



Key Learning

- To learn how to open PowerPoint, add text and change how it looks.
- To learn how to add slides, change slide designs and insert pictures into a presentation.
- To add animations to pictures and text, and transitions between slides.
- To create an effective presentation.
- To complete and present a slideshow to an audience.

Key Resources



Microsoft PowerPoint

Key Vocabulary

Animation

Adding movement to still objects such as text and images.

Media

Information in the form of text, sounds, images, or video.

Slideshow

A collection of pages arranged in sequence that contains text and images to present to an audience.

Font

A design of letters, numbers, and symbols, like Arial or Times New Roman.

PowerPoint

A computer program that helps you make a slideshow presentation to show information.

Text Box

An object that can be inserted into a piece of work in a program that allows the user to input text.

Format

Change how media, such as text or images, look on a page.

Slide

One page of your slideshow presentation.

Transition

How a slide moves from one to the next.

Handles

A square that appears around a selected image, allowing it to be edited and formatted.

Slide Notes

Words under a slide to help the presenter remember what to say when they present.

Word Art

Format the text with shadows, curves, and 3D effects.



Key Images

Aptos (Body)

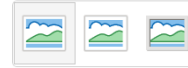
Font Style

60

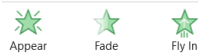
Font Size



Handles



Picture Styles



Animations



Transitions

Key Questions

What is presentation software 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.

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

You can give your presentation an engaging look and feel by using different fonts, colour schemes and using an interesting layout. Using animations and interesting transitions between slides would also be engaging.

What media can you add to a PowerPoint presentation?

In a PowerPoint presentation, you can add media such as images, audio, video clips, charts, and animations to make slides more engaging, interactive, and visually appealing for your audience.