Phase: LKS2	Computing: Creating PowerPoint Presentations

E-safety Knowledge

I know that if I come across something that upsets me online, I will speak to an adult I trust and not accept messages if I do not know who they are from.

What should I already know?

That we need to be responsible and safe when using the internet.
That technology is a useful tool that is used in many areas of our lives.
I can present information in a Word document so that it can be read by others.

Key knowledge

I can use folders to store my documents so I know where to find them.
I can drag a window to the left/right to be able to see two windows at the same time.
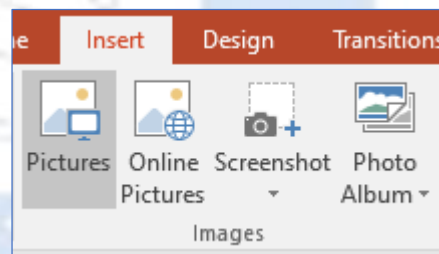I know that I can use Microsoft PowerPoint to create a presentation.
I can add new slides to the presentation with the 'new slide' button.
I can add images as well as text into presentations.
I can use transitions to change how one slide changes to the next.

Why we learn computing

Computer scientists use logical thinking and their creativity to understand and change the world.

Presentation tips

I know that I shouldn't include too much text on each slide.
I know that I should use a font that everyone can read.
I know that I can change the background so that the text stands out.

Technical vocabulary

Tools	Some of the things that your computer program can do
Keyboard	Where the keys are on the computer
Cursor	The thing that shows you where you are working on a computer screen
Mouse	A tool that can be used to move the cursor around the screen
Save	Keep a copy of your work safe so you can use it again
Keywords	Words chosen to create a search for information
Search	To look for information on the internet
Present	Show
Transition	When something turns into something else
Insert	To add something into a document
Image	Picture
Presentation	A speech or talk where an idea is told to the audience