













# Presentation Skills: New Slide and Slide Layout

<p><b>Aim:</b> 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> 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.</p>	<p><b>Resources:</b> <b>Lesson Pack.</b> Desktop computers or laptops. Presentation application.</p>
	<p><b>Key/New Words:</b> New slide, slide layout, text box, format, font, colour, background, line.</p>	<p><b>Preparation:</b> Ensure desired presentation application is installed on the computers.  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.
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- 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



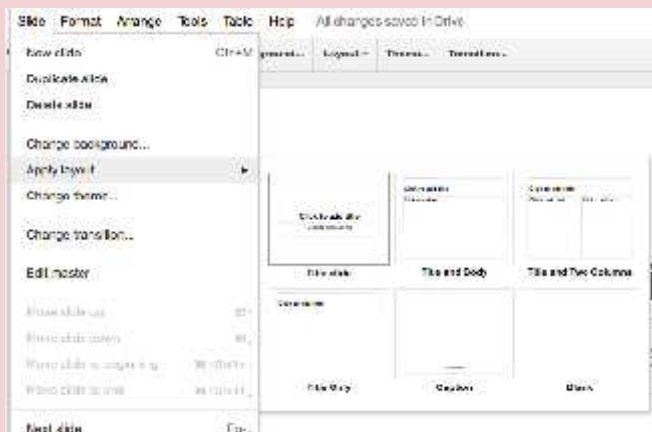
Can you create  
a title page?



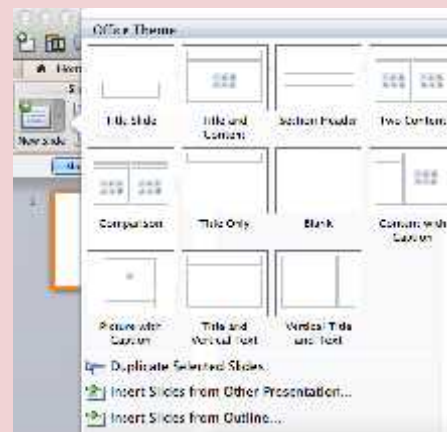
# Slides

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

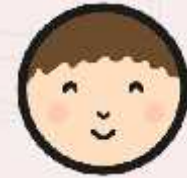


Layout button in PPT 2013



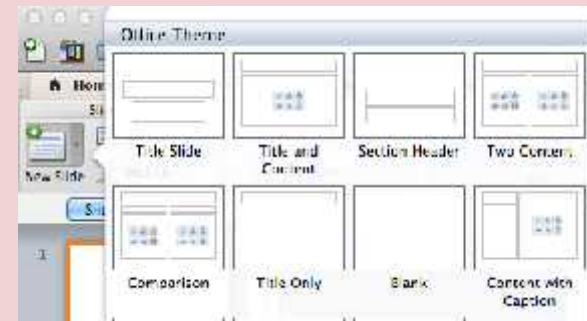
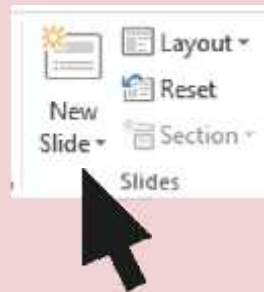
Search

# Create Your Slides



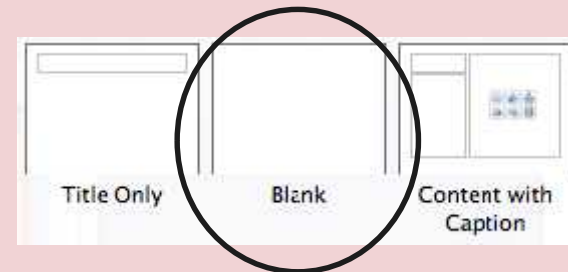
Complete your title slide,  
add new slides and  
choose an appropriate  
format.

Leave the last slide  
for now.



For your final slide, use a  
blank slide.

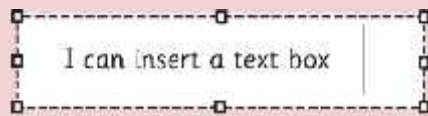
Can you add text?  
What might you need?



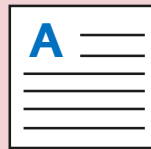
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# Adding Text

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.



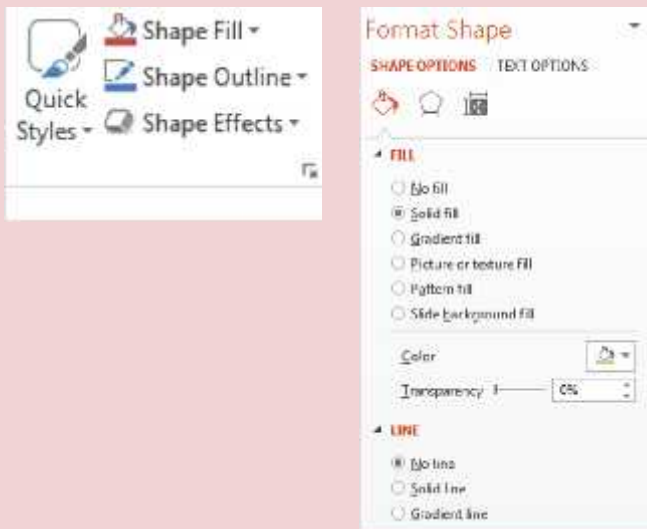
Insert text box button





# 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.



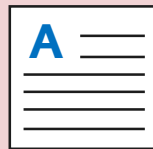
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# Your Presentation



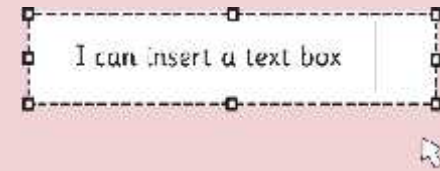
In most presentation applications, text needs a text box.

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.

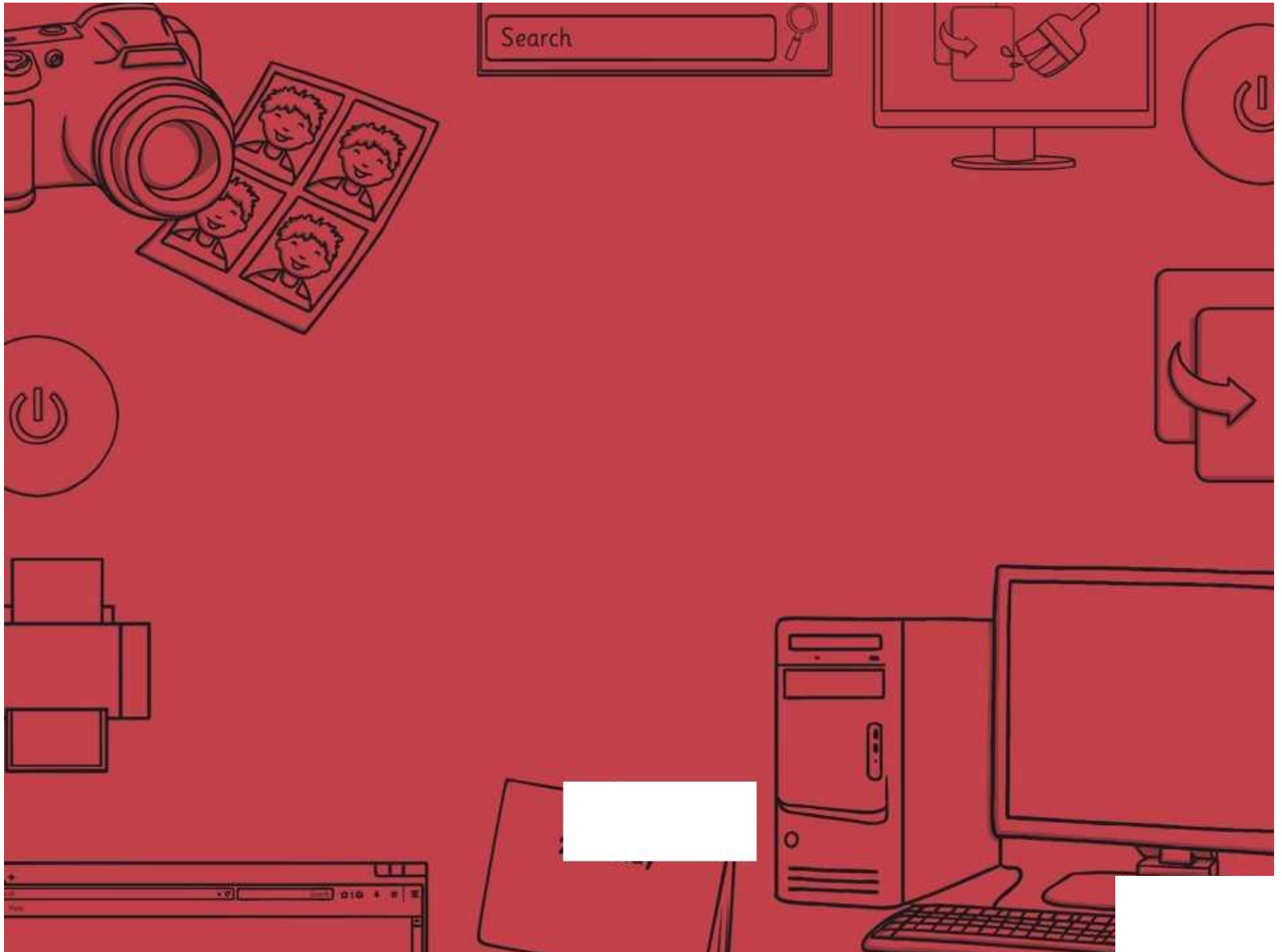
# Aim



- I can create a simple presentation with text.

# Success Criteria

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Presentation Skills | New Slide, Slide Layout

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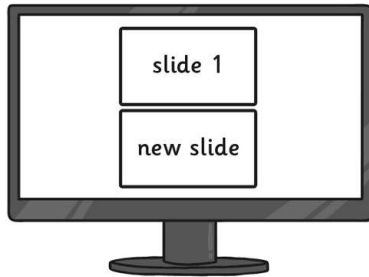
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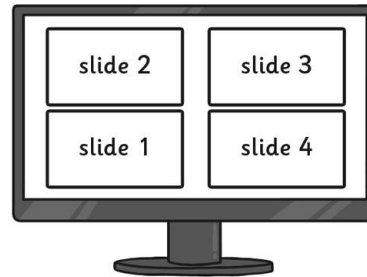
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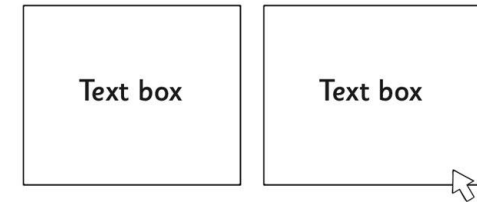
# Presentation Skills: I Can...



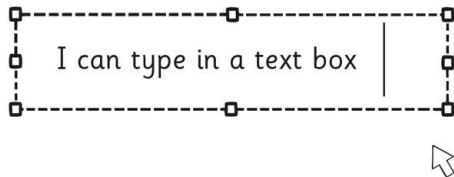
I can add a new slide.



I can set or change the slide layout.



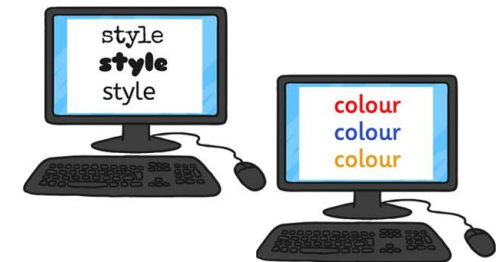
I can insert a text box.



I can type in a text box.



I can change the background and outline.



I can use an appropriate font and colour.