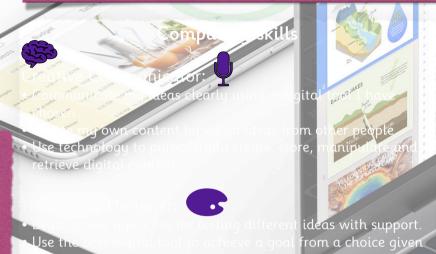


How can we make a presentation on an iPad?



Key learning

- Create a new document.
- Add a range of pictures and shapes to a document.
- Use the undo button to correct mistakes.
- Add, delete and move around slides.
- Format the slide to change the layout and background
- Add transitions to slides
- Play the presentation to show it to others





Key vocabulary Presentation A piece of work that is shown/ explained to an audience Transitions A visual effect that happens when you move from one slide to the next. Document A file that you can create and edit to include text, shapes, pictures and more Font The style of writing you use on a computer or Format To change or edit part of a document or something about the document Insert To put something into a document Paste To put the image from the virtual clipboard where you want it Text box A box that you can type into Undo This takes you back one step and gets rid of the last thing you did



Office - Our Learning Journey

Year I

- Creating and saving new documents
- Adding pictures and text
- Formatting text in a range of ways
- Inserting different objects and formatting them

Year 2

- Adding, deleting and moving slides on Keynote
- Formatting slide layout and background
- Adding transitions to slides

- Year 3 Using animations for graph in Numbers objects in Keynote
- Adding videos to slides Formatting videos to play across multiple slides
- Using themes

Year 4

- Creating a simple table and
- Usina basic formula includina SUM, MAX and MIN
- Using autofill cells to put a formula in multiple cells

Year 6

- Explore different cell formats in Numbers
- Using formula including IF, AND, OR and NOT
- Use COUNTIF to find which cells return a certain condition

