



Knowledge Organiser

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|-----------------|---------------------------|--------------|--------------|
| Subject: | Topic: | Year: | Term: |
| Computers | Multimedia Presentations: | 3/4 | Autumn 1 |

National Curriculum:

- 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
- use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content

Key Vocabulary

| Spelling | Definition |
|--------------|--|
| animation | A visual effect that can be applied to the text or pictures included on a slide. |
| font | A particular style, size, weight and colour of text characters. |
| format | The layout of the design, text or pictures on a slide. You can also format the font, size, colour and style of text. |
| Image | A picture. |
| multimedia | Using more than one form of communication, such as text, graphics, animation and audio. |
| presentation | A visual way of displaying information to an audience that is clear and engaging. It can contain text, images, animation and videos. |
| ribbon | The tools and functions available for creating and editing a presentation. Also known as the toolbar. |
| slide | A single page in a presentation. |
| slide show | A collection of pages that includes different multimedia. |
| text box | An object that can be inserted into a piece of work in a program that allows the user to input text. |
| theme | A slide design that includes pre-existing colours, fonts and special effects such as animations and transitions. |
| transition | A visual effect that happens between each slide. |
| wordart | A way of changing the appearance of text often using |

Key Knowledge

| Area | Information |
|------------------------|---|
| Microsoft PowerPoint | Presentation software such as Microsoft PowerPoint can be used to create engaging and informative multimedia presentations. |
| Presentation program | used to present information to an audience in an engaging way, such as including text, pictures and videos. |
| Features of PowerPoint | 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. |
| Add media | Add in word art and text box. Add in picture from Word stock images or from internet image search. |
| Adding animations | Select the image you want to animate, click on the Animation tab and choose an effect. Each object can be animated. |
| Add transition | 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. |
| Adding timing | You can add times for when animations and transitions happen. |

| Key Questions | Misconceptions |
|---|---|
| <ul style="list-style-type: none"> How to use the basic features of Microsoft PowerPoint? How to add in media into my presentation? How to copy images from the internet to my slides? How to add animations and transition to my slides? How to include timings to my slides? How to create a presentation based on a theme? | <p>You can only put words into PowerPoint slides — It is not just word as you can also add pictures, videos, sounds and even draw your own shapes and designs.</p> <p>PowerPoint is hard to use — PowerPoint is quite an easy piece of software once you know the basics. It has tools that help you create your slides and make your presentation flow. You can even start with a template to make it simple to create.</p> <p>PowerPoint is just for work — PowerPoint can be fun. You can create stories, design games, or even make your own cartoons using pictures, animations and sounds.</p> <p>You can use images from PowerPoint — Although has got a selection of stock images you can use, it also allow use to copy and paste any images you are able to find on the Internet.</p> |

Important images

