Word Processing

LKS2 Owl A **Presentation Skills**

Spreadsheets

Knowledge

By the end of this unit of study, pupils will be able to:

One	To plan a branching story.	◯
Two	To create slide templates and organise slides with hyperlinks.	◯
Three	To add theme, transitions and animation to a presentation.	◯
Four	To use action settings.	◯
Five	To insert audio and video.	◯
Six	To evaluate slide layout and make improvements.	◯

Presentation Skills

text box

title

file format

audio

embed

link

image

hyperlink

action settings
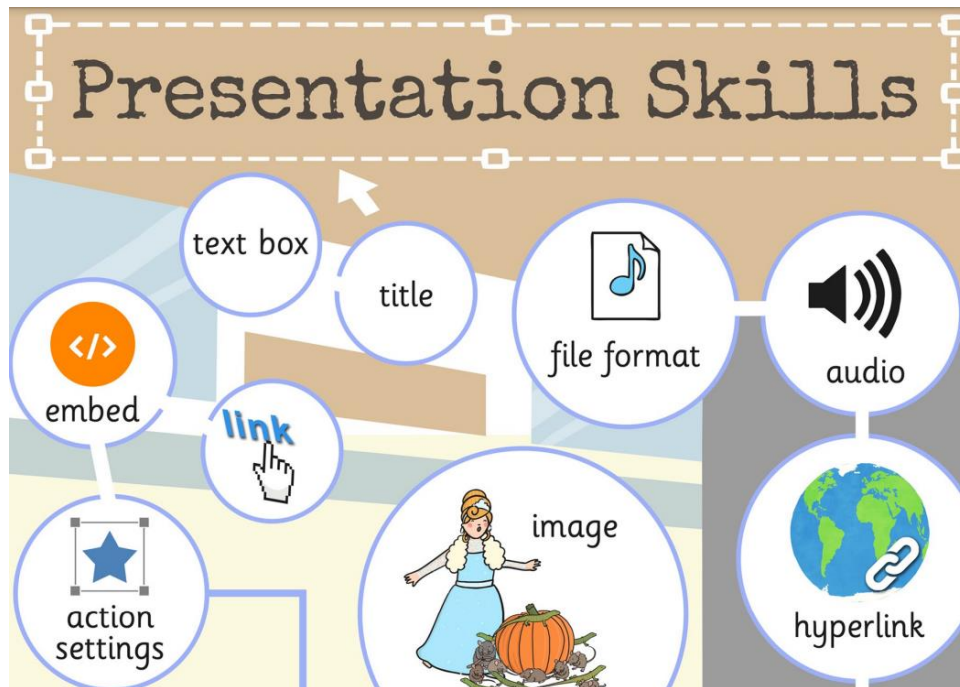
Key Learning

Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

Key Vocabulary

Templates   hyperlinks   audio/video files   transition

presentation   animation   layout   slides