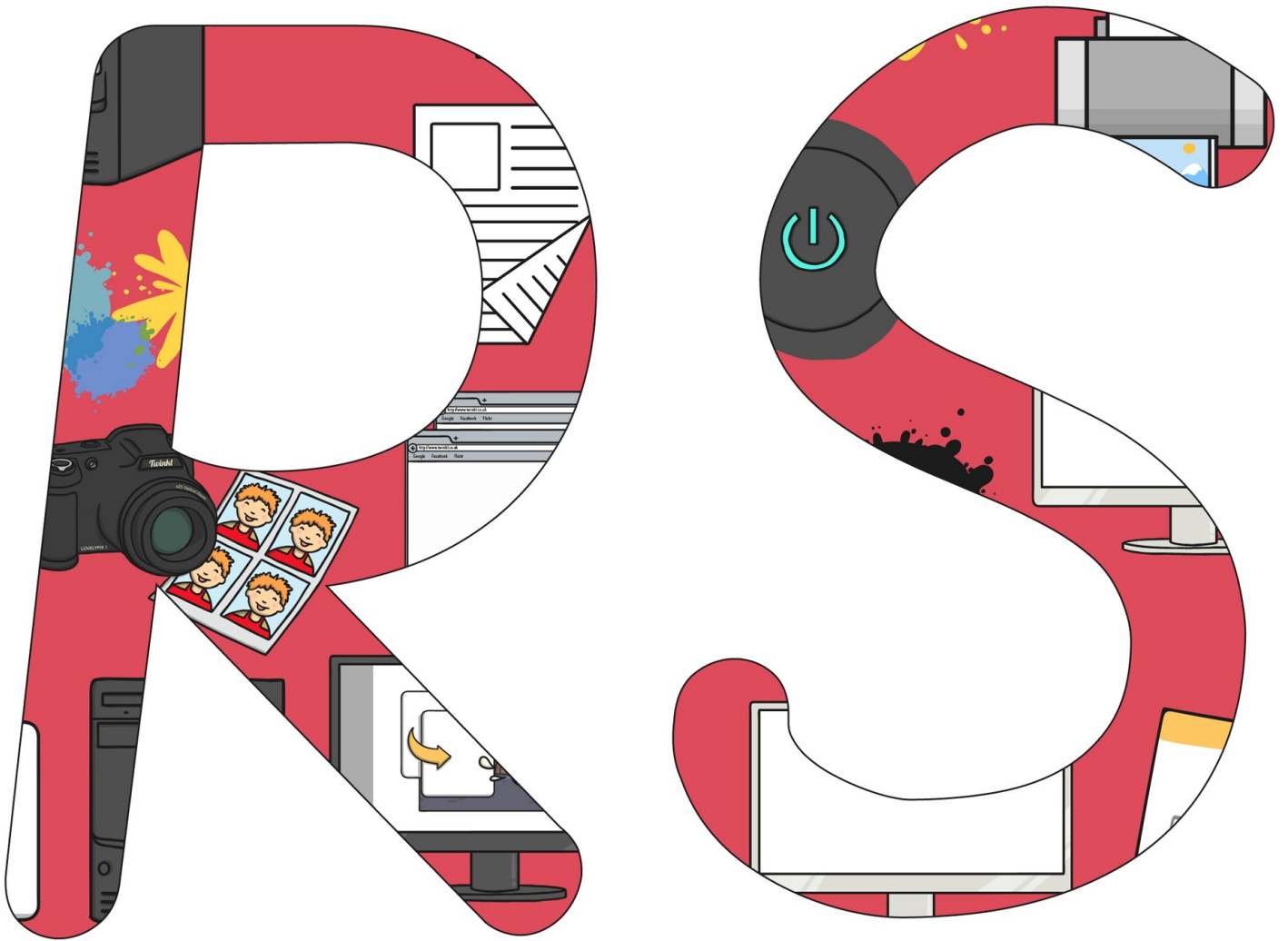
Regent Studies | [www.regentstudies.com](http://www.regentstudies.com)

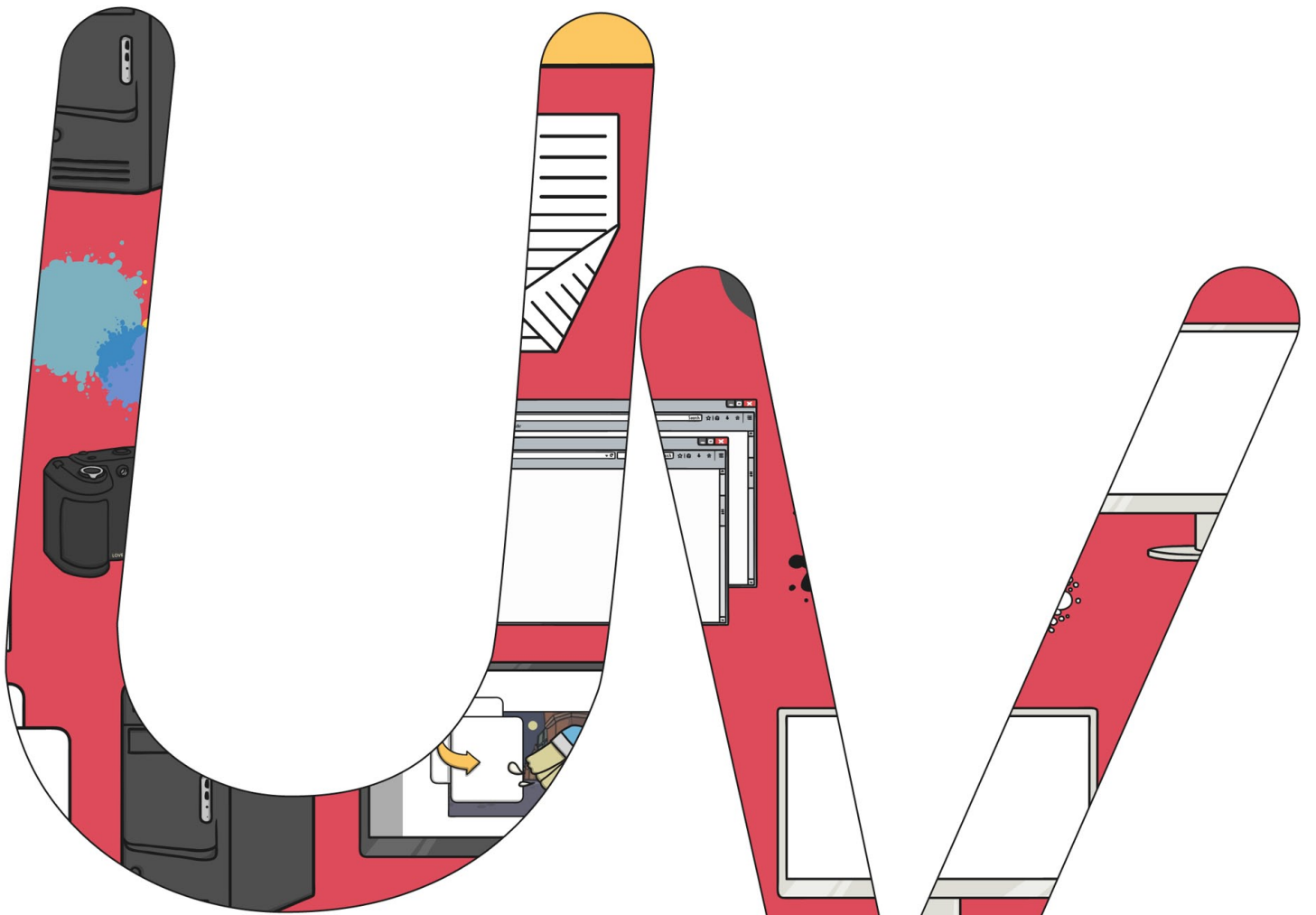


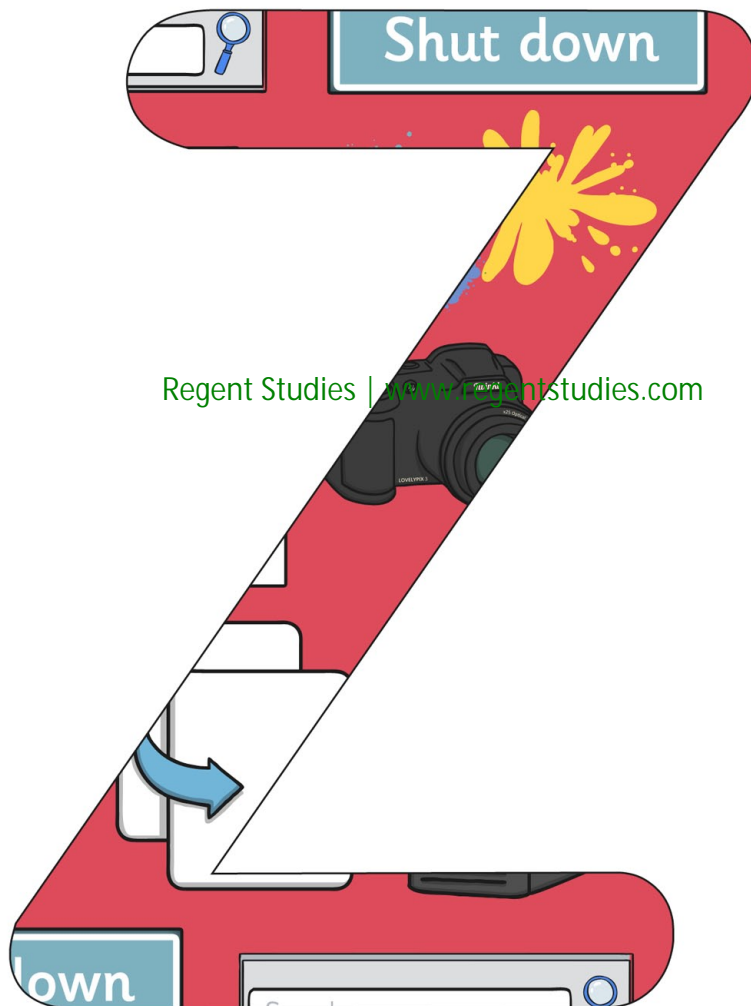
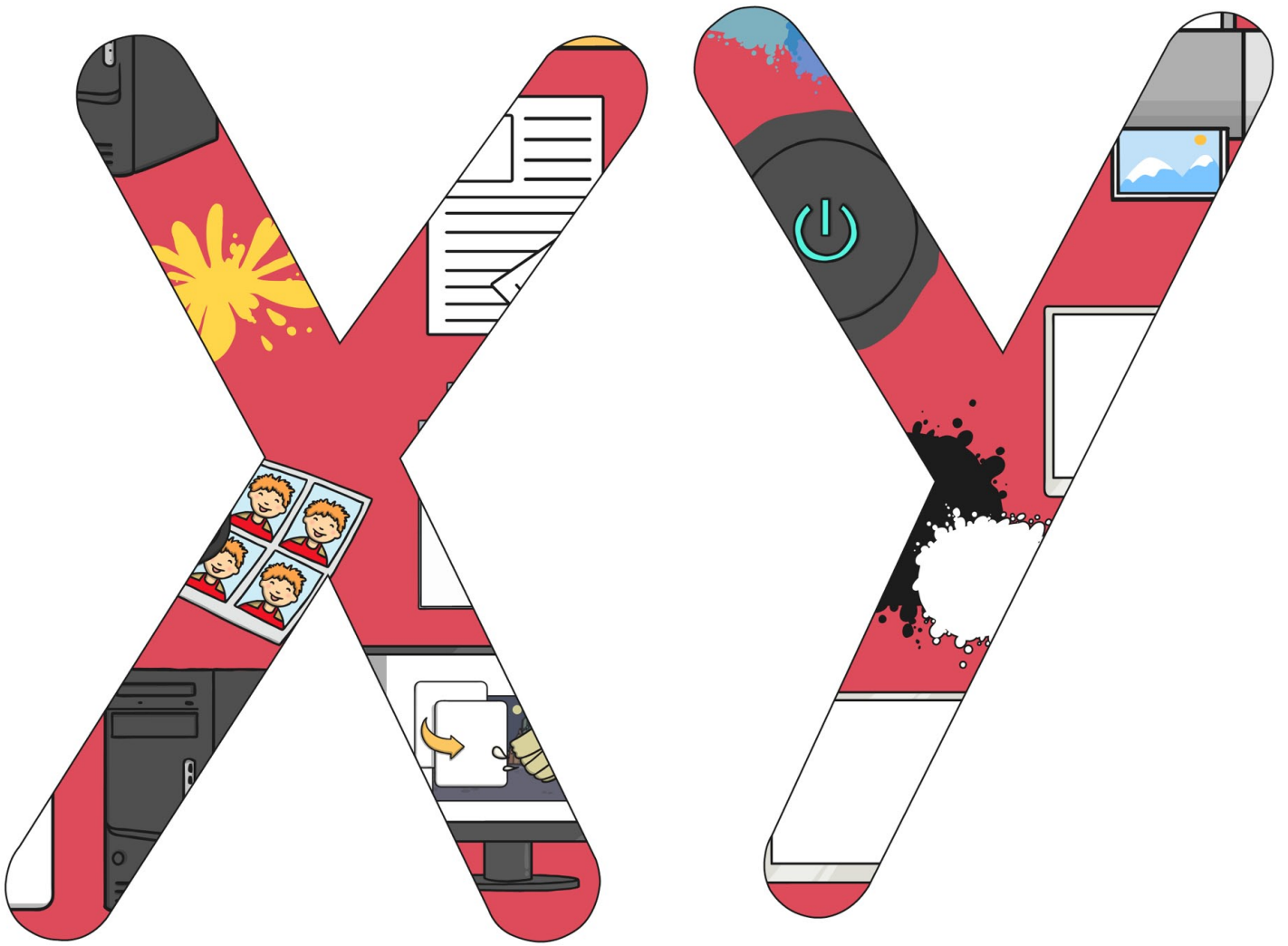




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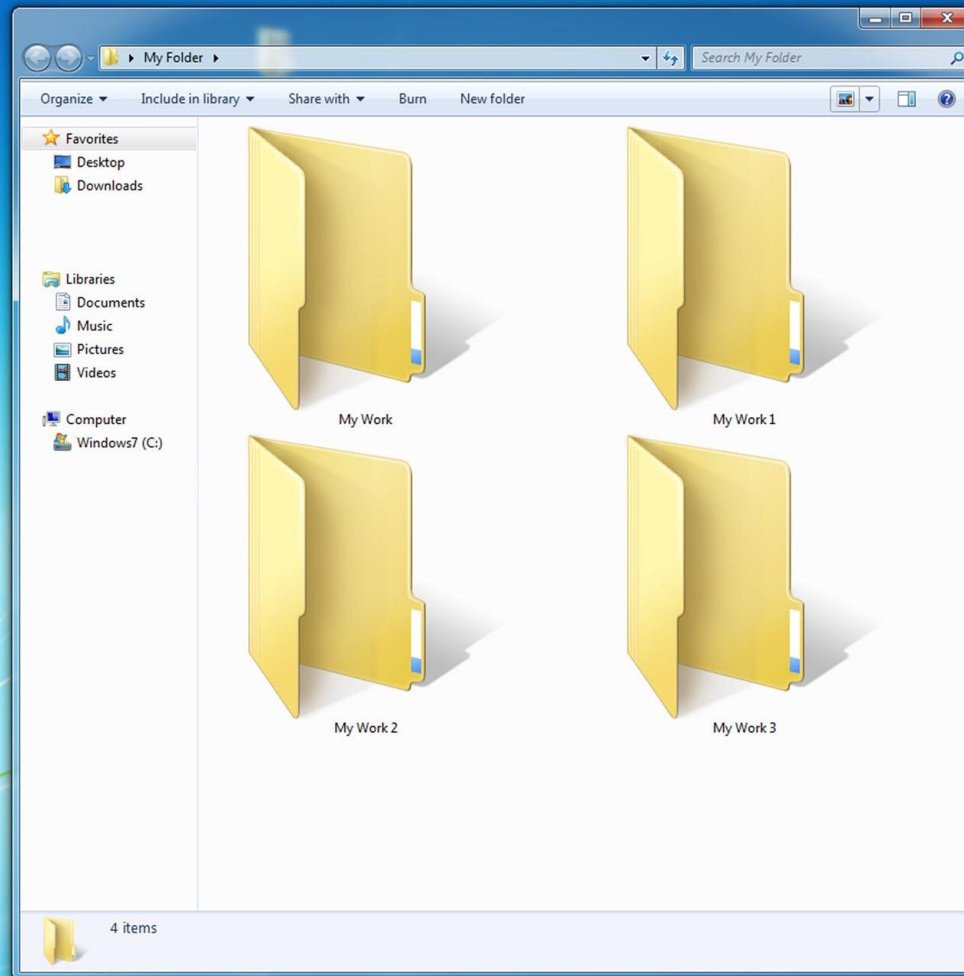






Regent Studies | [www.regentstudies.com](http://www.regentstudies.com)

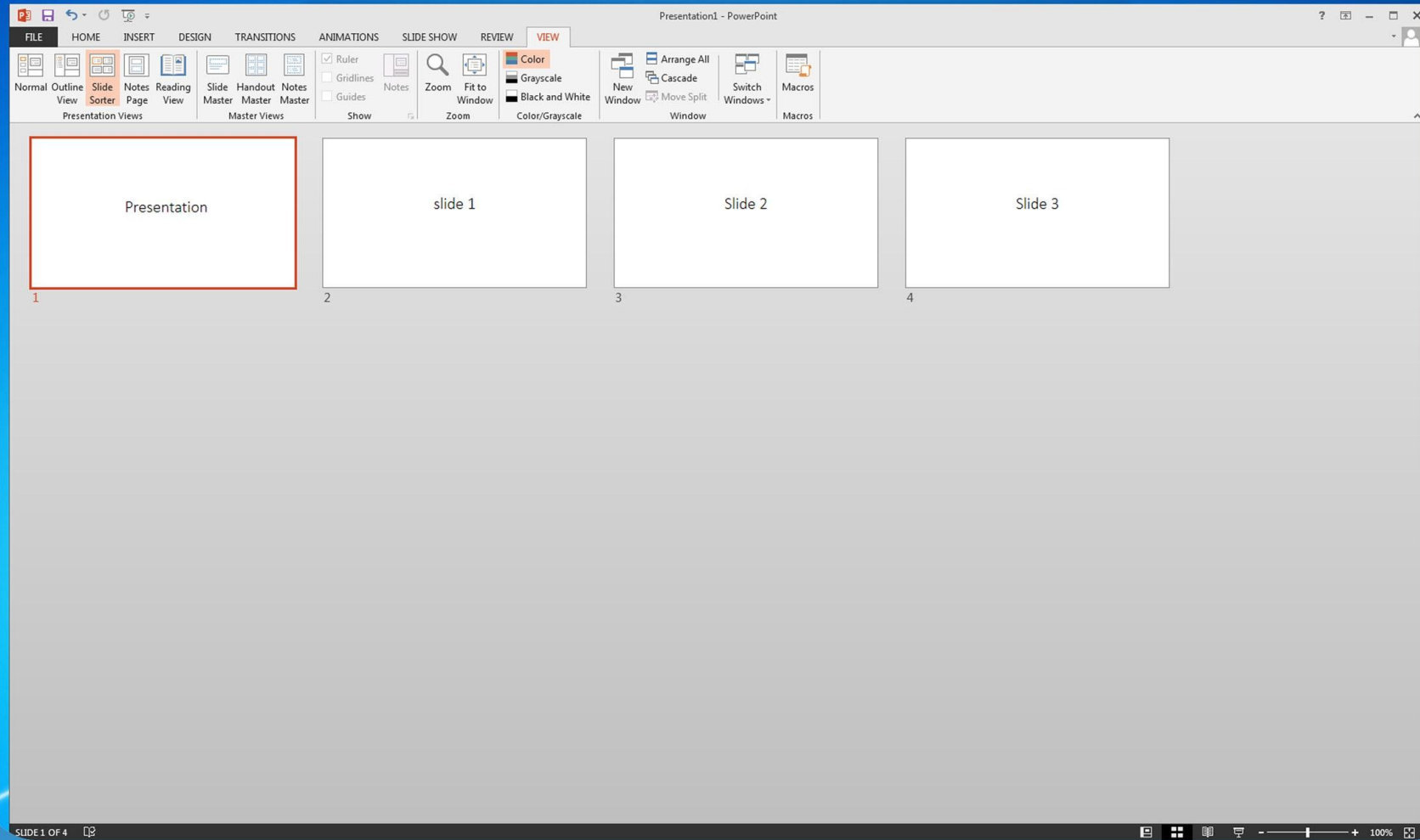
# folder



# Presentation

The image shows a screenshot of the Microsoft PowerPoint application interface. The title bar at the top reads "Presentation1 - PowerPoint" and the user name "Jonathan Seaton" is visible in the top right corner. The ribbon menu includes FILE, HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW, and VIEW. The HOME ribbon is active, showing options for Clipboard (Cut, Copy, Paste, Format Painter), Slides (New Slide, Layout, Reset, Section), Font (font face, size, bold, italic, underline, strikethrough, color, text direction, align text, convert to SmartArt), Paragraph (bullet points, numbering, indentation, text alignment), Drawing (lines, shapes, text boxes, arrows, callouts), and Editing (Shape Fill, Shape Outline, Shape Effects, Find, Replace, Select). The slide thumbnail pane on the left shows four slides: Slide 1 (labeled "Presentation"), Slide 2 (labeled "slide 1"), Slide 3 (labeled "Slide 2"), and Slide 4 (labeled "Slide 3"). Slide 1 is selected and highlighted with a red border. The main slide canvas displays a preview of Slide 1, which contains the word "Presentation" centered on a white background. The status bar at the bottom indicates "SLIDE 1 OF 4" and "106%" zoom.

# slide sorter view



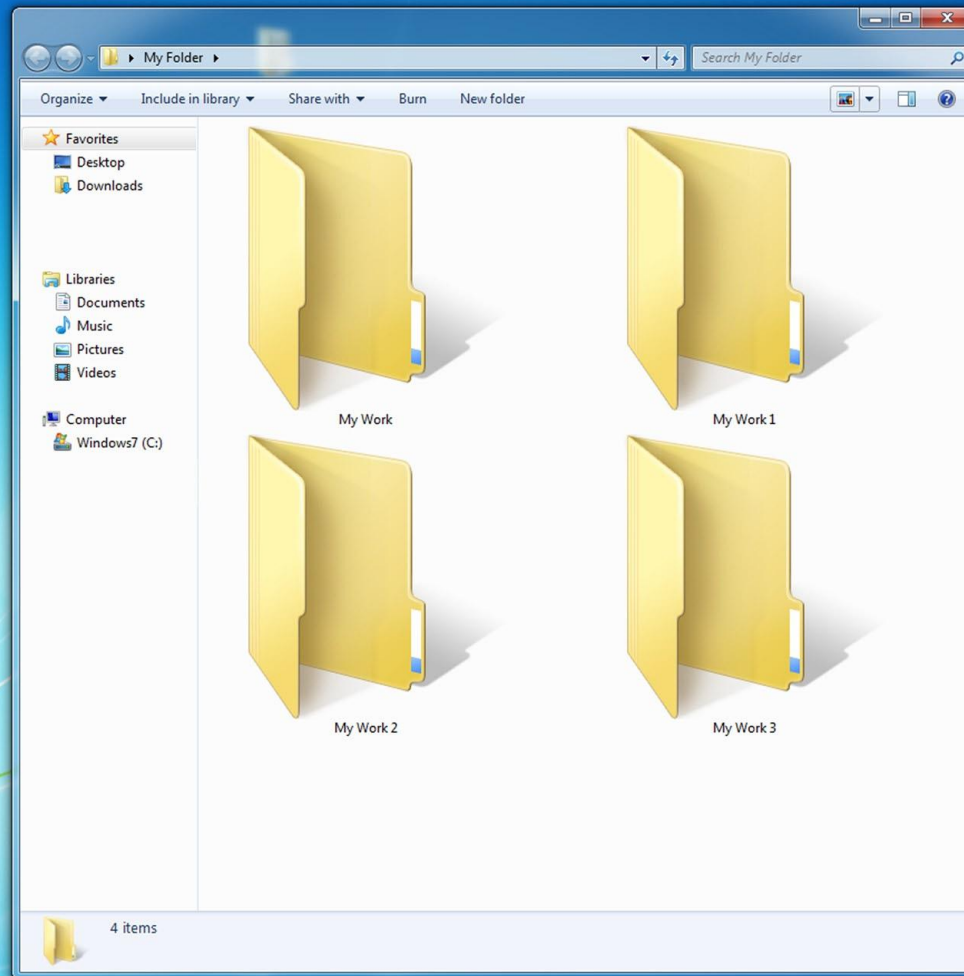




*switch*



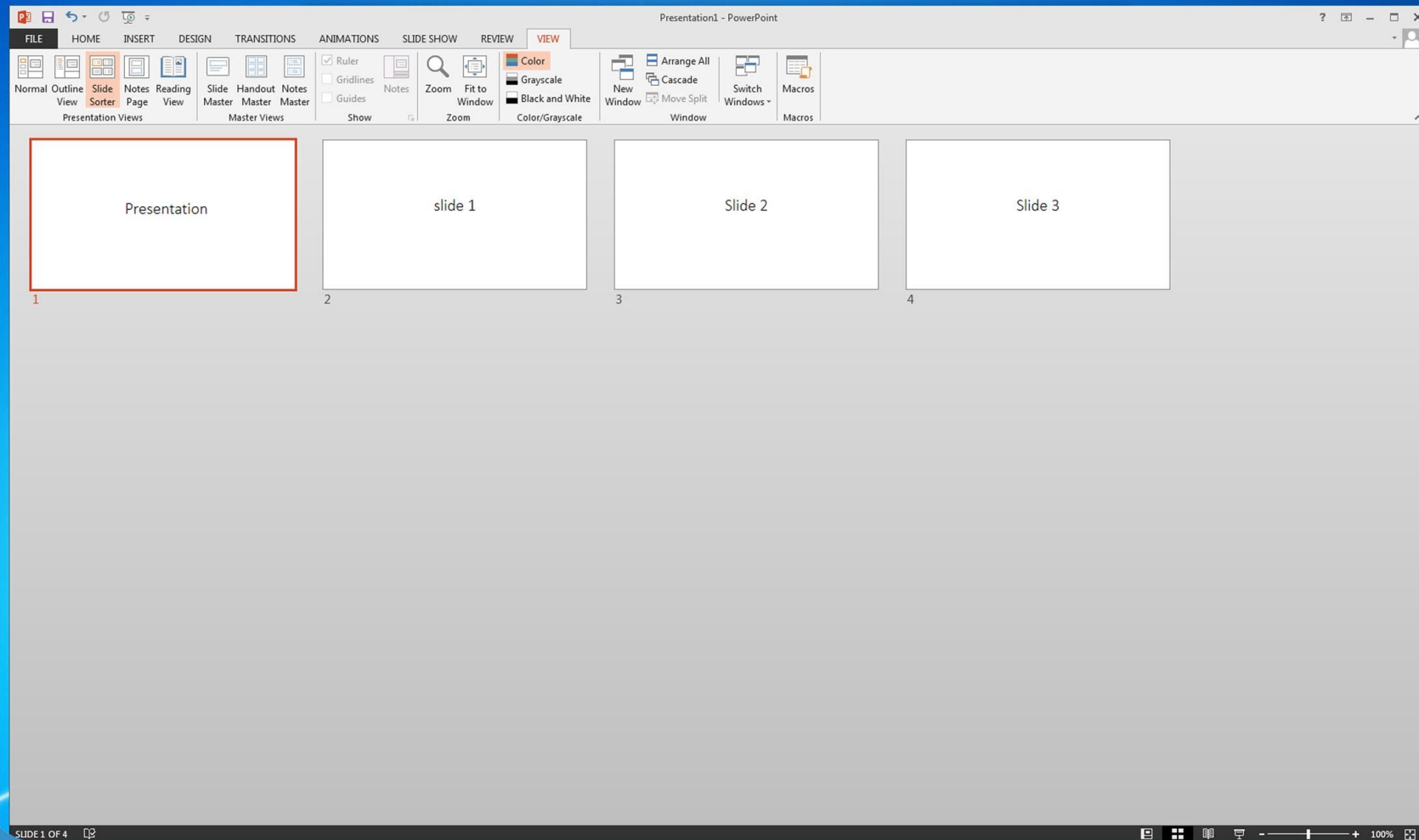
# folder



# Presentation

The image shows a screenshot of the Microsoft PowerPoint application interface. The title bar at the top reads "Presentation1 - PowerPoint" and the user's name "Jonathan Seaton" is visible in the top right corner. The ribbon menu is set to the "HOME" tab, with sub-tabs for "Clipboard", "Slides", "Font", "Paragraph", "Drawing", and "Editing". The "Slides" pane on the left shows a list of four slides: "Presentation", "slide 1", "Slide 2", and "Slide 3". The first slide, "Presentation", is highlighted with a red border. The main workspace displays a large white area with a light gray grid. The word "Presentation" is centered on the grid in a black, sans-serif font. The status bar at the bottom indicates "SLIDE 1 OF 4" and "106%" zoom.

# slide sorter view

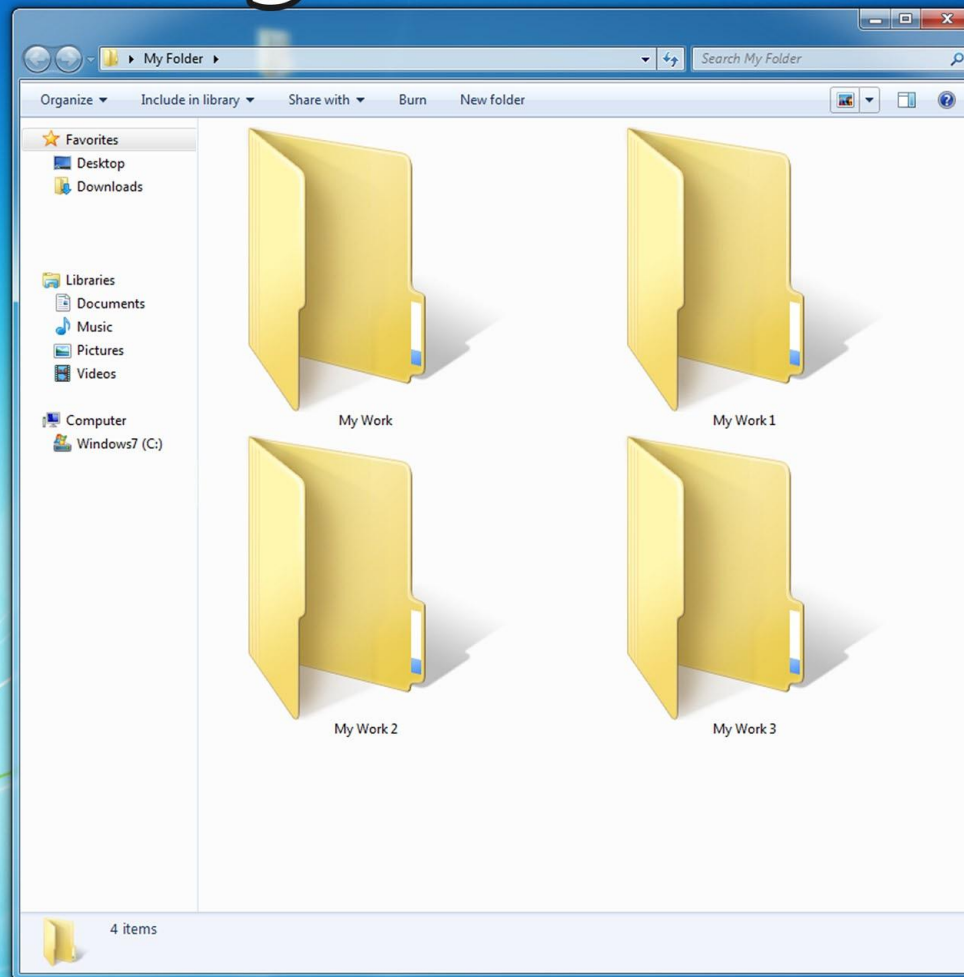




*switch*

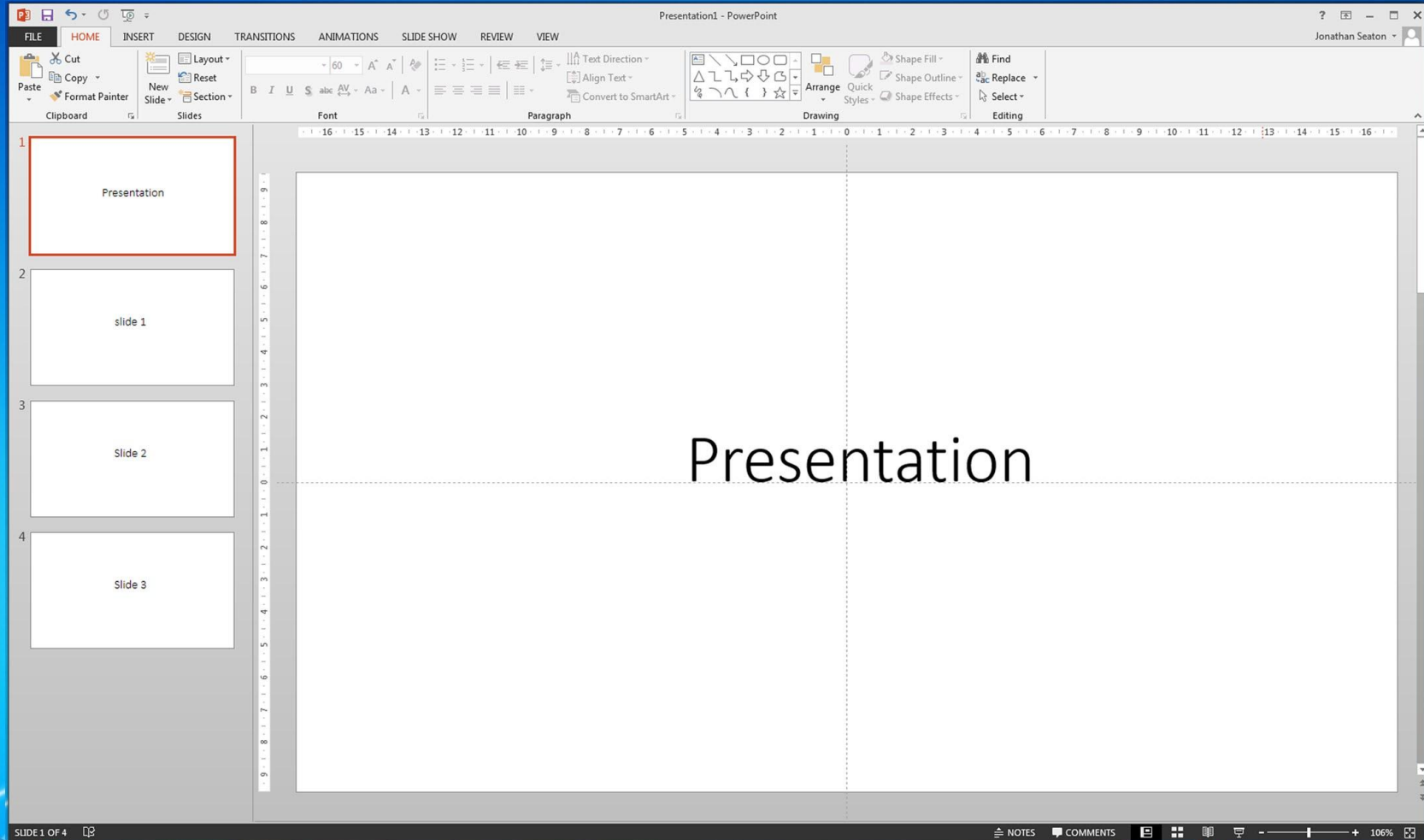


# folder

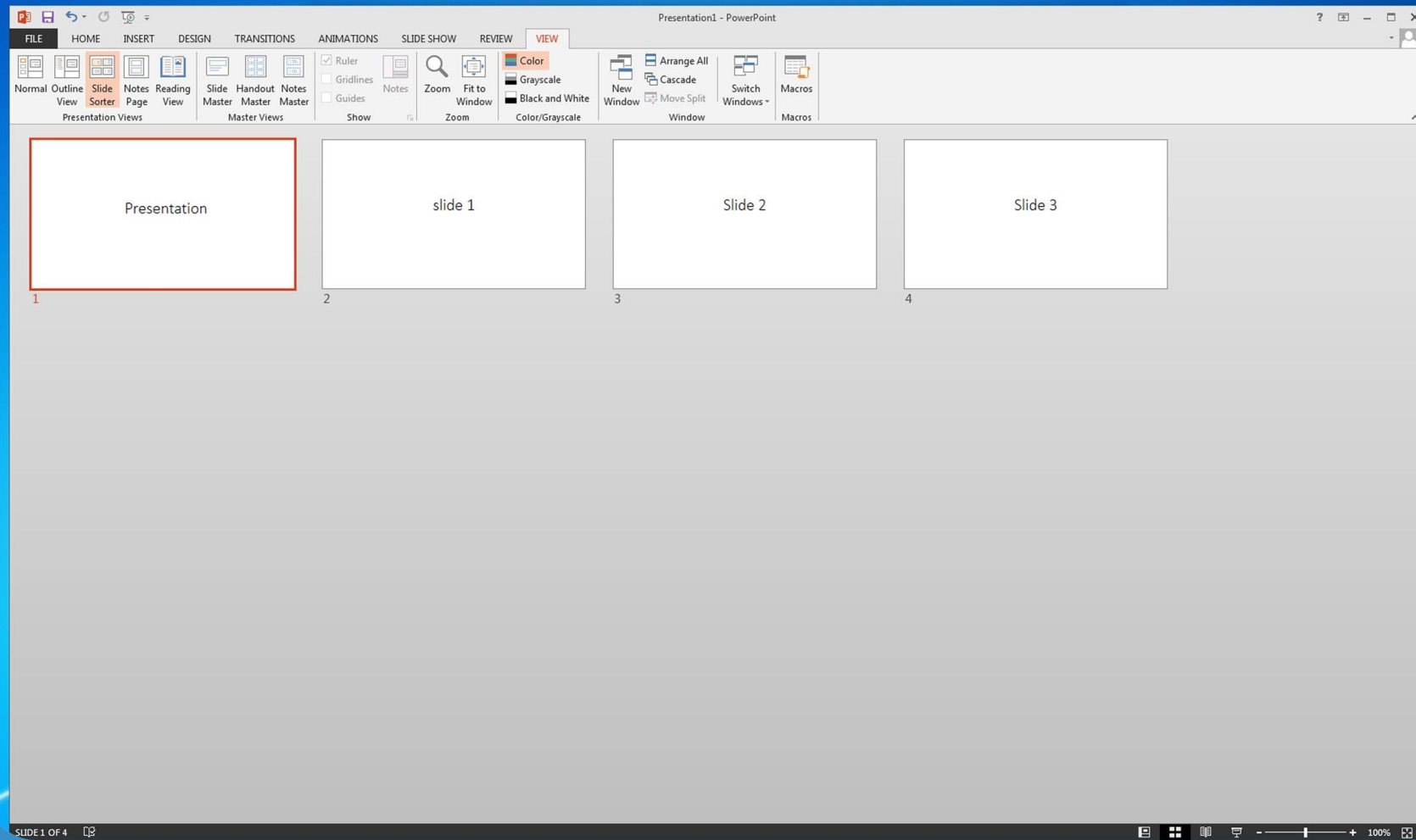




# Presentation



# slide sorter view

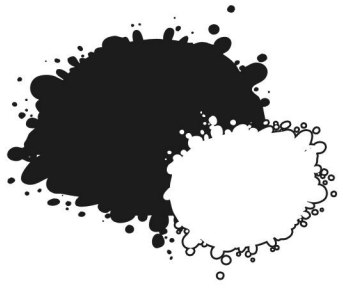




switch



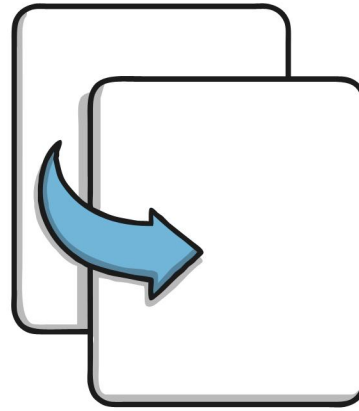
# Presentat



black  
and  
white



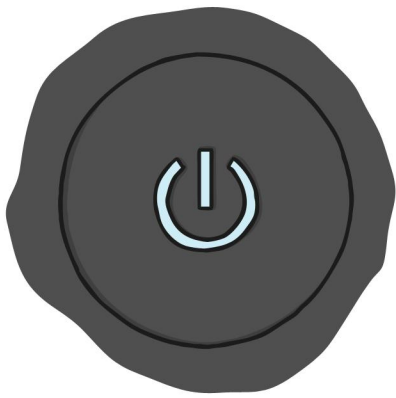
colour



copy



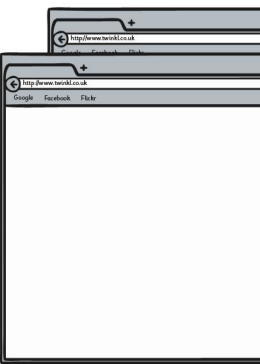
sea



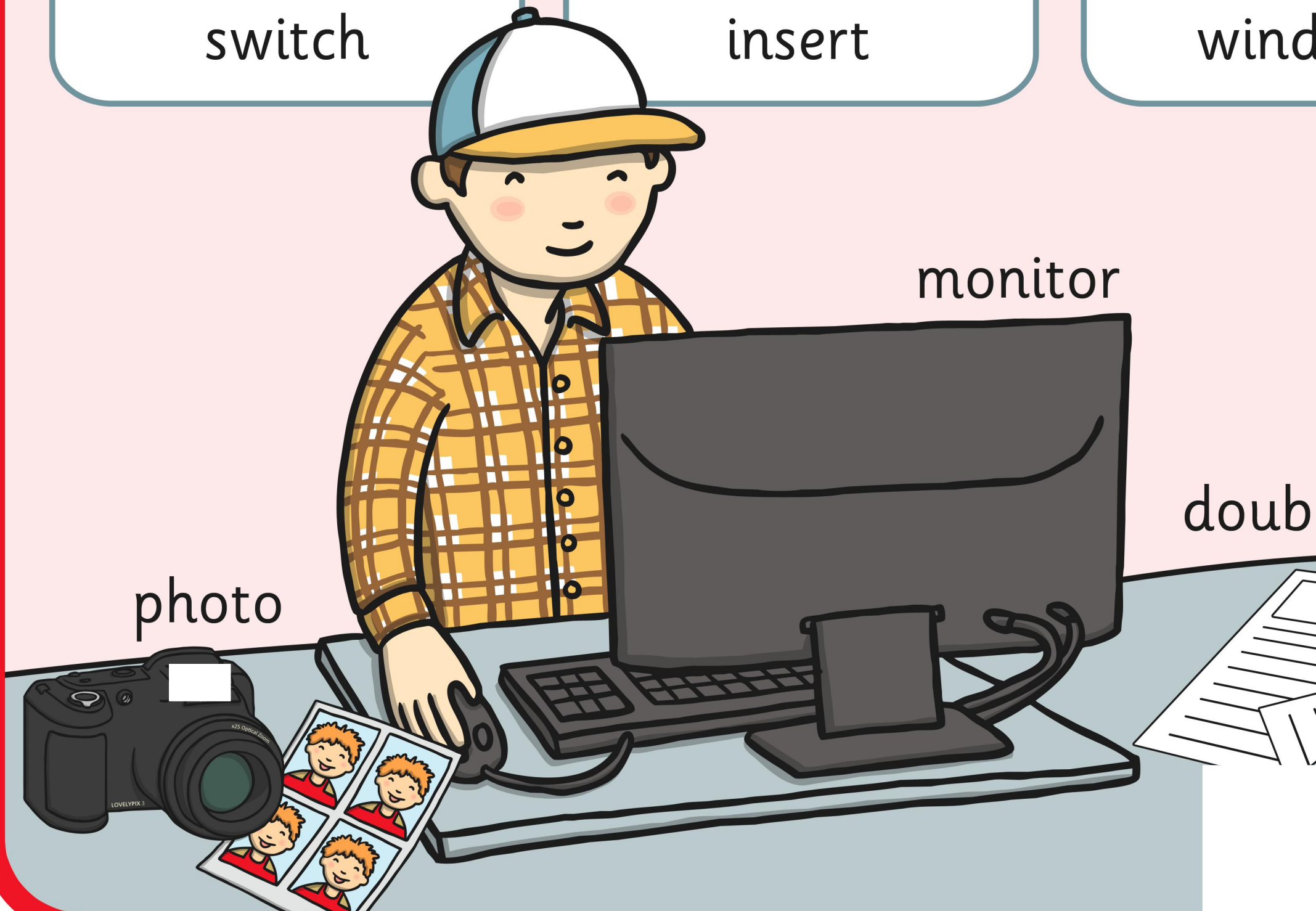
switch



insert



wind

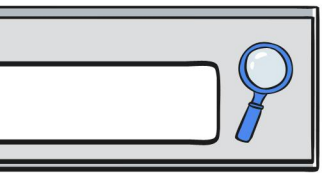


monitor

photo

doub

# ion Skills



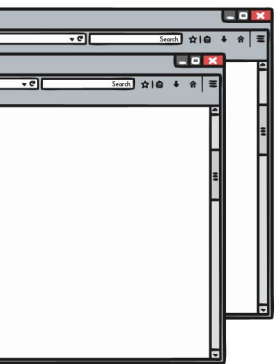
rch



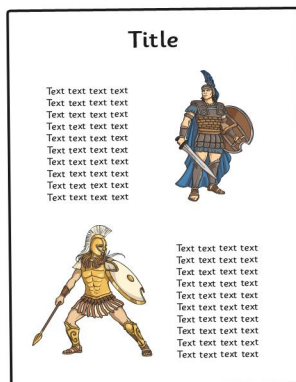
date



system unit



OWS



format

Shut down

log off

le sided



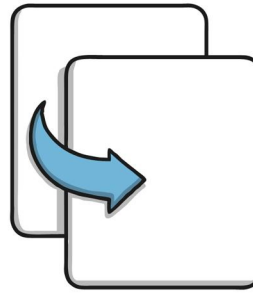
# Presentat



black  
and  
white



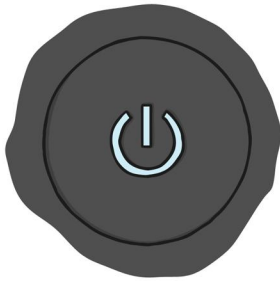
colour



copy



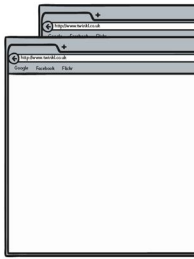
sea



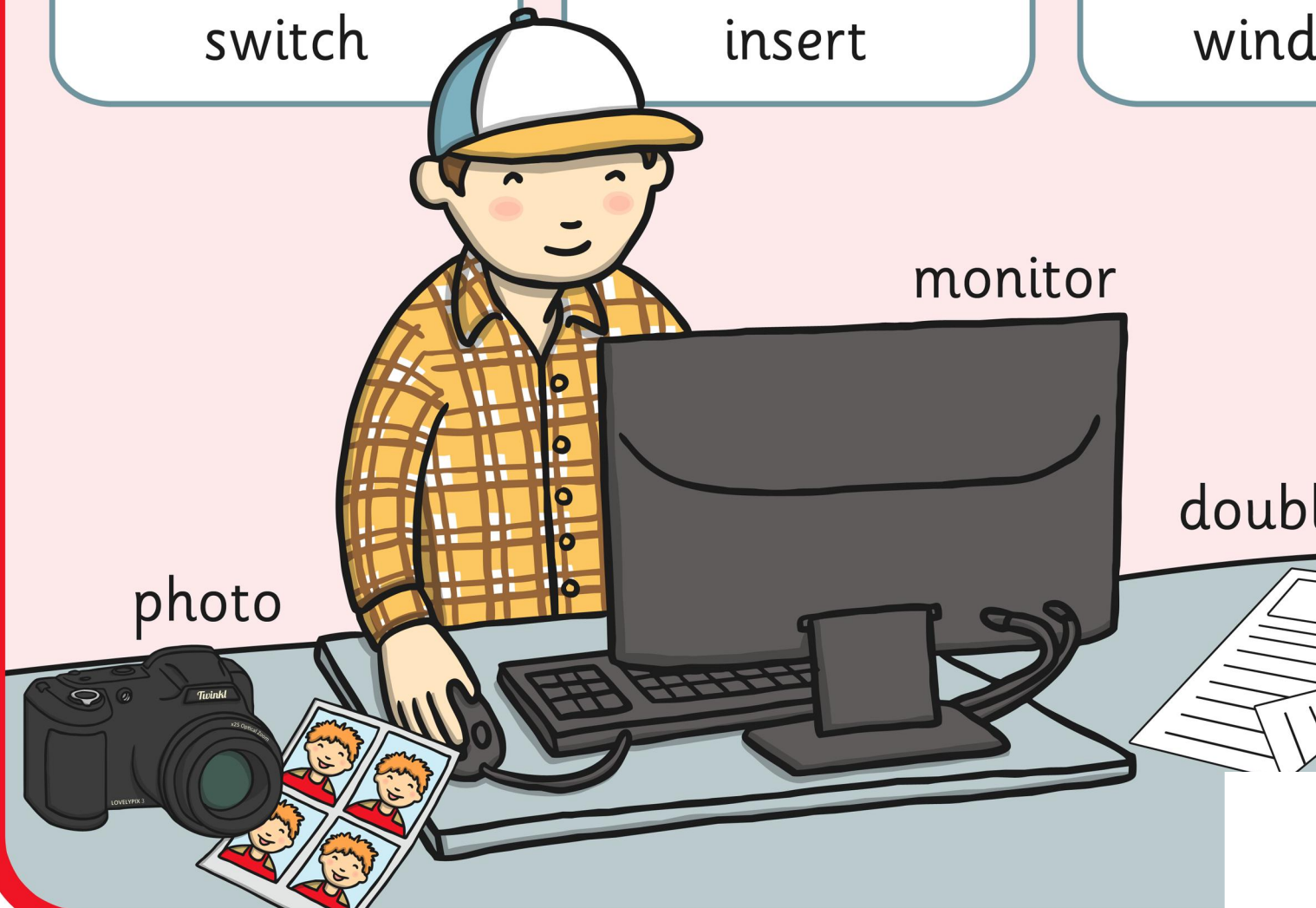
switch



insert



wind



photo

monitor

doubl

# ion Skills



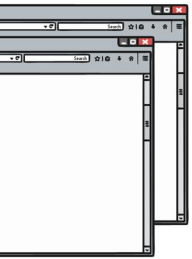
rch



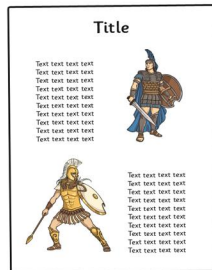
date



system unit



ows



format

Shut down

log off

le sided





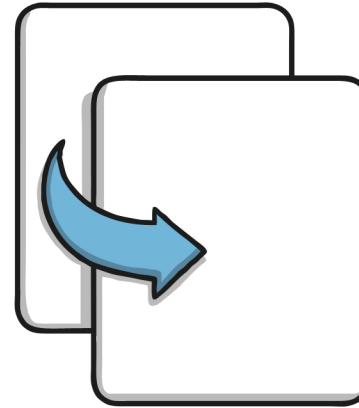
# Presentat



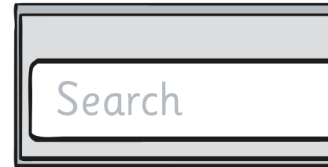
black  
and  
white



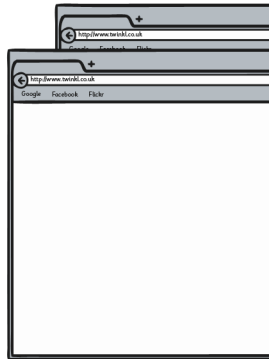
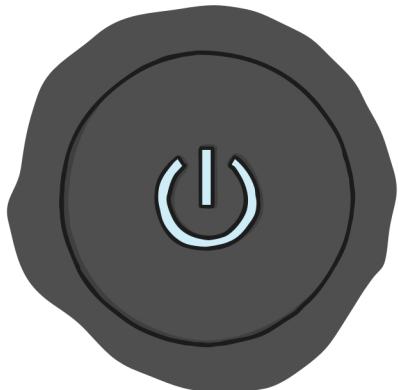
colour



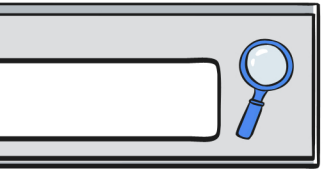
copy



sea



# tion Skills



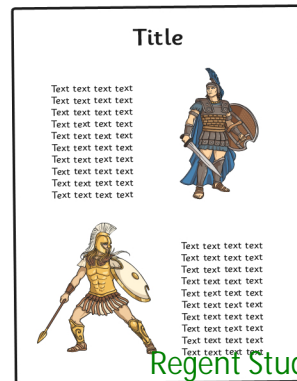
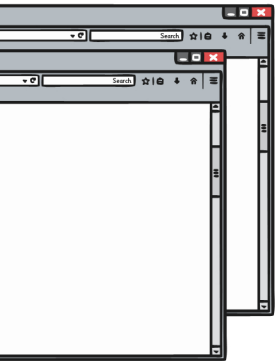
rch



date



system unit



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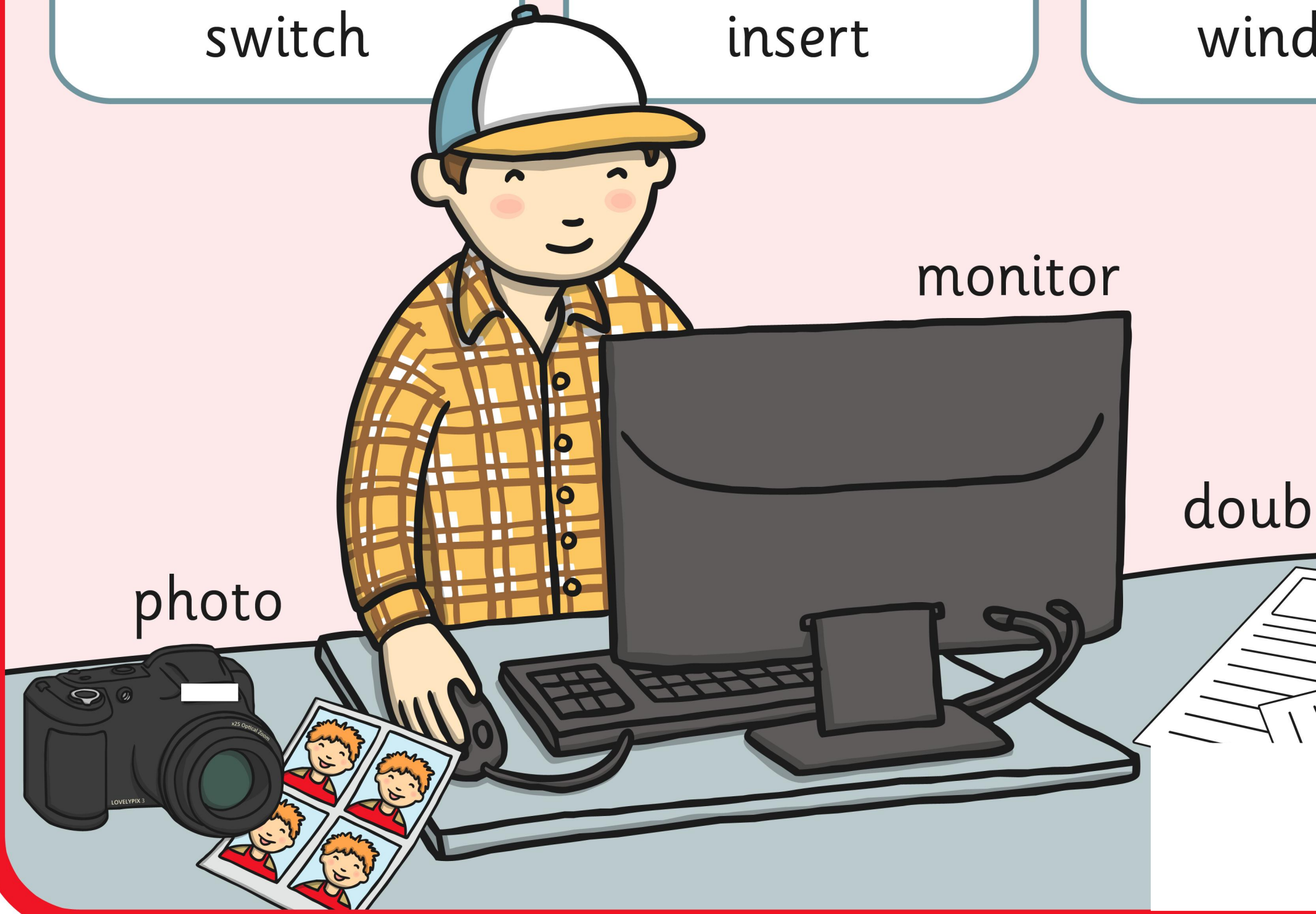
Shut down

log off

switch

insert

wind



monitor

photo

doub

flows

format

le sided



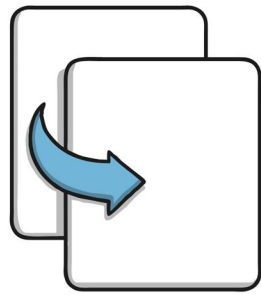
# Presentation Skills



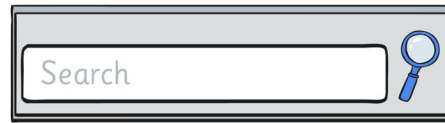
black  
and  
white



colour



copy



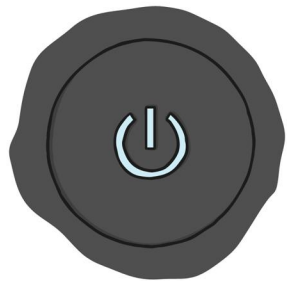
search



date



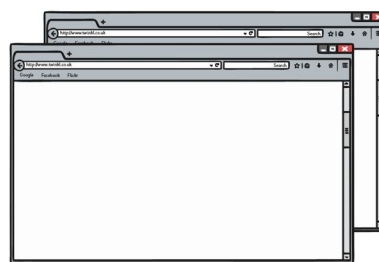
system unit



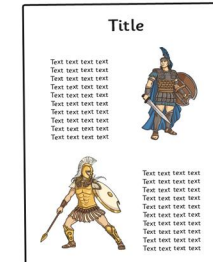
switch



insert



windows



format

Shut down

log off

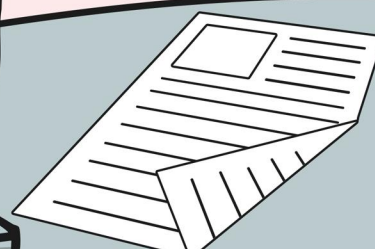
photo



monitor



double sided



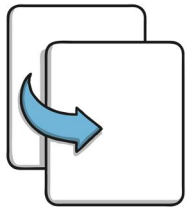
# Presentation Skills



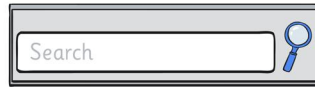
black and white



colour



copy



search



date



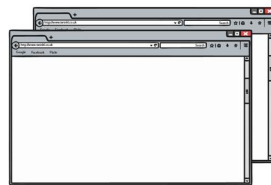
system unit



switch



insert



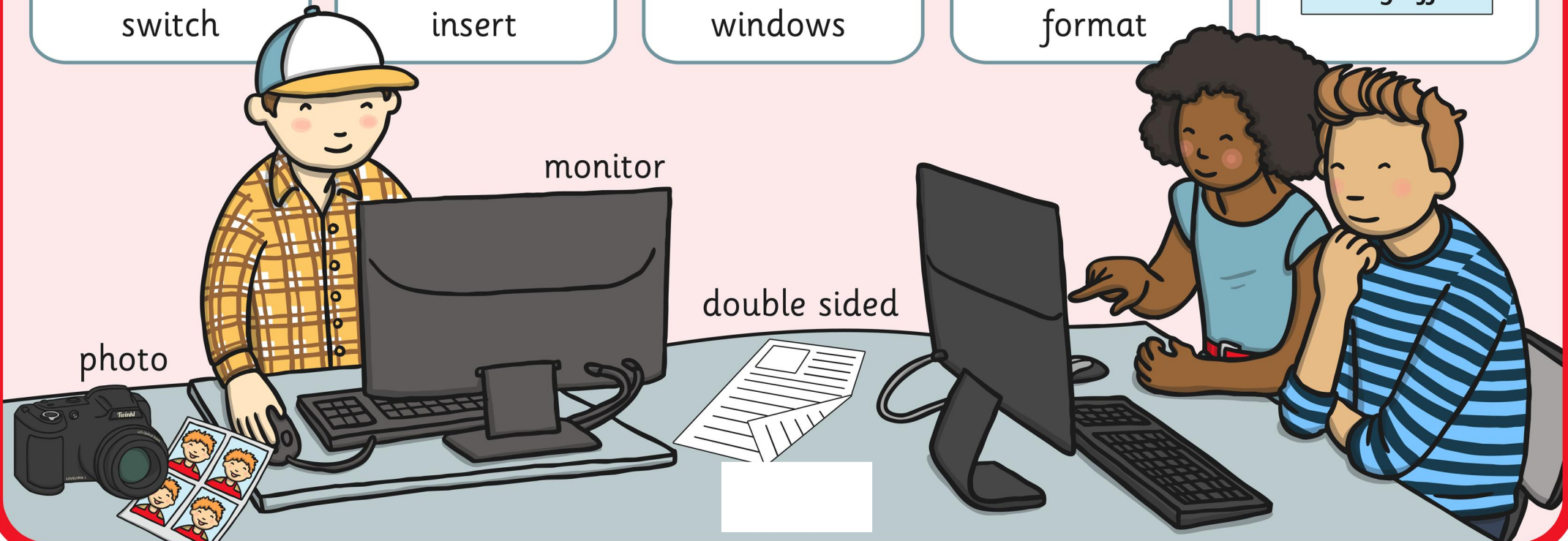
windows



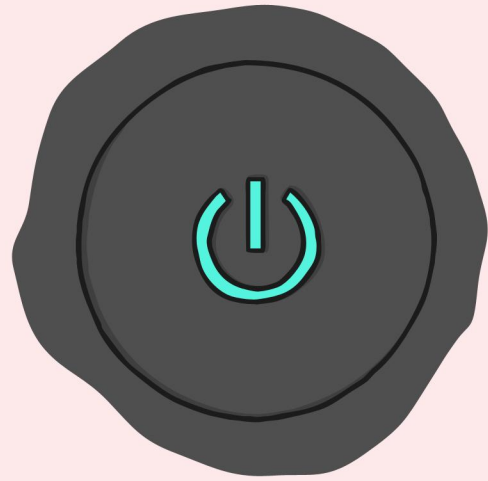
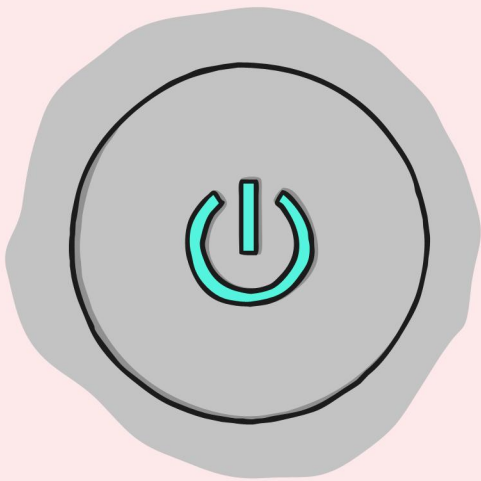
format

Shut down

log off



# Presentation Skills



I can switch on,  
checking the  
monitor first.

# Presentation Skills



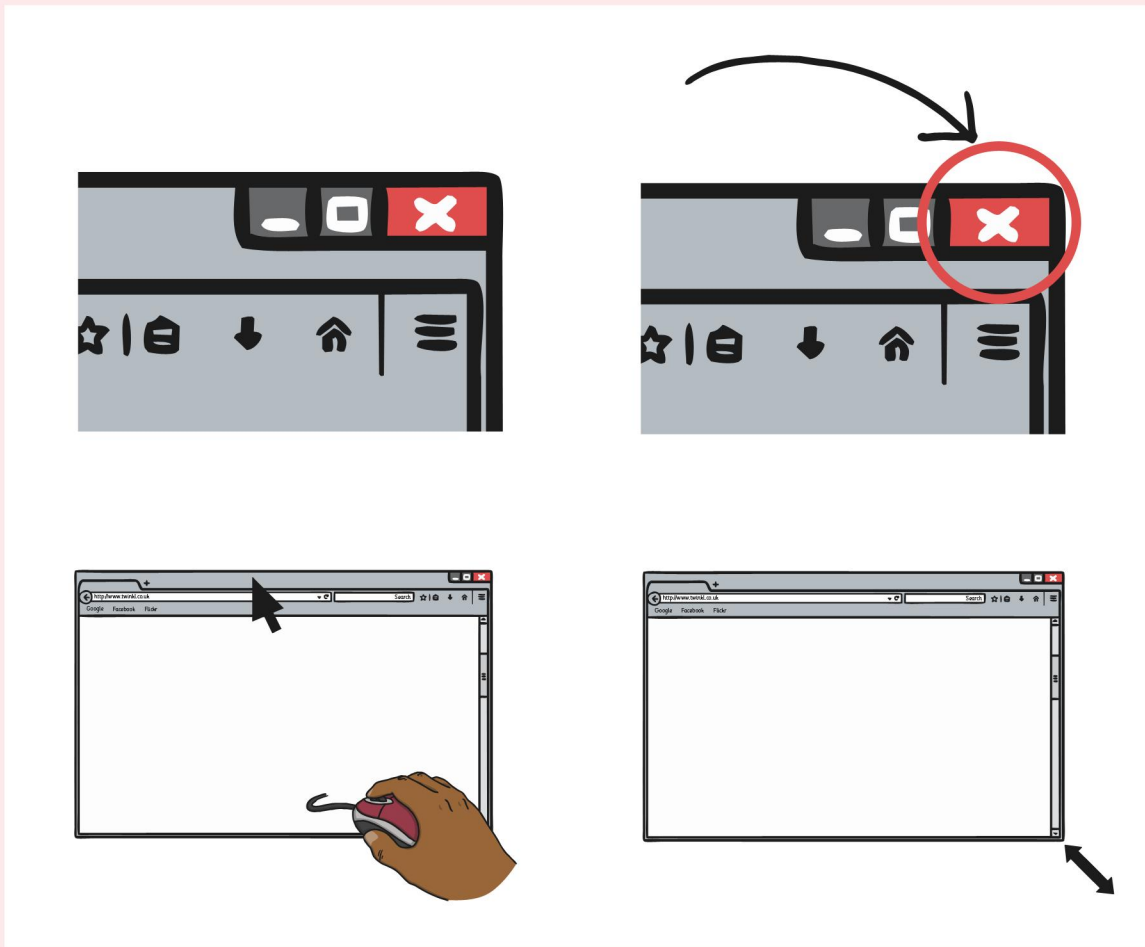
A login form with two input fields: "User Name" and "Password". To the right of the "Password" field is a green circular button with a white arrow pointing to the right.

I can log on and  
log off.



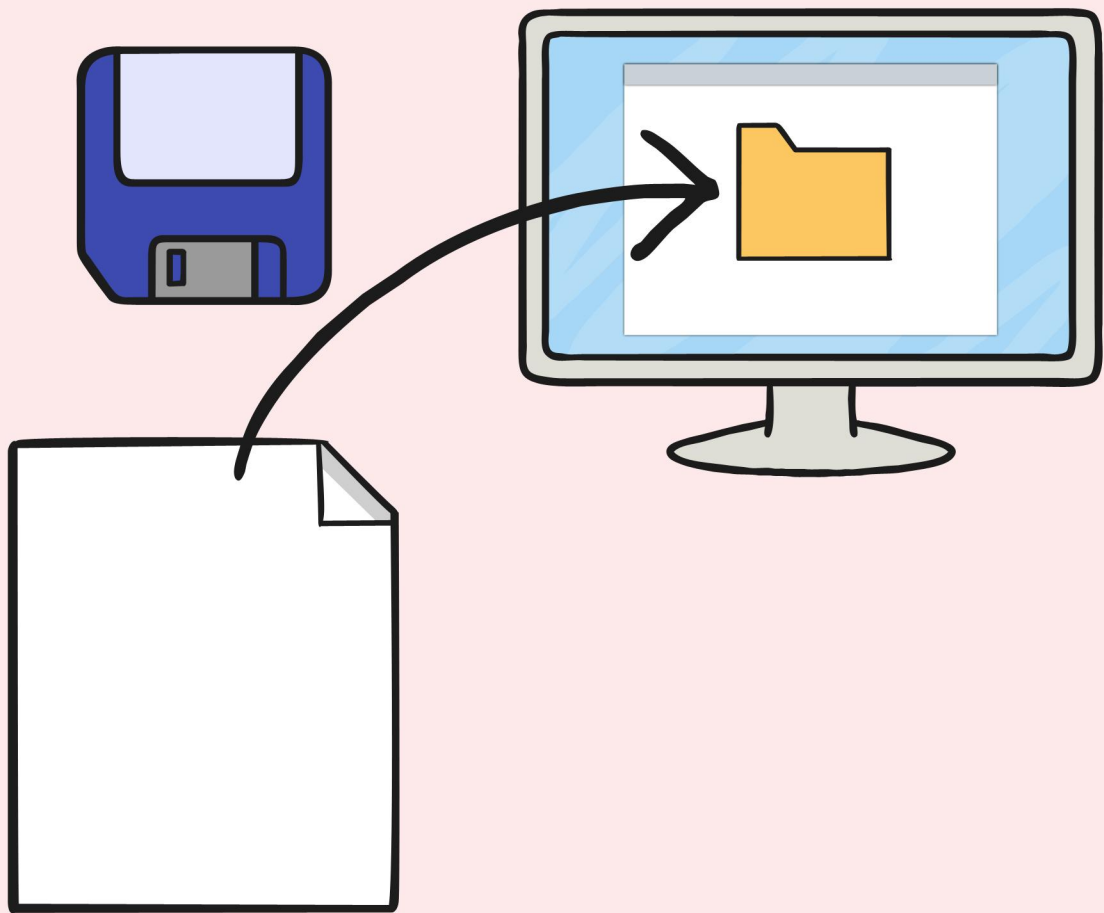


# Presentation Skills

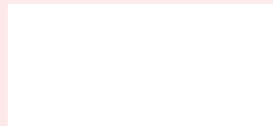


I can manipulate windows.

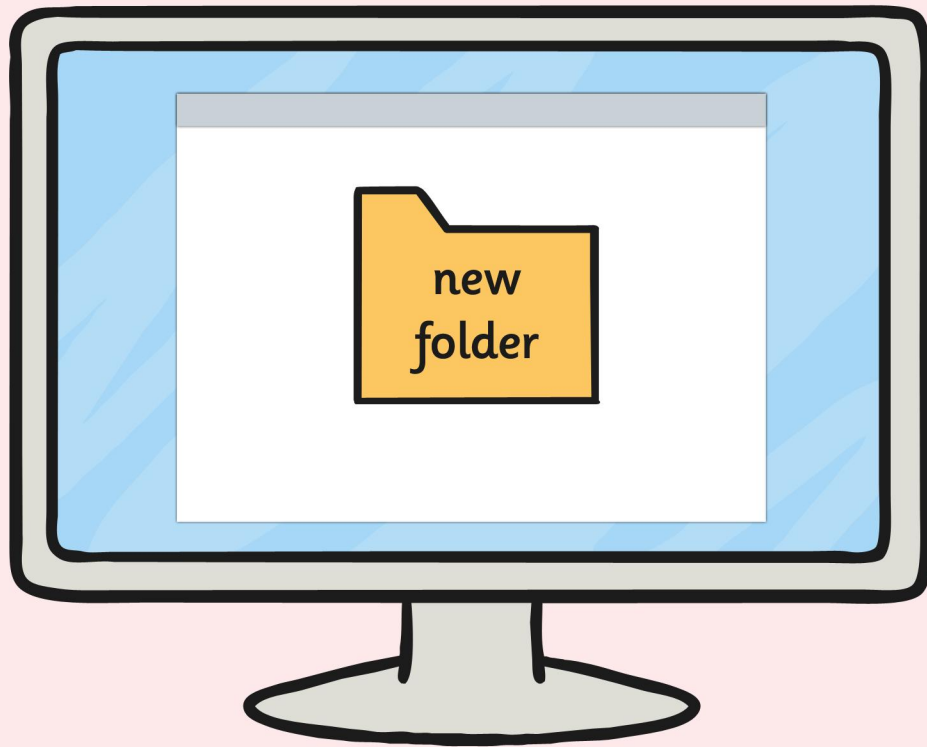
# Presentation Skills



*I can save a file  
in my folder.*



# Presentation Skills



I can create a folder.



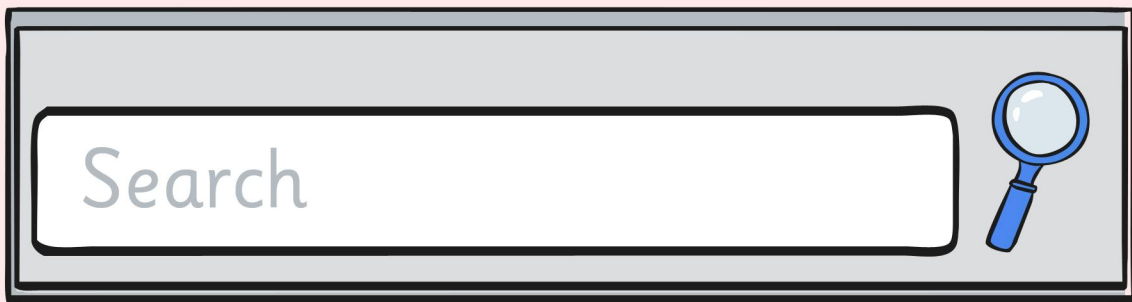
# Presentation Skills

Shut down

I can shut down.

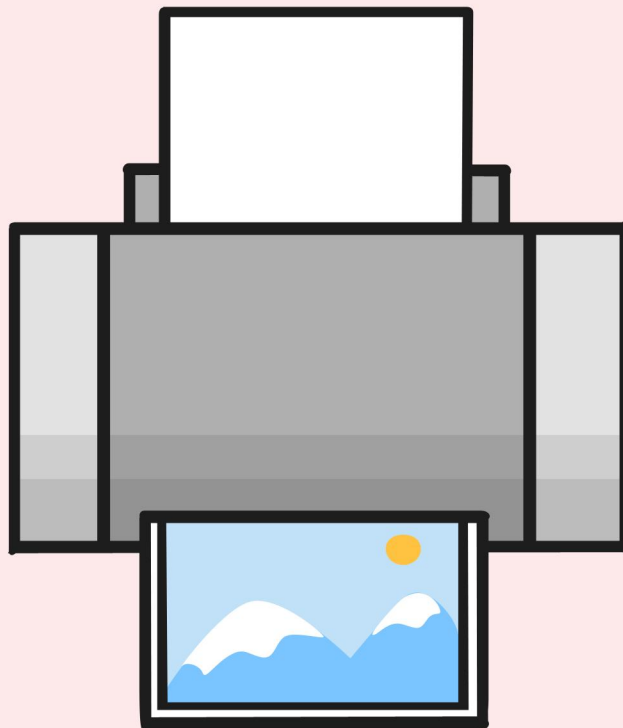


# Presentation Skills

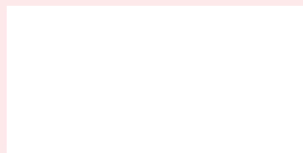


I can search for  
files and  
applications.

# Presentation Skills



I can print using different options.



# Presentation Skills



I can identify the main features of a presentation.



# Presentation Skills

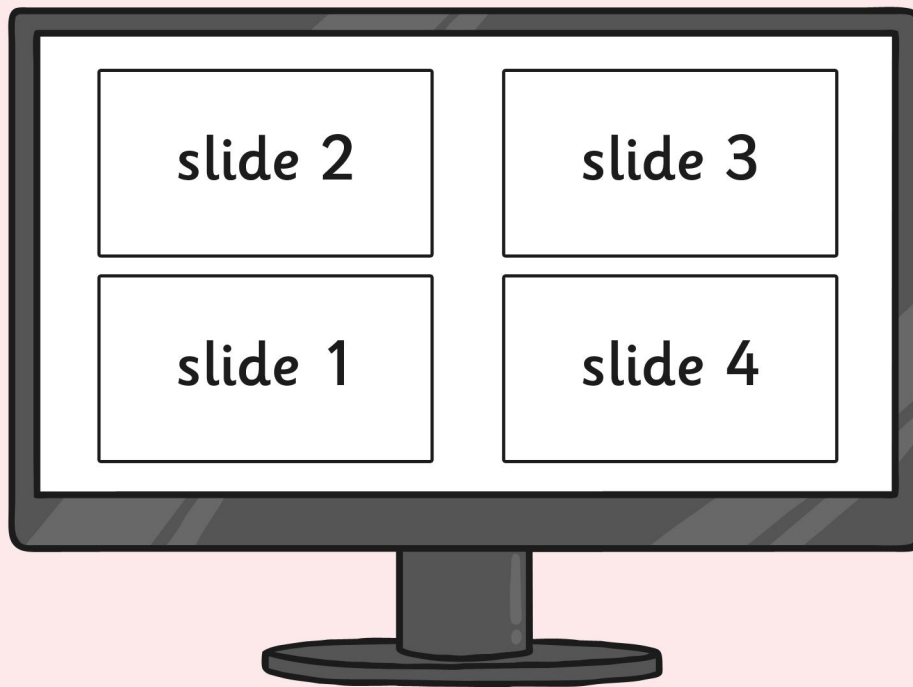


*I can add a new slide.*

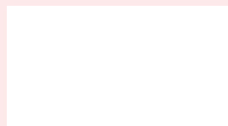




# Presentation Skills



*I can set or change the slide layout.*



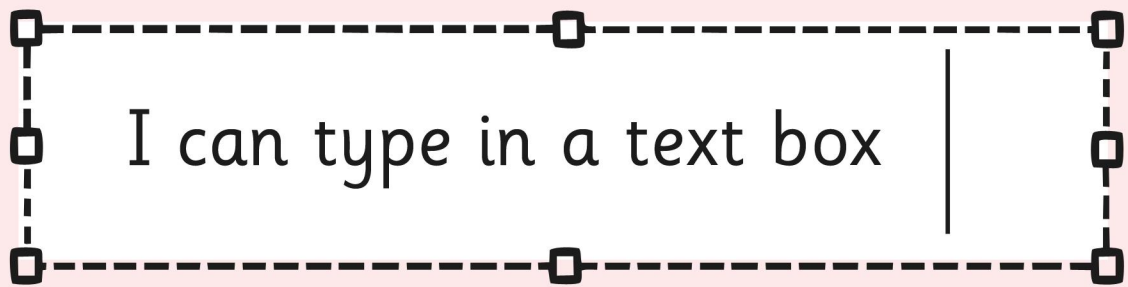
# Presentation Skills

Text box

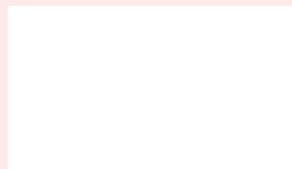
Text box

I can insert a text box.

# Presentation Skills



*I can type in a text box.*



# Presentation Skills

Background

I can change the background.

# Presentation Skills

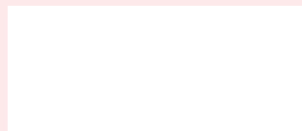
**Outline**

*I can change the outline.*

# Presentation Skills



I can use an appropriate font and colour.

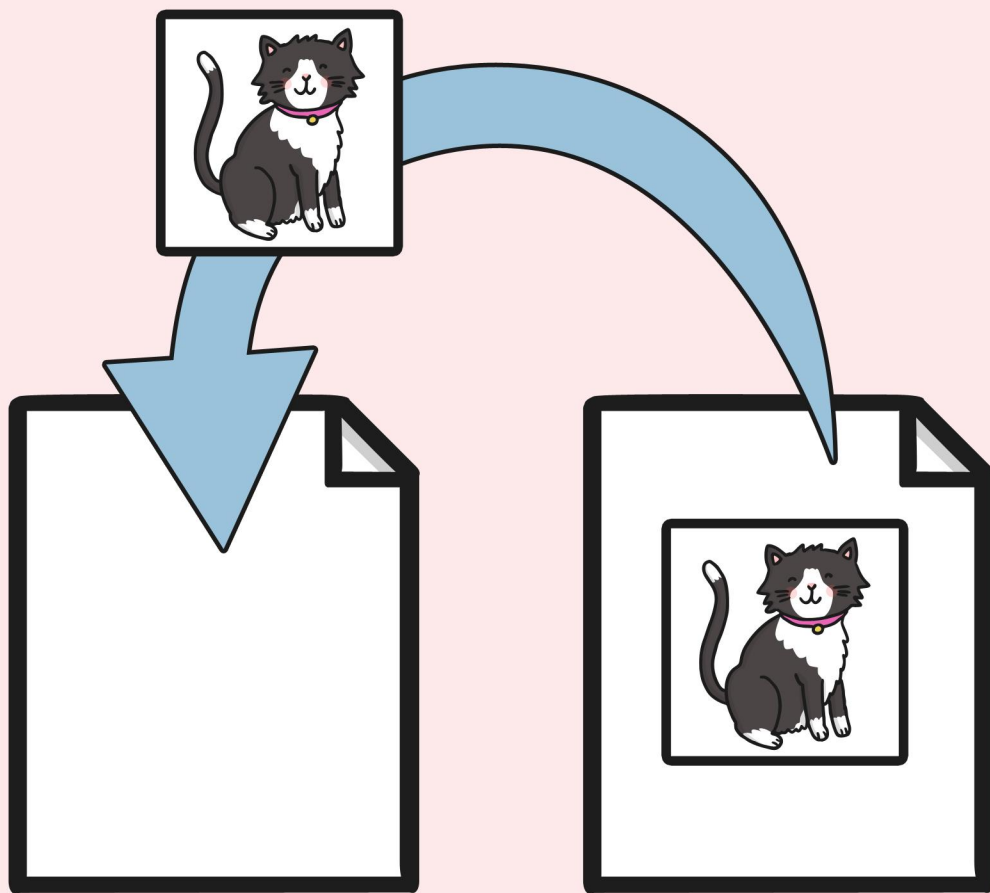


# Presentation Skills



I can insert an image from a folder.

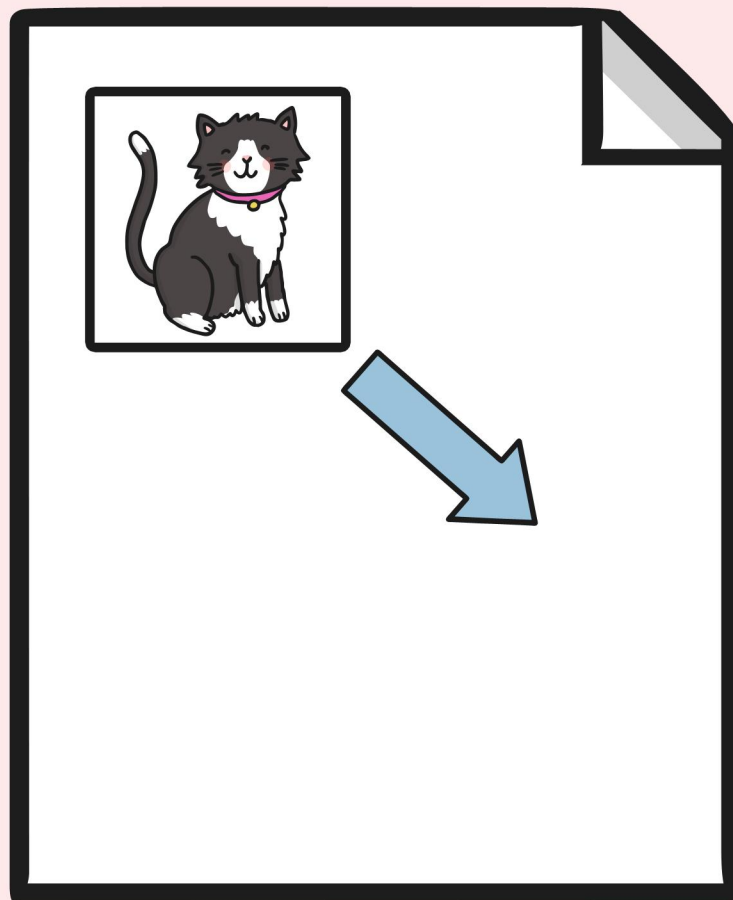
# Presentation Skills



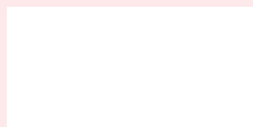
I can copy an image from another source.



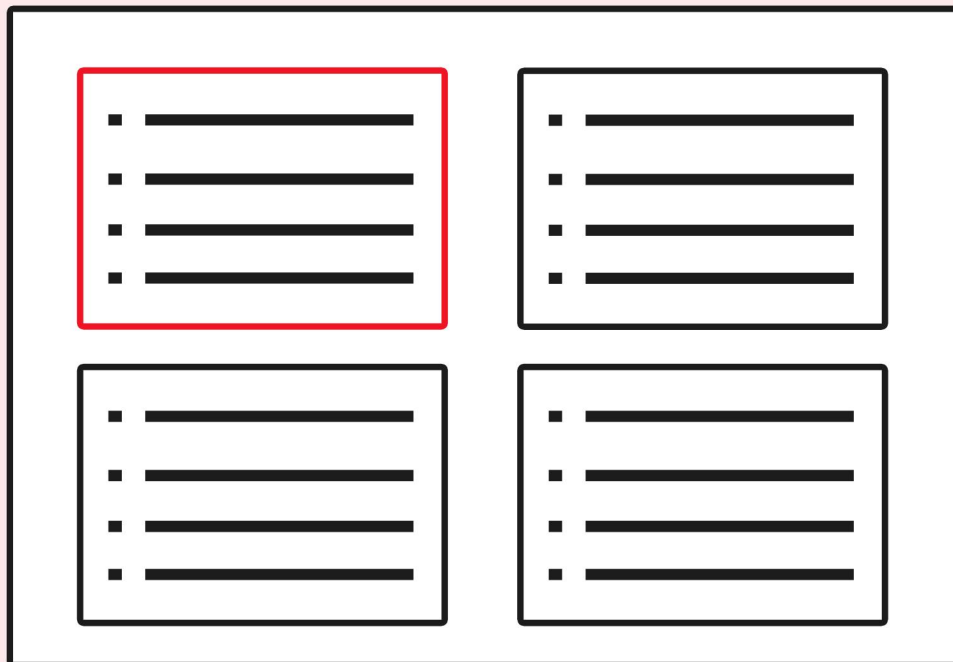
# Presentation Skills



*I can resize an image.*



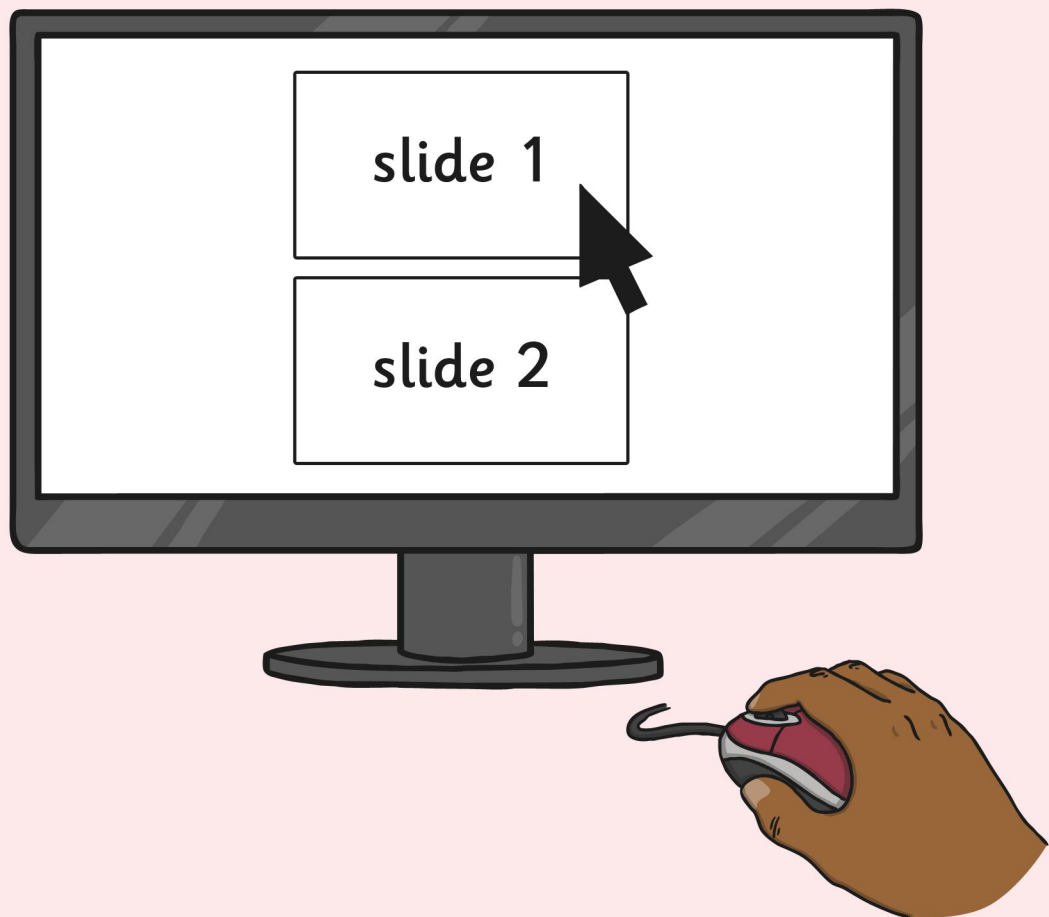
# Presentation Skills



I can access  
Slide Sorter View.

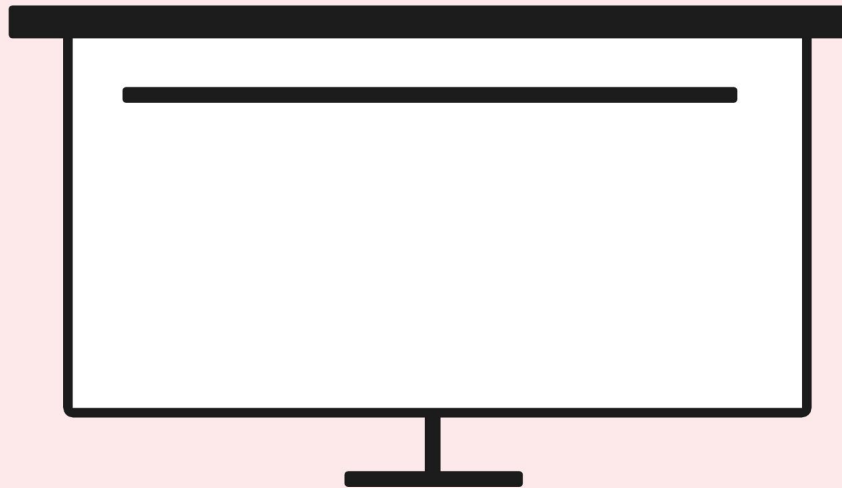


# Presentation Skills

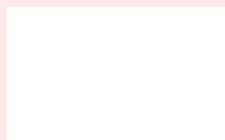


*I can drag slides  
to reorder.*

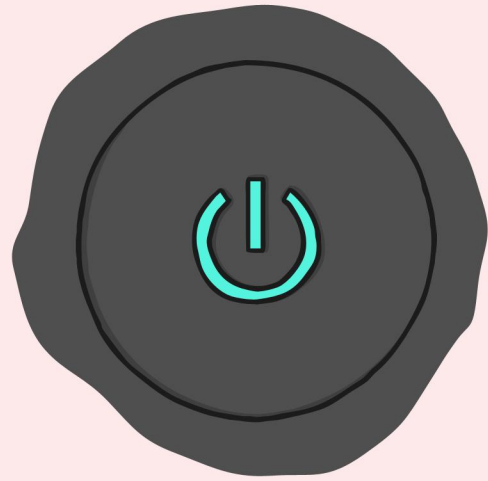
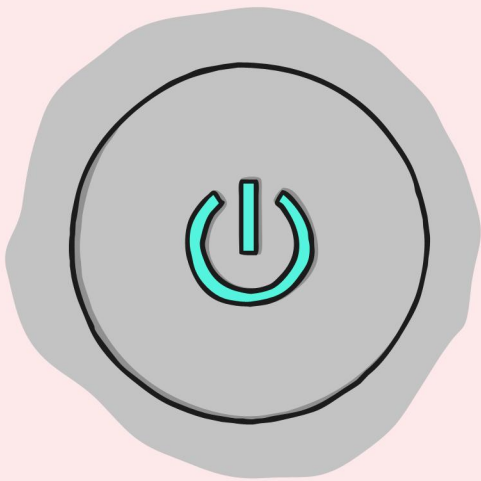
# Presentation Skills



I can use different options to present.



# Presentation Skills



I can switch on,  
checking the  
monitor first.

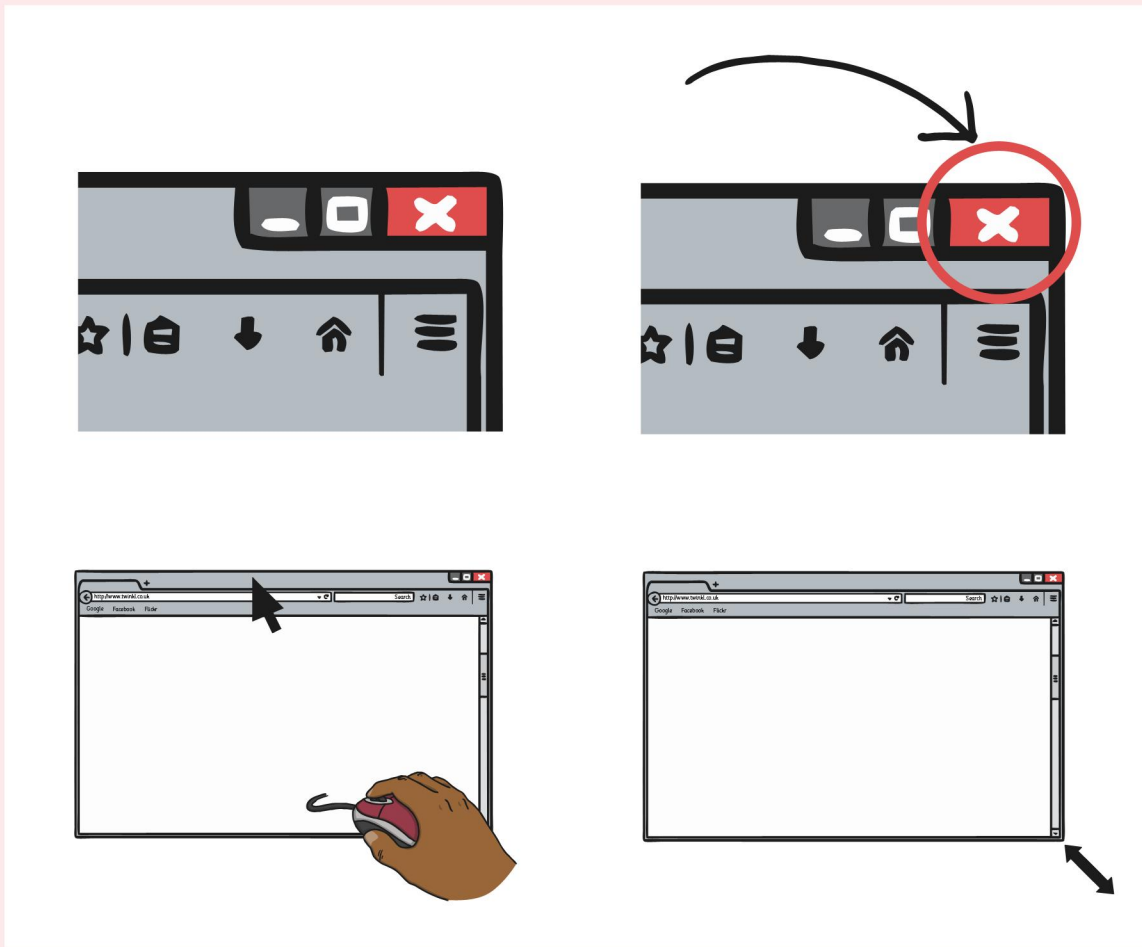
# Presentation Skills



A login form with two input fields: "User Name" and "Password". To the right of the "Password" field is a green circular button with a white arrow pointing to the right.

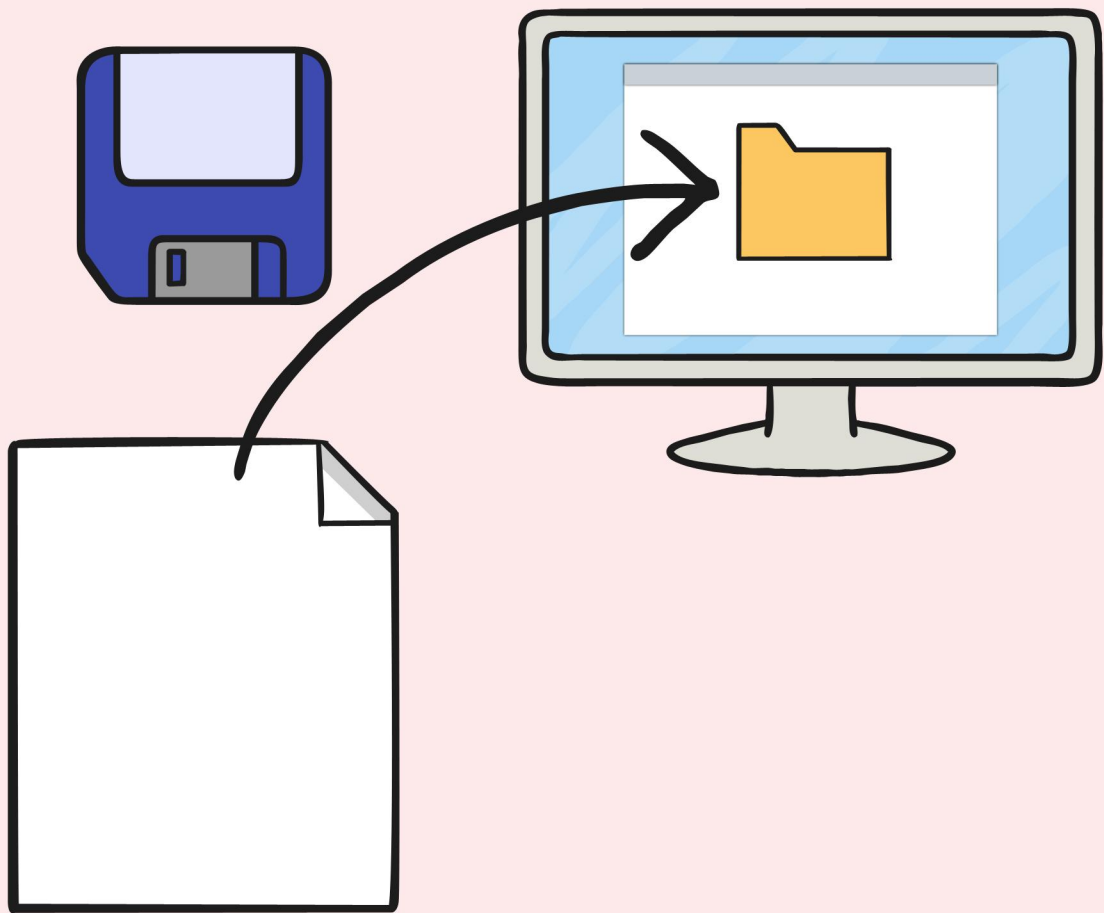
I can log on and  
log off.

# Presentation Skills

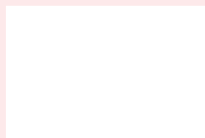


I can manipulate windows.

# Presentation Skills

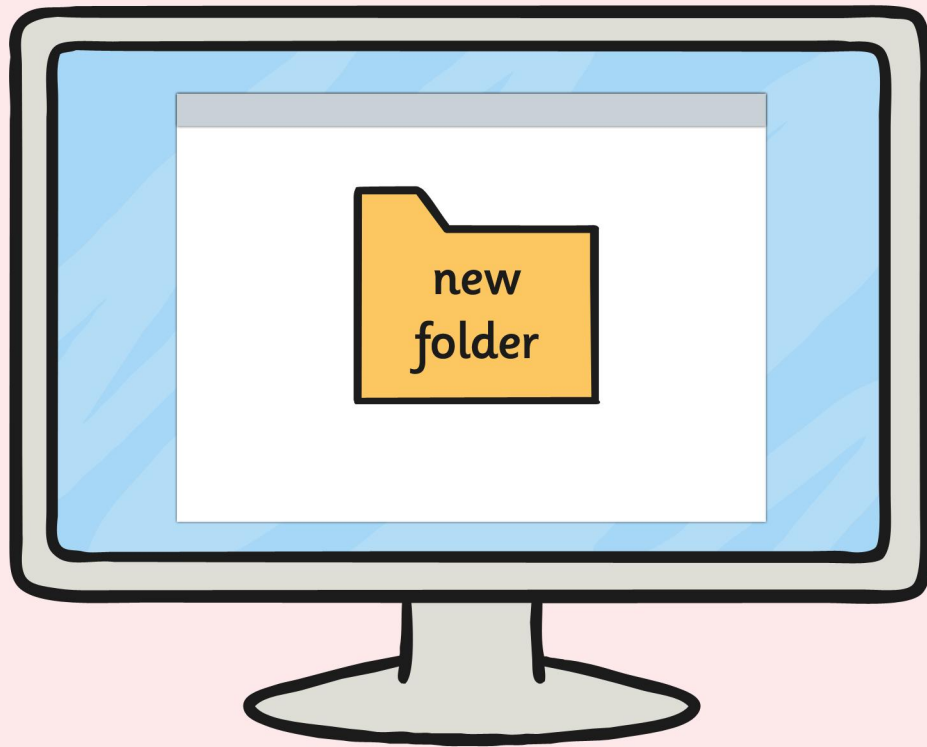


I can save a file  
in my folder.





# Presentation Skills



I can create a folder.

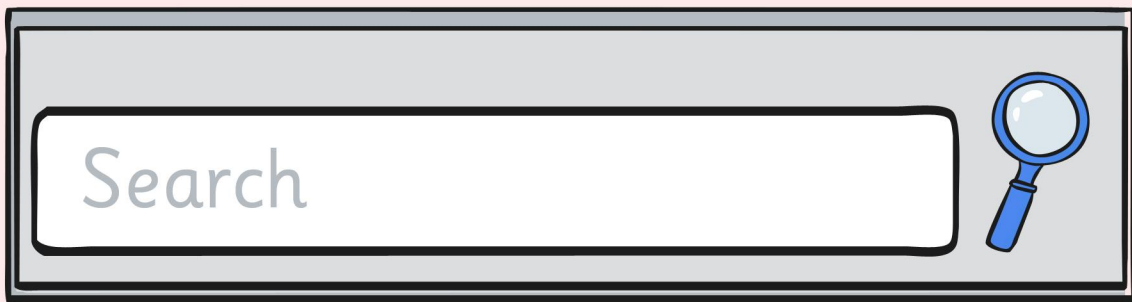


# Presentation Skills

Shut down

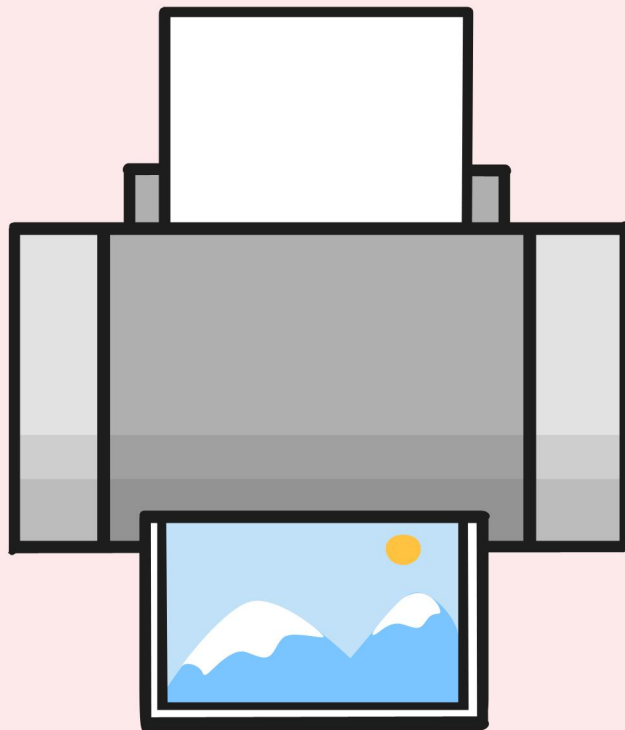
I can shut down.

# Presentation Skills



I can search for files and applications.

# Presentation Skills



I can print using different options.

# Presentation Skills



I can identify  
the main  
features of a  
presentation.

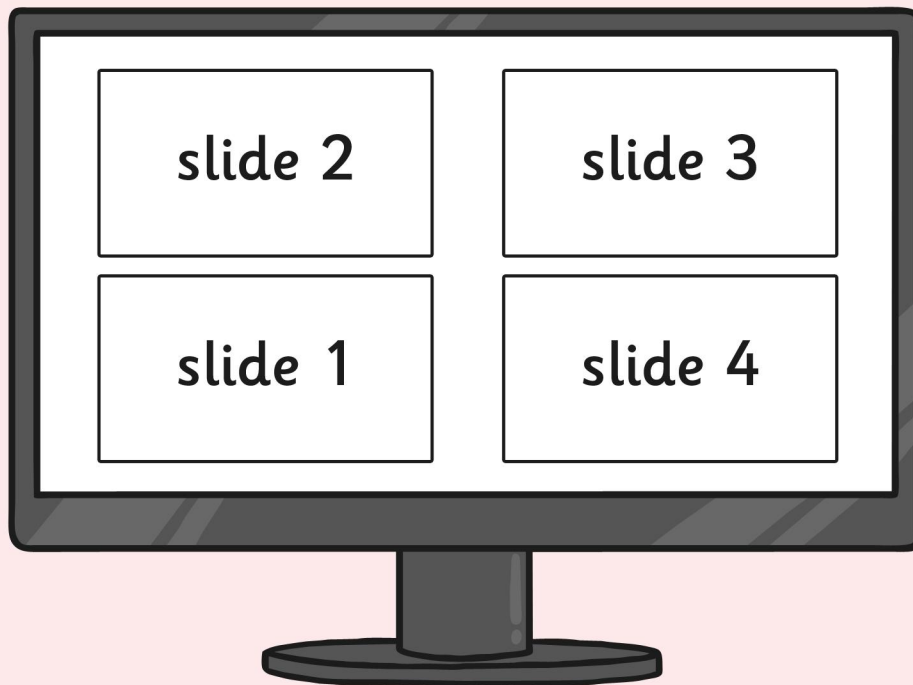
# Presentation Skills



I can add a new slide.



# Presentation Skills



*I can set or  
change the  
slide layout.*

# Presentation Skills

Text box

Text box

I can insert a text box.



# Presentation Skills



*I can type in a  
text box.*



# Presentation Skills



Background

I can change the background.

# Presentation Skills

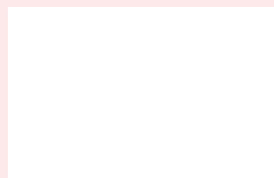
**Outline**

*I can change the outline.*

# Presentation Skills



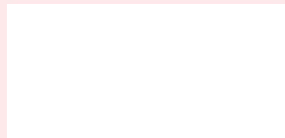
I can use an appropriate font and colour.



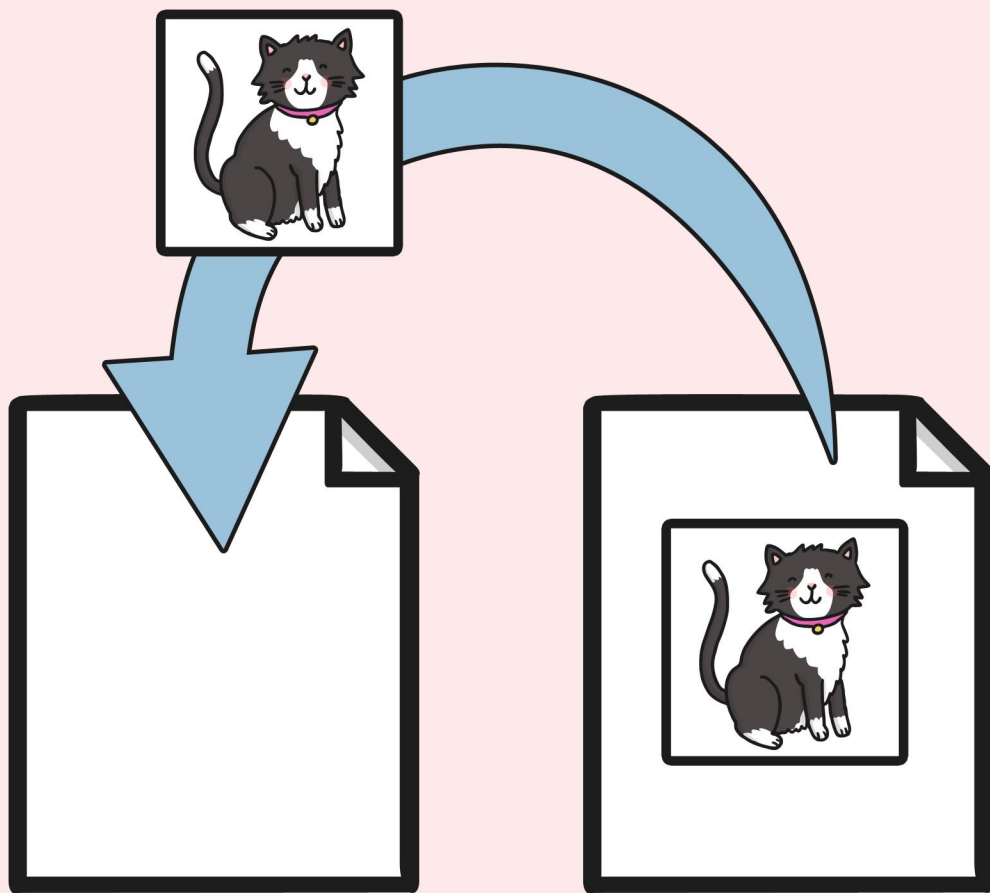
# Presentation Skills



I can insert an image from a folder.

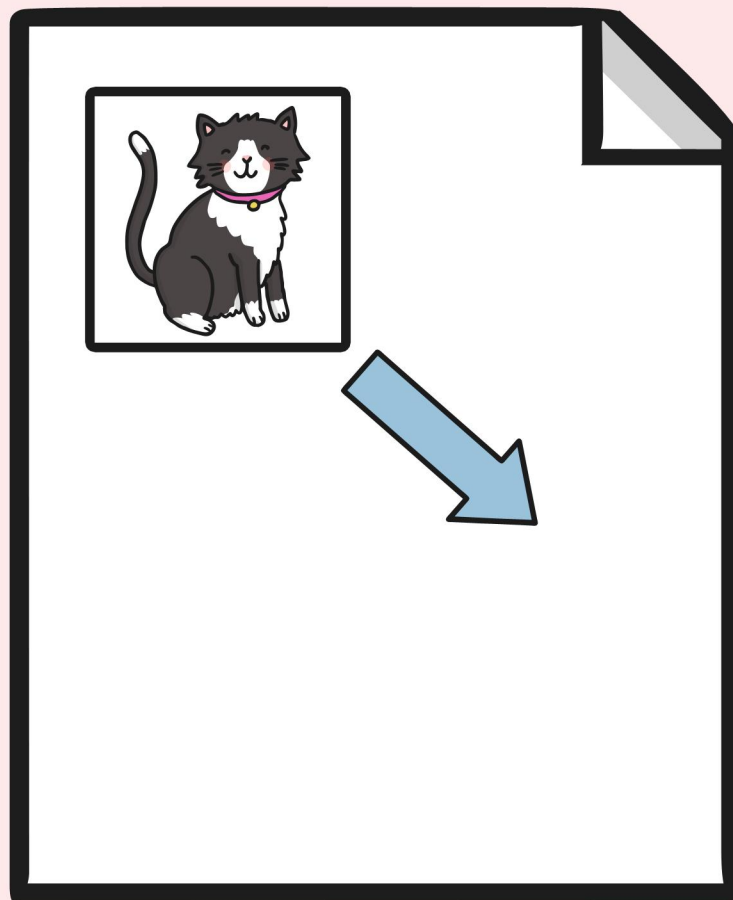


# Presentation Skills

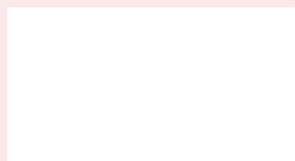


I can copy an  
image from  
another source.

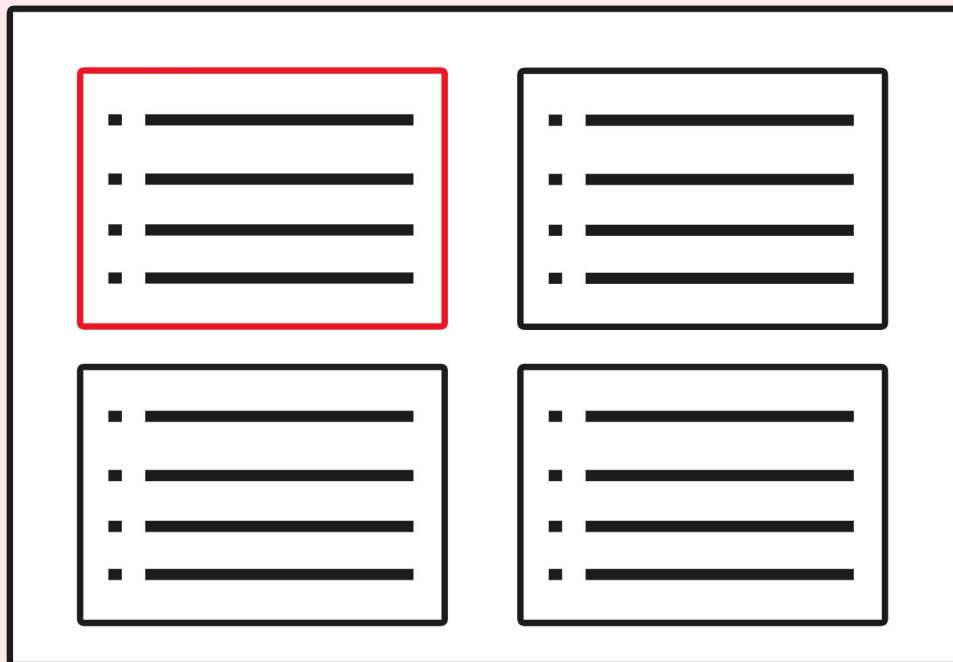
# Presentation Skills



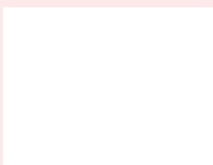
*I can resize an image.*



# Presentation Skills

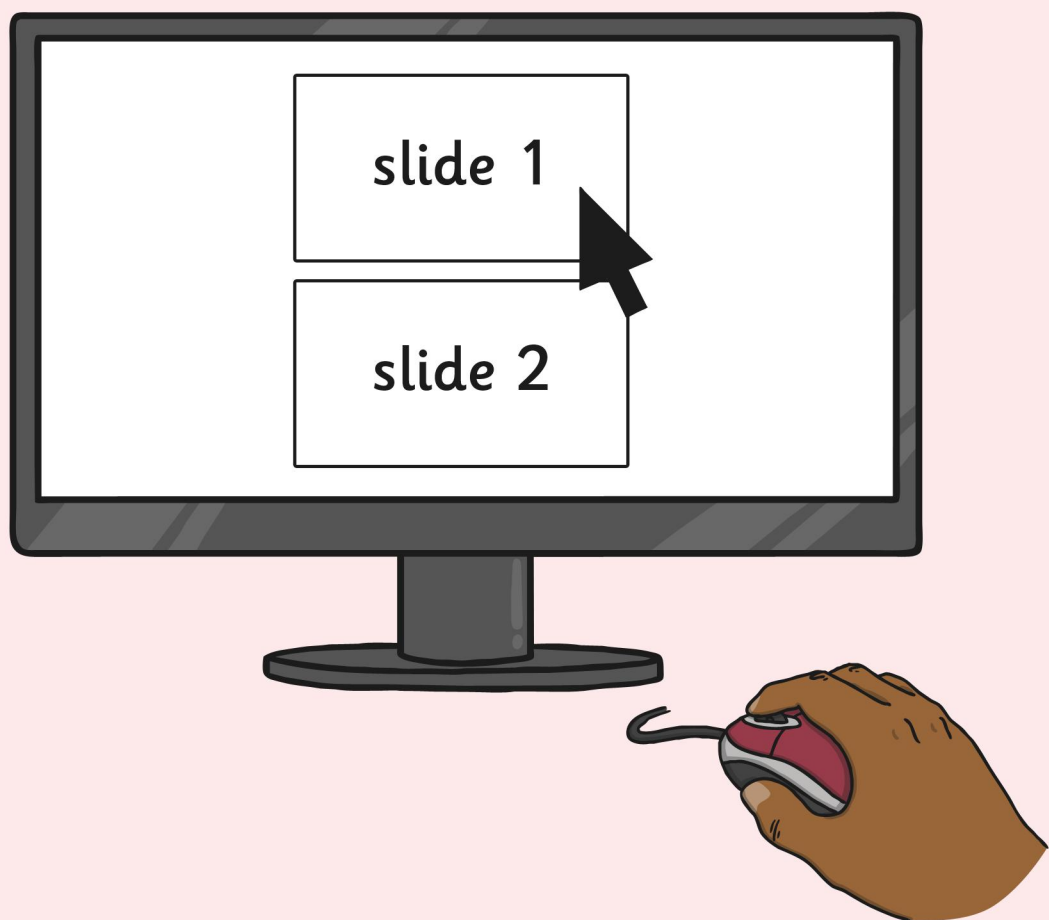


I can access  
Slide Sorter View.



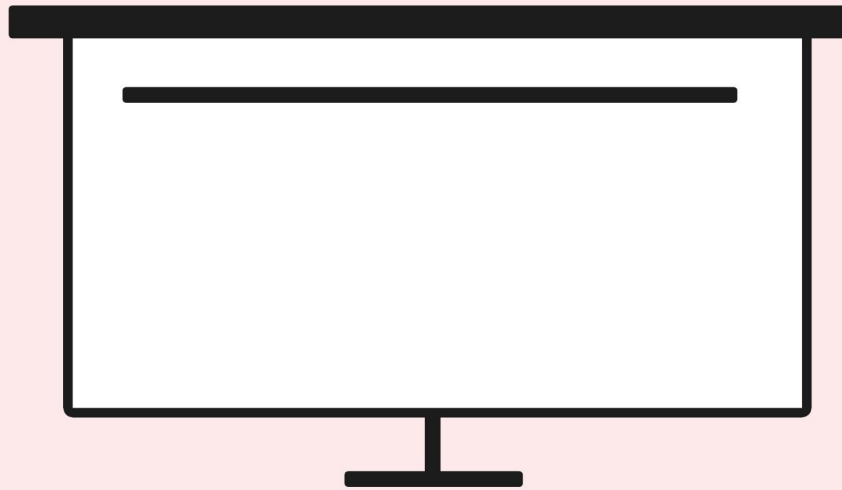


# Presentation Skills

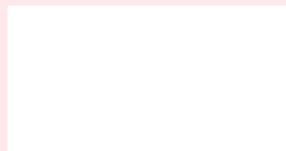


I can drag  
slides  
to reorder.

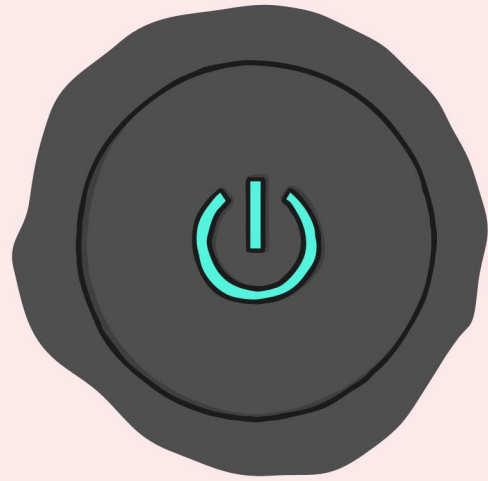
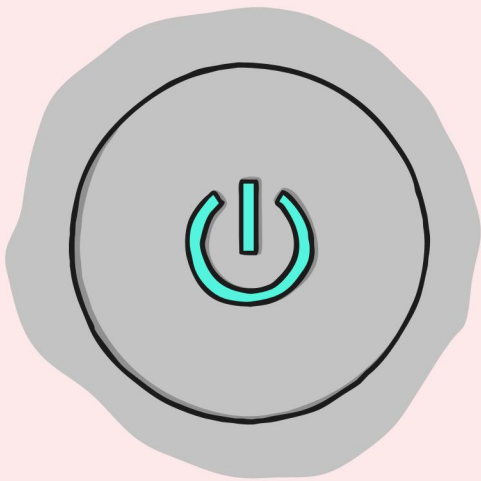
# Presentation Skills



I can use  
different options  
to present.



# Presentation Skills



I can switch on, checking the monitor first.

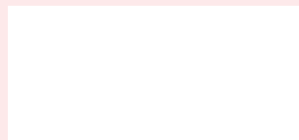


# Presentation Skills

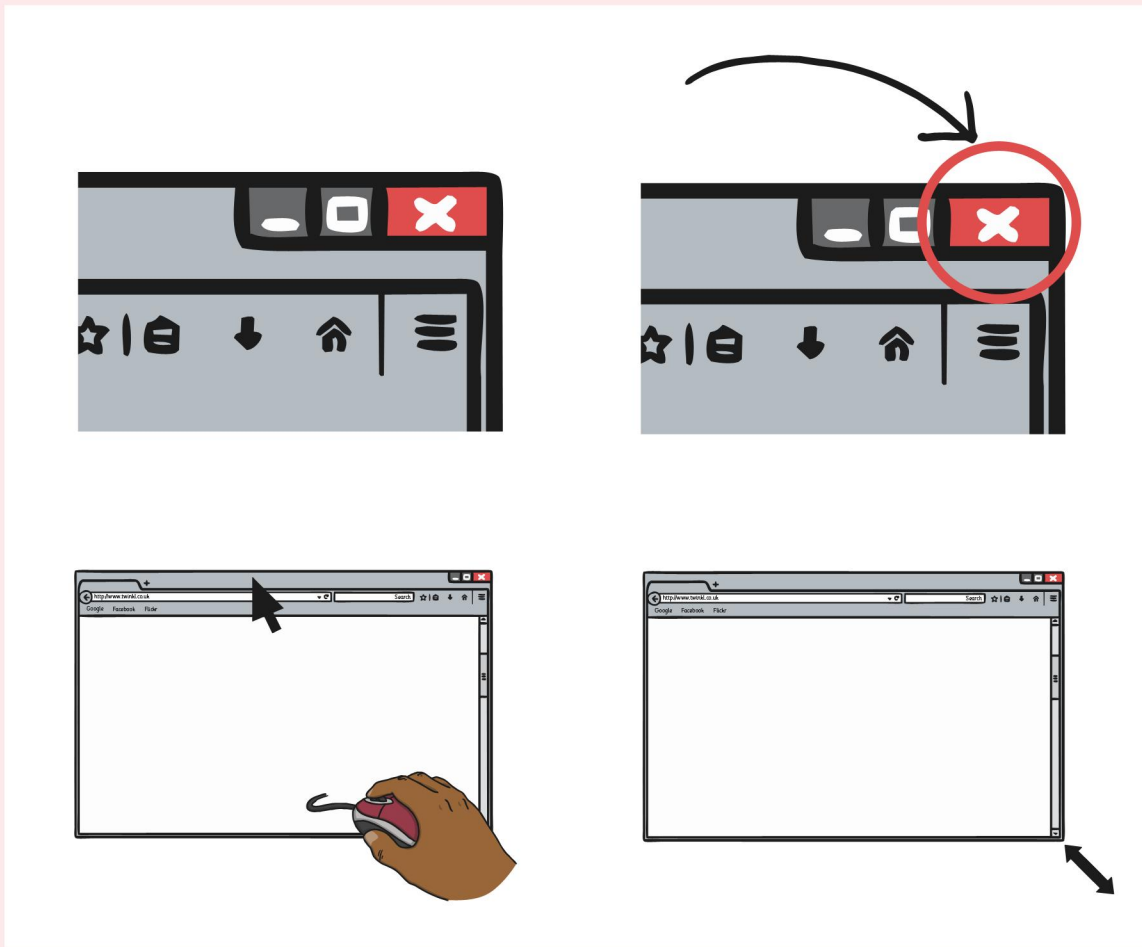


A login form with two input fields: "User Name" and "Password". To the right of the "Password" field is a green circular button with a white arrow pointing to the right.

I can log on and log off.

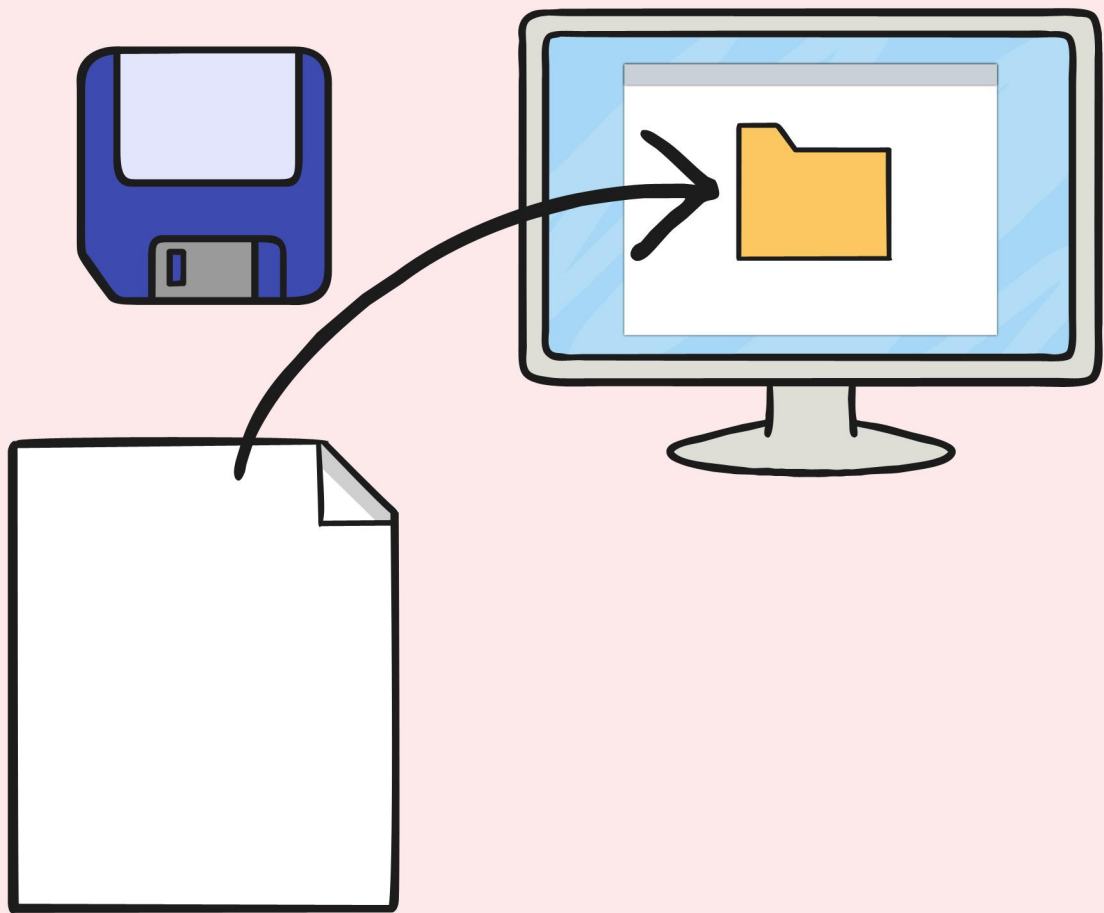


# Presentation Skills

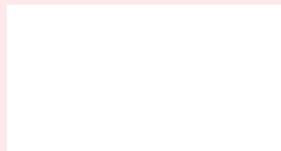


I can manipulate windows.

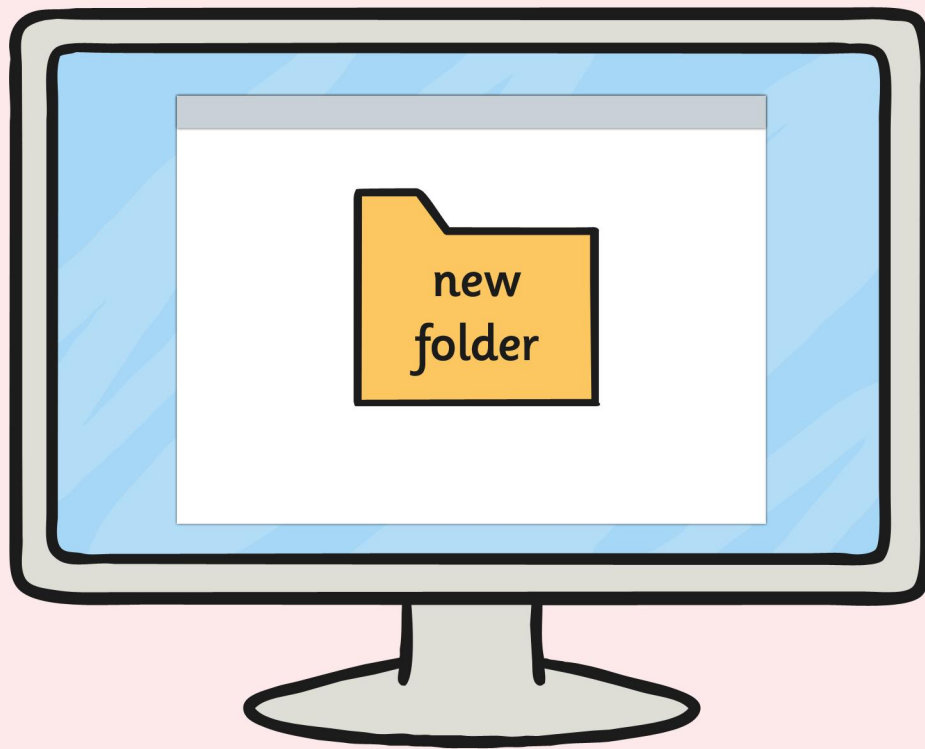
# Presentation Skills



I can save a file in my folder.



# Presentation Skills



I can create a folder.

# Presentation Skills

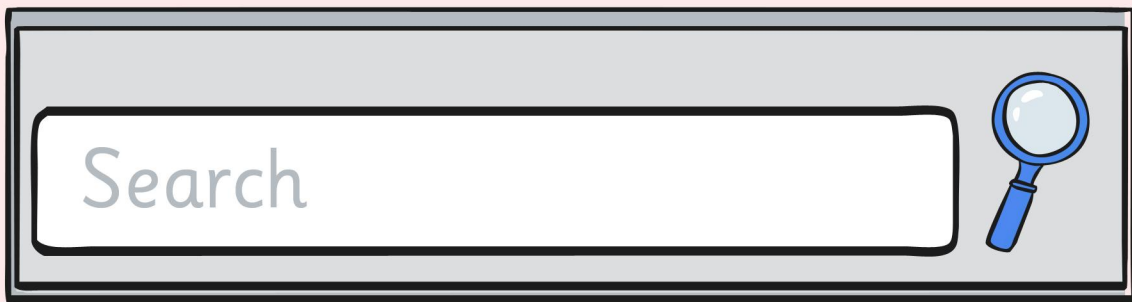
Shut down

I can shut down.



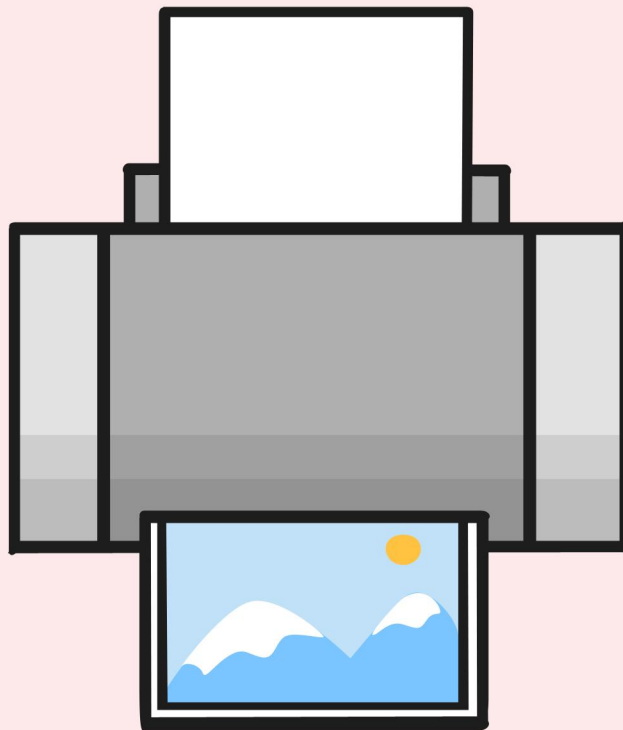


# Presentation Skills



**I can search for files  
and applications.**

# Presentation Skills



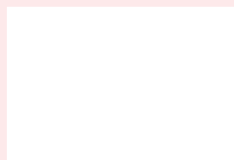
I can print using different options.



# Presentation Skills



I can identify the main features of a presentation.

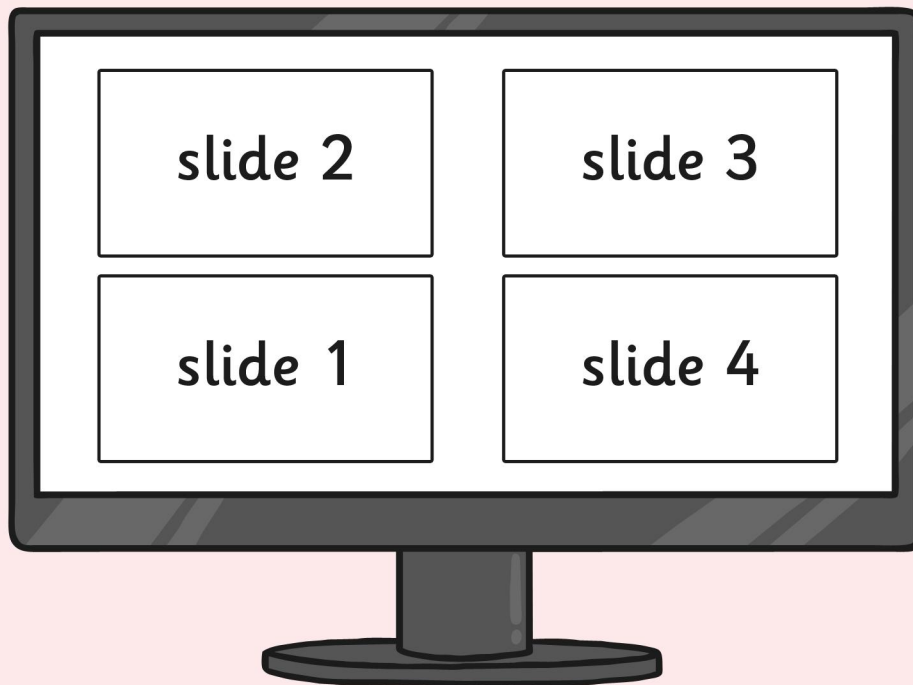


# Presentation Skills



I can add a new slide.

# Presentation Skills



**I can set or change the slide layout.**

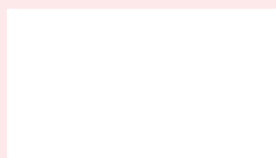
# Presentation Skills

Text box

Text box



**I can insert a text box.**



# Presentation Skills



**I can type in a text box.**



# Presentation Skills



Background

I can change the background.





# Presentation Skills

**Outline**

**I can change the  
outline.**

# Presentation Skills



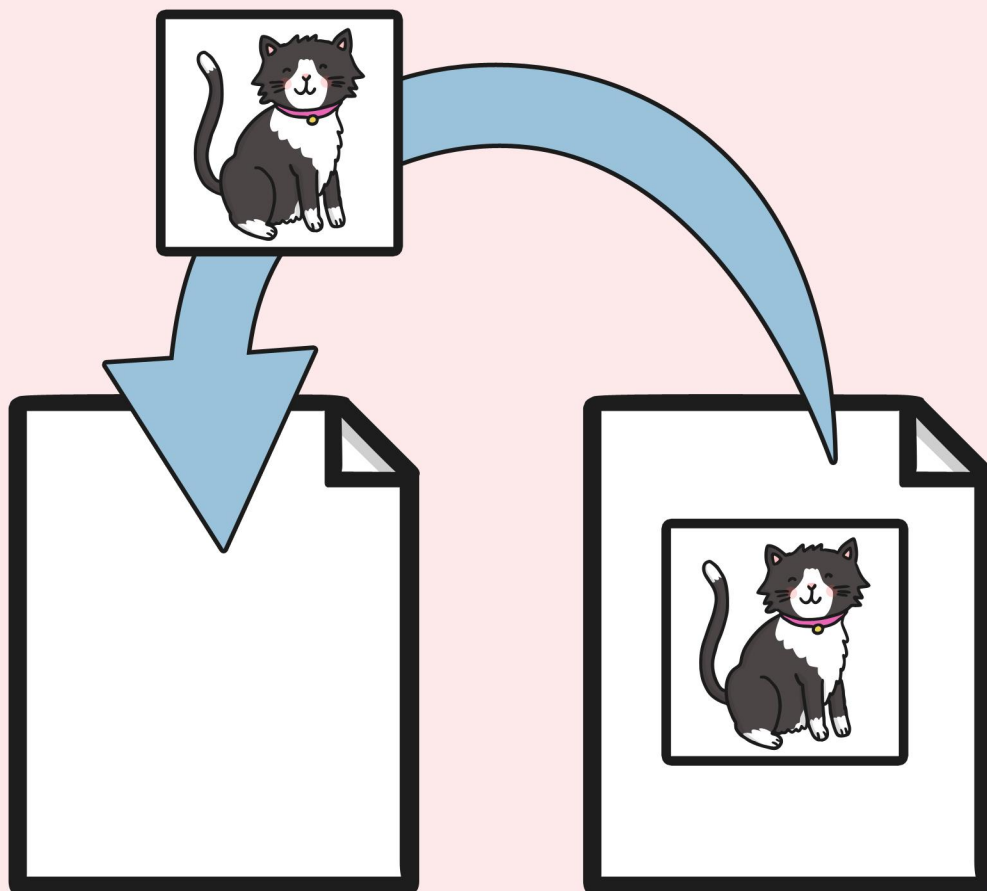
I can use an appropriate font and colour.

# Presentation Skills



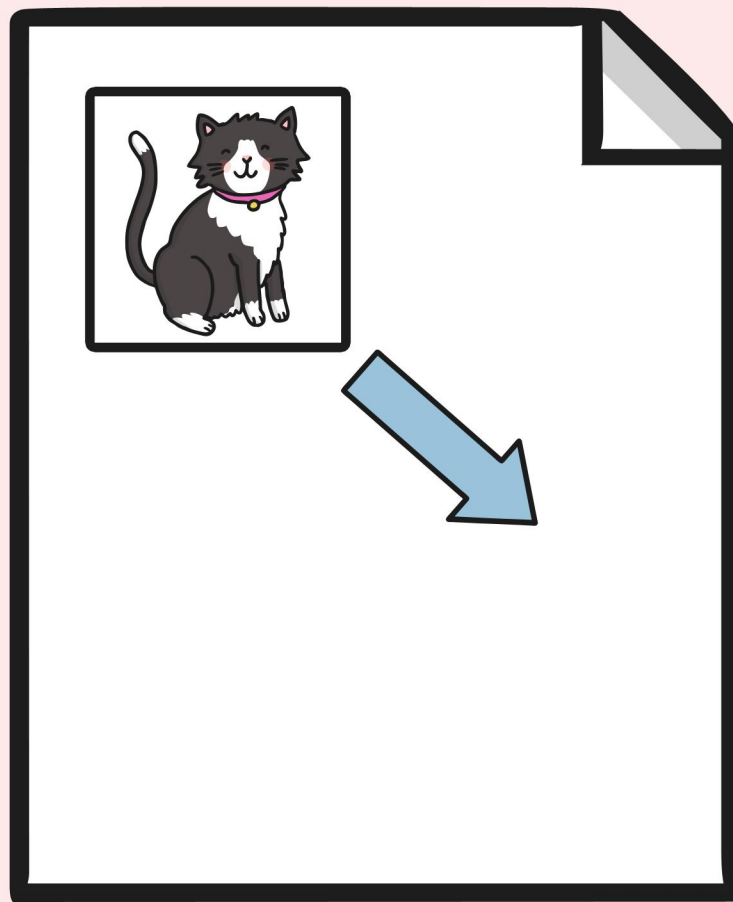
I can insert an image  
from a folder.

# Presentation Skills



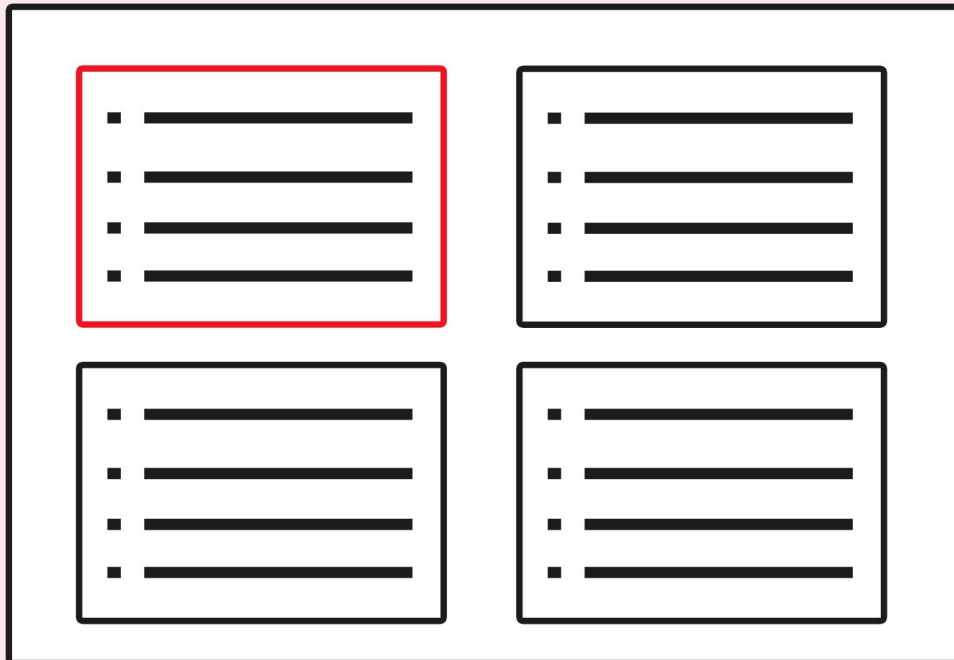
I can copy an image from another source.

# Presentation Skills



**I can resize an image.**

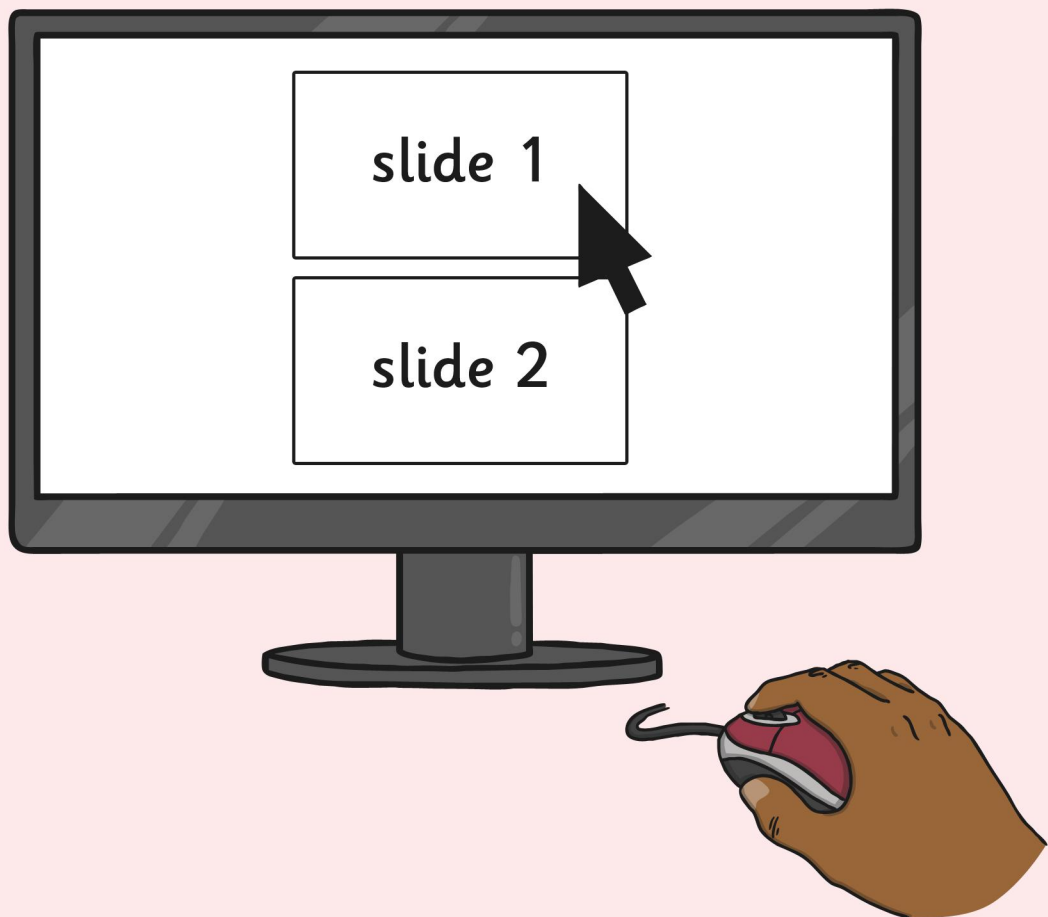
# Presentation Skills



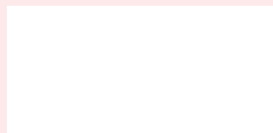
**I can access  
Slide Sorter View.**



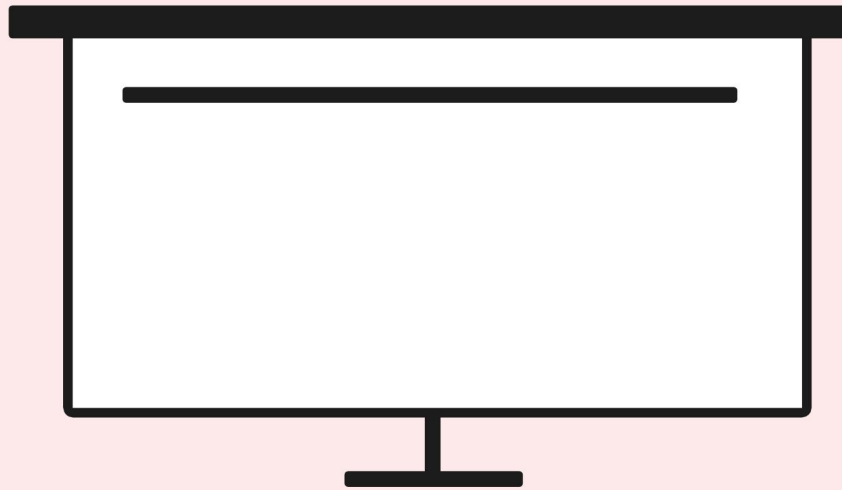
# Presentation Skills



**I can drag slides  
to reorder.**

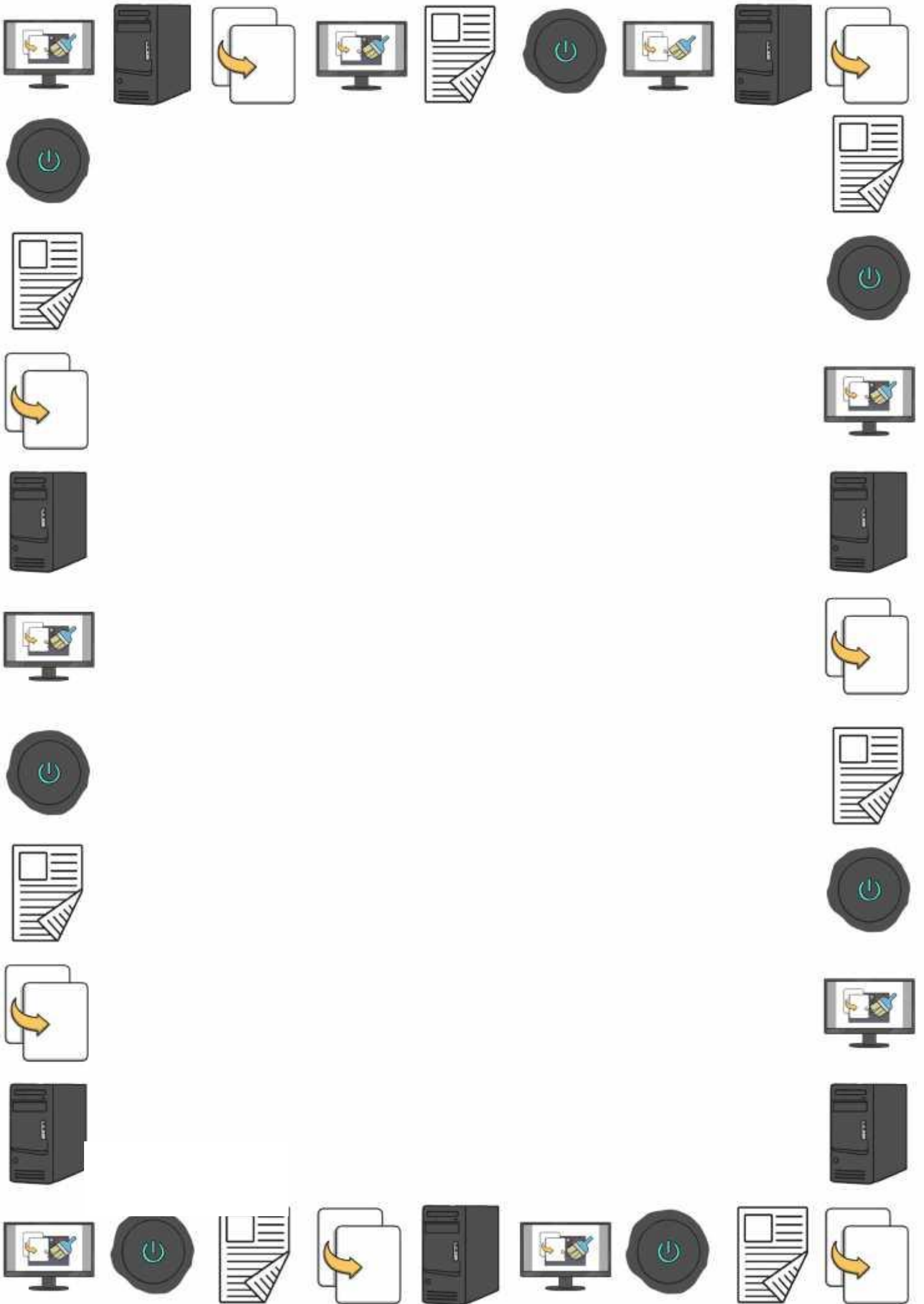


# Presentation Skills



**I can use different options to present.**







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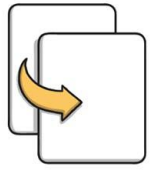
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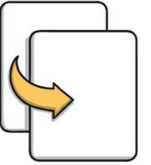
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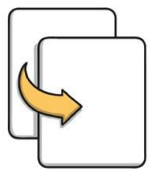
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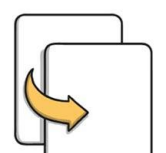
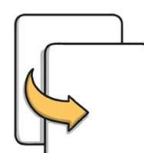
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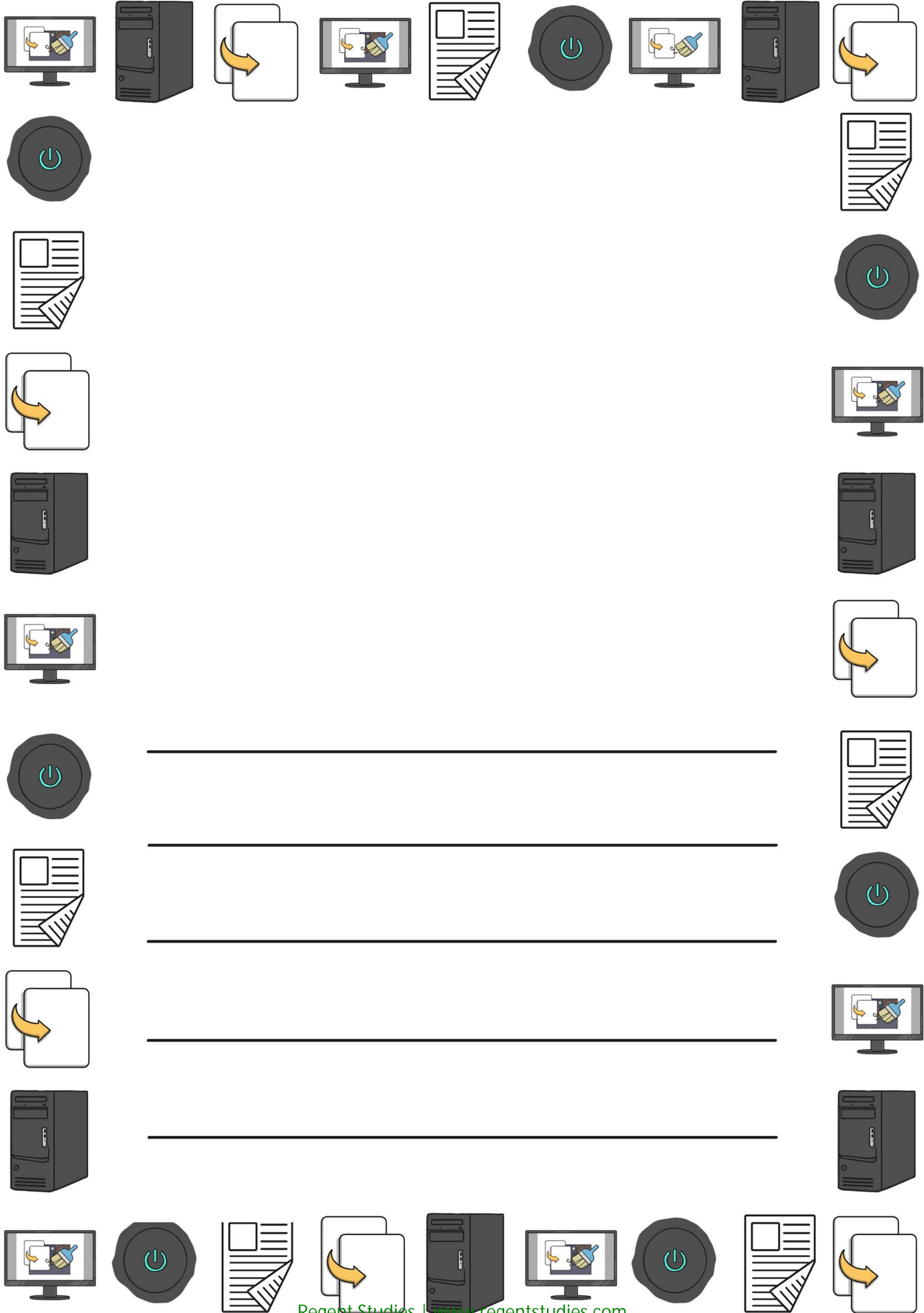


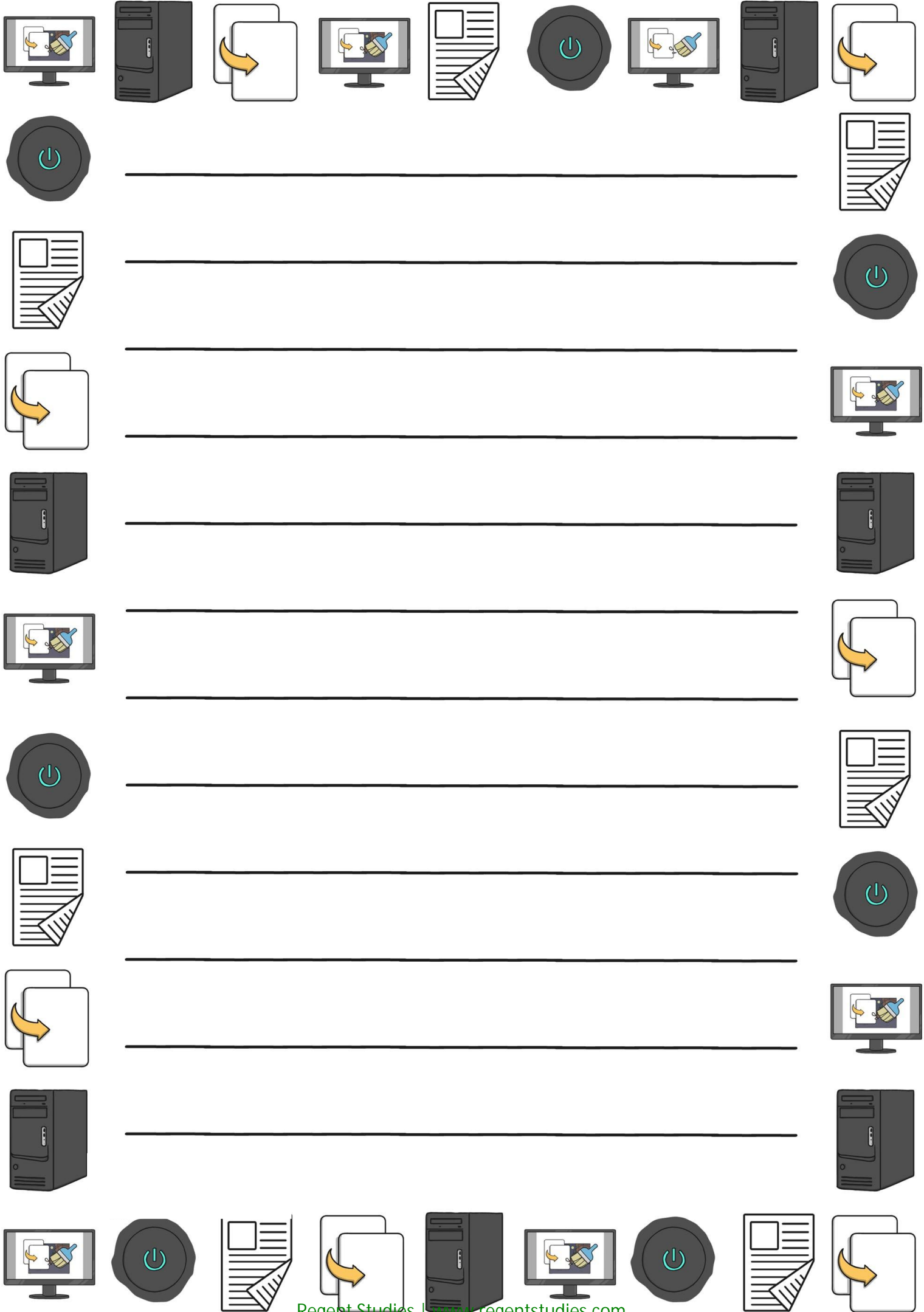
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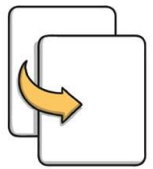
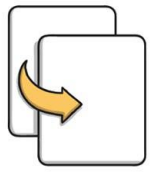
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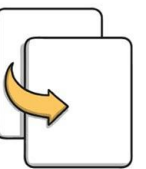
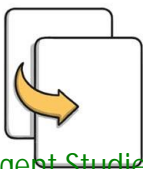
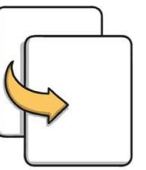


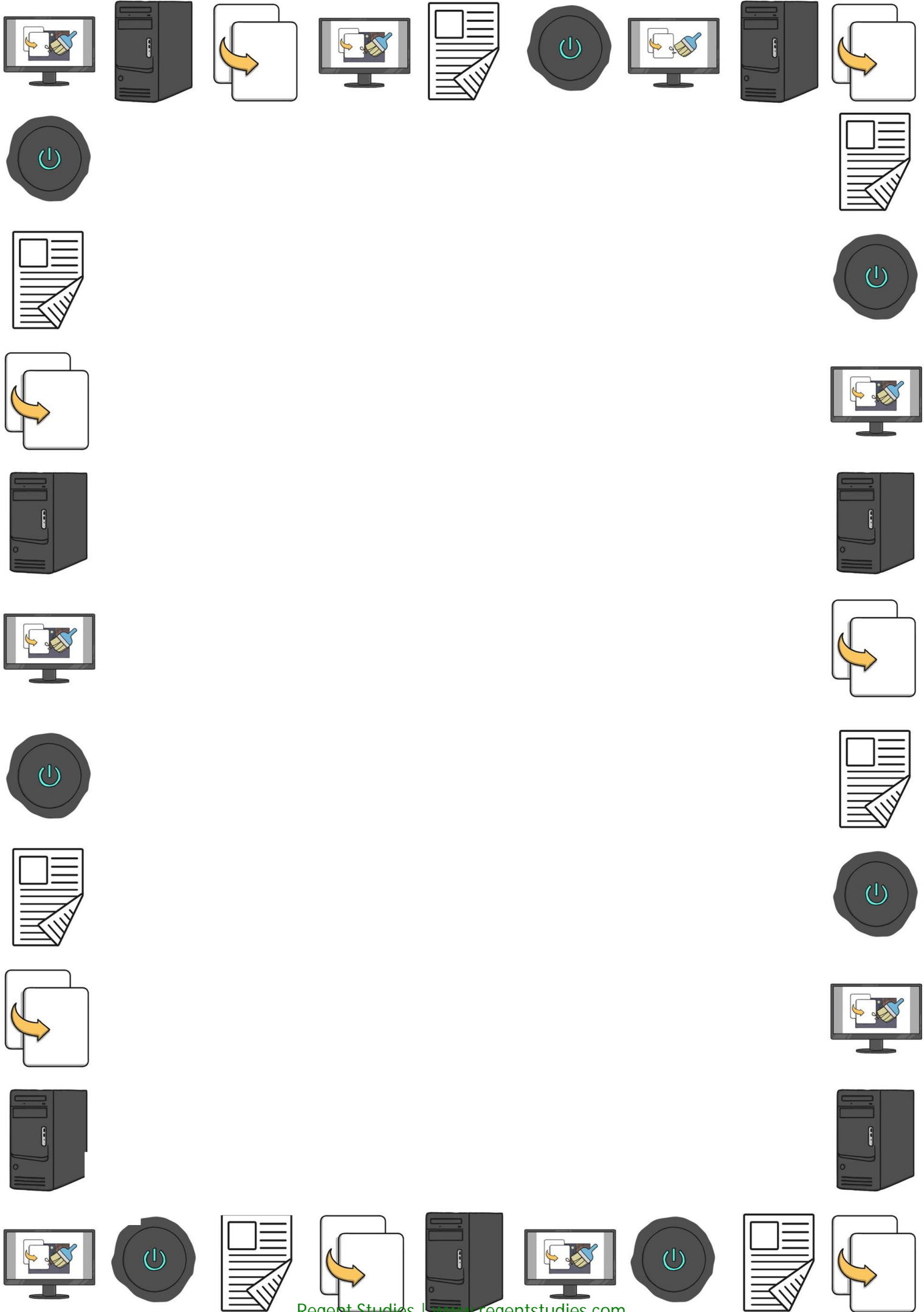


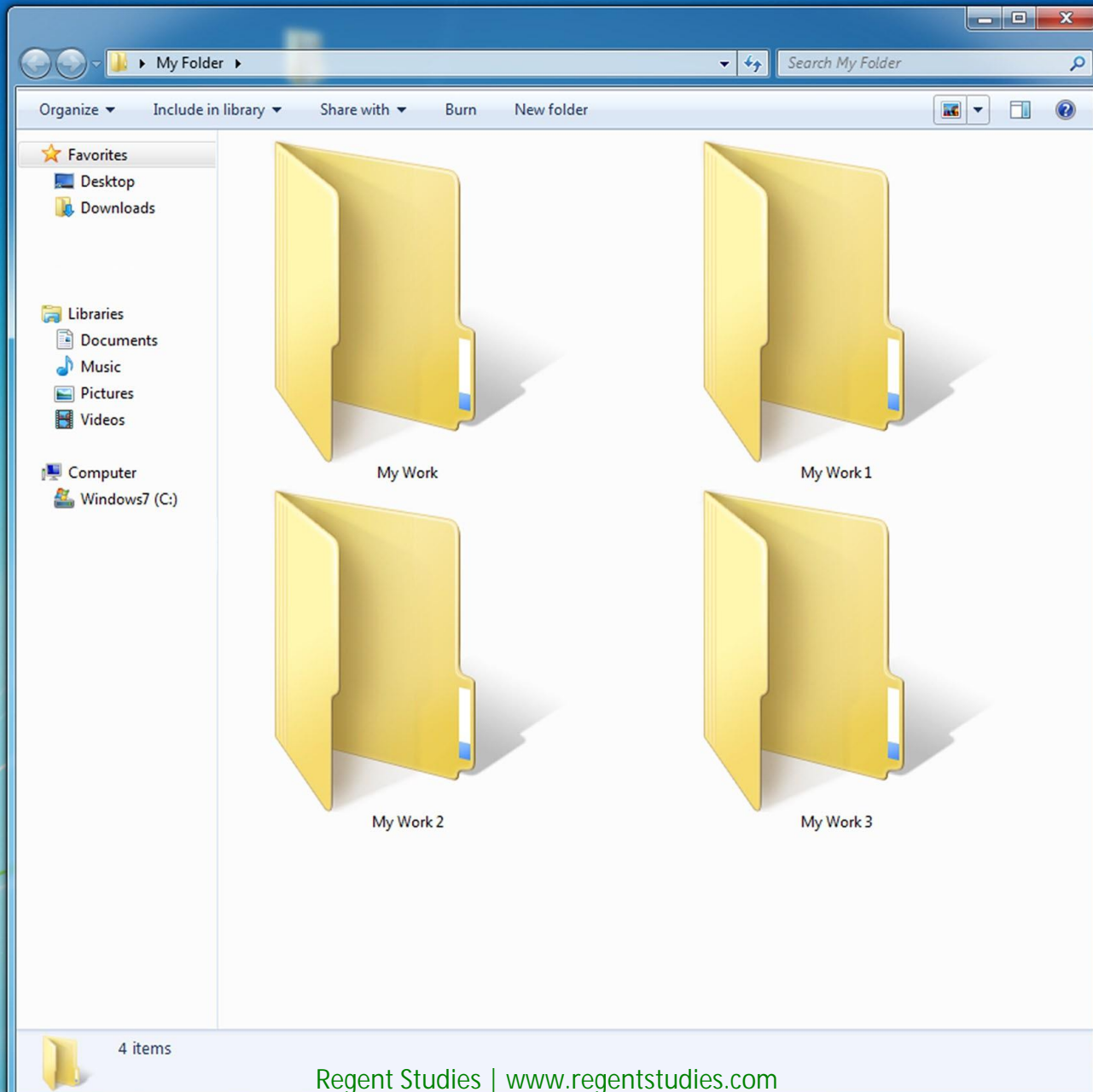


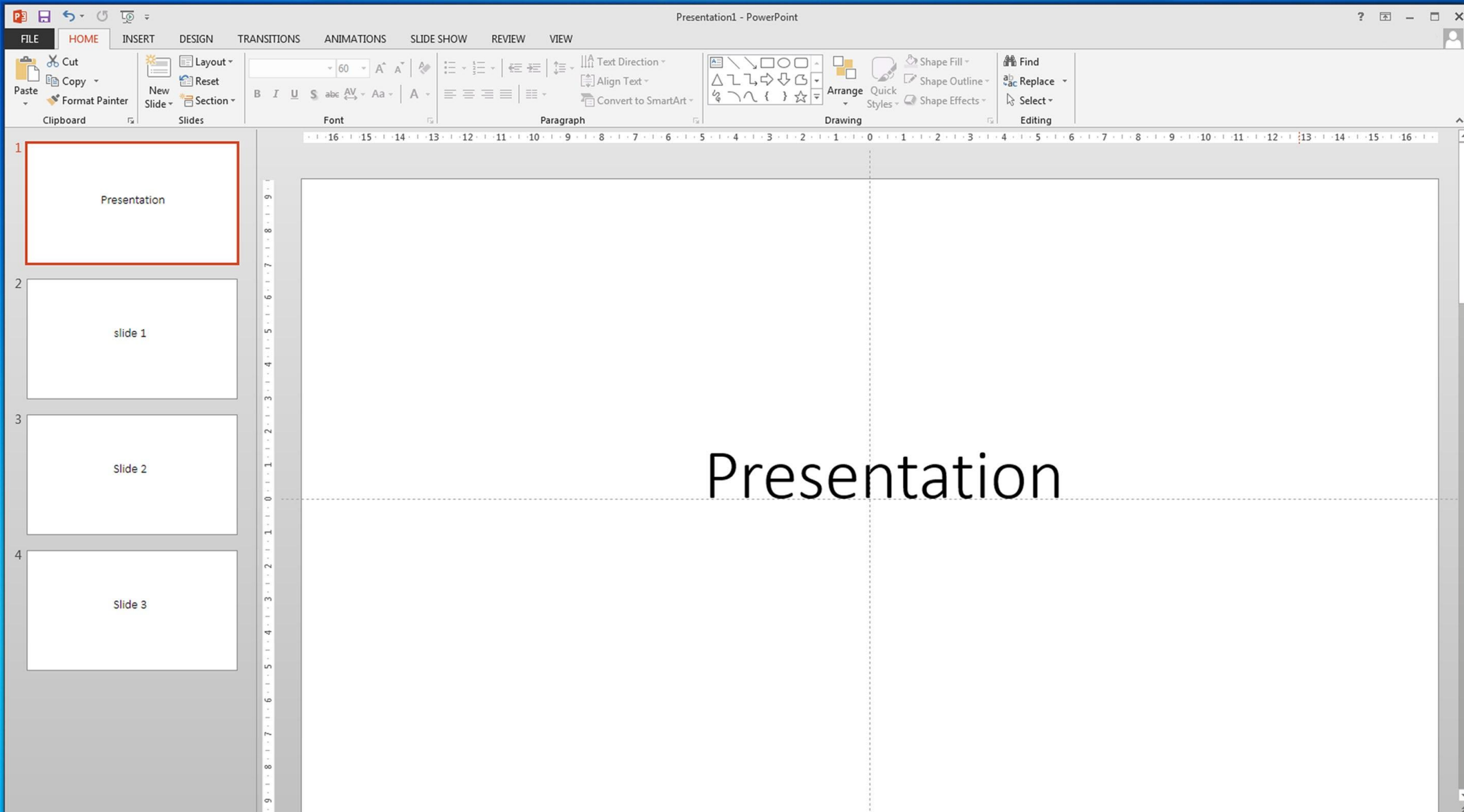


15 horizontal lines for writing.











Presentation1 - PowerPoint

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW

Normal Outline Slide Notes Reading Slide Handout Notes  
View View Sorter Page View Master Master Master  
Presentation Views Master Views Show Zoom Fit to Window Color Grayscale Black and White New Window Arrange All Cascade Move Split Switch Windows Macros

Presentation

1

slide 1

2

Slide 2

3

Slide 3

4

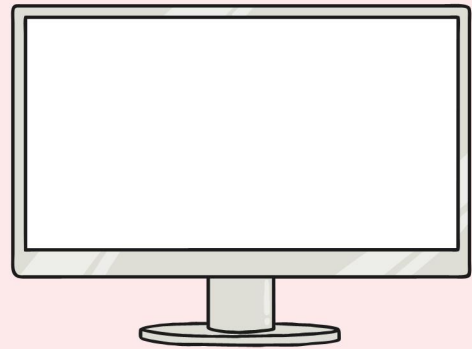




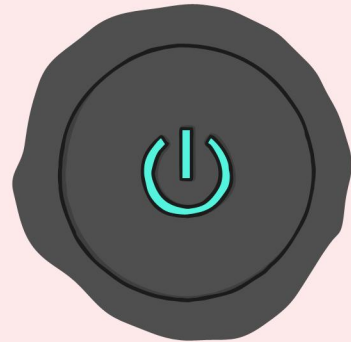
system unit



monitor



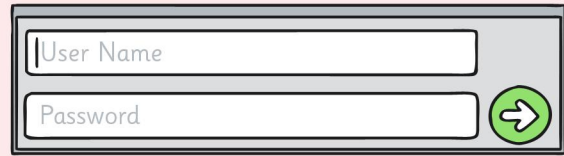
switch



shut  
down

Shut down

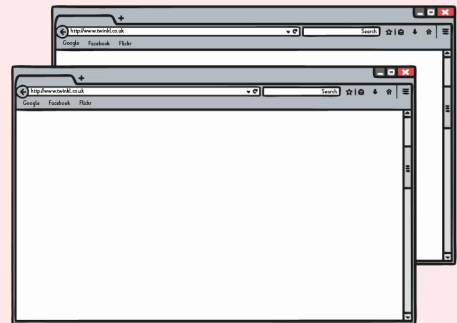
log on



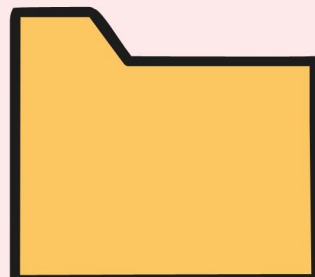
log off



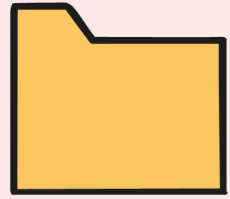
windows



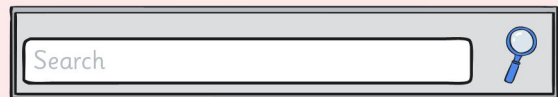
folder



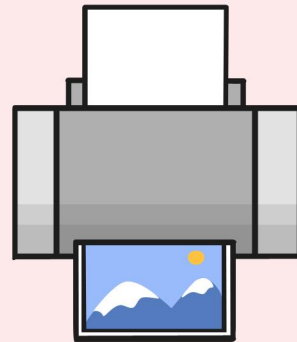
*new folder*



*search*



*print*

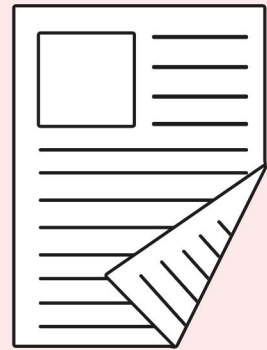


*options*

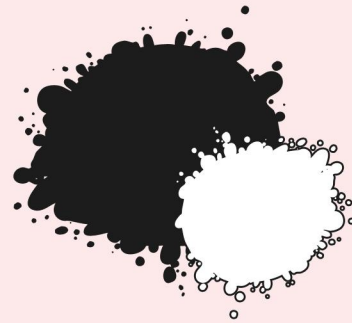
*date*



*double sided*



*black and  
white*



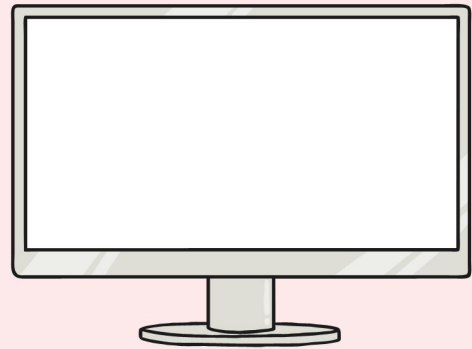
*colour*



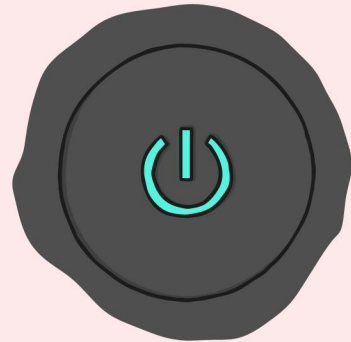
system unit



monitor



switch

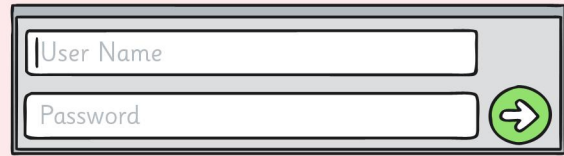


shut  
down

Shut down



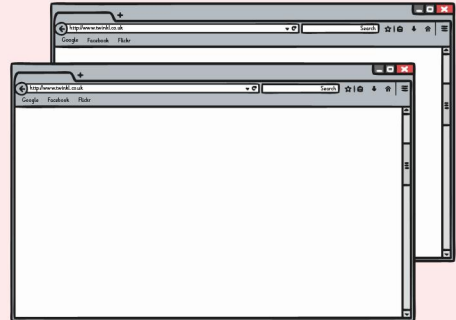
log on



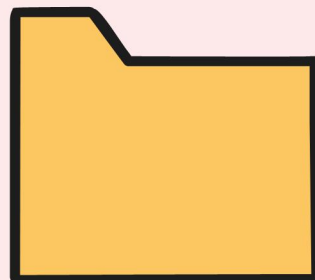
log off



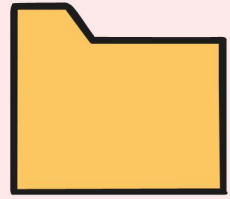
windows



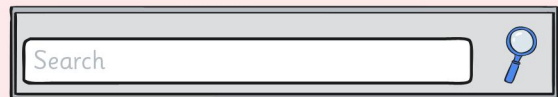
folder



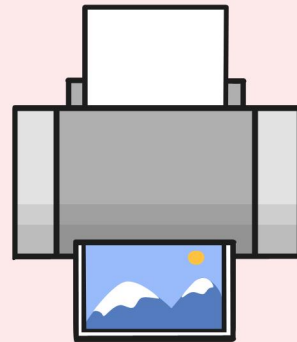
*new folder*



*search*



*print*

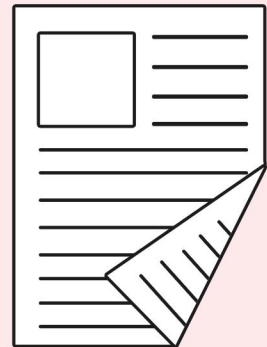


*options*

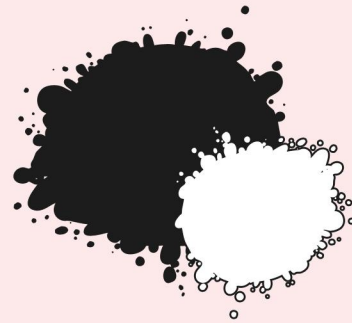
*date*



*double sided*



*black and  
white*



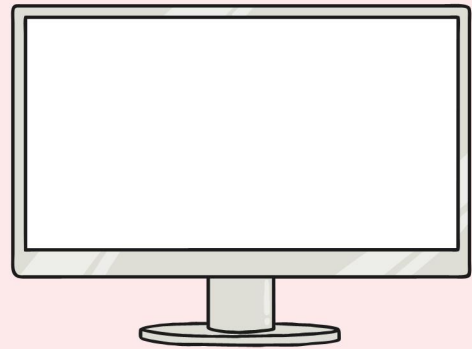
*colour*



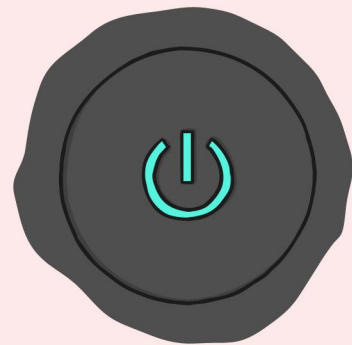
**system unit**



**monitor**



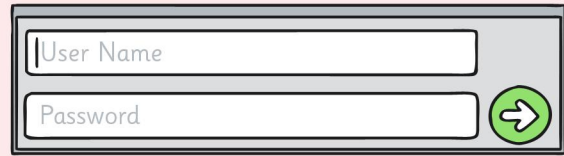
**switch**



**shut  
down**

**Shut down**

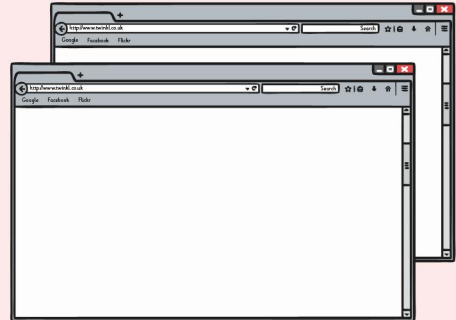
# log on



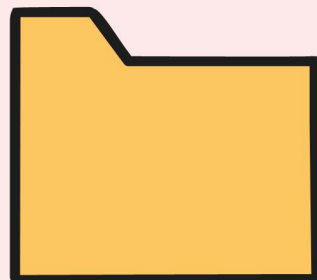
# log off



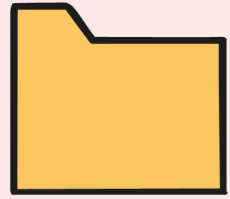
# windows



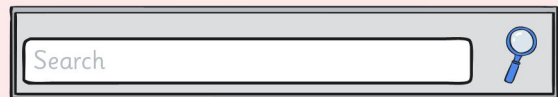
# folder



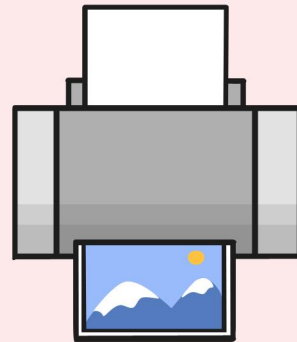
**new folder**



**search**



**print**

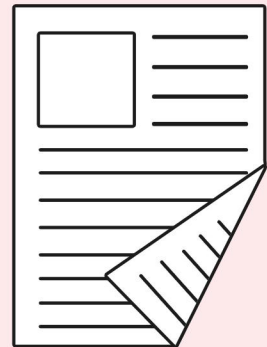


**options**

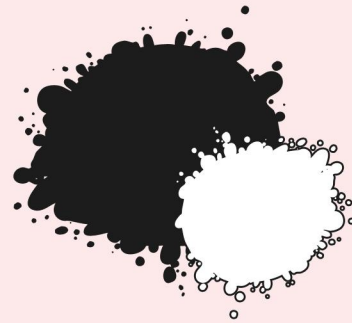
**date**



**double sided**



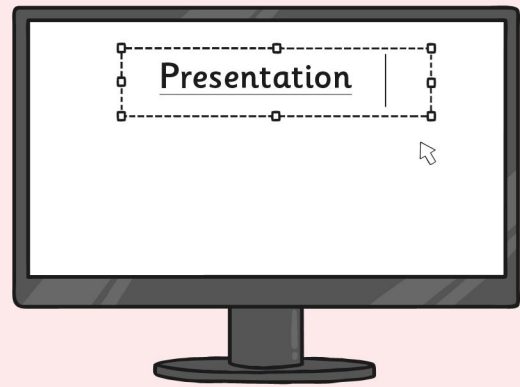
**black and white**



**colour**



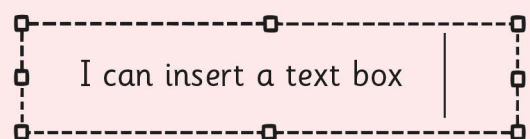
*presentation*



*new slide*

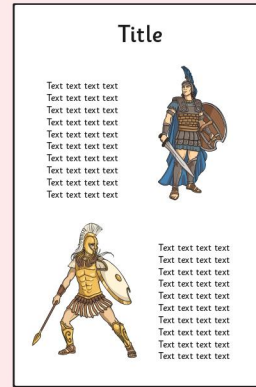
*slide layout*

*text box*





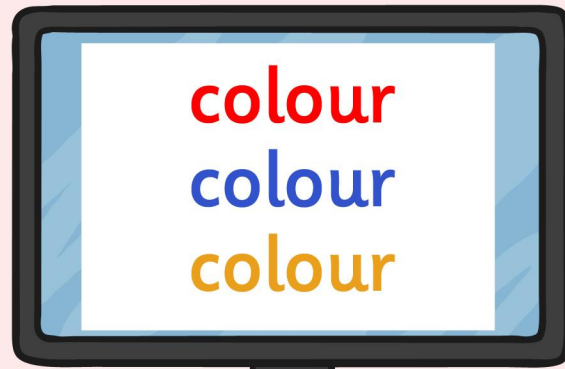
*format*



*font*



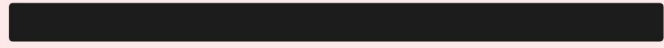
*colour*



*background*

Background

line



image



picture



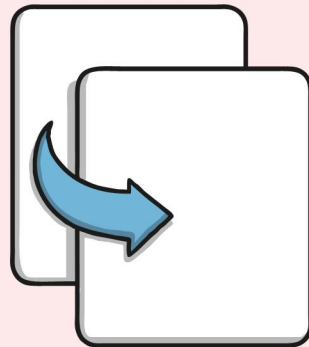
photo



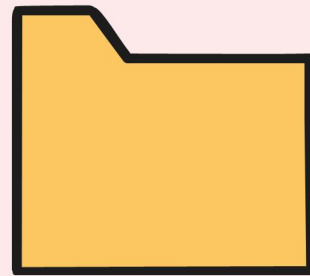
*insert*



*copy*

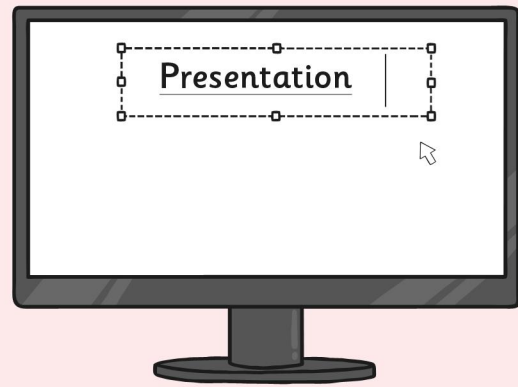


*folder*



*network*

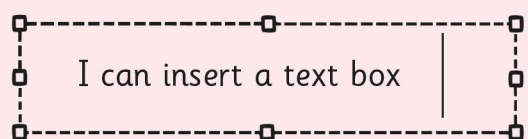
*presentation*



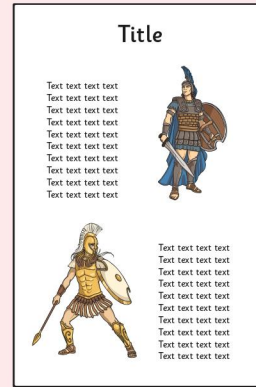
*new slide*

*slide layout*

*text box*



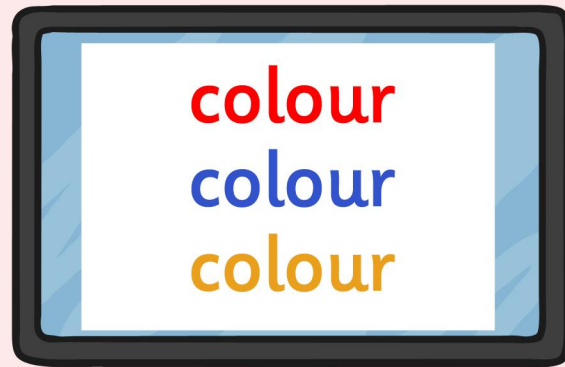
*format*



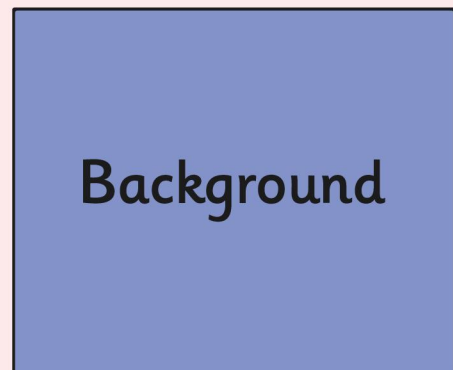
*font*



*colour*



*background*



line



image



picture



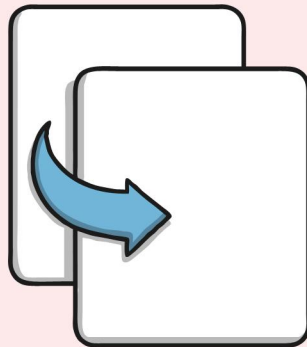
photo



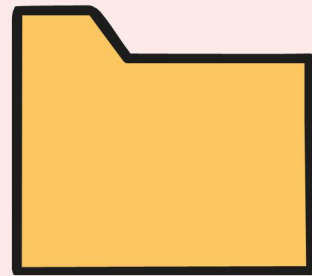
*insert*



*copy*



*folder*



*network*

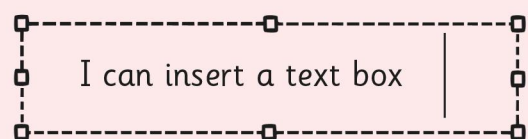
**presentation**



**new slide**

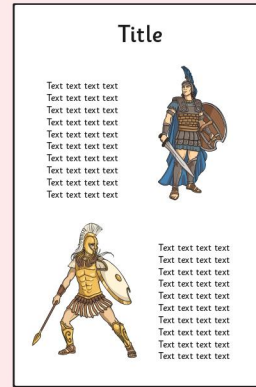
**slide layout**

**text box**





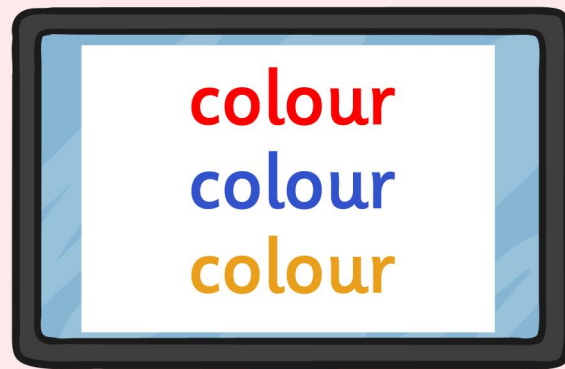
# format



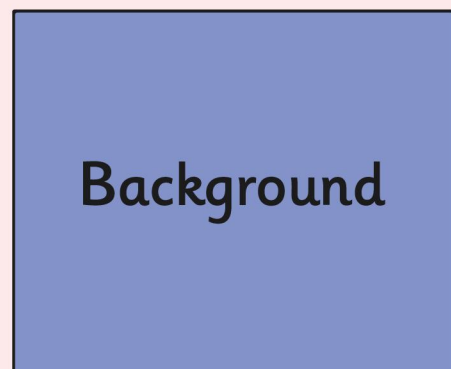
# font



# colour



# background



line



image



picture



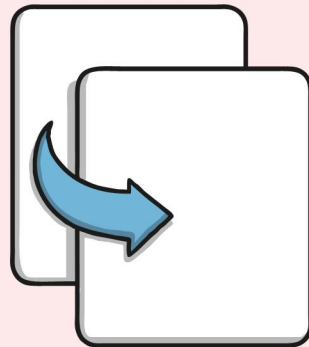
photo



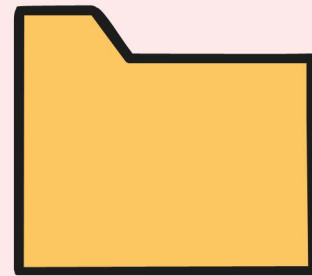
**insert**



**copy**



**folder**



**network**

# Presentation Skills

log off

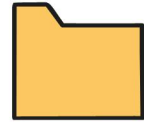
*log off*

Search

*search*

Shut down

*shut down*



*folder*



*image*



*format*



*colour*



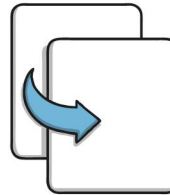
*black and white*



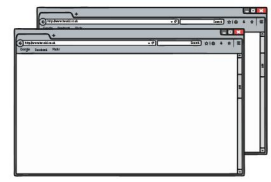
*photo*



*double sided*



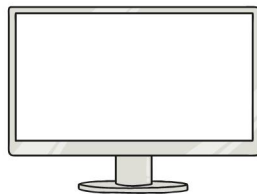
*copy*



*windows*



*switch*



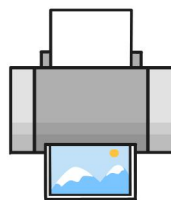
*monitor*



*insert*



*system unit*



*print*



*date*



# Presentation Skills

log off

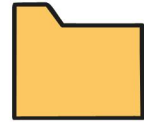
*log off*

Search

*search*

Shut down

*shut down*



*folder*



*image*



*format*



*colour*



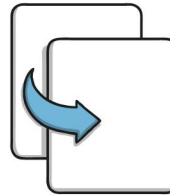
*black and white*



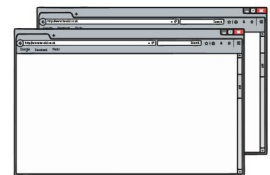
*photo*



*double sided*



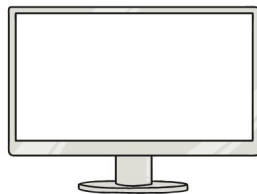
*copy*



*windows*



*switch*



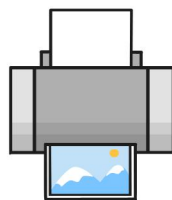
*monitor*



*insert*



*system unit*



*print*



*date*



# Presentation Skills

log off

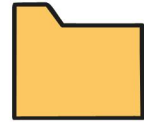
log off



search

Shut down

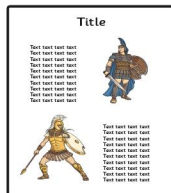
shut down



folder



image



format



colour



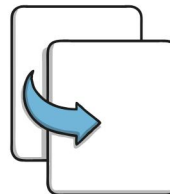
black and white



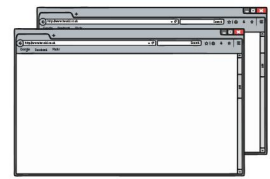
photo



double sided



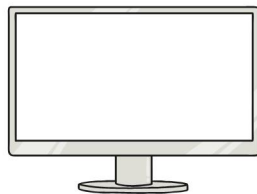
copy



windows



switch



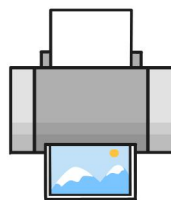
monitor



insert



system unit



print



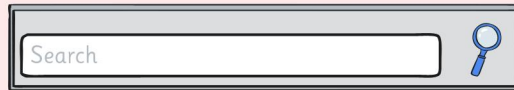
date



# Presentation Skills



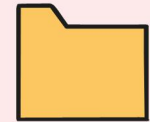
*log off*



*search*



*shut down*



*folder*



*photo*



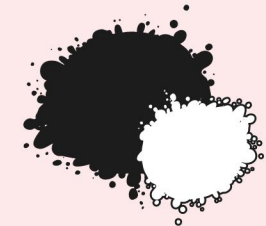
*image*



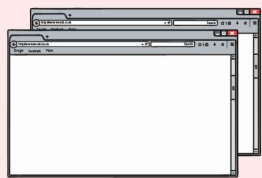
*system unit*



*colour*



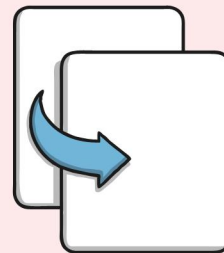
*black and white*



*windows*



*format*



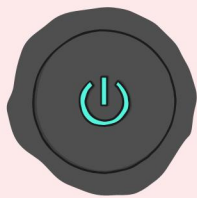
*copy*



*double page*



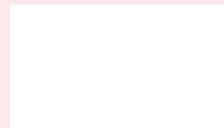
*date*



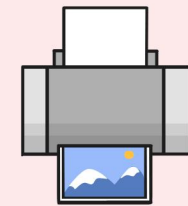
*switch*



*monitor*



*insert*

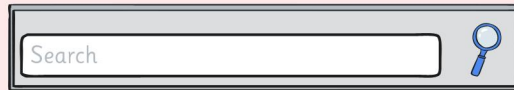


*print*

# Presentation Skills



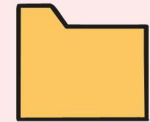
*log off*



*search*



*shut down*



*folder*



*photo*



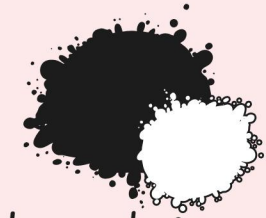
*image*



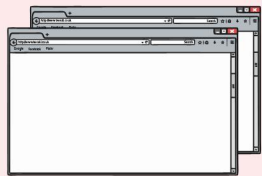
*system  
unit*



*colour*



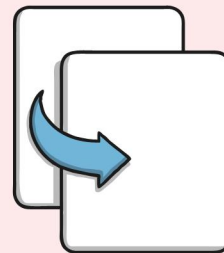
*black and  
white*



*windows*



*format*



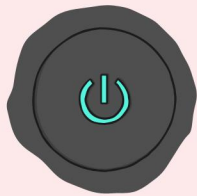
*copy*



*double  
page*



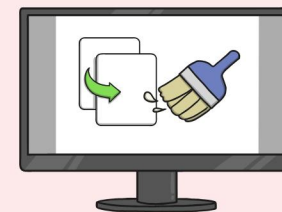
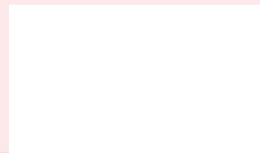
*date*



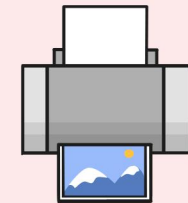
*switch*



*monitor*



*insert*



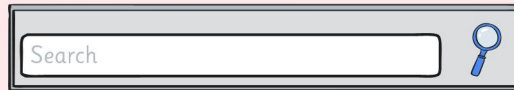
*print*



# Presentation Skills



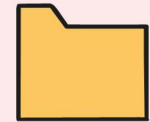
log off



search



shut down



folder



photo



image



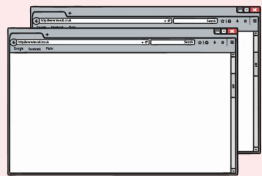
system unit



colour



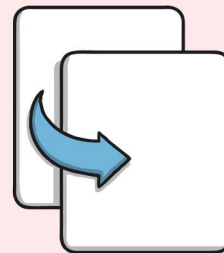
black and white



windows



format



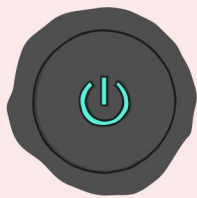
copy



double page



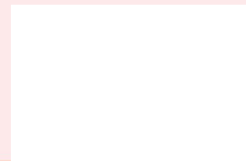
date



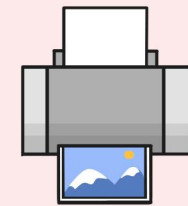
switch



monitor



insert



print

# Presentation Skills

a t v e a i m a g e k o  
p r e s e n t a t i o n  
n a l c m e i o b e m p  
r n w o u k t l a d p f  
p e q l e b e a c j i o  
h w i o x o x y k n c r  
o s f u o b t o g y t m  
t l h r t g b u r e u a  
o i u q p r o t o s r t  
s d h k c g x c u f e k  
r e s d r a g d n r u c  
f o n t t i c h d j z a

presentation

new slide

layout

text box

format

font

colour

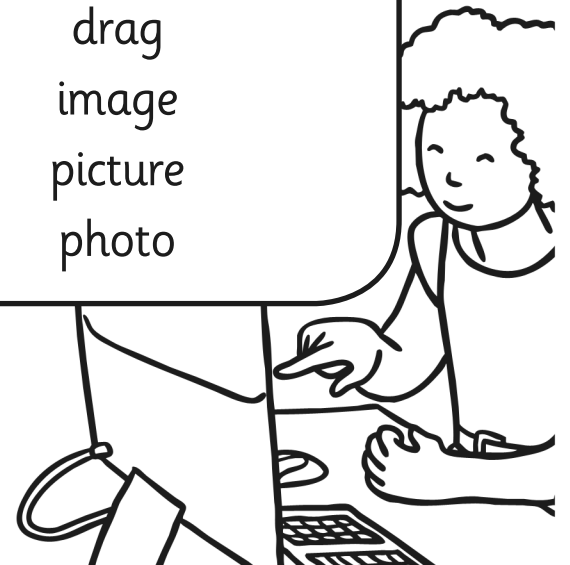
background

drag

image

picture

photo



# Presentation Skills

a c o l o u r j c  
f p t h r e v i o  
o r w k u b s o p  
n e d r a g l m y  
t s g f o l d e r  
p e c i n s e r t  
x n p h o t o y n  
f t s l i d e d o  
l i n e q a e r z



colour  
drag  
photo  
line  
font



copy  
folder  
slide  
present  
insert

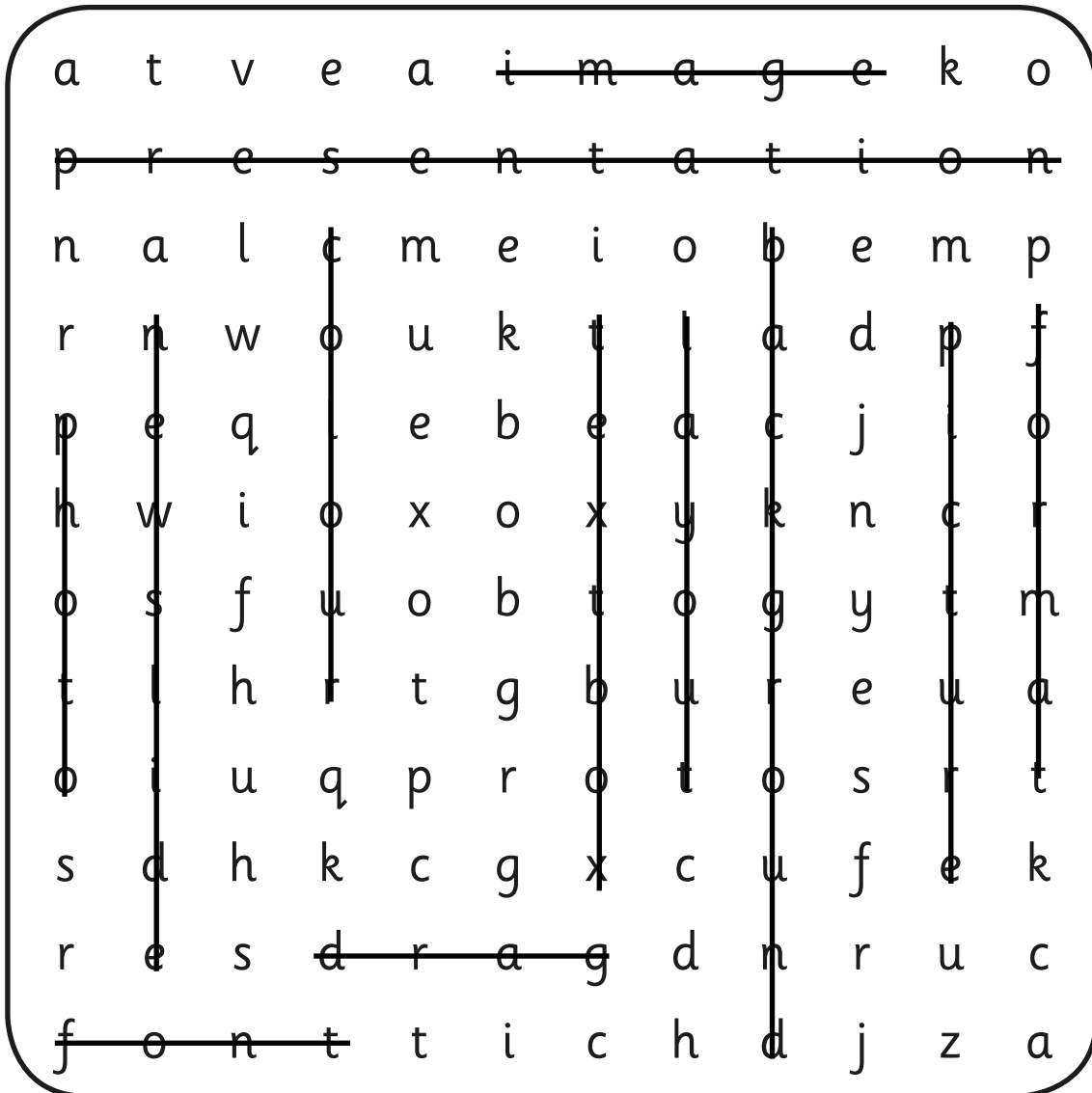
# Presentation Skills

a c o l o u r j c  
f p t h r e v i o  
o r w k u b s o p  
n e d r a g l m y  
t s g f o l d e r  
p e c i n s e r t  
x n p h o t o y n  
f t s l i d e d o  
t i n e q a e r z

colour  
drag  
photo  
line  
font

copy  
folder  
slide  
present  
insert

# Presentation Skills



presentation

new slide

layout

text box

format

font

colour

background

drag

image

picture

photo

# Presentation Skills

a t v e a i m a g e k o  
p r e s e n t a t i o n  
n a l c m e i o b e m p  
r n w o u k t l a d p f  
p e q l e b e a c j i o  
h w i o x o x y k n c r  
o s f u o b t o g y t m  
t l h r t g b u r e u a  
o i u q p r o t o s r t  
s d h k c g x c u f e k  
r e s d r a g d n r u c  
f o n t t i c h d j z a

presentation

new slide

layout

text box

format

font

colour

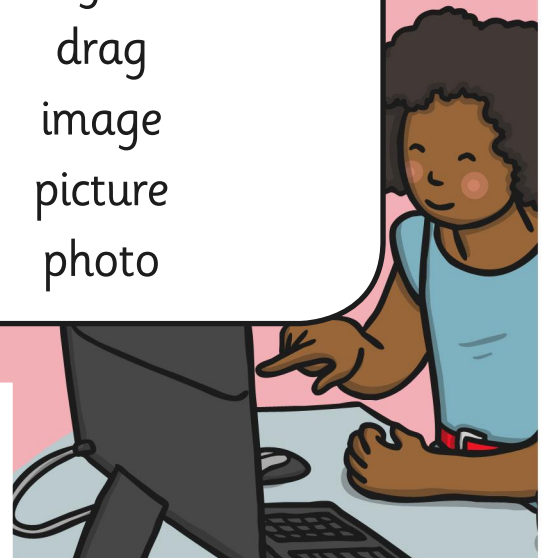
background

drag

image

picture

photo



# Presentation Skills

a c o l o u r j c  
f p t h r e v i o  
o r w k u b s o p  
n e d r a g l m y  
t s g f o l d e r  
p e c i n s e r t  
x n p h o t o y n  
f t s l i d e d o  
l i n e q a e r z

colour  
drag  
photo  
line  
font

copy  
folder  
slide  
present  
insert



# Presentation Skills

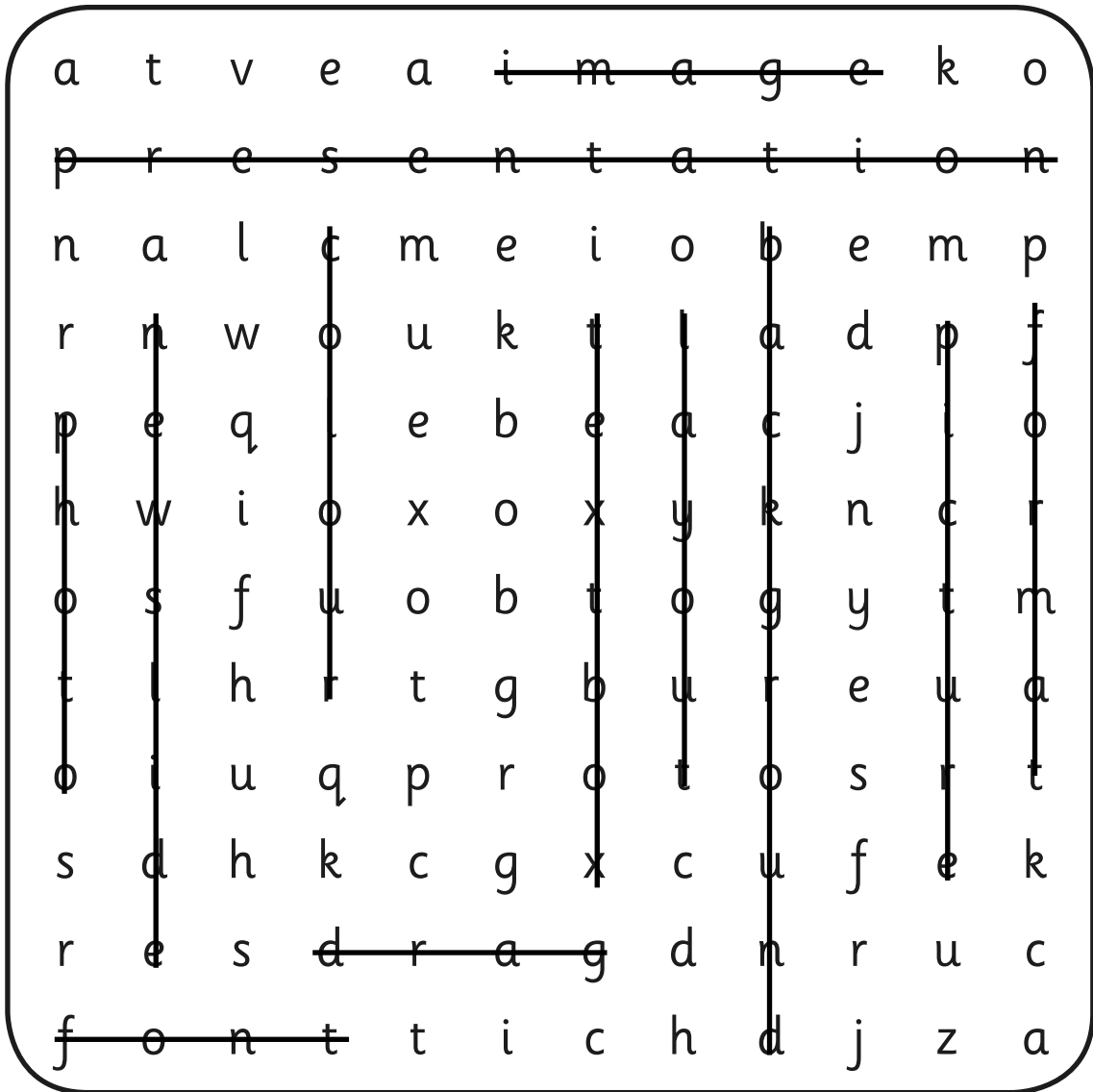
a c o l o u r j c  
f p t h r e v i o  
o r w k u b s o p  
n e d r a g l m y  
t s g f o l d e r  
p e c i n s e r t  
x n p h o t o y n  
f t s l i d e d o  
t i n e q a e r z

colour  
drag  
photo  
line  
font

copy  
folder  
slide  
present  
insert



# Presentation Skills



presentation

new slide

layout

text box

format

font

colour

background


drag

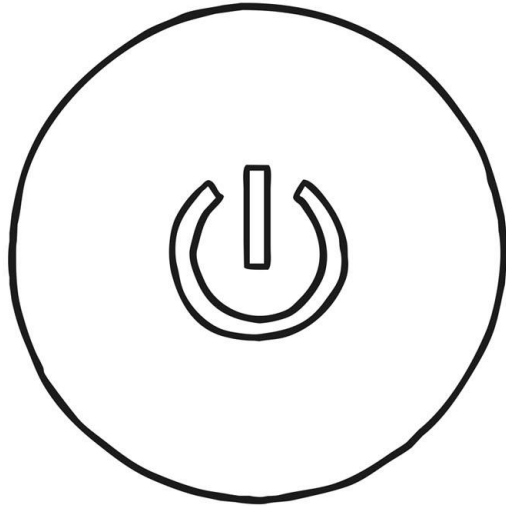
image

picture

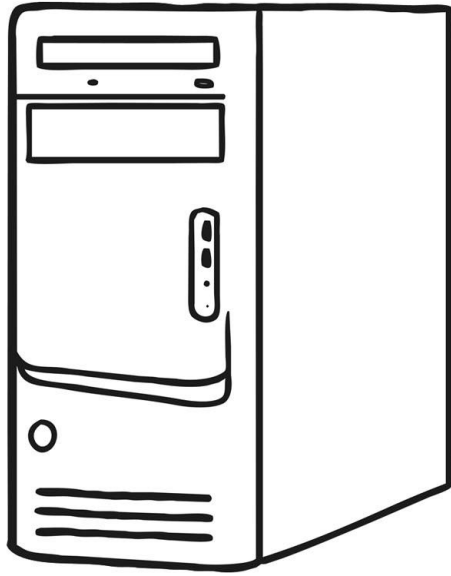
photo

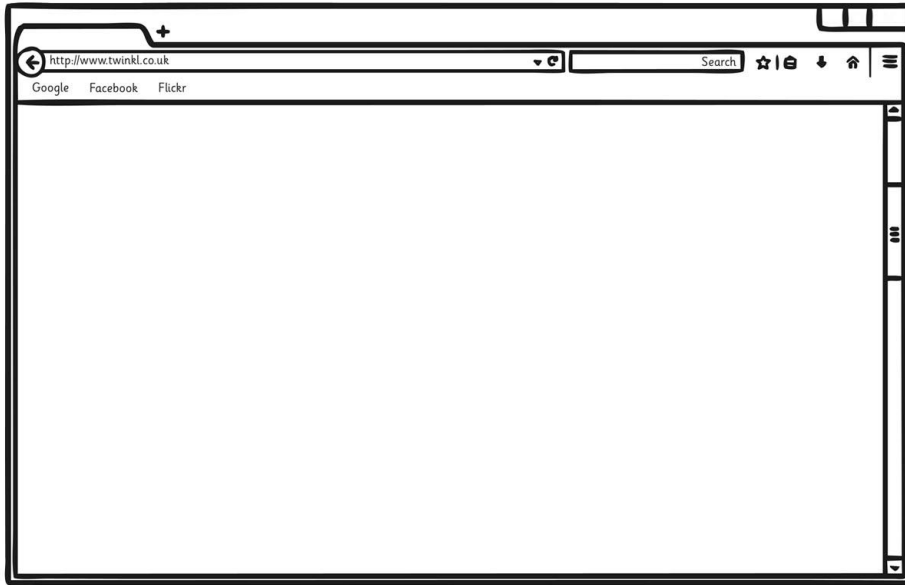


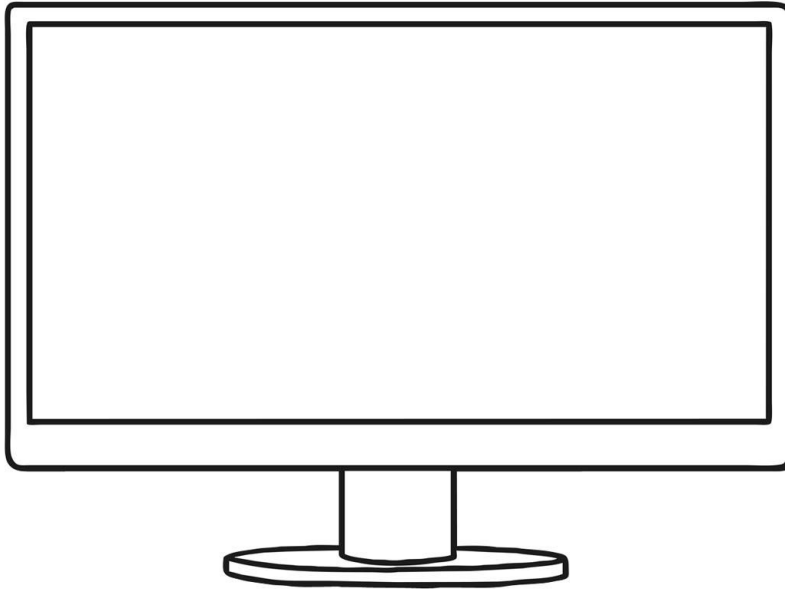
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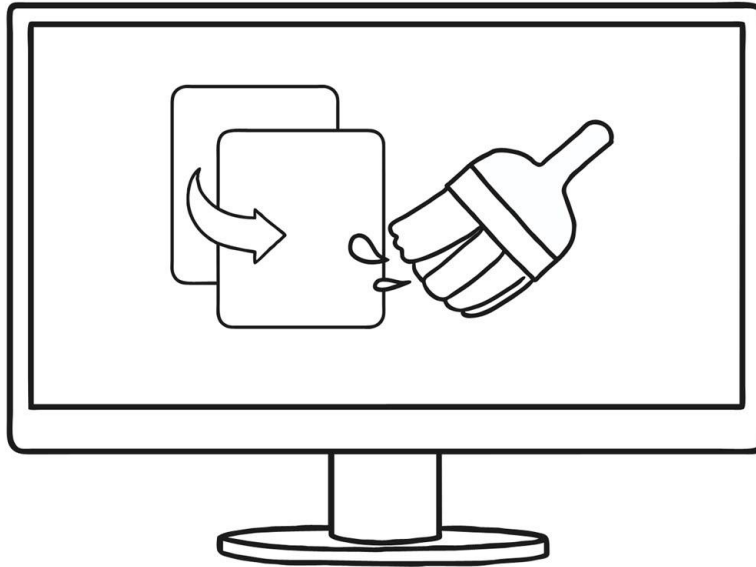


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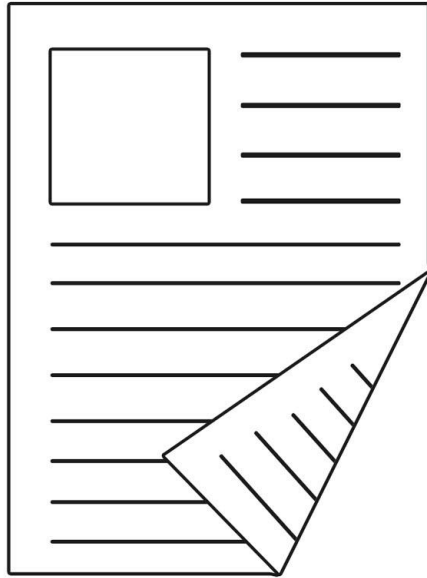


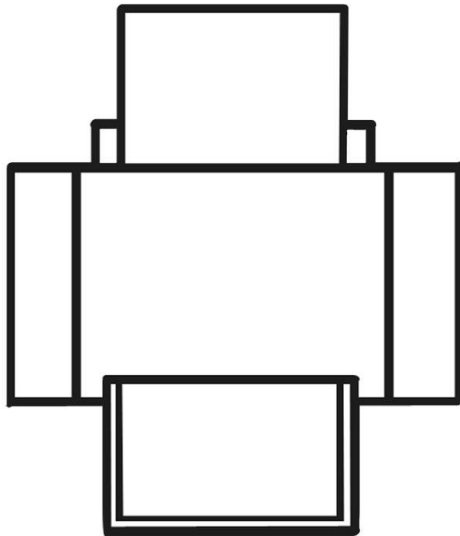







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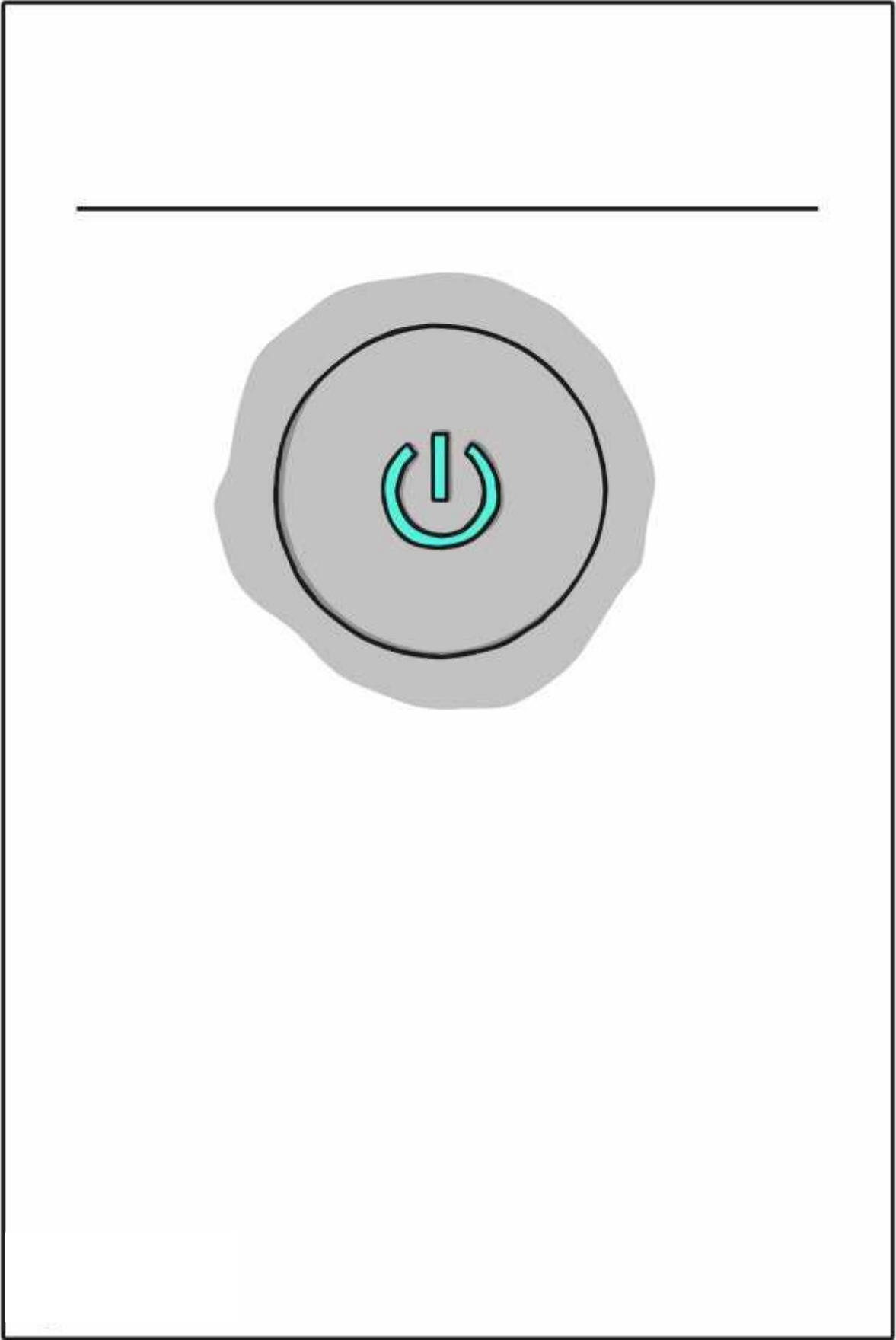


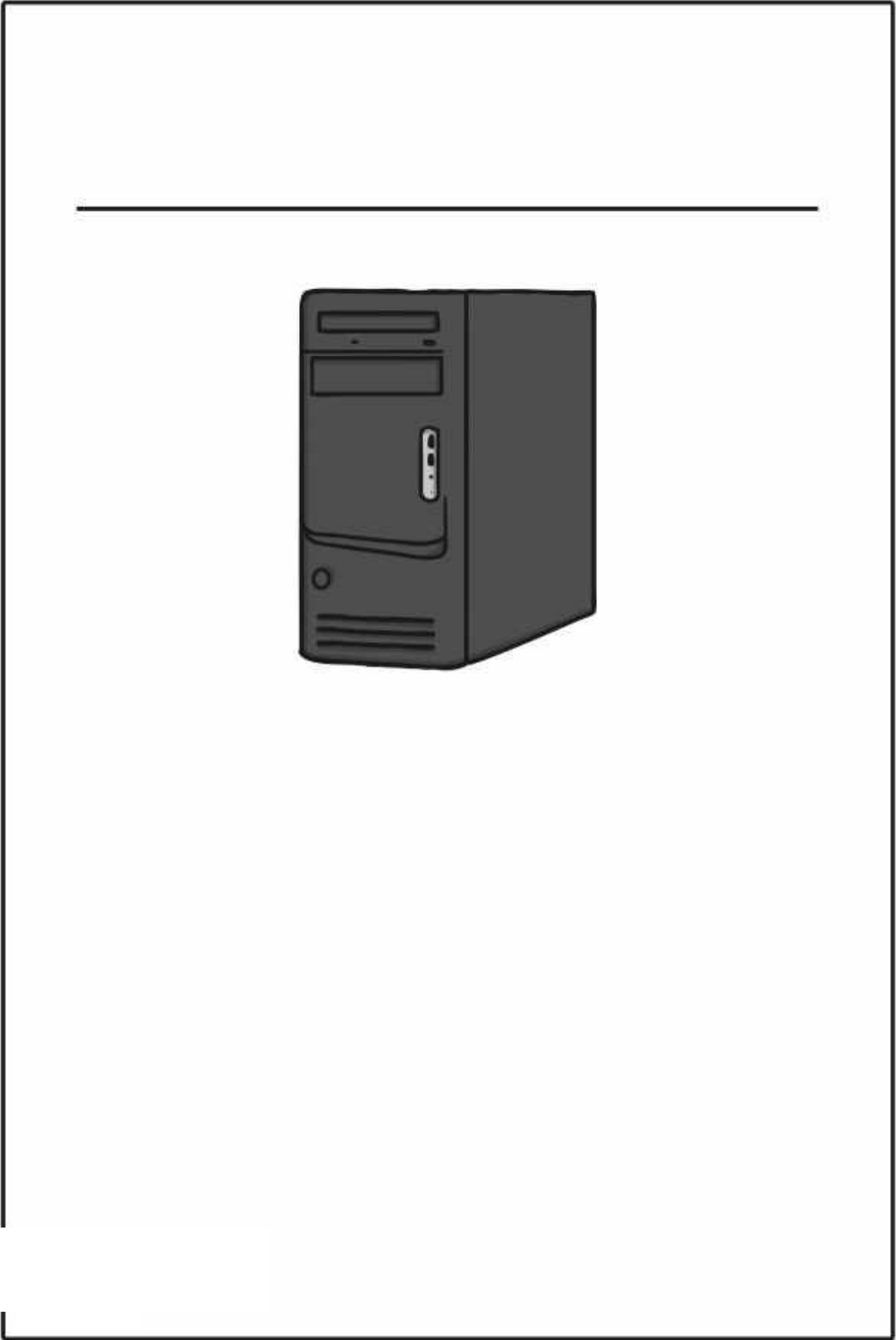




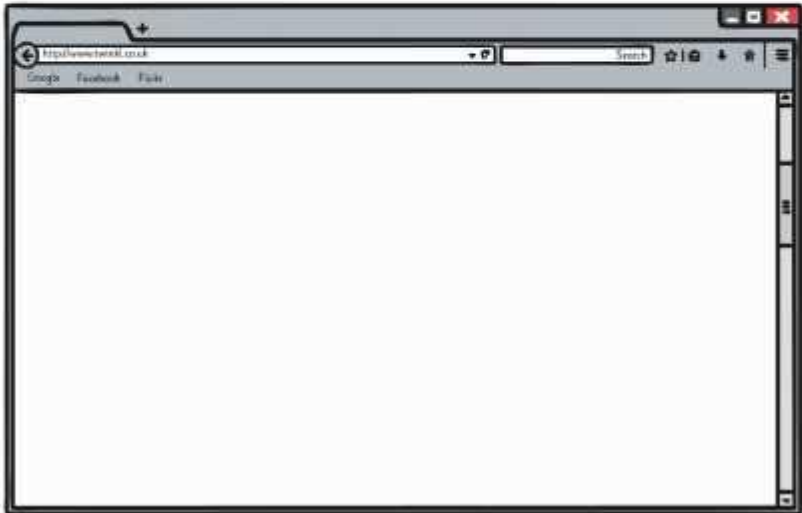
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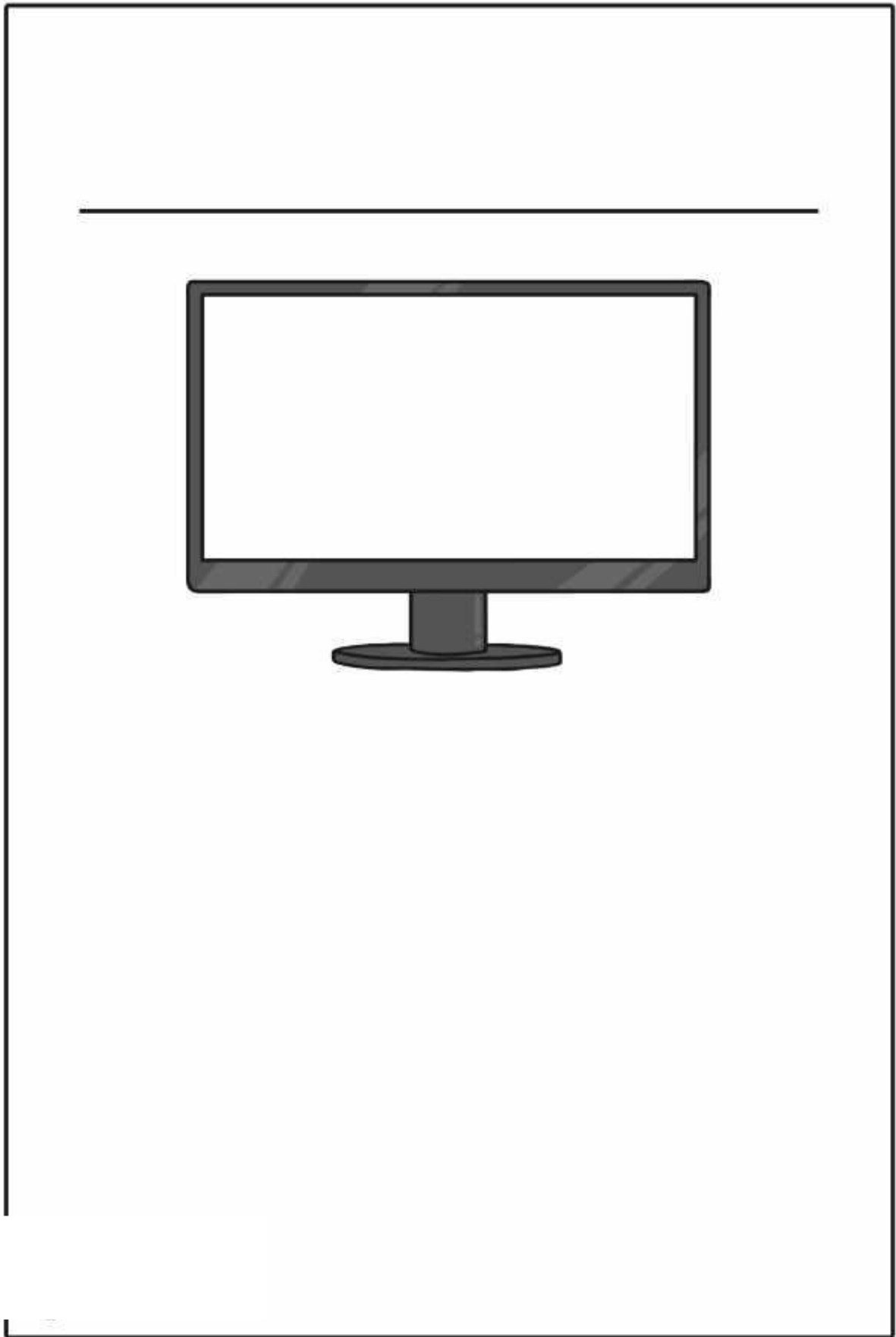




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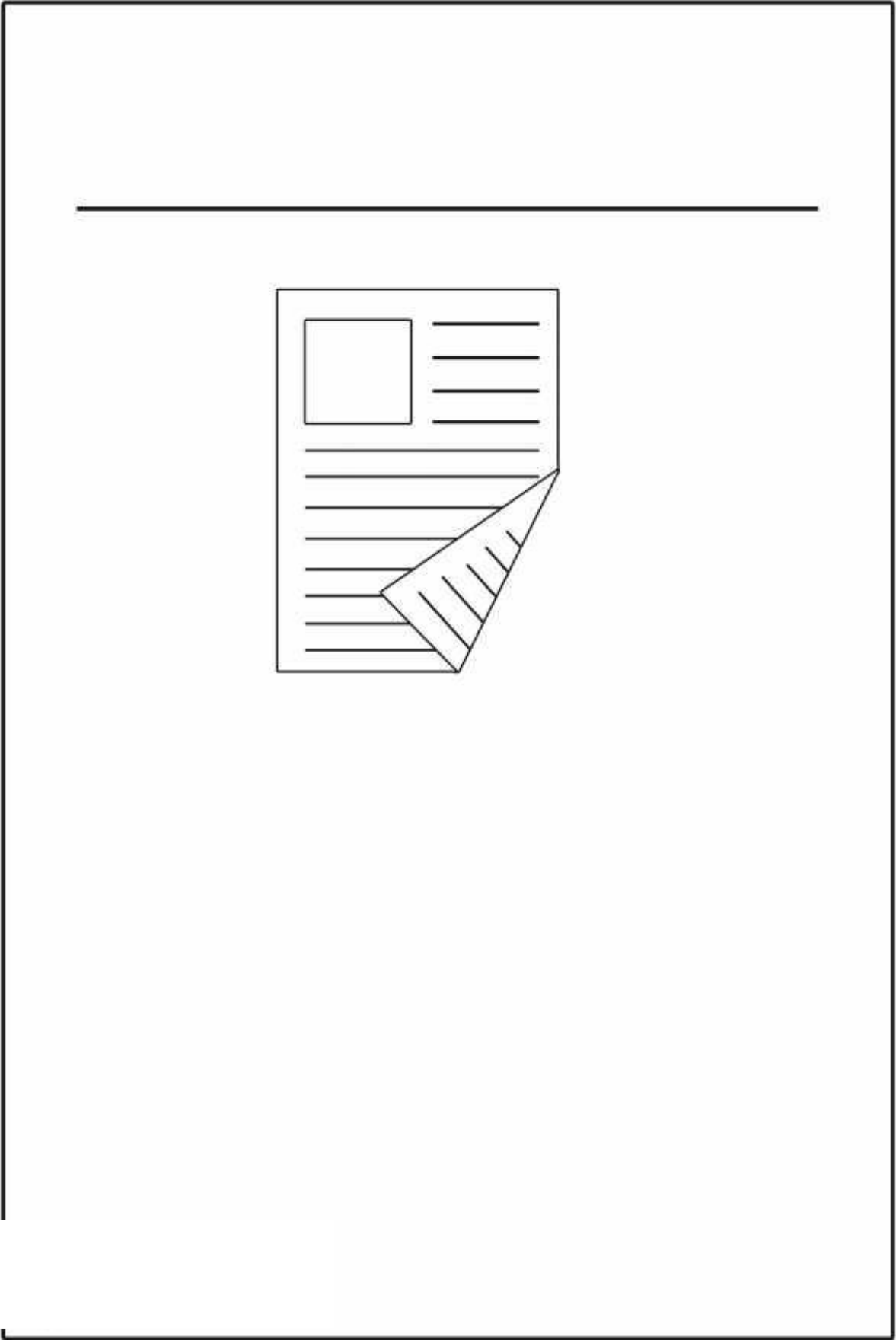


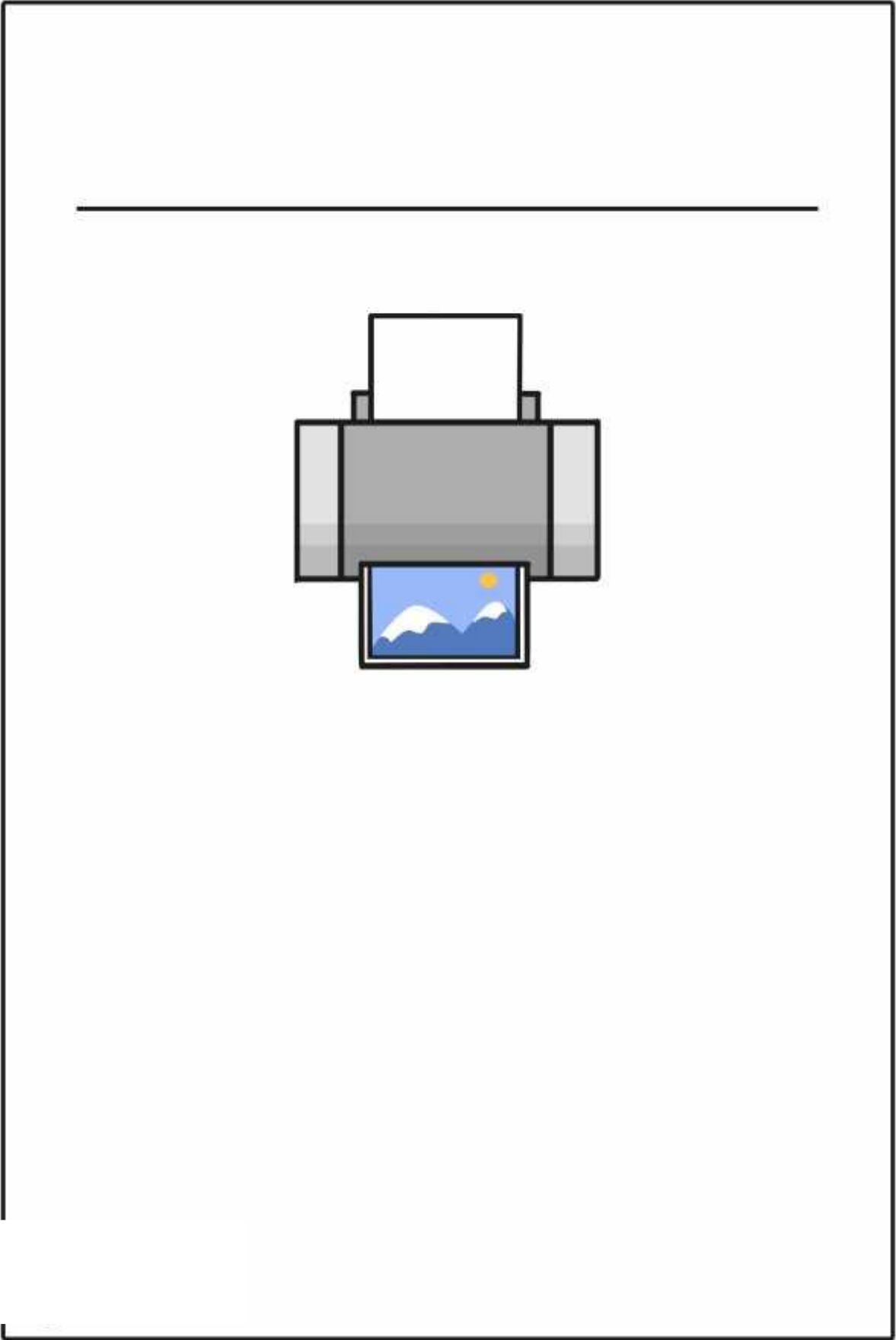




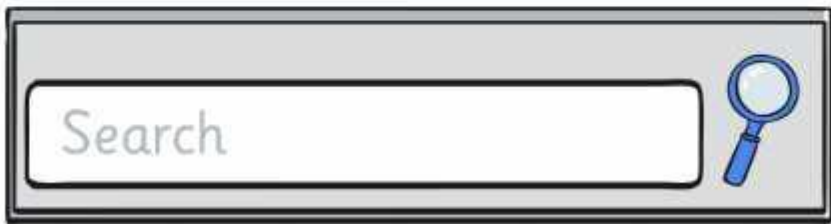
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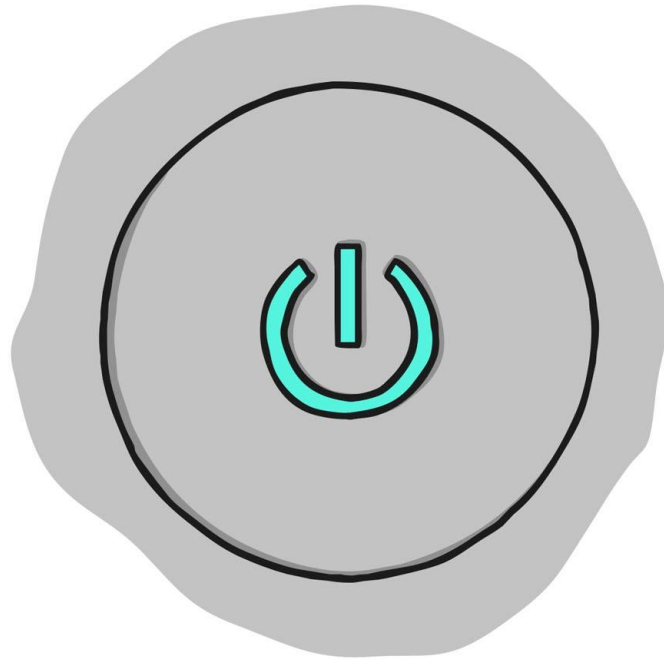
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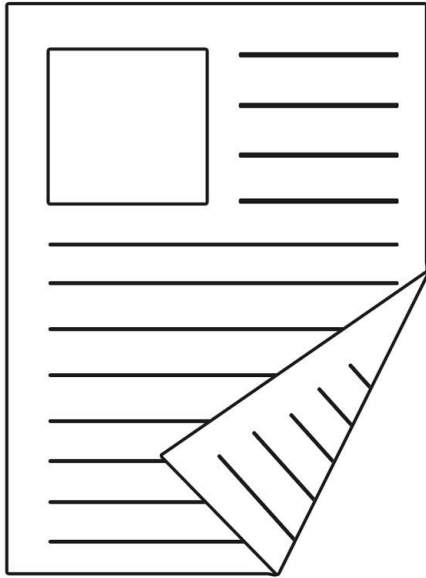
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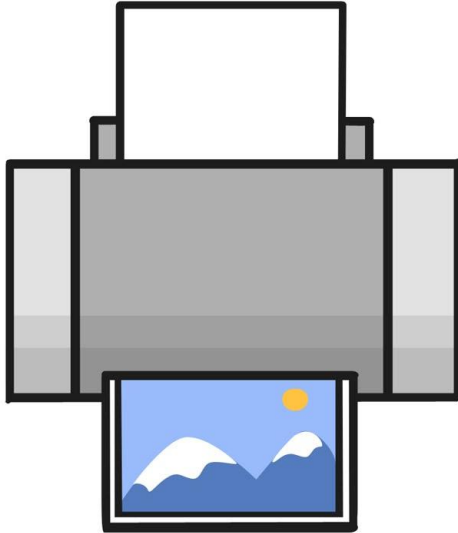
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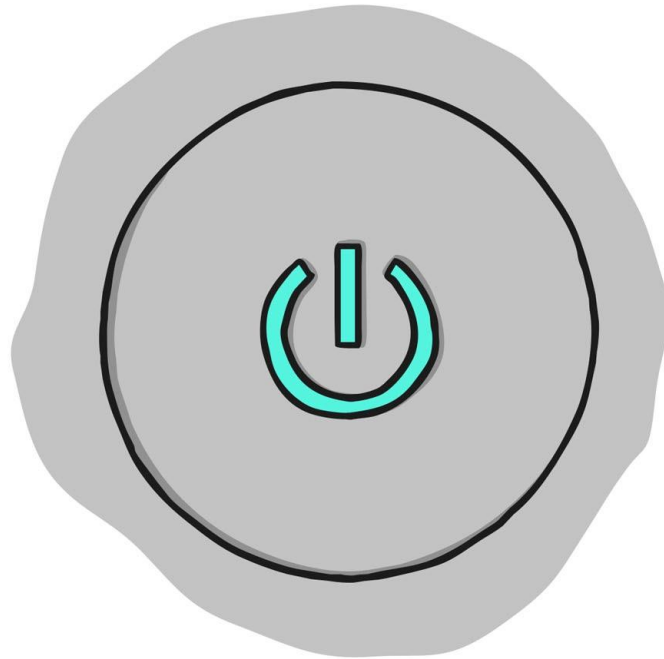
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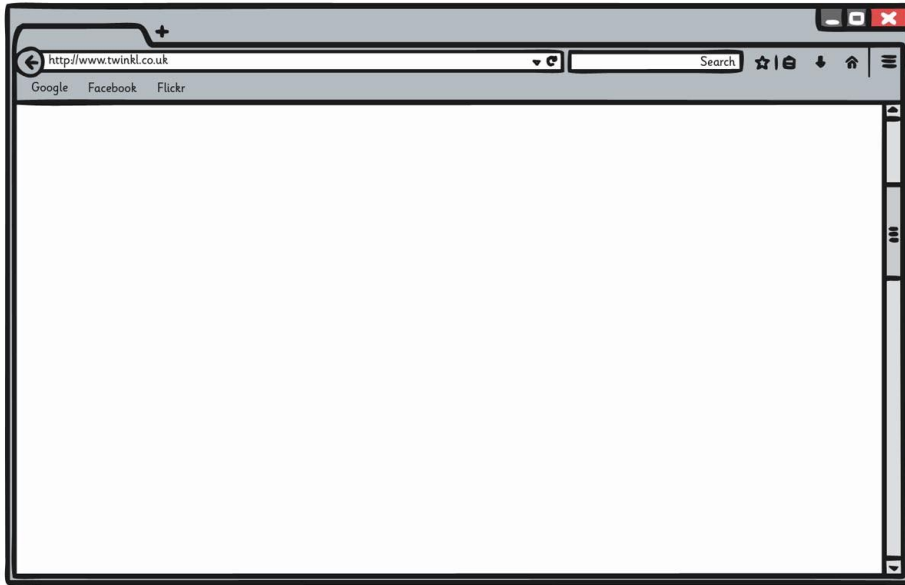
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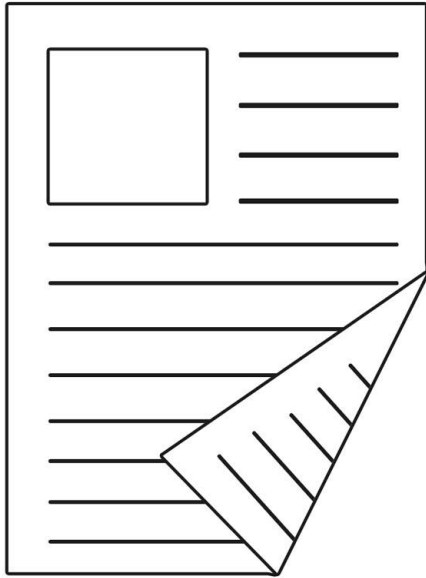
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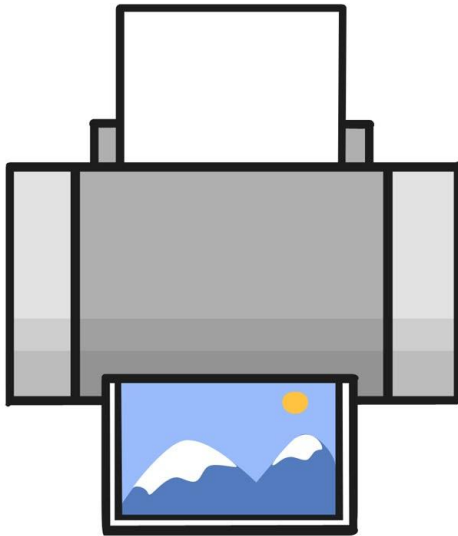
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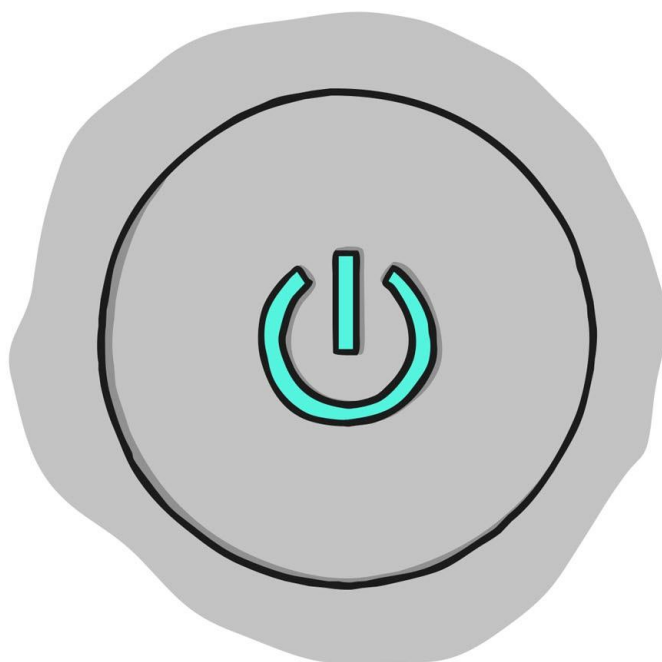
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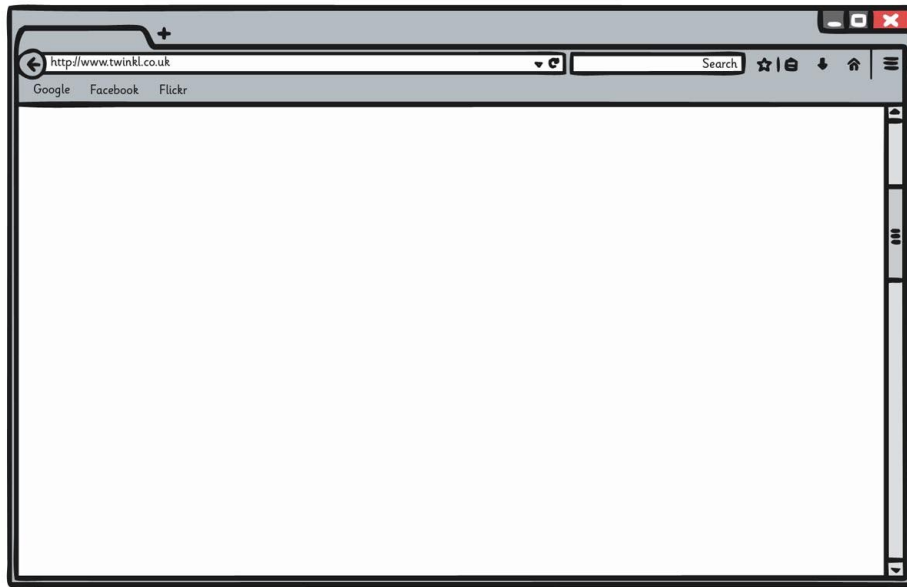
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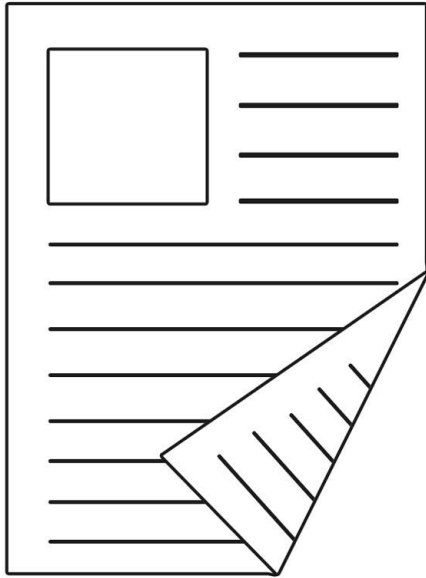
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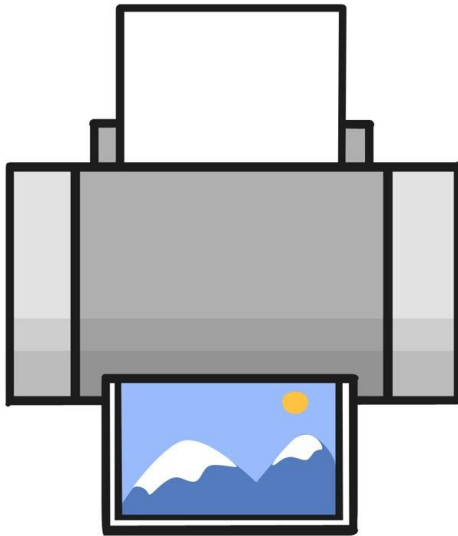
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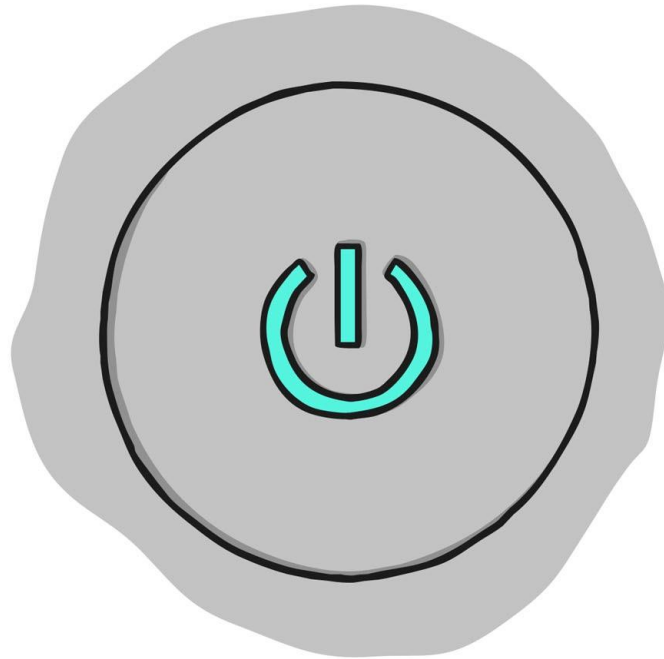
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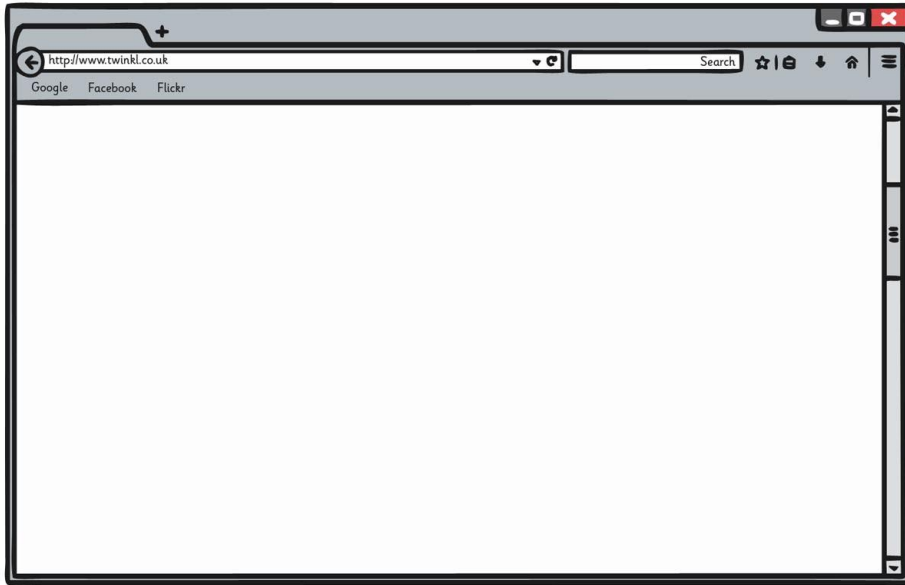




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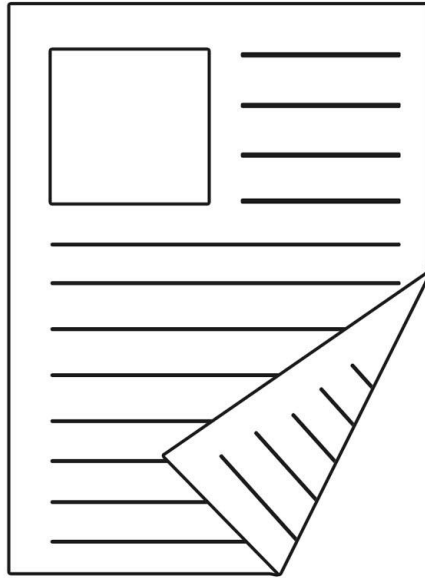




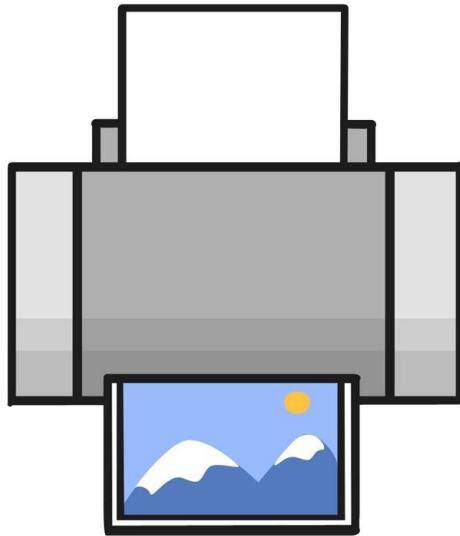





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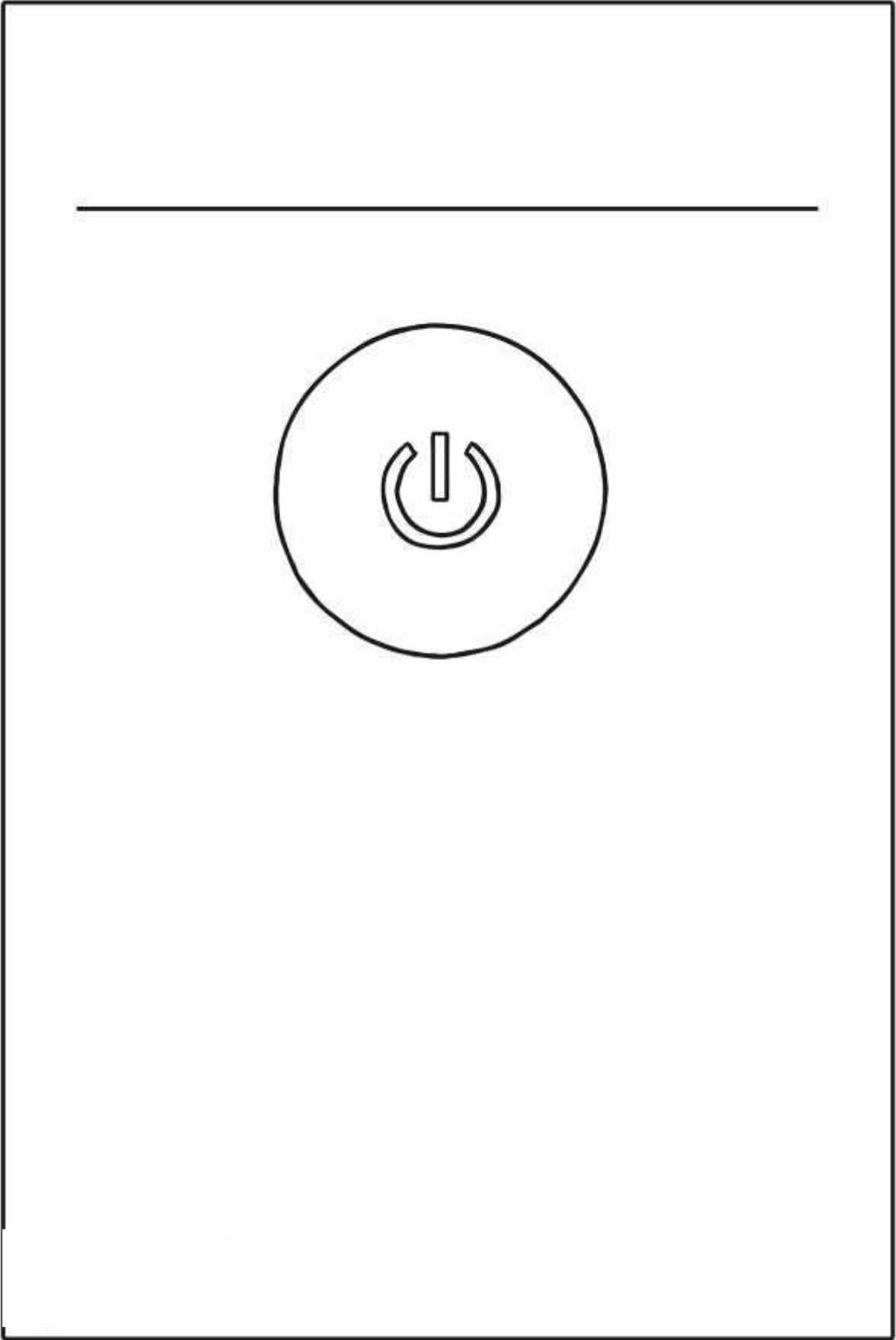


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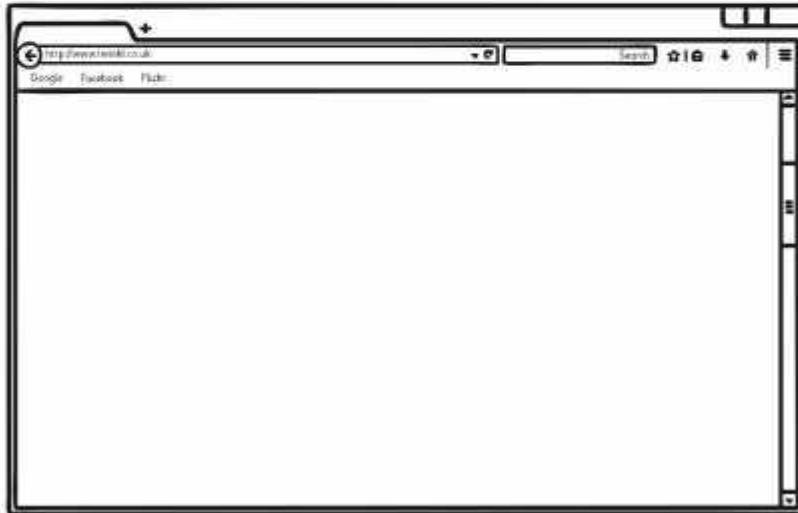
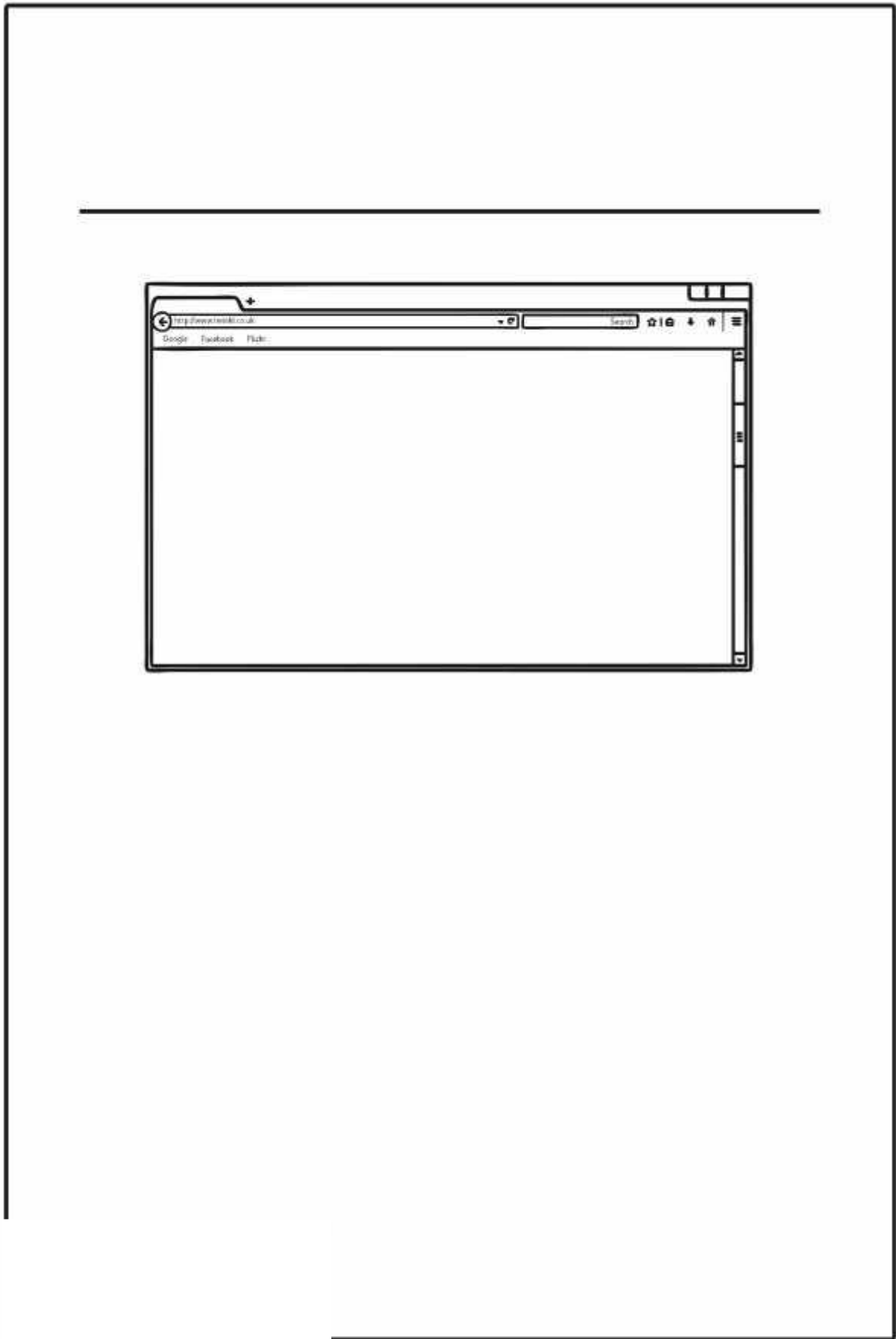
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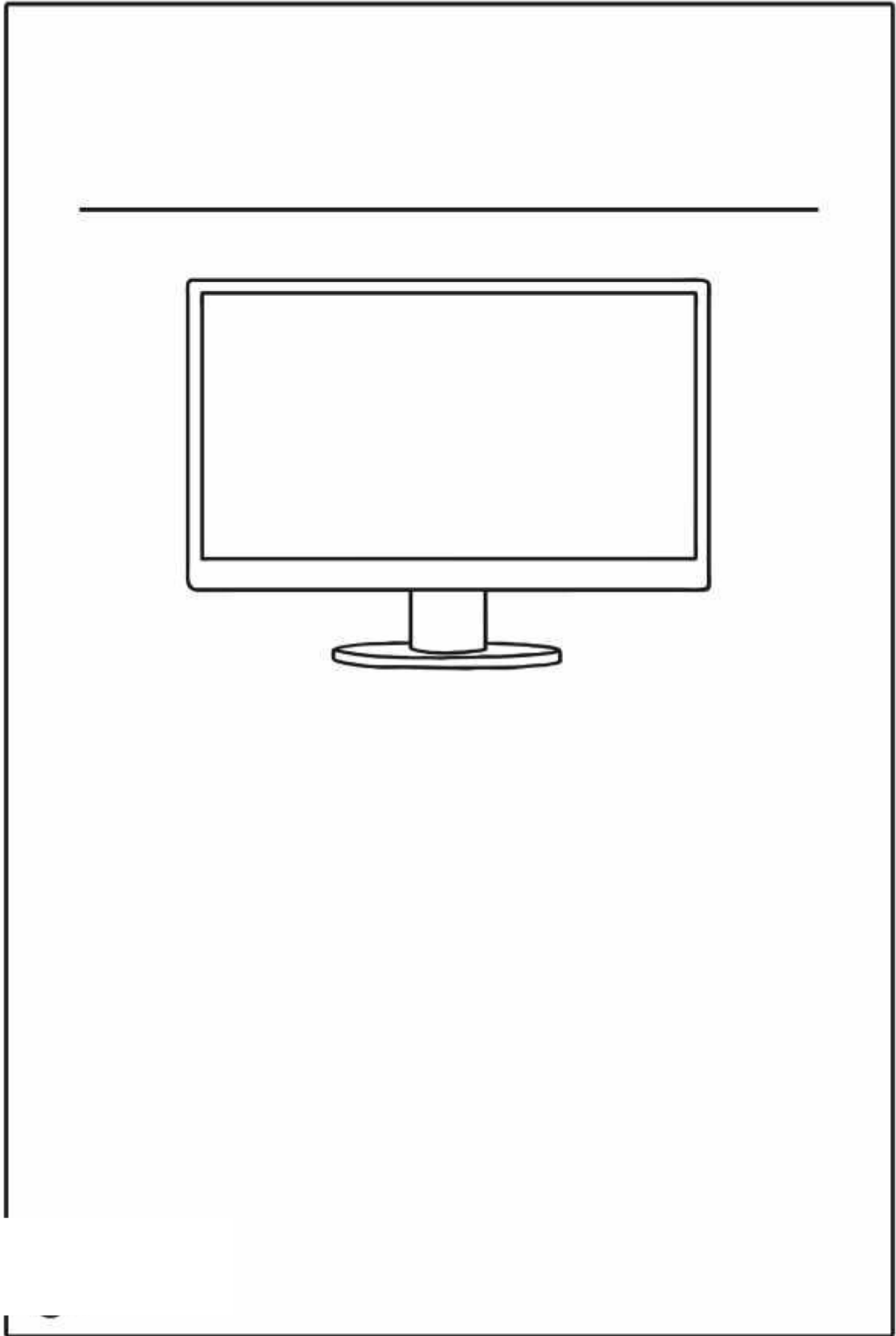
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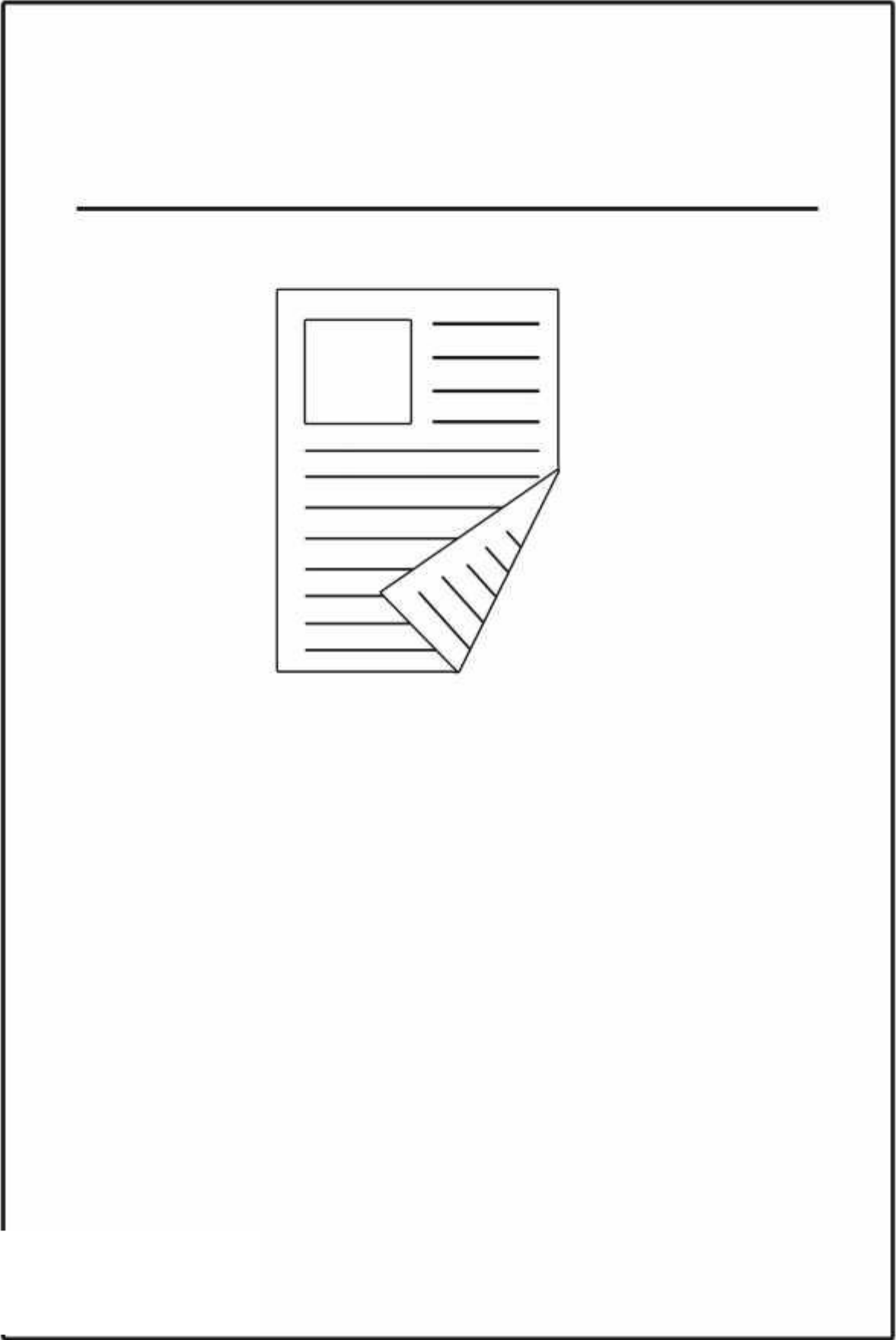


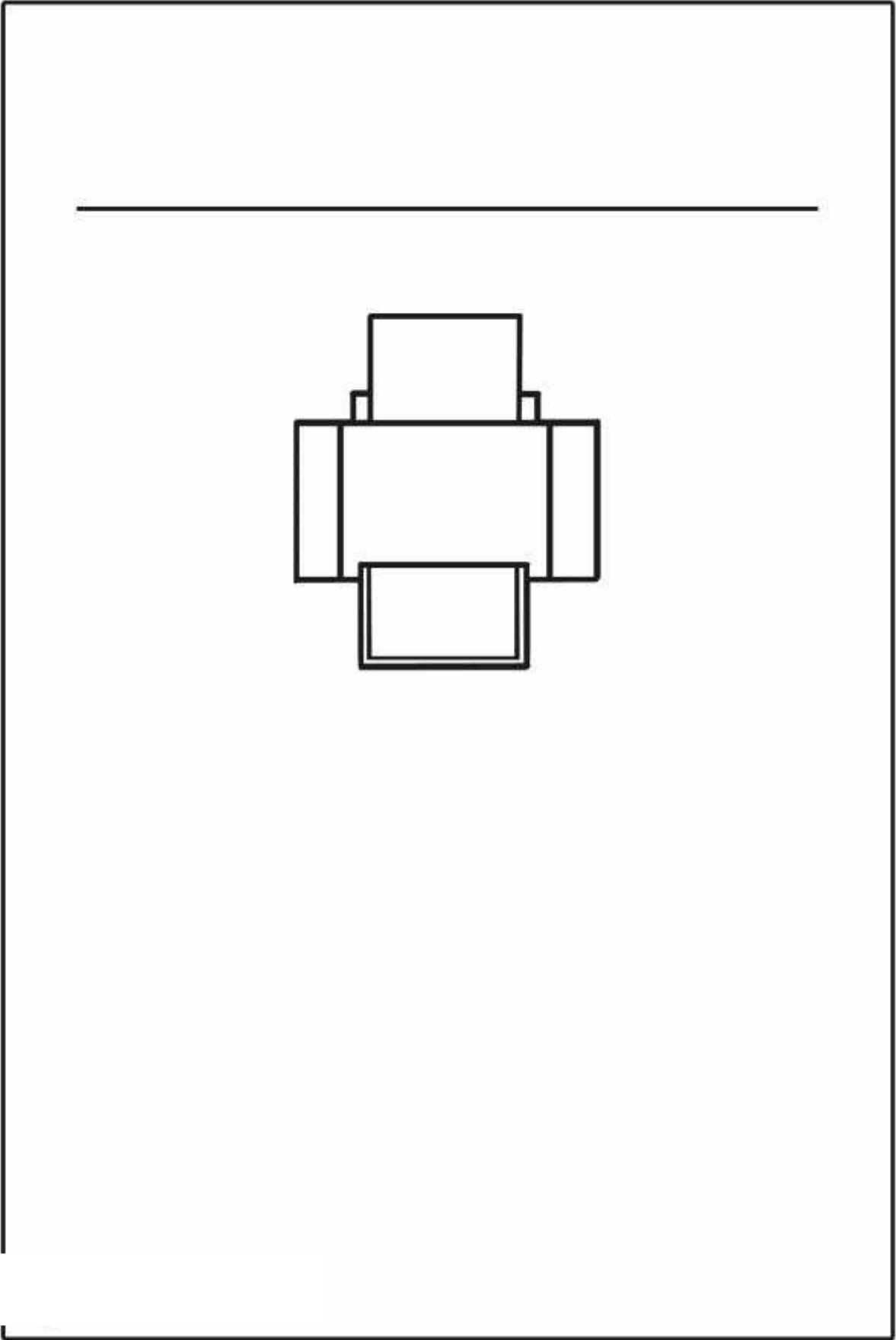













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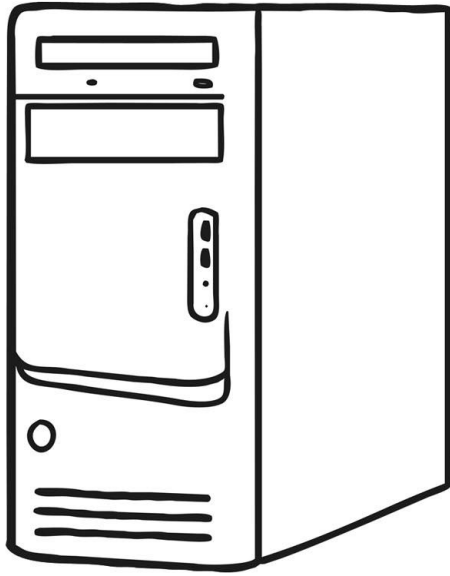
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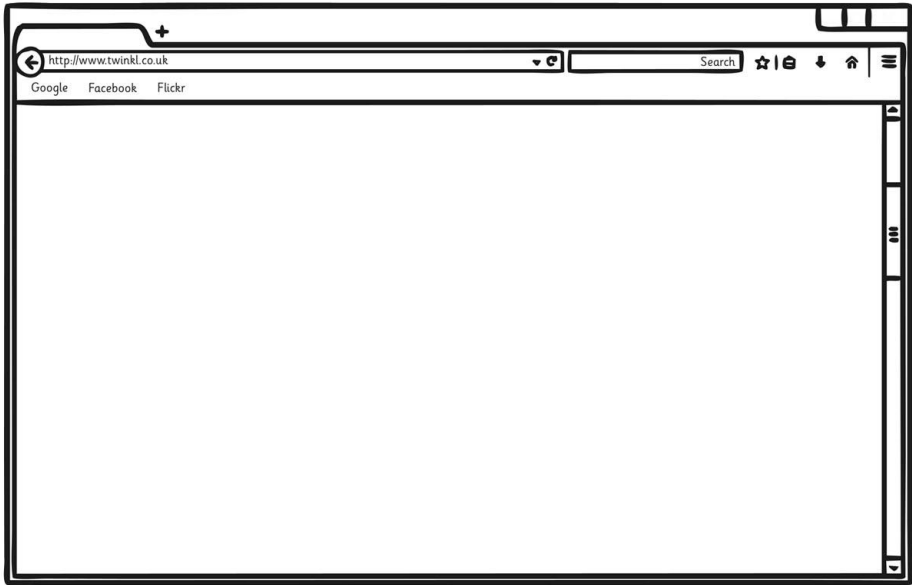
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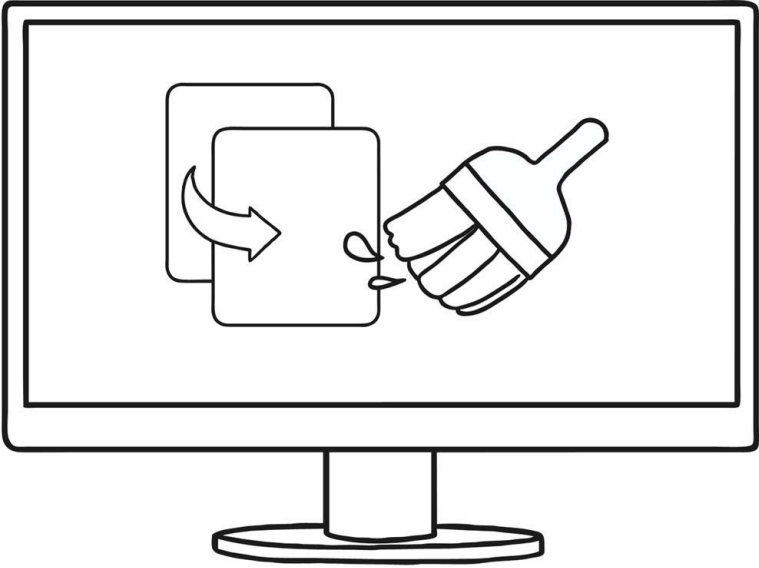
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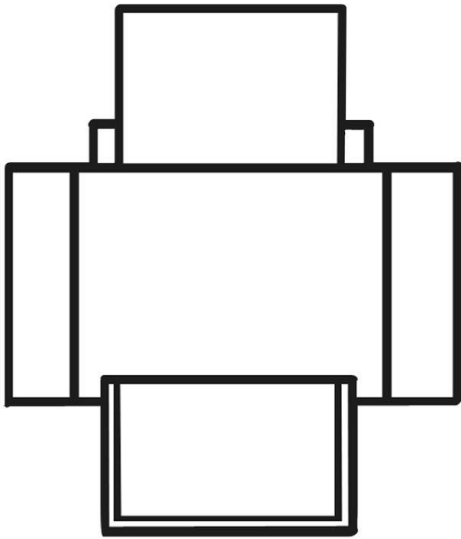
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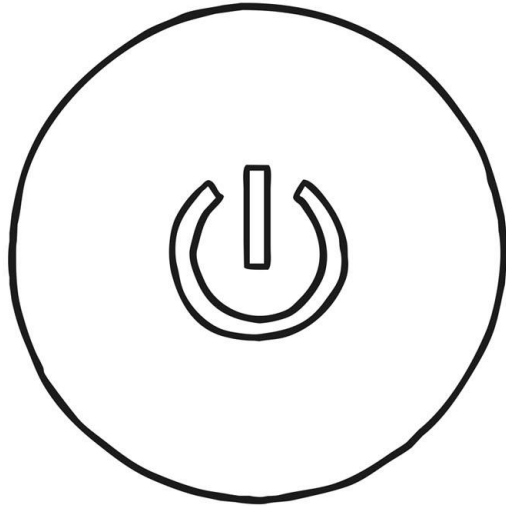
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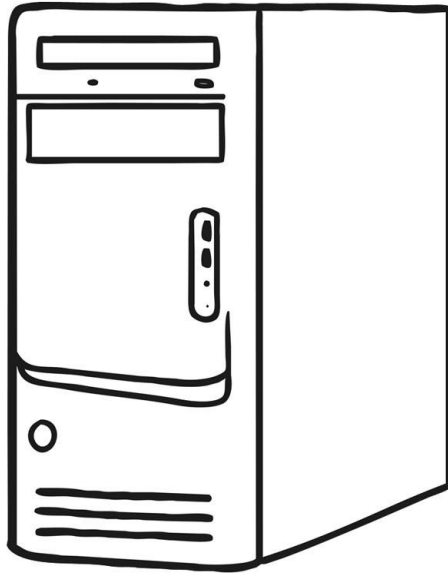
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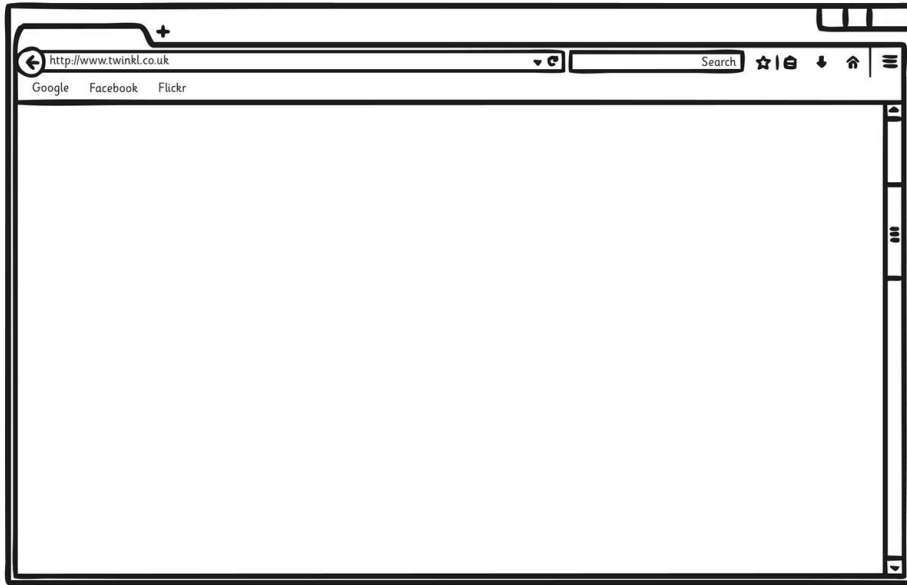
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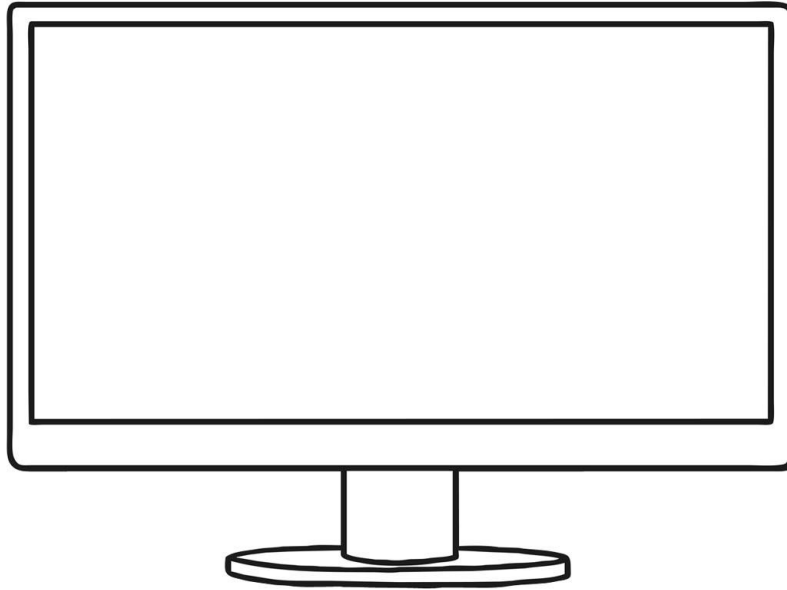
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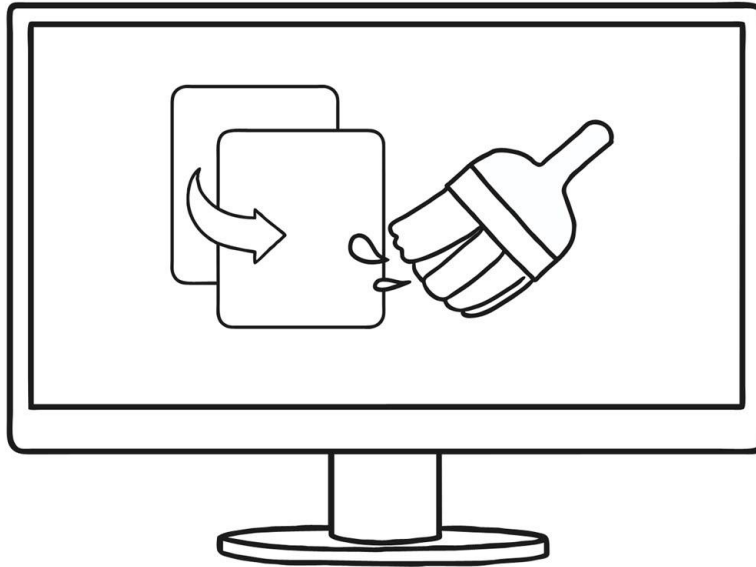
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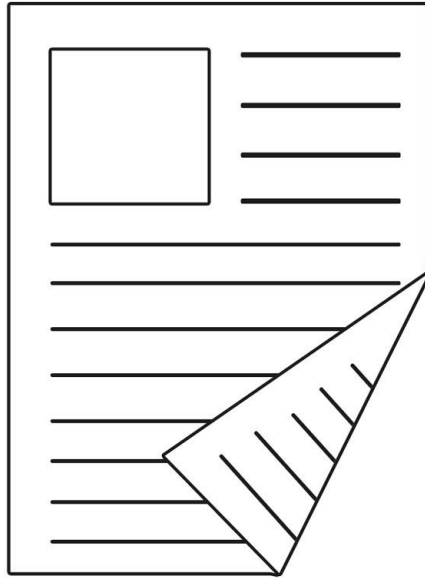
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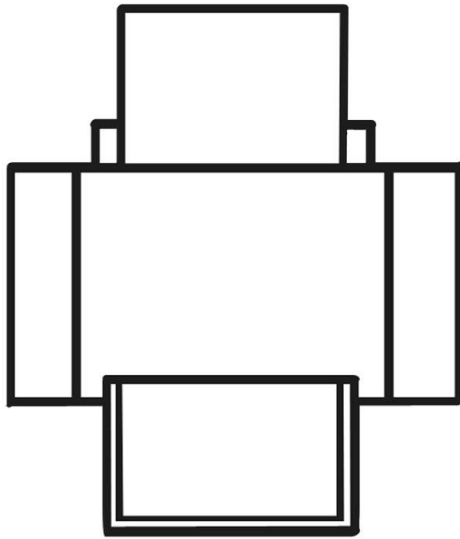
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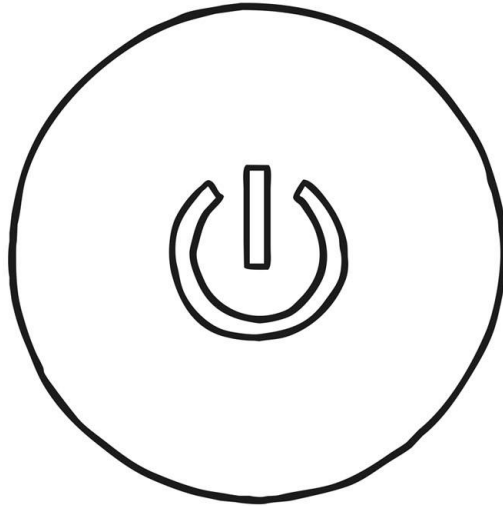
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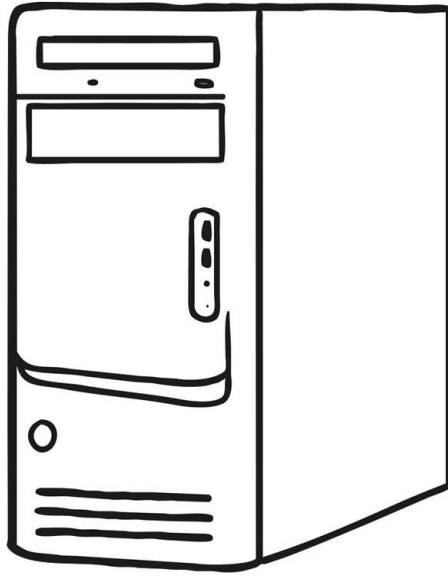
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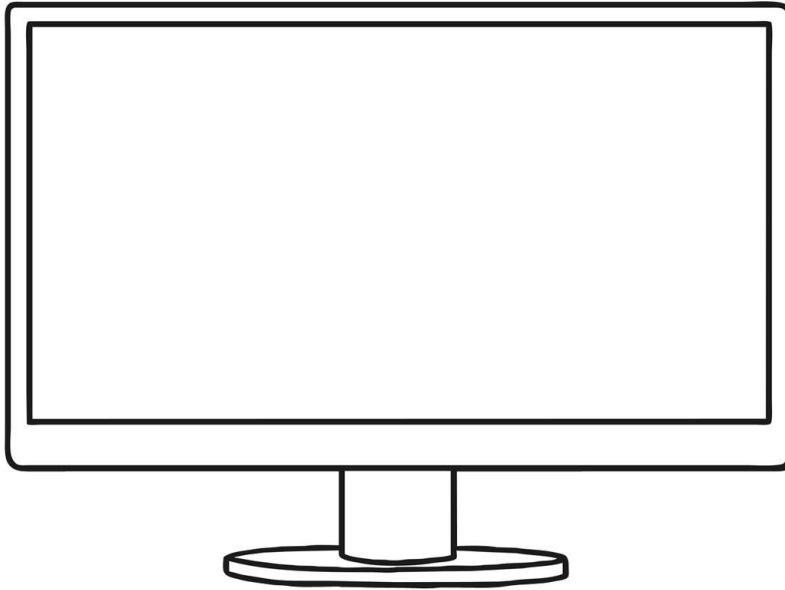
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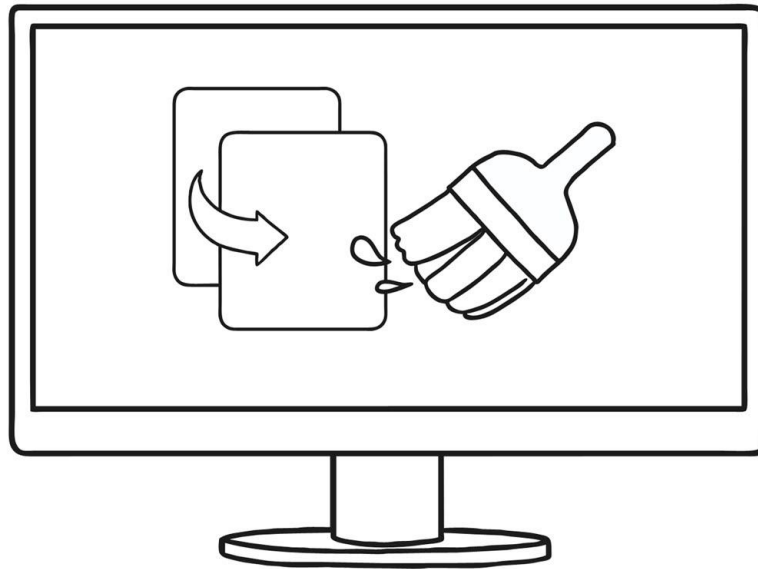
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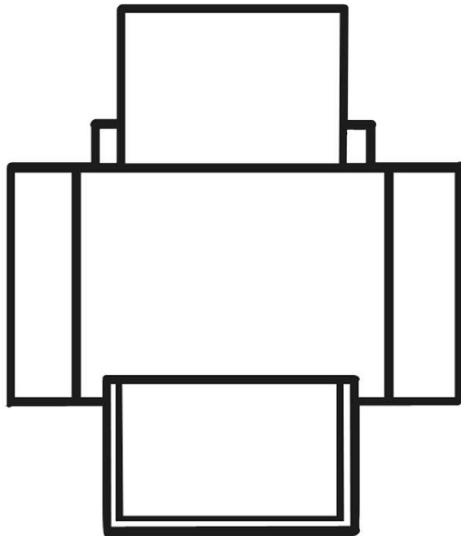
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## End of Unit Assessment | Computing | Year 2 | Presentation Skills

| All   | Most  | Some   |
|---|---|--|
| <p>Insert slides, add and type in a text box.</p> | <p>Create folders, print files, add images, format text and text boxes.</p> | <p>Save files in an organised folder structure, search for files on the computer, set windows side by side, format text boxes and images, reorder slides and present their presentation.</p> |
| 33%   | 33%   | 33%  |
| <p>Name<br/>Name<br/>Name<br/>Name</p>            | <p>Name<br/>Name<br/>Name<br/>Name</p>                                      | <p>Name<br/>Name<br/>Name<br/>Name</p>   |



End of Unit Assessment | Computing | Year 2 | Presentation Skills

\*Insert a character against the criteria the child has met. If they have not met the criteria leave it blank.\*

|  |  | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | % of class |  |
|--|--|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------------|--|
| % met by child                                 |  | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%         |  |
| Has the child met the all and most statements? |  | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | n    | 0%         |  |
| <b>All</b>                                     | Insert slides, add and type in a text box.     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      | 0%         |  |
| <b>Most</b>                                    | Create folders.                                |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      | 0%         |  |
|  | Print files.                                   |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      | 0%         |  |
|  | Add images.                                    |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      | 0%         |  |
|  | Format text and text boxes.                    |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      | 0%         |  |
| <b>Some</b>                                    | Save files in an organised folder structure.   |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      | 0%         |  |
|  | Search for files on the computer.              |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |            |  |
|  | Set windows side by side.                      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |            |  |
|  | Format text boxes and images.                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      | 0%         |  |
|  | Reorder slides and present their presentation. |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      | 0%         |  |



# NC Aims Covered in the Presentation Skills Unit

Use technology safely and respectfully.

Use technology purposefully to create, organise, store, manipulate and retrieve digital content.

# I can...

# Computing | Year 2 | Presentation Skills

| Lesson 1                                     | Lesson 2   | Lesson 3   | Lesson 4                                 | Lesson 5  | Lesson 6                                 |
|--|--|--|--|---|--|
| <b>I can use basic computer skills.</b>      | <b>I can organise ideas for a presentation.</b>                | <b>I can create a simple presentation with text.</b> | <b>I can add and format an image.</b>    | <b>I can reorder slides and present a presentation.</b> | <b>I can search and print.</b>           |
| I can switch on, checking the monitor first. | I can identify the main features of a presentation.            | I can add a new slide.                               | I can insert an image from a folder.     | I can access Slide Sorter View.                         | I can search for files and applications. |
| I can log on and log off.                    | I can name some of the most popular presentation applications. | I can set or change the slide layout.                | I can copy an image from another source. | I can drag slides to reorder.                           | I can print using different options.     |
| I can manipulate windows.                    | I can organise my presentation into main ideas.                | I can insert a text box.                             | I can resize an image.                   | I can use different options to present.                 |  |
| I can shut down.                             |  | I can type in a text box.                            |  |   |  |
| <b>I can use folder.</b>                     |  | I can change the background.                         |  |   |  |
| I can create a folder.                       |  | I can change the outline.                            |  |   |  |
| I can save a file in my folder.              |  | I can use an appropriate font and colour.            |  |   |  |

# Computing: Presentation Skills

**K**

What I know

**W**

What I want to know

**L**

What I have learnt



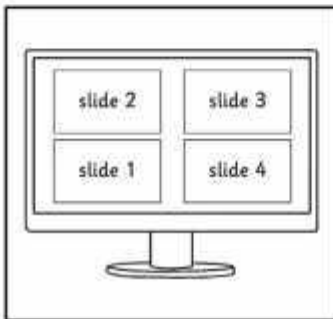
# Presentation Skills

Type your aims and success criteria here.

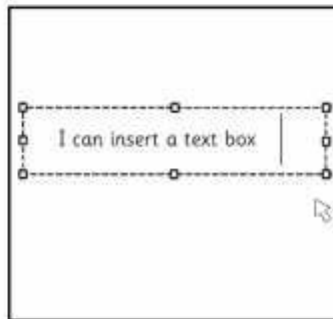


Your child has been learning how to make presentations on the computer. Presentations can be made in different applications. Among the main ones are Microsoft PowerPoint, Apple Keynote, Google Slides (free with a gmail address) and Apache OpenOffice Impress (free).

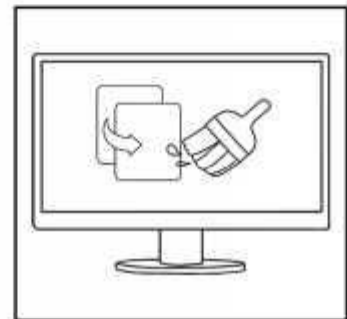
The Presentation skills your child has been learning are:



I can add new slides and change the layout.



I can add and format text boxes.



I can add and format images.

If your child is unable to use a computer to make a presentation, they can make one using paper, using a piece of paper for each slide. Here is a suggested task that will help reinforce this learning:

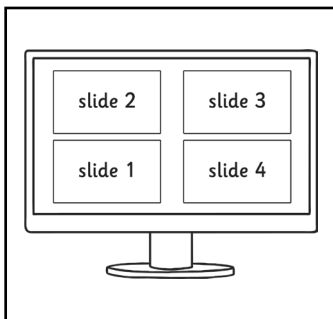
1. Using some pictures or your own drawings, create a presentation about your family.
2. For each member of the family you include, use one slide, and write something about them.

# Presentation Skills

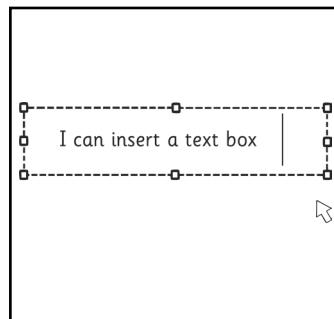


Your child has been learning how to make presentations on the computer. Presentations can be made in different applications. Among the main ones are Microsoft PowerPoint, Apple Keynote, Google Slides (free with a gmail address) and Apache OpenOffice Impress (free).

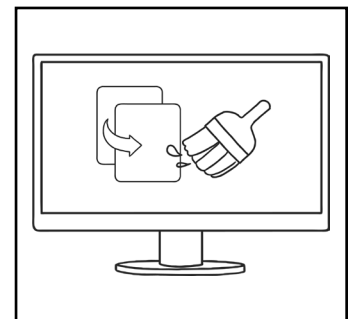
The Presentation skills your child has been learning are:



I can add new slides and change the layout.



I can add and format text boxes.



I can add and format images.

If your child is unable to use a computer to make a presentation, they can make one using paper, using a piece of paper for each slide. Here is a suggested task that will help reinforce this learning:

1. Using some pictures or your own drawings, create a presentation about your family.
2. For each member of the family you include, use one slide, and write something about them.

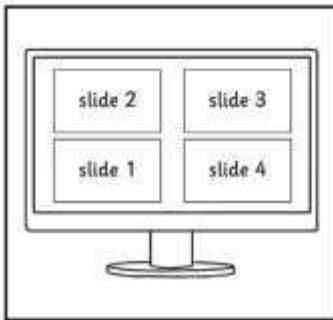
# Presentation Skills

Type your aims and success criteria here.

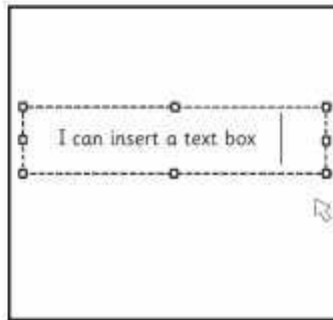


Your child has been learning how to make presentations on the computer. Presentations can be made in different applications. Among the main ones are Microsoft PowerPoint, Apple Keynote, Google Slides (free with a gmail address) and Apache OpenOffice Impress (free).

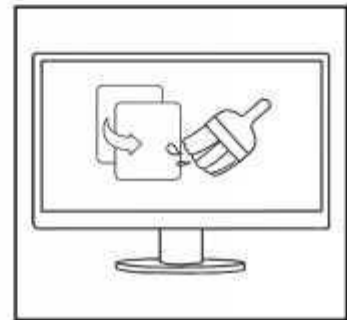
The Presentation skills your child has been learning are:



I can add new slides and change the layout.



I can add and format text boxes.



I can add and format images.

If your child is unable to use a computer to make a presentation, they can make one using paper, using a piece of paper for each slide. Here is a suggested task that will help reinforce this learning:

1. Choose an animal.
2. Find out about the animal: where it lives, what it eats, what dangers there are.
3. Make a presentation using text and images found online.
4. Present your presentation to a family member or friend.

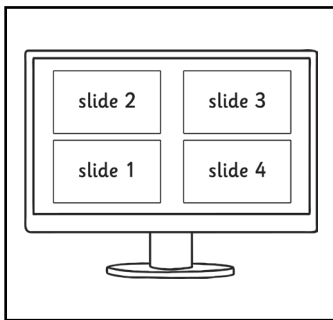


# Presentation Skills

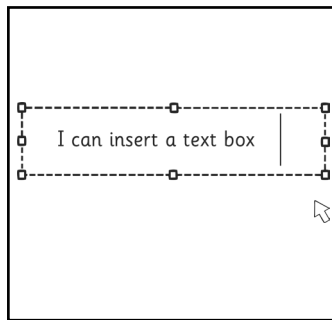


Your child has been learning how to make presentations on the computer. Presentations can be made in different applications. Among the main ones are Microsoft PowerPoint, Apple Keynote, Google Slides (free with a gmail address) and Apache OpenOffice Impress (free).

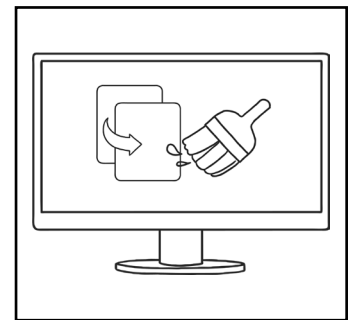
The Presentation skills your child has been learning are:



I can add new slides and change the layout.



I can add and format text boxes.



I can add and format images.

If your child is unable to use a computer to make a presentation, they can make one using paper, using a piece of paper for each slide. Here is a suggested task that will help reinforce this learning:











1. Choose an animal.
2. Find out about the animal: where it lives, what it eats, what dangers there are.
3. Make a presentation using text and images found online.
4. Present your presentation to a family member or friend.

# Presentation Skills: Folders

|  |   |  |
|--|---|--|
| <b>Aim:</b><br>Use technology safely and respectfully.<br>Children will revise skills from previous unit and learn to create folders.<br>I can use basic computer skills.<br>I can use folder. | <b>Success Criteria:</b><br>I can switch on, checking the monitor first.<br>I can log on and log off.<br>I can manipulate windows.<br>I can shut down.<br>I can create a folder.<br>I can save a file in my folder. | <b>Resources:</b><br>Lesson Pack.<br>Desktop computers or laptops.   |
|  | <b>Key/New Words:</b><br>System unit, monitor, switch, shut down, log on, log off, windows, folder, new folder.   | <b>Preparation:</b><br>Children have own folders in home folder.<br>An application for children to launch and save a file. |

**Prior Learning:** It will be helpful if children can switch on and shut down computer, log on/log off and manipulate windows.

## Learning Sequence

|  |  |   |
|--|--|---|
|    | <b>Getting Started:</b> Children switch on, log on and launch an application. How many ways can they think of launching an application?  |    |
|    | <b>Can you remember how to..?</b> Ask some children to demonstrate any of the following skills: <ul style="list-style-type: none"> <li>• Minimize and restore windows</li> <li>• Resize and move windows</li> <li>• Go to their folder</li> <li>• Save work into their folder</li> <li>• Open work from their folder</li> </ul>  |    |
|  | <b>Splitting Windows/Creating New Folders:</b> Show the children 2 extra skills: <ul style="list-style-type: none"> <li>• How to split 2 windows across the desktop (<i>drag to the right / left centre of screen or &lt;windows&gt; + left/right arrow keys</i>)</li> <li>• How to create folders</li> </ul>  |  |
|  | <b>Side by Side</b> (2 possible slides provided):<br><b>Side by Side A:</b> Ask the children to load a picture from the network or the Internet and a graphics application and to have both windows side by side on the screen. Children look at the image and copy it in the graphics application.<br><b>Side by Side B:</b> Ask the children to load an Internet browser and navigate to a particular web page, and a word processor, and to have both windows side by side on the screen. Give them a question to research and ask them to write a sentence in the word processor answering the questions. Ask the children to save their picture or writing into their folder, or into a folder you want them to create. |  |
|  | <b>What is a presentation?</b> Ask the children if they know what a presentation is. (They may have heard the particular versions of presentations like PowerPoint.)   |  |

## Taskit

**Splitit:** Open 2 windows or applications and place side by side.

**Challengeit:** Use the **Challenge Cards** for extension activities.

Presentation Skills | Folders

|  |  |  |
|--|--|--|
| <b>I can use basic computer skills.</b>      |  |  |
| I can switch on, checking the monitor first. |  |  |
| I can log on and log off.                    |  |  |
| I can manipulate windows.                    |  |  |
| I can shut down.                             |  |  |
| <b>I can use folder.</b>                     |  |  |
| I can create a folder.                       |  |  |
| I can save a file in my folder.              |  |  |

Presentation Skills | Folders

|  |  |  |
|--|--|--|
| <b>I can use basic computer skills.</b>      |  |  |
| I can switch on, checking the monitor first. |  |  |
| I can log on and log off.                    |  |  |
| I can manipulate windows.                    |  |  |
| I can shut down.                             |  |  |
| <b>I can use folder.</b>                     |  |  |
| I can create a folder.                       |  |  |
| I can save a file in my folder.              |  |  |

Presentation Skills | Folders

|  |  |  |
|--|--|--|
| <b>I can use basic computer skills.</b>      |  |  |
| I can switch on, checking the monitor first. |  |  |
| I can log on and log off.                    |  |  |
| I can manipulate windows.                    |  |  |
| I can shut down.                             |  |  |
| <b>I can use folder.</b>                     |  |  |
| I can create a folder.                       |  |  |
| I can save a file in my folder.              |  |  |

Presentation Skills | Folders

|  |  |  |
|--|--|--|
| <b>I can use basic computer skills.</b>      |  |  |
| I can switch on, checking the monitor first. |  |  |
| I can log on and log off.                    |  |  |
| I can manipulate windows.                    |  |  |
| I can shut down.                             |  |  |
| <b>I can use folder.</b>                     |  |  |
| I can create a folder.                       |  |  |
| I can save a file in my folder.              |  |  |

Presentation Skills | Folders

|  |  |  |
|--|--|--|
| <b>I can use basic computer skills.</b>      |  |  |
| I can switch on, checking the monitor first. |  |  |
| I can log on and log off.                    |  |  |
| I can manipulate windows.                    |  |  |
| I can shut down.                             |  |  |
| <b>I can use folder.</b>                     |  |  |
| I can create a folder.                       |  |  |
| I can save a file in my folder.              |  |  |

Presentation Skills | Folders

|  |  |  |
|--|--|--|
| <b>I can use basic computer skills.</b>      |  |  |
| I can switch on, checking the monitor first. |  |  |
| I can log on and log off.                    |  |  |
| I can manipulate windows.                    |  |  |
| I can shut down.                             |  |  |
| <b>I can use folder.</b>                     |  |  |
| I can create a folder.                       |  |  |
| I can save a file in my folder.              |  |  |

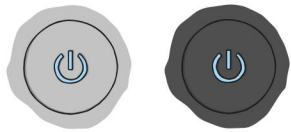
Presentation Skills | Folders

|  |  |  |
|--|--|--|
| <b>I can use basic computer skills.</b>      |  |  |
| I can switch on, checking the monitor first. |  |  |
| I can log on and log off.                    |  |  |
| I can manipulate windows.                    |  |  |
| I can shut down.                             |  |  |
| <b>I can use folder.</b>                     |  |  |
| I can create a folder.                       |  |  |
| I can save a file in my folder.              |  |  |

Presentation Skills | Folders

|  |  |  |
|--|--|--|
| <b>I can use basic computer skills.</b>      |  |  |
| I can switch on, checking the monitor first. |  |  |
| I can log on and log off.                    |  |  |
| I can manipulate windows.                    |  |  |
| I can shut down.                             |  |  |
| <b>I can use folder.</b>                     |  |  |
| I can create a folder.                       |  |  |
| I can save a file in my folder.              |  |  |

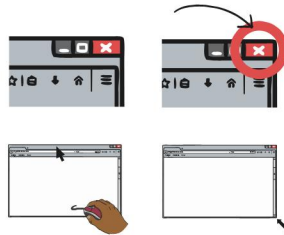
# Presentation Skills: I Can...



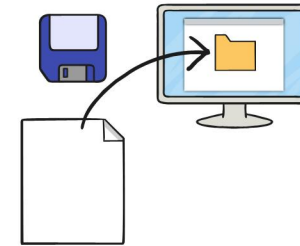
I can switch on.



I can log on and log off.



I can manipulate windows.



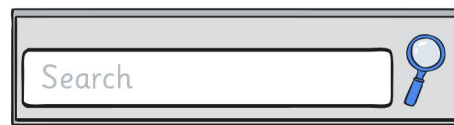
I can save a file in my folder.



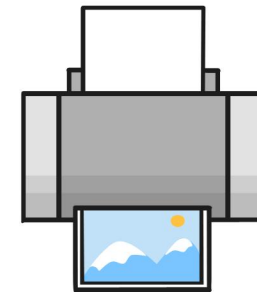
I can shut down.



I can create a folder.



I can search for files and applications.



I can print using different options.

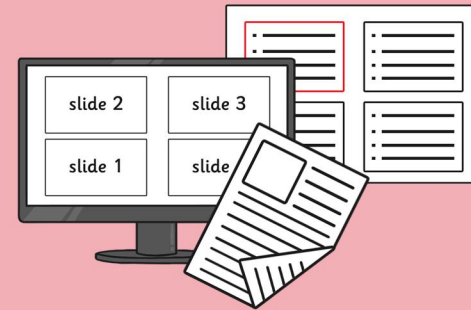
# Presentation Skills

## Challenge Cards



# Presentation Skills

## Challenge Cards



# Presentation Skills

## Challenge Cards

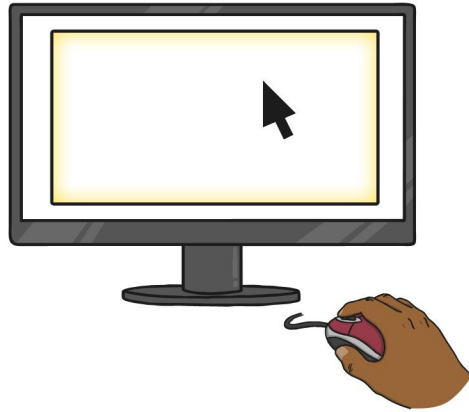


# Presentation Skills

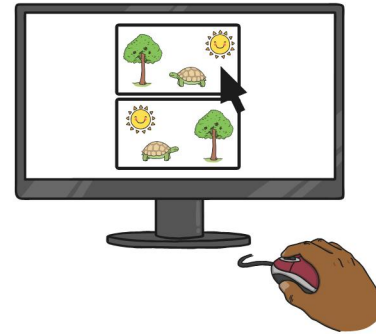
## Challenge Cards



Can you find out how to add a border to an image on a presentation slide?

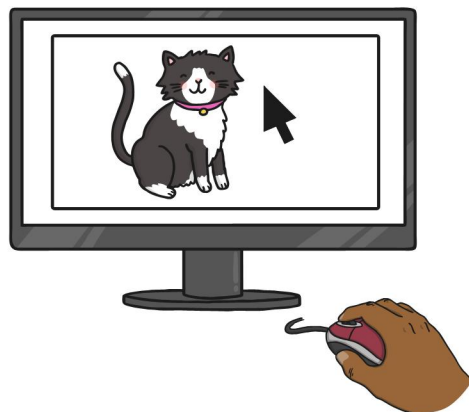


Insert or copy three or four images into a presentation slide. Copy the slide or insert the images into another slide.

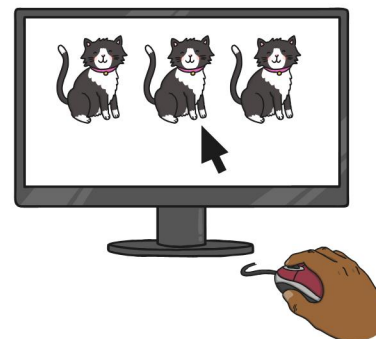


Arrange the images in two different ways and ask a friend which they prefer and why.

What other changes can you make to images you insert into a presentation slide?

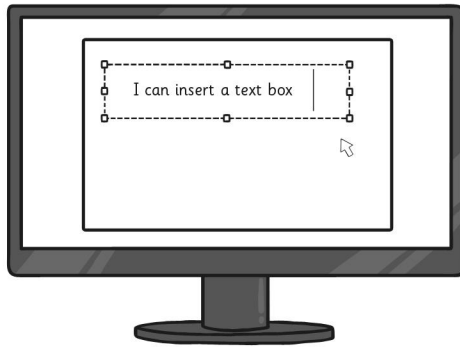


Insert or copy one image into a presentation slide. Copy the image twice, so you have 3 copies of the image.

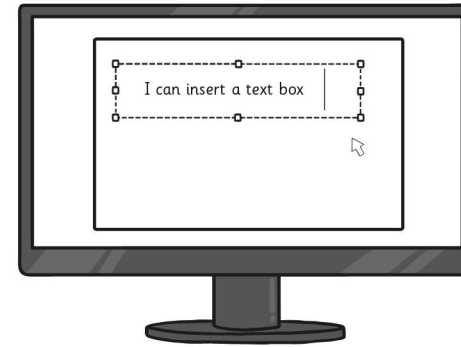


Resize one image keeping the aspect ratio, but resize the others without keeping the aspect ratio. Insert a text box to tell people how best to resize.

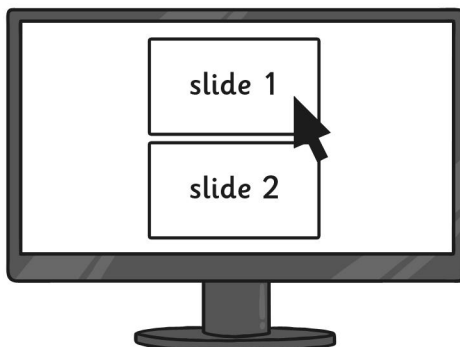
Investigate all the different slide layout options. Write on each slide how you might use each layout.



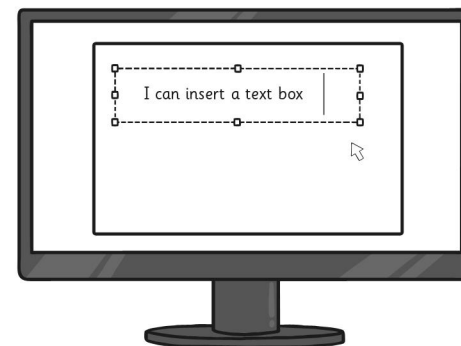
Find out how many ways you can insert a text box in the presentation application you are using.



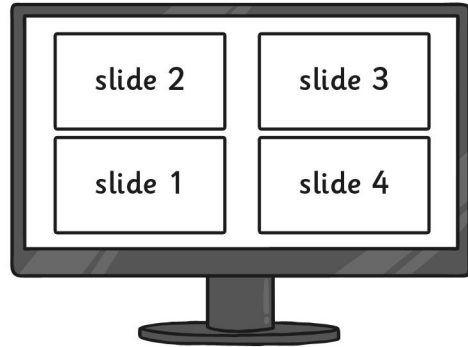
Find out how many different ways you can insert a new slide in the presentation application you are using.



Add a new blank slide and add 8 text boxes and format each differently. Ask some friends which ones they like.



Make a presentation with the instructions for making some jam on toast, with one instruction on each slide.

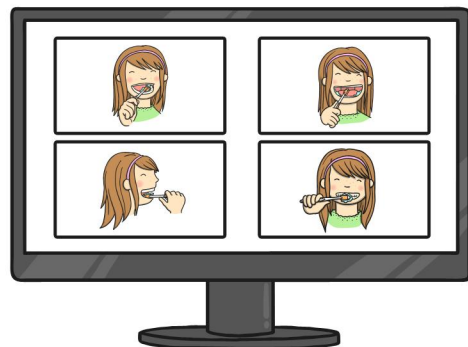


Mix up the slides and ask a friend to reorder the slides.

Make a presentation which tells the story of Red Riding Hood. Tell the story over 5 or 6 slides. Then present your presentation to a friend.



Make a presentation with the instructions for brushing your teeth, with one instruction on each slide.



Mix up the slides and ask a friend to reorder the slides.

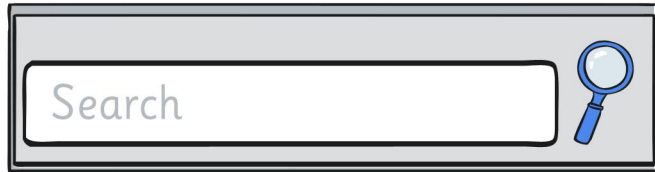
Make a presentation with the story of Cinderella. Tell the story over 5 or 6 slides. Then present your presentation to a friend.



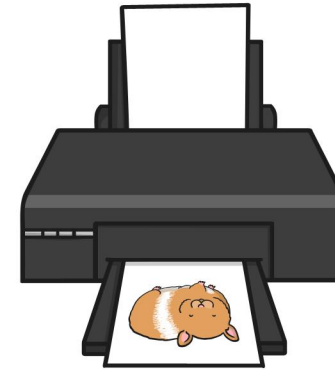


Search for a document called “Findme”  
on your computer network.

What animal is on the document?



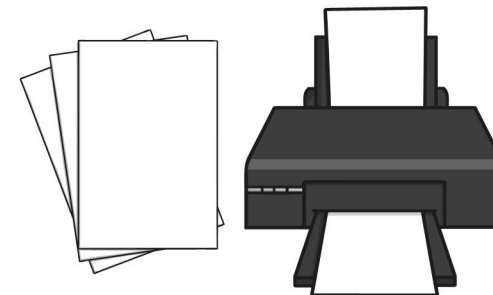
Can you find out how many prints  
your school printers make each day?



Search for all the files created today.  
How many are there?



Launch the applications you use. Look at  
the print options. Can you find how to  
print a file in A3 size?













# Presentation Skills: What is a presentation?

|   |  |  |
|---|--|--|
| <p><b>Aim:</b><br/>Use technology purposefully to create, organise, store, manipulate and retrieve digital content.</p> <p>Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses on what presentations are.</p> <p>I can organise ideas for a presentation.</p> | <p><b>Success Criteria:</b><br/>I can identify the main features of a presentation.</p> <p>I can name some of the most popular presentation applications.</p> <p>I can organise my presentation into main ideas.</p> | <p><b>Resources:</b><br/><a href="#">Lesson Pack</a>.</p> <p>Desktop computers or laptops.<br/>Presentation application.<br/>Visualiser or way of displaying children's written work.</p>  |
|   | <p><b>Key/New Words:</b><br/>Presentation, Microsoft PowerPoint, OpenOffice Impress, Google Slides, Apple Keynote.</p>   | <p><b>Preparation:</b><br/>Ensure desired presentation application is installed on the computers.</p> <p>Have some presentations easily available for the children to look at. You could use the Twinkl examples in the pack.</p> <p>(You can search for PowerPoints online by typing ppt:topic or pptx:topic)</p> |

**Prior Learning:** Children will have discussed what a presentation is in lesson 1.

## Learning Sequence

|  |  |   |
|--|--|---|
|    | <p><b>What is a presentation?</b> Ask the children if they know what a presentation application is, and which presentation applications they have heard of. Show the logos and ask which application they represent. Show the ones available in your school.</p> <p><b>Here Are Some Examples:</b> Demonstrate a presentation (some Twinkl PowerPoints are provided within the Lesson Pack). Ask the children what they think they are used for.</p>   |    |
|  | <p><b>Explore:</b> Allow the children to look at some themselves and discuss the features, asking the children to identify the main features of each presentation.</p> <ul style="list-style-type: none"> <li>• A title slide (often with author)</li> <li>• Each slide has a main idea</li> <li>• Slides are organised in an order</li> <li>• Slides often use images and text (and sometimes video)</li> </ul> <p>Allow the children to look again at the presentations and see if they can spot these features.</p> |  |
|  | <p><b>How to Organise a Presentation:</b> Using a topic the children are learning about in class, model how to organise a presentation. Ask the children to suggest some key topics about which they might want to present their learning.</p>   |  |
|  | <p><b>Organise:</b> Children will prepare a presentation on an aspect of their learning. (Choose a topic you are working on or have completed.) Children plan the main ideas for their presentation. These will be the slide headings / titles. A planning template is provided if needed.</p>   |  |
|  | <p><b>Share:</b> Children share their ideas with a partner. Have the children got any suggestions for their partner, or are there any ideas they could use in their own plan? Choose one or two pairs to share their learning from their discussion, displaying their plans if possible.</p>   |  |

## Taskit

**Organise it:** Use the [Planning Template](#) for children to plan different presentations.

**Challengeit:** Use the [Challenge Cards](#) for extension activities.



# Computing

## Presentation Skills

Search

# What is a presentation?



# Aim

- I can organise ideas for a presentation.

# Success Criteria

- I can identify the main features of a presentation.
- I can name some of the most popular presentation applications.
- I can organise my presentation into main ideas.

Search

# What is a presentation?



Do you know what a presentation on a computer is?

Which presentation software have you heard of?



Microsoft  
PowerPoint



Google  
Slides



Apple  
Keynote



Apache  
OpenOffice  
Impress

Search

## Here Are Some Examples



There are many presentations available on the World Wide Web.

What are presentations used for?

THE END

Click on the image to view the presentation.

Search

# Explore



What are the main features of a presentation?

Each slide has a main idea.

Slides are organised in an order.



A title slide, often with author.

Slides often use text and images, and sometimes video.

Have a look again at some presentations and see if they have these features.



Search

# How to Organise a Presentation

Stage 1: Decide the topic and title.

Stage 2: Decide the main idea for each slide.

Stage 3: Write the ideas of each slide.

## Presentation Planning Template

Title Slide

Slide Heading:

Topics on this slide:

Slide Heading:

Ideas on this slide:

Slide Heading:

Ideas on this slide:

Search

# How to Organise a Presentation

## Presentation Planning Template

Title Slide

### Florence Nightingale



Slide Heading: **Why was Florence Nightingale Famous?**

Ideas on this slide:

Born in Florence, Italy  
Nursed British Soldiers  
Improved hospital conditions

Slide Heading: **How Florence Nightingale improved conditions for soldiers**

Ideas on this slide:

Better food and clothes  
Used bandages and medicines  
Made hospitals cleaner

Slide Heading: **What Florence Nightingale did after the war**

Ideas on this slide:

Set up nursing school in London  
Improved healthcare  
Spread medical knowledge

Search

# Organise



Organise a presentation on a topic you have been learning about in class.

What will be on your title slide?

What will each slide be about?

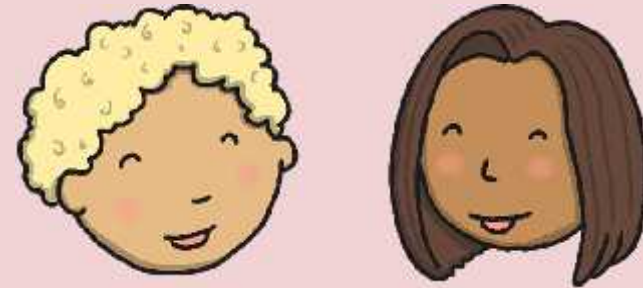
What are the ideas for each slide?

Search

## Share



Share your ideas  
with a partner!



Have you got any suggestions  
for your partner?

Has your partner got any ideas  
you could use?

Be ready to share your  
discussion with the whole class.

# Aim



- I can organise ideas for a presentation.

# Success Criteria

- I can identify the main features of a presentation.
- I can name some of the most popular presentation applications.
- I can organise my presentation into main ideas.



Presentation Skills | What is a Presentation?

|  |  |  |
|--|--|--|
| <b>I can organise ideas for a presentation.</b>                |  |  |
| I can identify the main features of a presentation.            |  |  |
| I can name some of the most popular presentation applications. |  |  |
| I can organise my presentation into main ideas.                |  |  |

Presentation Skills | What is a Presentation?

|  |  |  |
|--|--|--|
| <b>I can organise ideas for a presentation.</b>                |  |  |
| I can identify the main features of a presentation.            |  |  |
| I can name some of the most popular presentation applications. |  |  |
| I can organise my presentation into main ideas.                |  |  |

Presentation Skills | What is a Presentation?

|  |  |  |
|--|--|--|
| <b>I can organise ideas for a presentation.</b>                |  |  |
| I can identify the main features of a presentation.            |  |  |
| I can name some of the most popular presentation applications. |  |  |
| I can organise my presentation into main ideas.                |  |  |

Presentation Skills | What is a Presentation?

|  |  |  |
|--|--|--|
| <b>I can organise ideas for a presentation.</b>                |  |  |
| I can identify the main features of a presentation.            |  |  |
| I can name some of the most popular presentation applications. |  |  |
| I can organise my presentation into main ideas.                |  |  |

Presentation Skills | What is a Presentation?

|  |  |  |
|--|--|--|
| <b>I can organise ideas for a presentation.</b>                |  |  |
| I can identify the main features of a presentation.            |  |  |
| I can name some of the most popular presentation applications. |  |  |
| I can organise my presentation into main ideas.                |  |  |

Presentation Skills | What is a Presentation?

|  |  |  |
|--|--|--|
| <b>I can organise ideas for a presentation.</b>                |  |  |
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| I can organise my presentation into main ideas.                |  |  |

Presentation Skills | What is a Presentation?

|  |  |  |
|--|--|--|
| <b>I can organise ideas for a presentation.</b>                |  |  |
| I can identify the main features of a presentation.            |  |  |
| I can name some of the most popular presentation applications. |  |  |
| I can organise my presentation into main ideas.                |  |  |

Presentation Skills | What is a Presentation?

|  |  |  |
|--|--|--|
| <b>I can organise ideas for a presentation.</b>                |  |  |
| I can identify the main features of a presentation.            |  |  |
| I can name some of the most popular presentation applications. |  |  |
| I can organise my presentation into main ideas.                |  |  |

# Presentation Planning Template



Title Slide

Slide Heading:

Ideas on this slide:

Slide Heading:

Ideas on this slide:

Slide Heading:

Ideas on this slide:



# Presentation Planning Template

I can organise ideas for a presentation.



Title Slide

Slide Heading:

Ideas on this slide:

Slide Heading:

Ideas on this slide:

Slide Heading:

Ideas on this slide:

# Presentation Skills















I can identify the main features of a presentation.

# Presentation Skills: New Slide and Slide Layout

|  |  |   |
|--|--|---|
| <p><b>Aim:</b><br/>Use technology purposefully to create, organise, store, manipulate and retrieve digital content.</p> <p>Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses on slides and adding text.</p> <p>I can create a simple presentation with text.</p> | <p><b>Success Criteria:</b><br/>I can add a new slide.<br/>I can set or change the slide layout.<br/>I can insert a text box.<br/>I can type in a text box.<br/>I can change the background.<br/>I can change the outline.<br/>I can use an appropriate font and colour.</p> | <p><b>Resources:</b><br/><b>Lesson Pack.</b><br/>Desktop computers or laptops.<br/>Presentation application.</p>  |
|  | <p><b>Key/New Words:</b><br/>New slide, slide layout, text box, format, font, colour, background, line.</p>  | <p><b>Preparation:</b><br/>Ensure desired presentation application is installed on the computers.<br/><br/>Children need their plan for a presentation from the previous lesson, and to be ready to type some text about each idea.</p> |

**Prior Learning:** Children will have identified the main features of a presentation and planned their own presentation in lesson 2.


## Learning Sequence

|  |   |   |
|--|---|---|
|    | <p><b>Have a Go:</b> Ask the children to launch the presentation application, and to create their planned title slide. This will demonstrate some of what the children already know about presentation applications.</p>  |    |
|   | <p><b>Slides:</b> Demonstrate how to add slides and change the slide layout. You may wish to show the children more than one way.</p>   |   |
|  | <p><b>Create Your Slides:</b> Ask the children to create their slides for their planned presentation, choose the best layout for each slide, and type the title. Tell the children not to make their final slide. Ask the children to save the presentation into their folder. Ask the children to insert a new blank slide for their final slide. Can they work out how to add text to the blank slide?</p>  |  |
|  | <p><b>Adding Text / Formatting a Text Box:</b> Using the children who know what to do, demonstrate how to add and format a text box.</p>  |  |
|  | <p><b>Your Presentation:</b> Ask the children to make sure they have a title on each slide. Then they should start to type some text on each slide about the ideas on each slide. Give the children the chance to experiment with formatting the text and the text boxes. <i>(It is important for children to consider the effectiveness of text fonts and styles. Children often wish to use fonts that look spectacular, which others may not find as effective).</i></p> |  |
|  | <p><b>Share:</b> Allow the children to come together in pairs and review each other's presentations, paying particular attention to the formatting of font and text box. Choose one or two pairs to comment on each other's presentation to the whole class.</p>  |  |

## Taskit

**Formatit:** Give the children a simple presentation to change the format of the text boxes.

**Challengeit:** Use the **Challenge Cards** for extension activities.



# Computing

## Presentation Skills

Search

# New Slide and Slide Layout



# Aim

- I can create a simple presentation with text.

# Success Criteria

- I can add a new slide.
- I can set or change the slide layout.
- I can insert a text box.
- I can type in a text box.
- I can change the background.
- I can change the outline.
- I can use an appropriate font and colour.

Search

# Have a Go...

Launch a presentation application



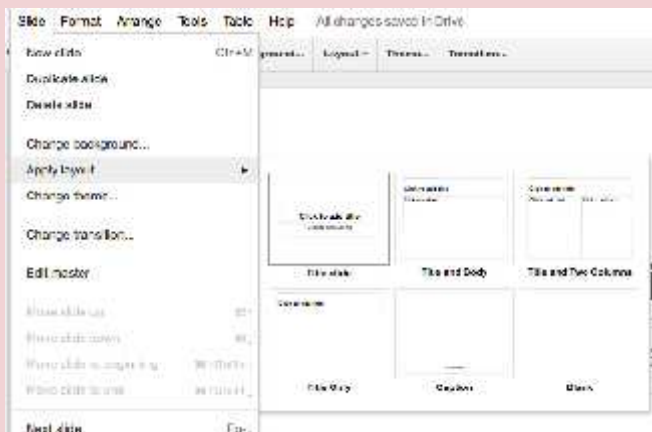
Can you create  
a title page?



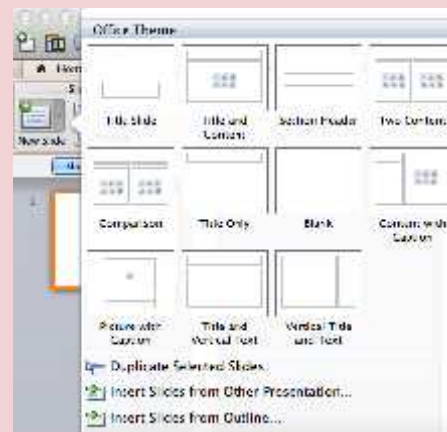
# Slides

Here are some of the ways you can insert a slide and set or change the format.

There are usually several different ways to add a slide.



Layout menu in Google Docs



Layout menu in PPT 2011 Mac



Layout button in PPT 2013



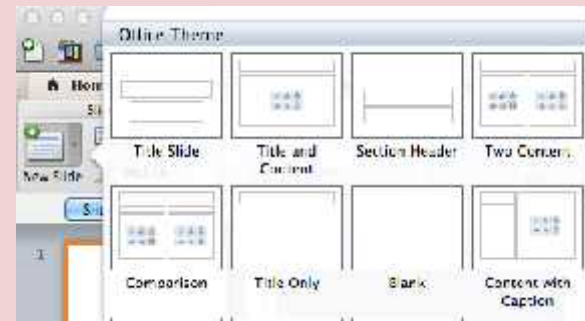
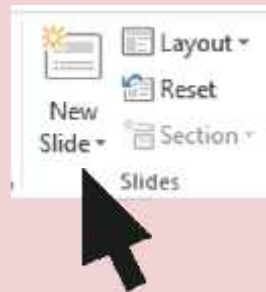
Search

# Create Your Slides



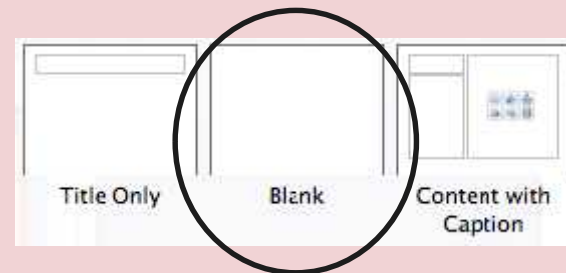
Complete your title slide,  
add new slides and  
choose an appropriate  
format.

Leave the last slide  
for now.



For your final slide, use a  
blank slide.

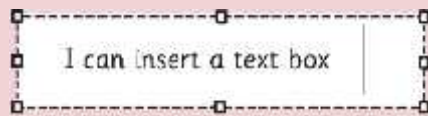
Can you add text?  
What might you need?



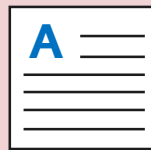
Search

# Adding Text

In most presentation applications text needs a text box.



Look for the add text box button.



In some recent applications double clicking on the page brings up a text box.

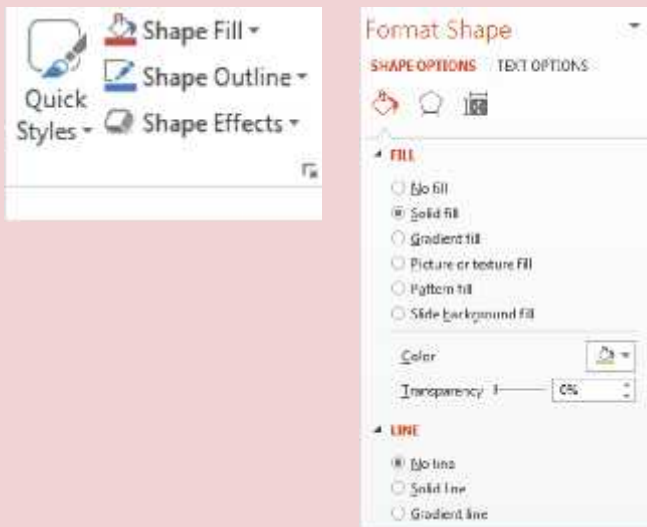


Insert text box button



# Formatting a Text Box

Format text and text box options



To move find the four headed arrow over the box and drag.



To resize find the two headed arrow at each corner and drag.



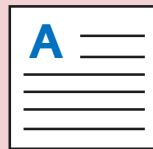
Search

# Your Presentation



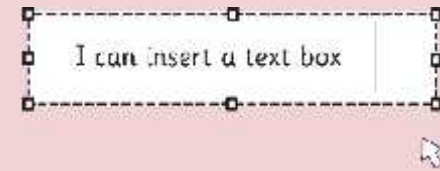
In most presentation applications, text needs a text box.

Look for the add text box button.



Complete your slides with a title on each page.

Use the built in text boxes or make your own to type the information about your topic you have prepared.



Experiment with the text and text boxes.  
Choose a font and text box formatting that can be easily read and that is pleasing to look at.

Search

## Share



In pairs, think about your learning in this lesson.



Discuss with a partner how you used font colour and text box formatting.

Be ready to discuss with the whole class.

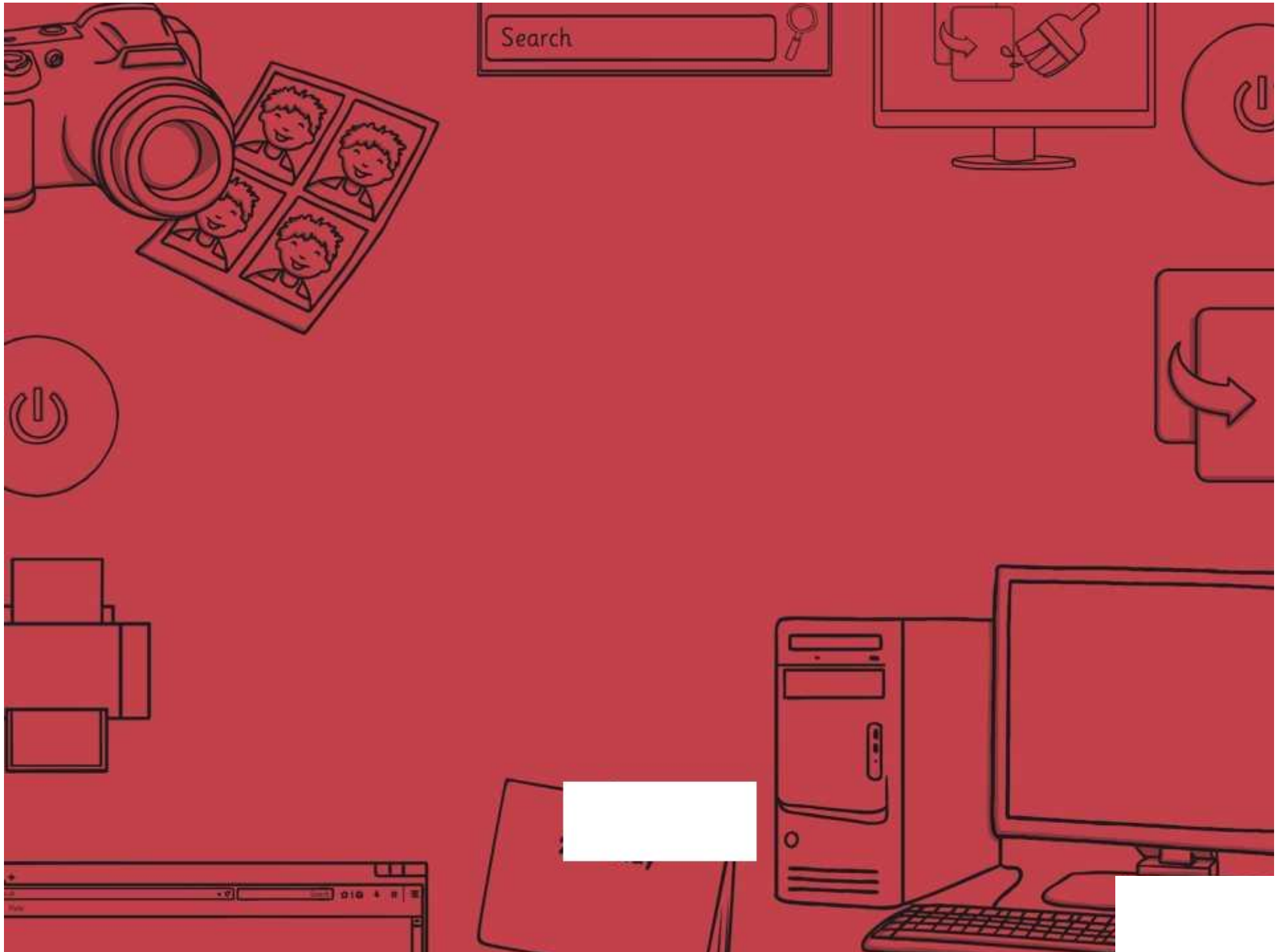
# Aim



- I can create a simple presentation with text.

# Success Criteria

- I can add a new slide.
- I can set or change the slide layout.
- I can insert a text box.
- I can type in a text box.
- I can change the background.
- I can change the outline.
- I can use an appropriate font and colour.



Presentation Skills | New Slide, Slide Layout

|  |  |  |
|--|--|--|
| <b>I can create a simple presentation with text.</b> |  |  |
| I can add a new slide.                               |  |  |
| I can set or change the slide layout.                |  |  |
| I can insert a text box.                             |  |  |
| I can type in a text box.                            |  |  |
| I can change the background.                         |  |  |
| I can change the outline.                            |  |  |
| I can use an appropriate font and colour.            |  |  |

Presentation Skills | New Slide, Slide Layout

|  |  |  |
|--|--|--|
| <b>I can create a simple presentation with text.</b> |  |  |
| I can add a new slide.                               |  |  |
| I can set or change the slide layout.                |  |  |
| I can insert a text box.                             |  |  |
| I can type in a text box.                            |  |  |
| I can change the background.                         |  |  |
| I can change the outline.                            |  |  |
| I can use an appropriate font and colour.            |  |  |

Presentation Skills | New Slide, Slide Layout

|  |  |  |
|--|--|--|
| <b>I can create a simple presentation with text.</b> |  |  |
| I can add a new slide.                               |  |  |
| I can set or change the slide layout.                |  |  |
| I can insert a text box.                             |  |  |
| I can type in a text box.                            |  |  |
| I can change the background.                         |  |  |
| I can change the outline.                            |  |  |
| I can use an appropriate font and colour.            |  |  |

Presentation Skills | New Slide, Slide Layout

|  |  |  |
|--|--|--|
| <b>I can create a simple presentation with text.</b> |  |  |
| I can add a new slide.                               |  |  |
| I can set or change the slide layout.                |  |  |
| I can insert a text box.                             |  |  |
| I can type in a text box.                            |  |  |
| I can change the background.                         |  |  |
| I can change the outline.                            |  |  |
| I can use an appropriate font and colour.            |  |  |

Presentation Skills | New Slide, Slide Layout

|  |  |  |
|--|--|--|
| <b>I can create a simple presentation with text.</b> |  |  |
| I can add a new slide.                               |  |  |
| I can set or change the slide layout.                |  |  |
| I can insert a text box.                             |  |  |
| I can type in a text box.                            |  |  |
| I can change the background.                         |  |  |
| I can change the outline.                            |  |  |
| I can use an appropriate font and colour.            |  |  |

Presentation Skills | New Slide, Slide Layout

|  |  |  |
|--|--|--|
| <b>I can create a simple presentation with text.</b> |  |  |
| I can add a new slide.                               |  |  |
| I can set or change the slide layout.                |  |  |
| I can insert a text box.                             |  |  |
| I can type in a text box.                            |  |  |
| I can change the background.                         |  |  |
| I can change the outline.                            |  |  |
| I can use an appropriate font and colour.            |  |  |

Presentation Skills | New Slide, Slide Layout

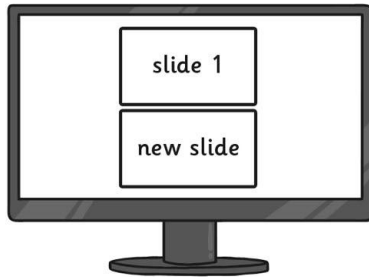
|  |  |  |
|--|--|--|
| <b>I can create a simple presentation with text.</b> |  |  |
| I can add a new slide.                               |  |  |
| I can set or change the slide layout.                |  |  |
| I can insert a text box.                             |  |  |
| I can type in a text box.                            |  |  |
| I can change the background.                         |  |  |
| I can change the outline.                            |  |  |
| I can use an appropriate font and colour.            |  |  |

Presentation Skills | New Slide, Slide Layout

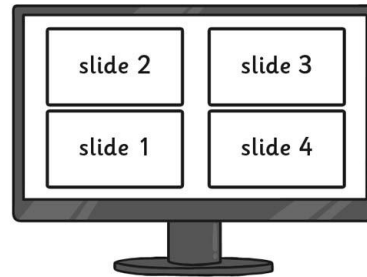
|  |  |  |
|--|--|--|
| <b>I can create a simple presentation with text.</b> |  |  |
| I can add a new slide.                               |  |  |
| I can set or change the slide layout.                |  |  |
| I can insert a text box.                             |  |  |
| I can type in a text box.                            |  |  |
| I can change the background.                         |  |  |
| I can change the outline.                            |  |  |
| I can use an appropriate font and colour.            |  |  |



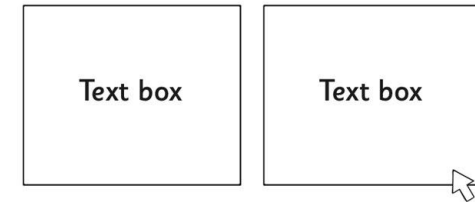
# Presentation Skills: I Can...



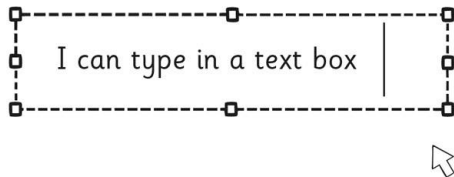
I can add a new slide.



I can set or change the slide layout.



I can insert a text box.



I can type in a text box.



I can change the background and outline.













I can use an appropriate font and colour.

# Presentation Skills: Add and Format an Image

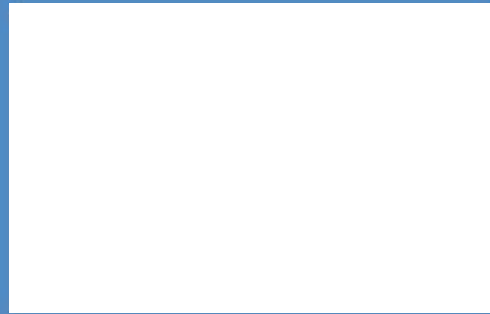
|   |  |  |
|---|--|--|
| <p><b>Aim:</b><br/>Use technology purposefully to create, organise, store, manipulate and retrieve digital content.</p> <p>Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses on slides and adding images.</p> <p>I can add and format an image.</p> | <p><b>Success Criteria:</b><br/>I can insert an image from a folder.<br/>I can copy an image from another source.<br/>I can resize an image.</p> | <p><b>Resources:</b><br/><b>Lesson Pack.</b></p> <p>Desktop computers or laptops.<br/>Presentation application.</p>  |
|   | <p><b>Key/New Words:</b><br/>Image, picture, photo, format, insert, copy, folder, network, aspect ratio.</p>                                     | <p><b>Preparation:</b><br/>Ensure desired presentation application is installed on the computers.</p> <p>Children need to be able to load their file from the previous lesson.</p> <p>Some images to be used should be available on the network and from a document or web page. Relevant topic images can be found in Twinkl Create. Make a document of the images needed and the images can be copied.</p> |

**Prior Learning:** Children will have identified the main features of a presentation and started to create their own presentation in lessons 2 and 3.

## Learning Sequence

|  |   |   |
|--|---|---|
|    | <p><b>What's in the picture?</b> Ask the children to open a new presentation and try to insert an image.</p>  |    |
|   | <p><b>Insert an Image / Copy and Paste an Image / Resize an Image:</b> Demonstrate how to:</p> <ul style="list-style-type: none"> <li>• Insert an image from a folder</li> <li>• Copy an image from another document</li> <li>• Resize the image (<i>particularly where very large images are inserted, which need to be moved to find the corner</i>).</li> </ul> <p>Show the children that it is important to retain the aspect ratio of pictures by resizing from the corner, not the sides.</p> |   |
|  | <p><b>Your Presentation:</b> On the new presentation the children opened at the beginning of the lesson, ask the children to insert and copy images and resize as appropriate. Once they are confident with this, ask them to open their presentation and put relevant images onto each slide. The children could continue with their text and save their file.</p>   |  |
|  | <p><b>What looks good?</b> In pairs, ask the children to evaluate how well each image is laid out on the page and suggest any alterations.</p>  |  |
|  | <p><b>Share:</b> Choose one or two pairs to review the layout of the images. Look at some presentations where images and text are used and look at the layouts. Two examples are suggested on the slide and are included in the pack.</p>   |  |

**Taskit**  
**Challengeit:** Use the **Challenge Cards** for extension activities.

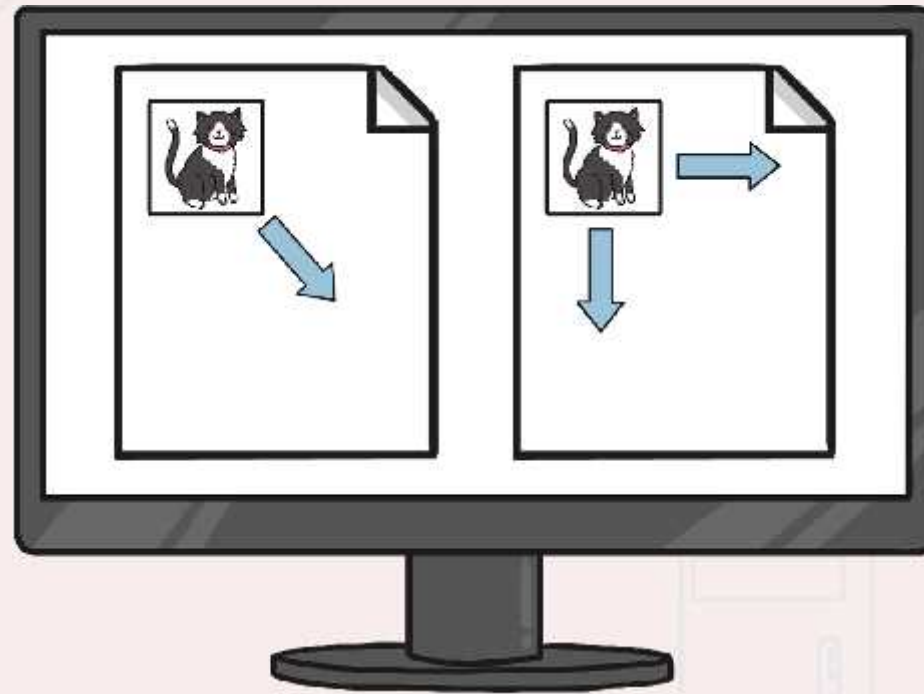


# Computing

## Presentation Skills

Search

# Add and Format an Image



# Aim

- I can add and format an image.

# Success Criteria

- I can insert an image from a folder.
- I can copy an image from another source.
- I can resize an image.

Search

## What's in the picture?



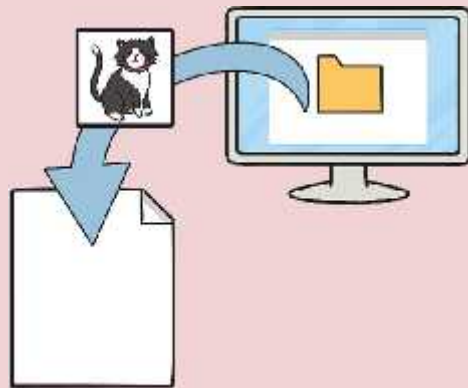
Open a new presentation, add a blank slide and try to insert a picture.



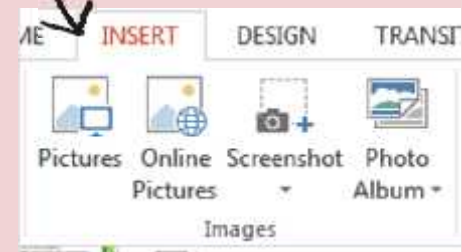
Search

# Insert an Image

Use the menu button to insert an image from a folder.

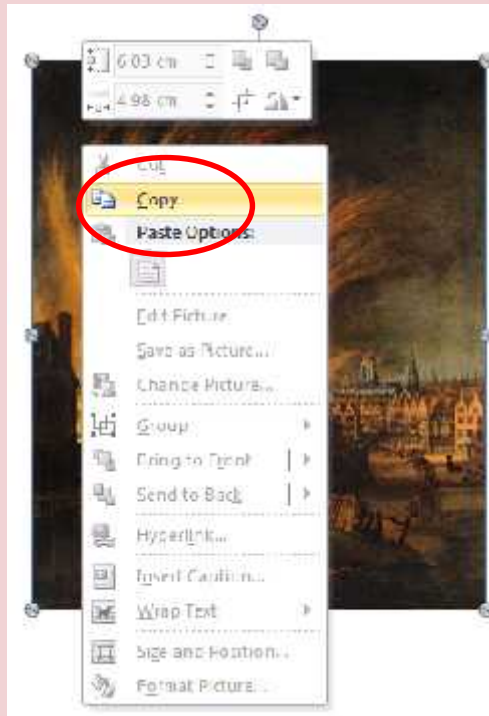


Insert image

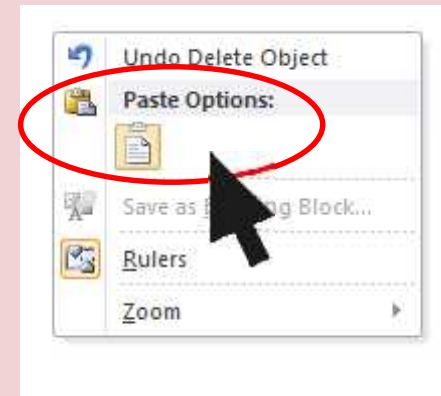


# Copy and Paste an Image

On the original document, right click the mouse on the image and copy.



On the presentation slide, right click the mouse and paste.





## Resize an Image

Use the double arrow at the bottom right hand corner to resize.



Don't resize from the sides or the bottom as you lose the aspect ratio.



If the image is very large move the image to find the bottom right hand corner.



Search

# Your Presentation



Open a new presentation and use the different methods you have been shown to insert and copy some images into some slides.



Resize the images.



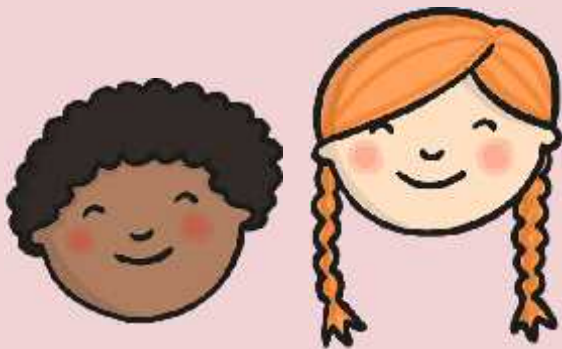
When you are confident with this, open your file from the last lesson, and insert some relevant images to the slides.

Search

# What looks good?



Share your presentation  
with a partner.



What works well?

Can you suggest any  
improvements?

Search

# Share

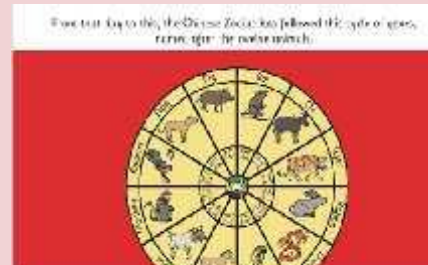


What do we think of how we have laid out some images?

The images and text are on a white background.



The images fills the whole slide with a text box at the top.



# Aim



- I can add and format an image.

# Success Criteria

- I can insert an image from a folder.
- I can copy an image from another source.
- I can resize an image.



Presentation Skills | Add and Format an Image

|  |  |  |
|--|--|--|
| <b>I can add and format an image.</b>    |  |  |
| I can insert an image from a folder.     |  |  |
| I can copy an image from another source. |  |  |
| I can resize an image.                   |  |  |

Presentation Skills | Add and Format an Image

|  |  |  |
|--|--|--|
| <b>I can add and format an image.</b>    |  |  |
| I can insert an image from a folder.     |  |  |
| I can copy an image from another source. |  |  |
| I can resize an image.                   |  |  |

Presentation Skills | Add and Format an Image

|  |  |  |
|--|--|--|
| <b>I can add and format an image.</b>    |  |  |
| I can insert an image from a folder.     |  |  |
| I can copy an image from another source. |  |  |
| I can resize an image.                   |  |  |

Presentation Skills | Add and Format an Image

|  |  |  |
|--|--|--|
| <b>I can add and format an image.</b>    |  |  |
| I can insert an image from a folder.     |  |  |
| I can copy an image from another source. |  |  |
| I can resize an image.                   |  |  |

Presentation Skills | Add and Format an Image

|  |  |  |
|--|--|--|
| <b>I can add and format an image.</b>    |  |  |
| I can insert an image from a folder.     |  |  |
| I can copy an image from another source. |  |  |
| I can resize an image.                   |  |  |

Presentation Skills | Add and Format an Image

|  |  |  |
|--|--|--|
| <b>I can add and format an image.</b>    |  |  |
| I can insert an image from a folder.     |  |  |
| I can copy an image from another source. |  |  |
| I can resize an image.                   |  |  |

Presentation Skills | Add and Format an Image

|  |  |  |
|--|--|--|
| <b>I can add and format an image.</b>    |  |  |
| I can insert an image from a folder.     |  |  |
| I can copy an image from another source. |  |  |
| I can resize an image.                   |  |  |

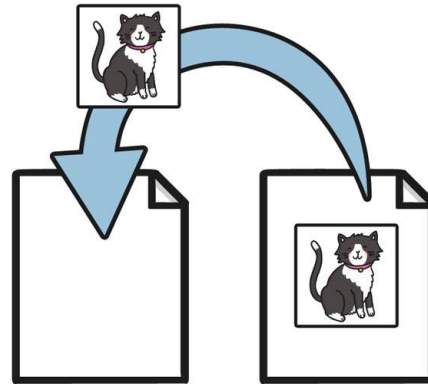
Presentation Skills | Add and Format an Image

|  |  |  |
|--|--|--|
| <b>I can add and format an image.</b>    |  |  |
| I can insert an image from a folder.     |  |  |
| I can copy an image from another source. |  |  |
| I can resize an image.                   |  |  |

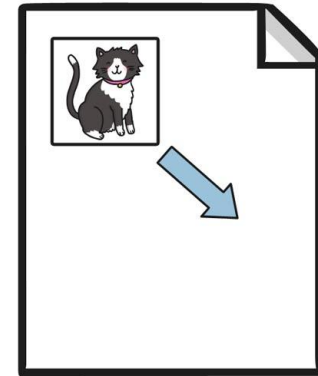
# Presentation Skills: I Can...



I can insert an image  
from a folder.



I can copy an image  
from another source.



I can resize an image.















# Presentation Skills: Reorder Slides and Present

|   |   |   |
|---|---|---|
| <p><b>Aim:</b><br/>Use technology purposefully to create, organise, store, manipulate and retrieve digital content.</p> <p>Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses on reordering slides and presenting.</p> <p>I can reorder slides and present a presentation.</p> | <p><b>Success Criteria:</b><br/>I can access Slide Sorter View.<br/>I can drag slides to reorder.<br/>I can use different options to present.</p> | <p><b>Resources:</b><br/><b>Lesson Pack.</b></p> <p>Desktop computers or laptops.<br/>Presentation application.</p>   |
|   | <p><b>Key/New Words:</b><br/>Slide, Slide Sorter View, drag, present.</p>   | <p><b>Preparation:</b><br/>Ensure desired Presentation application is installed on the computers.</p> <p>Children need to be able to load their file from the previous lesson.</p> <p>Sequencing activity. There are many on the Twinkl website. Two are included in the pack. (<i>Gunpowder Plot</i> and <i>Little Jack Horner.</i>)</p> |

**Prior Learning:** Children will have used copy and paste to insert an image in to their own presentation in lesson 4.

## Learning Sequence

|  |   |   |
|--|---|---|
|    | <p><b>Can you reorder?</b> Ask the children to reorder a set of story cards or sequencing activity.</p>   |    |
|    | <p><b>Reorder Slides /Presentation Mode:</b> Demonstrate how to reorder slides, using the Slide Sorter View (available in PowerPoint) or in the Slides Sidebar and then the different ways to present a presentation (If you have a computer connected to a screen and a projector, or 2 screens, it's worth exploring the different options available to play the presentation).</p> |    |
|  | <p><b>Reorder This Presentation:</b> Give the children a presentation to reorder, and then to use the different methods to present.<br/><b>Complete Your Presentation:</b> Ask the children to complete their presentations, reorder their slides if necessary.</p>   |  |
|  | <p><b>Share:</b> Children work together as pairs to review their presentations and suggest any improvements.</p>  |  |
|  | <p><b>Improvements:</b> Give the children more time to complete and then practice presenting their presentations.</p>   |  |
|  | <p><b>Which skills?</b> Choose some presentations and ask the children to present them to the class. Consider the skills that have been learnt in this unit. With which skills do the children feel confident, and which do the children feel they need to practice.<br/><b>Search:</b> Does anyone now how to search for a file on their computer?</p>                               |  |

## Taskit

**Reorderit:** Give the children some (Twinkl) presentations where the slides have been mixed up, for the children to reorder.

**Presentit:** Present your completed presentation from the lessons to some children or adults in school.

**Challengeit:** Use the **Challenge Cards** for extension activities.

Presentation Skills | Reorder Slides and Present

|   |  |  |
|---|--|--|
| <b>I can reorder slides and present a presentation.</b> |  |  |
| I can access Slide Sorter View.                         |  |  |
| I can drag slides to reorder.                           |  |  |
| I can use different options to present.                 |  |  |

Presentation Skills | Reorder Slides and Present

|   |  |  |
|---|--|--|
| <b>I can reorder slides and present a presentation.</b> |  |  |
| I can access Slide Sorter View.                         |  |  |
| I can drag slides to reorder.                           |  |  |
| I can use different options to present.                 |  |  |

Presentation Skills | Reorder Slides and Present

|   |  |  |
|---|--|--|
| <b>I can reorder slides and present a presentation.</b> |  |  |
| I can access Slide Sorter View.                         |  |  |
| I can drag slides to reorder.                           |  |  |
| I can use different options to present.                 |  |  |

Presentation Skills | Reorder Slides and Present

|   |  |  |
|---|--|--|
| <b>I can reorder slides and present a presentation.</b> |  |  |
| I can access Slide Sorter View.                         |  |  |
| I can drag slides to reorder.                           |  |  |
| I can use different options to present.                 |  |  |

Presentation Skills | Reorder Slides and Present

|   |  |  |
|---|--|--|
| <b>I can reorder slides and present a presentation.</b> |  |  |
| I can access Slide Sorter View.                         |  |  |
| I can drag slides to reorder.                           |  |  |
| I can use different options to present.                 |  |  |

Presentation Skills | Reorder Slides and Present

|   |  |  |
|---|--|--|
| <b>I can reorder slides and present a presentation.</b> |  |  |
| I can access Slide Sorter View.                         |  |  |
| I can drag slides to reorder.                           |  |  |
| I can use different options to present.                 |  |  |

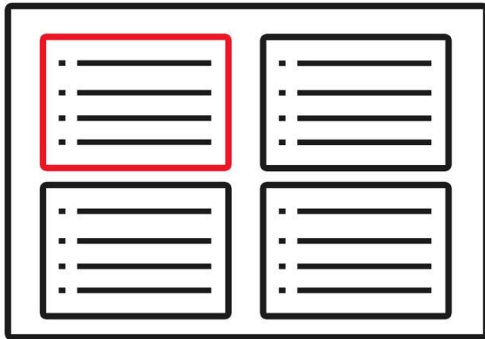
Presentation Skills | Reorder Slides and Present

|   |  |  |
|---|--|--|
| <b>I can reorder slides and present a presentation.</b> |  |  |
| I can access Slide Sorter View.                         |  |  |
| I can drag slides to reorder.                           |  |  |
| I can use different options to present.                 |  |  |

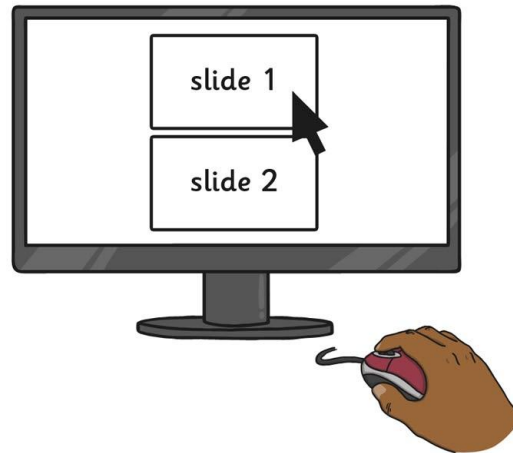
Presentation Skills | Reorder Slides and Present

|   |  |  |
|---|--|--|
| <b>I can reorder slides and present a presentation.</b> |  |  |
| I can access Slide Sorter View.                         |  |  |
| I can drag slides to reorder.                           |  |  |
| I can use different options to present.                 |  |  |

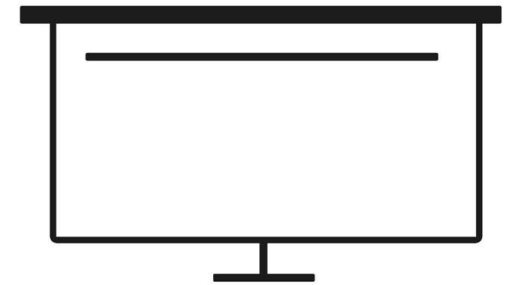
# Presentation Skills: I Can...



I can access  
Slide Sorter View.

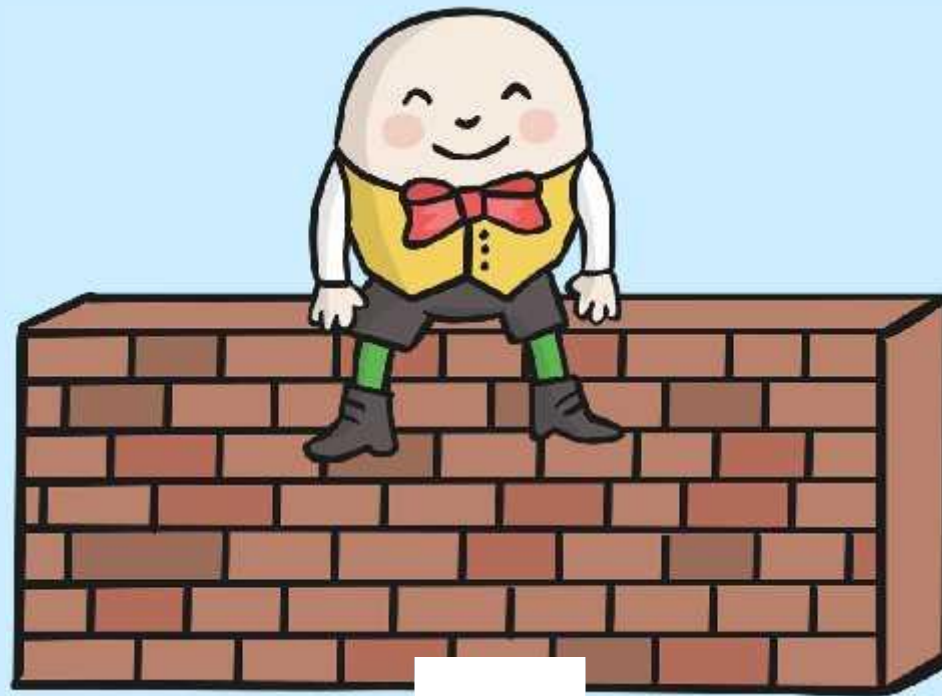


I can drag to  
reorder slides.

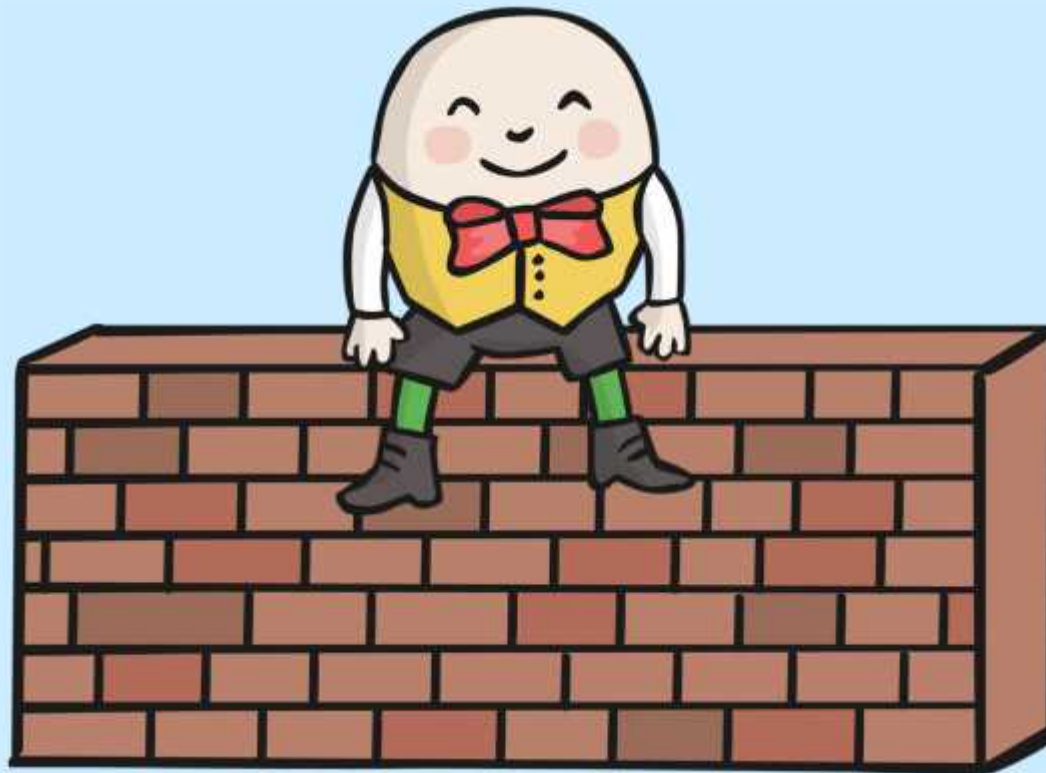


I can use different  
options to present.

# Humpty Dumpty



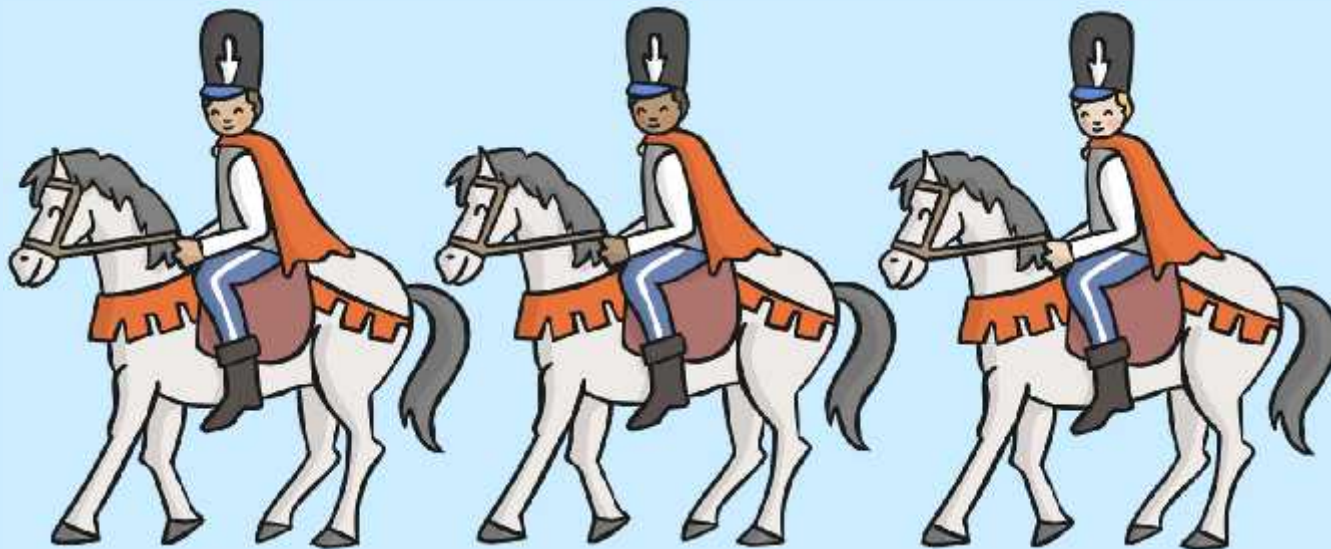
**Humpty Dumpty sat on a wall.**



**Humpty Dumpty had a great fall.**



**All the King's horses,  
And all the King's men...**



**Couldn't put Humpty together again.**







**THE END**

# Little Jack Horner



Little Jack Horner sat in a corner,



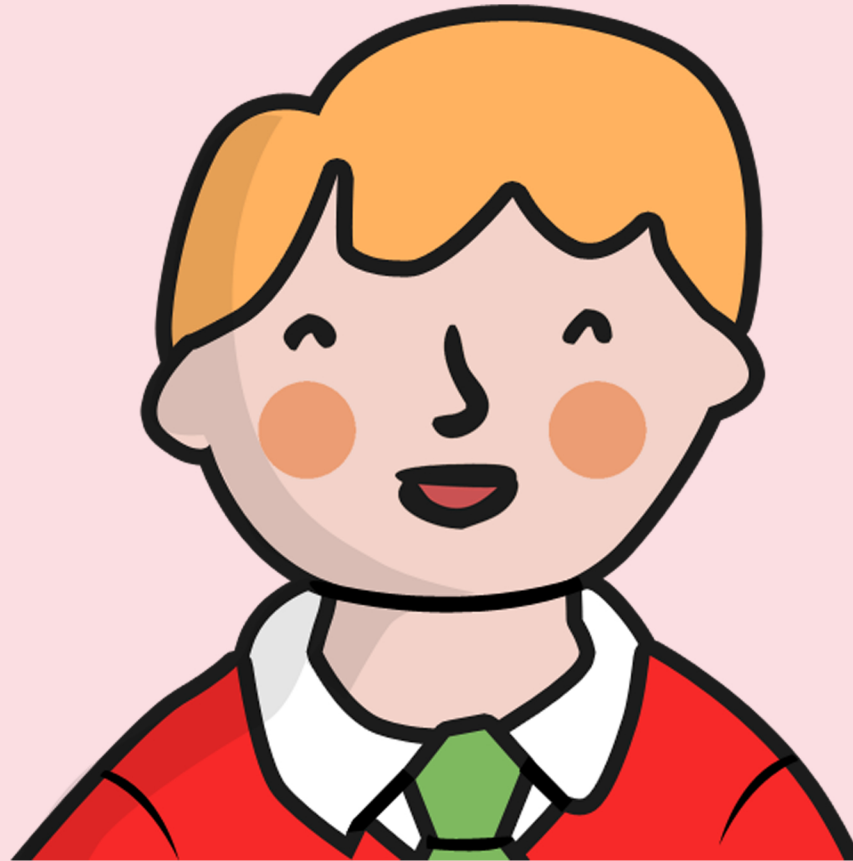
# Eating his Christmas pie.



He put in his thumb and pulled out a plum,



and said, “What a good boy am I.”



# THE GUNPOWDER PLOT!



James I was crowned King of England.



Many Catholics in England were cross.



Some Catholic men had an idea.



They hid gunpowder under the  
Houses of Parliament



The King's men stopped the plot.  
Guy Fawkes was captured.



All the plotters were caught and  
imprisoned.













# Presentation Skills: Searching and Printing

|   |  |   |
|---|--|---|
| <b>Aim:</b><br>Use technology safely and respectfully.<br><br>Children will learn simple searching and printing options.<br><br>I can search and print. | <b>Success Criteria:</b><br>I can search for files and applications.<br><br>I can print using different options.             | <b>Resources:</b><br>Lesson Pack.<br><br>Desktop computers or laptops.  |
|   | <b>Key/New Words:</b><br>Search, print, options, date, print options, black and white, colour, selected pages, double sided. | <b>Preparation:</b><br>Children have own folders in home folder.<br><br>Writing and painting applications for children to launch and save a file. |

**Prior Learning:** Children will have used copy and paste to insert an image in to their own presentation and reordered the slides in lessons 4 and 5.

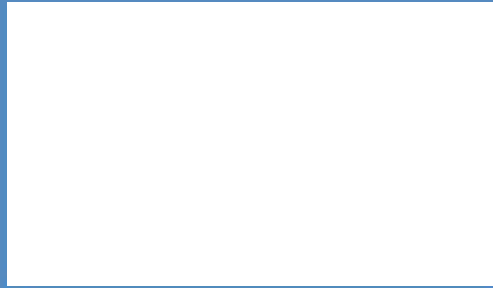
## Learning Sequence

|  |  |   |
|--|--|---|
|    | Use one of these options to revise the skills from the previous lesson.<br><b>Can you? (A)</b> Children open a writing and painting application side by side. Write name and paint a picture and save both files as "Me" into a new folder called "Side by side" in their own folder.<br><b>Can you? (B)</b> Children open their presentation from previous lesson alongside a painting application. They choose a picture to paint in the painting application, and save into their folder. |    |
|    | <b>What can we find?</b> Show children how to search for files by file name and date.<br><b>Can I print please? /Print Options:</b> Ask the children why we need to print and get them to consider the amount of paper wasted by unnecessary printing. Show children the different print options, which are relevant to them. ( <i>Print dialogue boxes are not the same for every application, so children need to learn to look for the options they need.</i> )                           |    |
|   | <b>Search and Print:</b> Children search for the files created today and last week. With the files created today, children to look for the different print options: <ul style="list-style-type: none"> <li>• Choose a different printer if there is one</li> <li>• Print in black and white</li> <li>• Print selected pages</li> <li>• Print double sided</li> </ul> <i>(The children shouldn't actually print the file many times.)</i>   |   |
|  | <b>Our Skills:</b> Children to list the new skills in this unit: <ul style="list-style-type: none"> <li>• 2 windows on a screen</li> <li>• Create folders</li> <li>• Save work in folders</li> <li>• Search for files</li> <li>• Print options</li> </ul> Which skills do they find easy, and which need more practice? Who is confident at saving in their own folder?  |  |

## Taskit

**Searchit:** Children search for files in their folder.

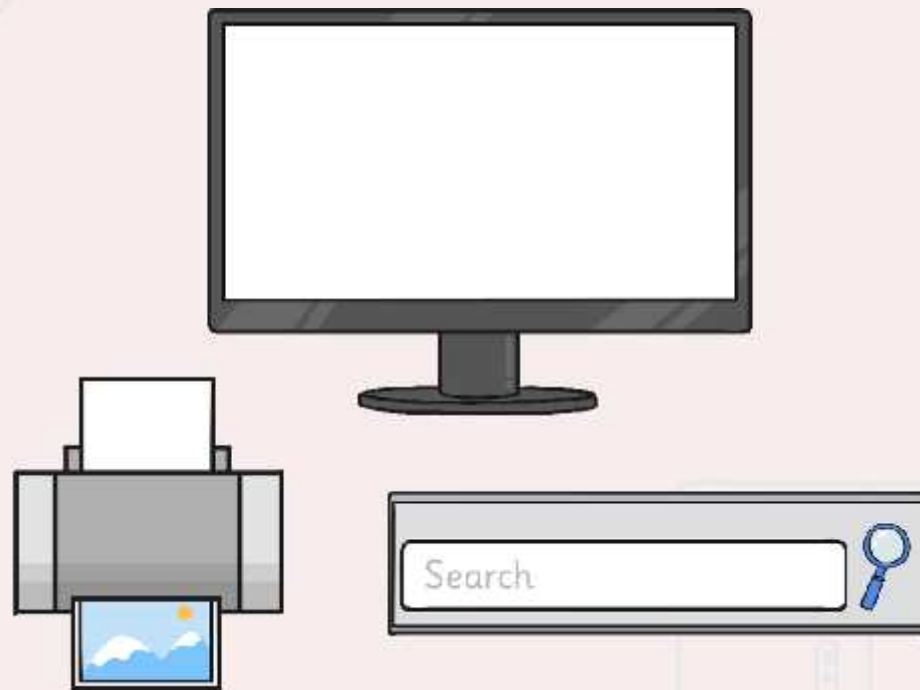
**Challengeit:** Use the **Challenge Cards** for extension activities.



# Computing

## Presentation Skills

# Searching and Printing



# Aim

- I can search and print.

# Success Criteria

- I can search for files and applications.
- I can print using different options.

Search

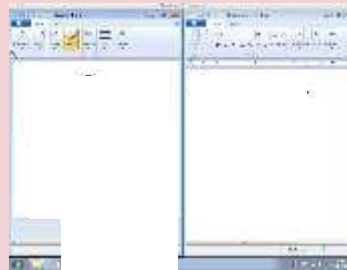
## Can you? (A)



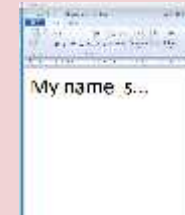
1: Switch on and log on.



2: Open a writing application and a painting application and place side by side.



3: Type your name in the writing application.



4: Paint a picture of yourself in the painting application.

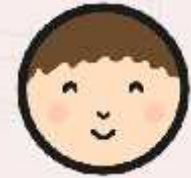


Save both files as "Me" in a new folder called "Side by side" in your own folder.



Search

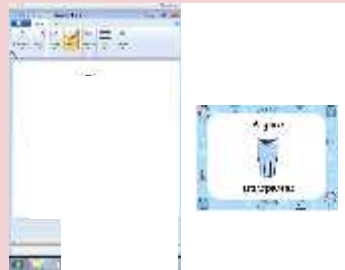
## Can you? (B)



1: Switch on and log on.



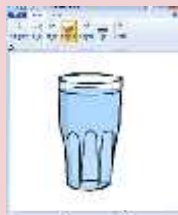
2: Open your presentation and a painting application and place side by side.



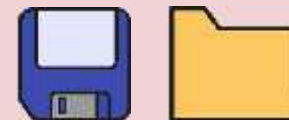
3: Choose an image from your presentation.



4: Paint the picture in the painting application.



5: Save the painting file as "My painting" in a new folder called "painting" in your own folder.



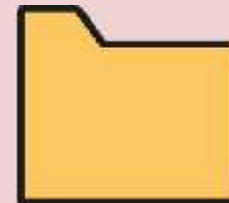
# What can we find?

Search for the files made today.

Search for files by name.



Can you find the files you saved today, or the files you saved in the last lesson?



Search

## Can I print please?

Before you print ask, do I need to print this?



We waste a lot of paper needlessly printing work.

When do we need to print our work?

- For a display
- As a printed record of our learning



Search

# Print Options

If we do need to print there are often different options.

We can usually find these in the print dialogue box.

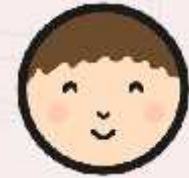
The image shows two screenshots of Windows print dialog boxes. The left screenshot is the 'Print' window, and the right is the 'Printer Properties' dialog box. Red arrows point from text labels to specific settings in both windows.

- Change the printer (points to the printer name dropdown in the right window)
- Number of copies (points to the 'Copies' field in the left window)
- Choose which pages (points to the 'Pages' field in the right window)
- Print in greyscale (points to the 'Print in greyscale (black and white)' checkbox in the right window)
- Print double sided (points to the 'Print on both sides of paper' checkbox in the right window)

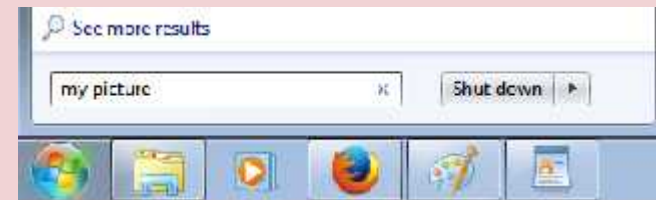
You may have to look a bit harder for some options!

Search

# Search and Print



Search for the files you saved today and last week. Make sure your writing goes on 2 pages.



Using the 2 files you saved today, find the following print options:

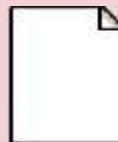
Choose a different printer if there is one.



Print in black and white.



Print selected pages.



Print double sided.

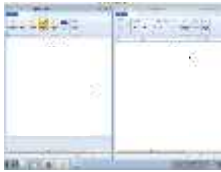


Search

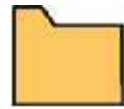
# Our Skills



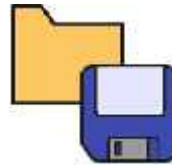
What new computer skills have you learnt in this Unit?



2 windows on a screen.



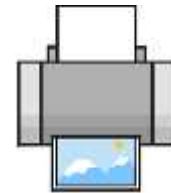
Create folders.



Save work in folders.



Search for files.



Print options.

Which skills do you find easy?

Which skills do you need to practise more?

Who is confident at saving work in their own folder?

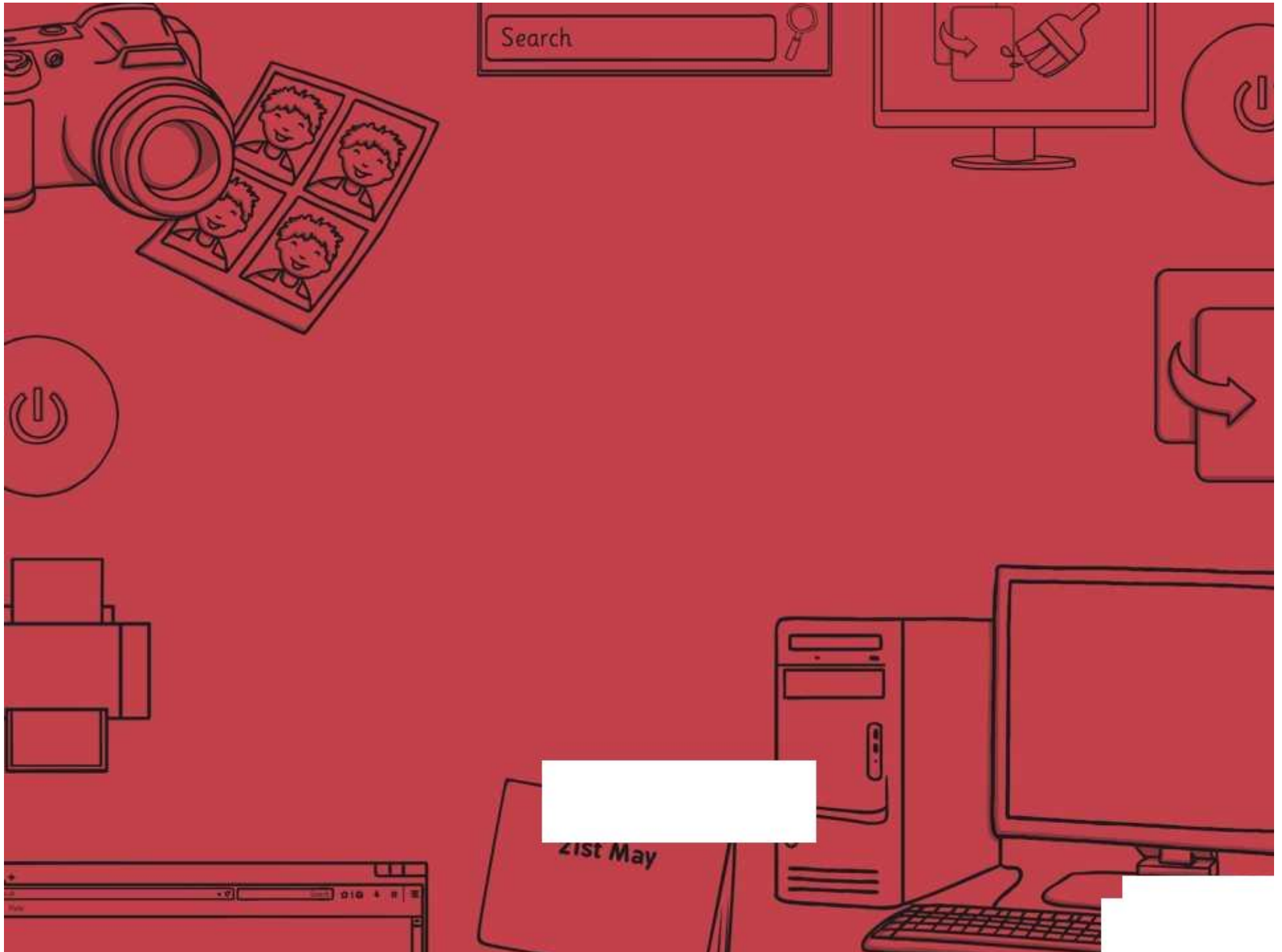
# Aim



- I can search and print.

# Success Criteria

- I can search for files and applications.
- I can print using different options.



Presentation Skills | Searching and Printing

|  |  |  |
|--|--|--|
| <b>I can search and print.</b>           |  |  |
| I can search for files and applications. |  |  |
| I can print using different options.     |  |  |

Presentation Skills | Searching and Printing

|  |  |  |
|--|--|--|
| <b>I can search and print.</b>           |  |  |
| I can search for files and applications. |  |  |
| I can print using different options.     |  |  |

Presentation Skills | Searching and Printing

|  |  |  |
|--|--|--|
| <b>I can search and print.</b>           |  |  |
| I can search for files and applications. |  |  |
| I can print using different options.     |  |  |

Presentation Skills | Searching and Printing

|  |  |  |
|--|--|--|
| <b>I can search and print.</b>           |  |  |
| I can search for files and applications. |  |  |
| I can print using different options.     |  |  |

Presentation Skills | Searching and Printing

|  |  |  |
|--|--|--|
| <b>I can search and print.</b>           |  |  |
| I can search for files and applications. |  |  |
| I can print using different options.     |  |  |

Presentation Skills | Searching and Printing

|  |  |  |
|--|--|--|
| <b>I can search and print.</b>           |  |  |
| I can search for files and applications. |  |  |
| I can print using different options.     |  |  |

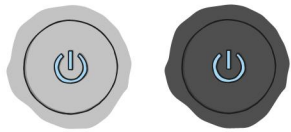
Presentation Skills | Searching and Printing

|  |  |  |
|--|--|--|
| <b>I can search and print.</b>           |  |  |
| I can search for files and applications. |  |  |
| I can print using different options.     |  |  |

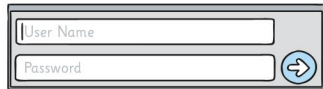
Presentation Skills | Searching and Printing

|  |  |  |
|--|--|--|
| <b>I can search and print.</b>           |  |  |
| I can search for files and applications. |  |  |
| I can print using different options.     |  |  |

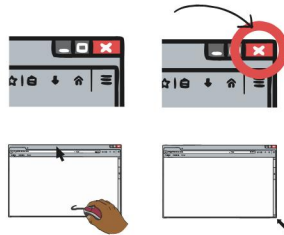
# Presentation Skills: I Can...



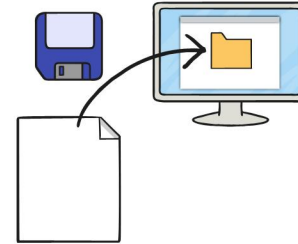
I can switch on.



I can log on and log off.



I can manipulate windows.



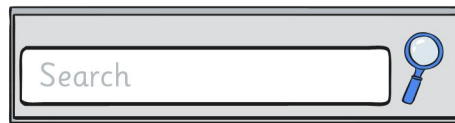
I can save a file in my folder.



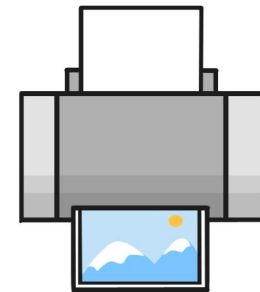
I can shut down.



I can create a folder.



I can search for files and applications.

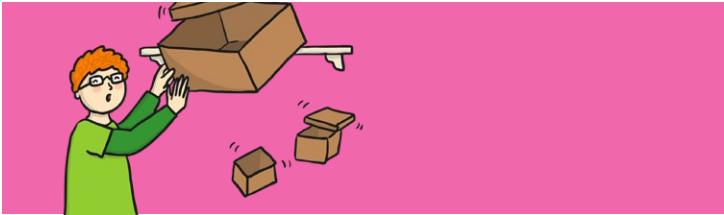


I can print using different options.

## Introduction

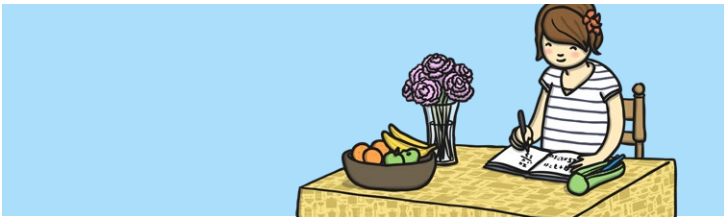
This unit is intended as the first unit of the academic year. Lessons 1 and 6 focus on important computer skills needed for safe and effective computer use and introduce some further skills concerning the use of folders, searching for files and printing. Lessons 2-5 introduce children to presentations and teach the skills needed to create a simple presentation.

While many schools have Microsoft PowerPoint, there are alternatives. Impress is part of Apache OpenOffice and is free, as is Google Slides, part of Google Drive, which is available with a gmail address. Schools with Apple computers can also use Keynote, as well as MacOS versions of PowerPoint or Impress, or Google Slides. There are simpler presentation applications designed for children which may be used, although they may not have all the features, particularly for the later units



## Health & Safety

Children should be encouraged to have good posture and sit up to the computer.



## Home Learning

**Task 1 Presentation Skills 1:** Children make a simple presentation about their family, including photographs.

**Task 2 Presentation Skills 2:** Children make a simple presentation about an animal, including images found online.

## Assessment Statements

By the end of this unit...

### ...all children should be able to:

- Insert slides, add and type in a text box.

### ...most children will be able to:

- Create folders.
- Print files.
- Add images.
- Format text and text boxes.

### ...some children will be able to:

- Save files in an organised folder structure.
- Search for files on the computer.
- Set windows side by side.
- Format text boxes and images.
- Reorder slides and present their presentation.



# Lesson Breakdown

## 1. Folders

Use technology safely and respectfully. Children will revise skills from previous unit and learn to create folders.

- I can use basic computer skills.
- I can use folder.

## Resources

- Desktop computers or laptops.

## 2. What is a presentation?

Use technology purposefully to create, organise, store, manipulate and retrieve digital content. Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses on what presentations are.

- I can organise ideas for a presentation.

- Desktop computers or laptops.
- Presentation application. Visualiser or way of displaying children's written work.

## 3. New Slide, Slide Layout

Use technology purposefully to create, organise, store, manipulate and retrieve digital content. Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses slides and adding text.

- I can create a simple presentation with text.

- Desktop computers or laptops.
- Presentation application.

## 4. Add and Format an Image

Use technology purposefully to create, organise, store, manipulate and retrieve digital content. Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses slides and adding text.

- I can add and format an image.

- Desktop computers or laptops.
- Presentation application.

## 5. Reorder Slides and Present

Use technology purposefully to create, organise, store, manipulate and retrieve digital content. Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses slides and adding text.

- I can reorder slides and present a presentation.

- Desktop computers or laptops.
- Presentation application.

## 6. Searching and Printing

Use technology safely and respectfully. Children will learn simple searching and printing options.

- I can search and print.

- Desktop computers or laptops.