











Presentation Skills: Folders

Aim: 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.	Success Criteria: I can switch on, checking the monitor first. I can log on and log off. I can manipulate windows. I can shut down. I can create a folder. I can save a file in my folder.	Resources: Lesson Pack. Desktop computers or laptops.
	Key/New Words: System unit, monitor, switch, shut down, log on, log off, windows, folder, new folder.	Preparation: Children have own folders in home folder. 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

	Getting Started: Children switch on, log on and launch an application. How many ways can they think of launching an application?	
	Can you remember how to..? Ask some children to demonstrate any of the following skills: <ul style="list-style-type: none"> • Minimize and restore windows • Resize and move windows • Go to their folder • Save work into their folder • Open work from their folder 	
	Splitting Windows / Creating New Folders: Show the children 2 extra skills: <ul style="list-style-type: none"> • How to split 2 windows across the desktop (<i>drag to the right / left centre of screen or <windows> + left / right arrow keys</i>) • How to create folders 	
	Side by Side (2 possible slides provided): Side by Side A: 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. Side by Side 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.	
	What is a presentation? 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.

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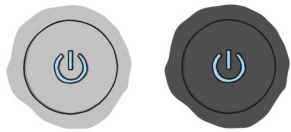
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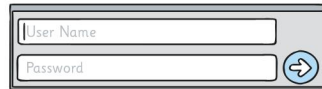
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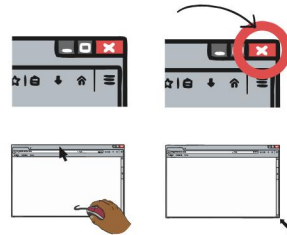
Presentation Skills: I Can...



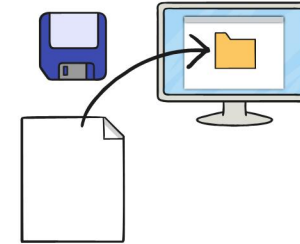
I can switch on.



I can log on and log off.



I can manipulate windows.



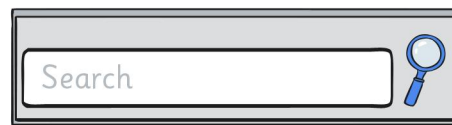
I can save a file in my folder.



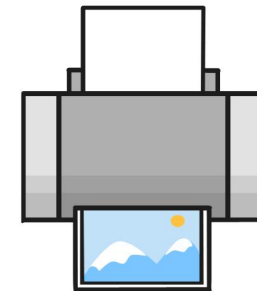
I can shut down.



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



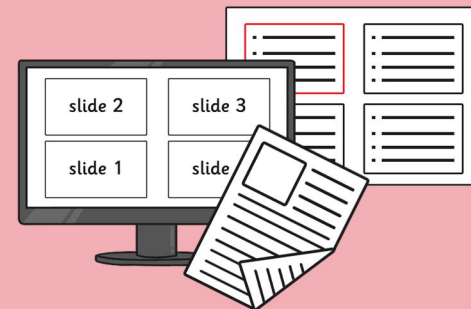
Presentation Skills

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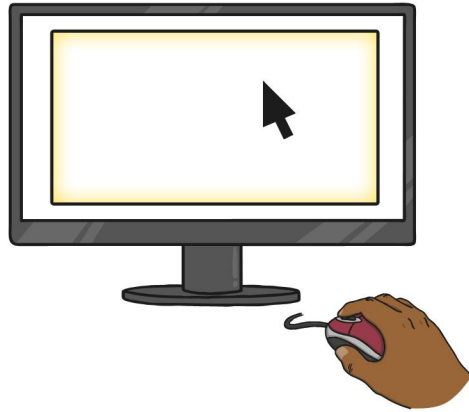


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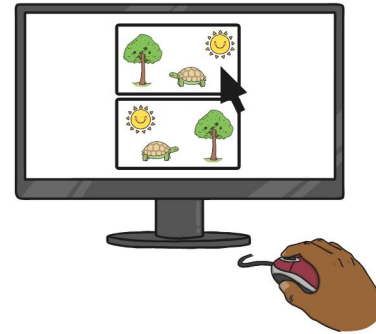
Challenge Cards



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

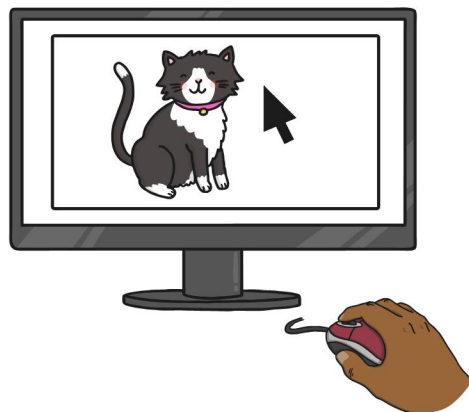


Insert or copy three or four images into a presentation slide. Copy the slide or insert the images into another slide.

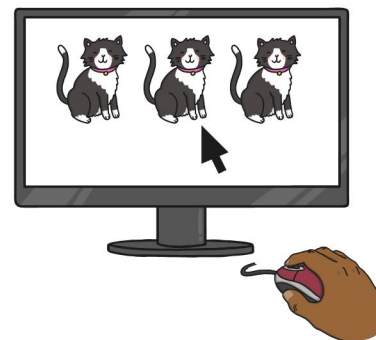


Arrange the images in two different ways and ask a friend which they prefer and why.

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

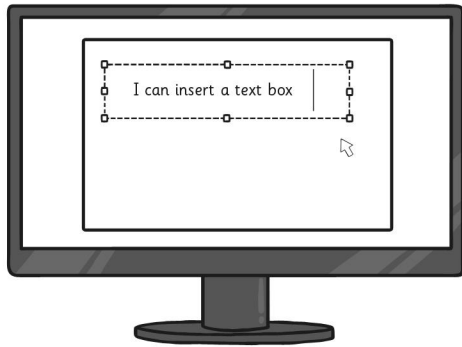


Insert or copy one image into a presentation slide. Copy the image twice, so you have 3 copies of the image.

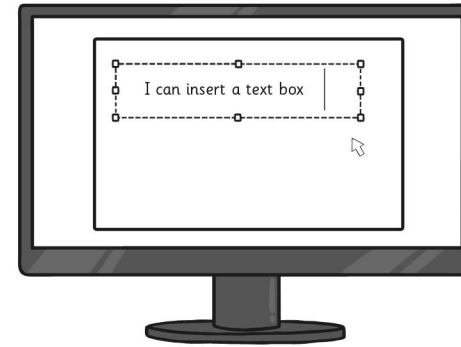


Resize one image keeping the aspect ratio, but resize the others without keeping the aspect ratio. Insert a text box to tell people how best to resize.

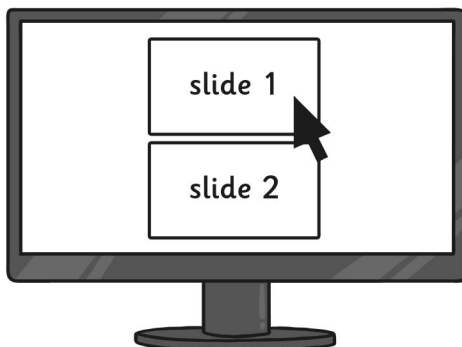
Investigate all the different slide layout options. Write on each slide how you might use each layout.



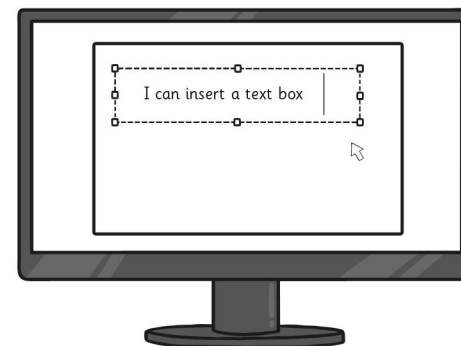
Find out how many ways you can insert a text box in the presentation application you are using.



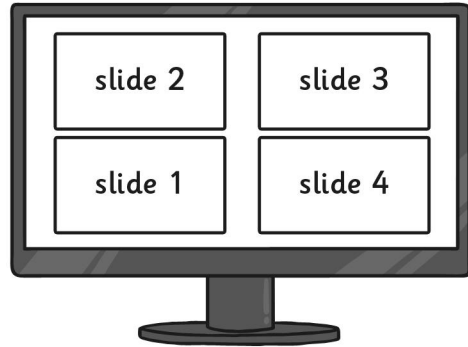
Find out how many different ways you can insert a new slide in the presentation application you are using.



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.



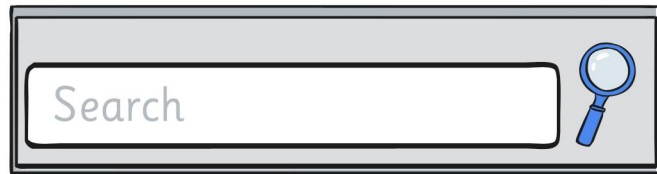
Mix up the slides and ask a friend to reorder the slides.

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

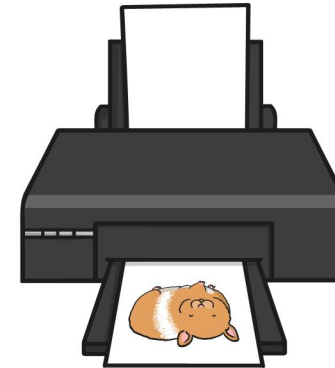


Search for a document called “Findme”
on your computer network.

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?

