



Subject	Computing	Theme	PowerPoints	Term	6
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What should I already know?

- How information can be presented in different ways.
- To make a presentation to the class.

What should I know by the end of the unit?

- To save work in the correct place on the server
- To open work from the correct place on the server
- To add a new slide
- To change font size, colour, style
- To add custom animation
- To change slide background

Computational Skills and Enquiry

- To save work in the correct place on the server
- To know the difference between Save and Save As
- To understand typing elements e.g. symbols, caps lock, enter, space, delete
- To highlight text requiring good mouse control

Key Vocabulary

PowerPoint	A software package designed to create electronic presentations consisting of a series of separate pages or slides.
slide	The individual page that includes any combination of text, graphics, images, video, or sound.
font	A set of letters, numbers, and punctuation marks with the same design, shape, and appearance.
custom animation	Any type of motion or movement that occurs.
background	The design that sits behind the text and pictures on a slide
folder	An area on the computer to store files
server	Something that connects two or more computers or devices and stores files – allowing them to be accessed by all connected devices
PupilShare	The name of our school server
save	A function to keep your work – allowing you to return to it at another time or from another device
save as	A function to make a new copy of your work
open	A function to allow you to return to previously-started work

Key Images

New
Open a new document

Open
Open an existing document

Save
Save your work

Undo
Undo key

Font Category
Calibri (Body) 11

New Slide
Insert a new slide

Text Box
Insert a text box

Home
Home tab where many editing tools are found

Pictures
Insert a picture

Design
Design tab where you can find ready-made design templates

Insert
Insert tab where you can add an object such as a picture or shape