Purple Mash Computing Scheme of Work: Knowledge Organisers
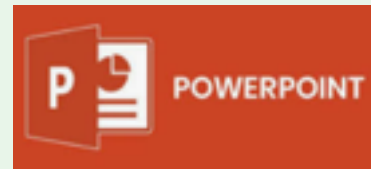
Unit: 3.9
Presenting with Microsoft PowerPoint

Key Learning

- To understand the uses of PowerPoint.
- To create a page in a presentation.
- To add media to a presentation.
- To add animations to a presentation.
- To add timings to a presentation.
- To use the skills learnt to design and create an engaging presentation.

Key Resources

Key Images

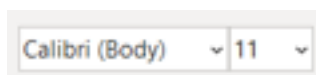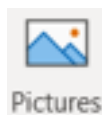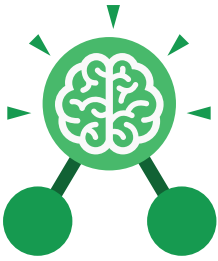|			
Open a new document	Open an existing document	Save your work	Undo key
Font Category	Insert a new slide	Insert a text box	
Home tab where many editing tools are found	Insert a picture	Design tab where you can find ready-made design templates	Insert tab where you can add an object such as a picture or

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Unit: 3.9
Presenting with Microsoft PowerPoint

Key Vocabulary

Animation
Visual effects used on objects such as text boxes or pictures. They allow these objects to be bought on and off the slide in a certain way.

Audio
Any type of sound, such as music or voiceover.

Design Templates
A variety of ready-made templates with custom formatting (font, colour scheme etc.) which gives a certain look and feel.

Entrance Animation
The animation used to bring an object (such as a picture or text box) onto the slide.

Font
A set of type which shows words and numbers in a particular style and size.

Media
Images, videos or sounds which can be added to a presentation.

Presentation
A visual way of displaying information to an audience that is clear and engaging. It can contain text, images and videos.

Presentation Program
A computer program, such as PowerPoint, which is used to create a presentation.

Slide
A single page within a presentation.

Slideshow
A collection of pages arranged in sequence that contains text and images to present to an audience. Often referred to as a PowerPoint presentation.

Stock image
Existing photos and images which are available and free to use.

Text box
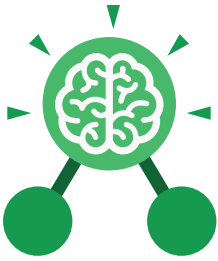A box in which text can be inputted and formatted.

Text formatting
When you change the format of text on a page, including the font, the size and whether it is bold, underlined or in italics.

Transition
The interesting effect used when one slide moves onto the next.

WordArt
A way to treat text as a graphic so that you can add special effects to text.

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Unit: 3.9
Presenting with Microsoft PowerPoint

Key Questions

What is a presentation program used for?

A presentation program is used to present information to an audience in an engaging way, such as including text, pictures and videos. PowerPoint is an example of a presentation program.

How do you add a transition to a presentation?

Click on 'Transitions' at the top of the screen and select the transition you wish to use. You can preview the transition by pressing 'preview' on the left-hand side.

What features can you use to make a presentation more engaging?

You can give your presentation an engaging look and feel by using different fonts, colour schemes and using an interesting layout. Adding pictures, sound, and videos would also make a presentation more interesting to an audience. Using animations and interesting transitions between slides would also be engaging.

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