

How can we make a presentation on an iPad?

Office Y2

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

Computer skills

Creative/Communicator:

- Communicate my ideas clearly using a digital tool I have chosen
- Create my own content based on ideas from other people
- Use technology to purposefully create, store, manipulate and retrieve digital content

Problem Solver/Designer:

- Begin to use a process for testing different ideas with support.
- Use the best digital tool to achieve a goal from a choice given



Key vocabulary

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| 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 iPad |
| 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 1

- 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 objects in Keynote
- Adding videos to slides
- Formatting videos to play across multiple slides
- Using themes

Year 4

- Creating a simple table and graph in Numbers
- Using basic formula including 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

