

How can we present our ideas?

Office Y3

Key learning

- Use a theme to create a new Keynote
- Edit slide layout and background
- Add text, photos, videos and audio to Keynotes and format them
- Add animations to objects and transitions to slides
- Work collaboratively with others on the same Keynote
- Add videos from the internet and format videos to play across multiple slides

Communicate my ideas clearly using digital tools in a chosen programme

- Integrate a range of appropriate media combining text and graphics

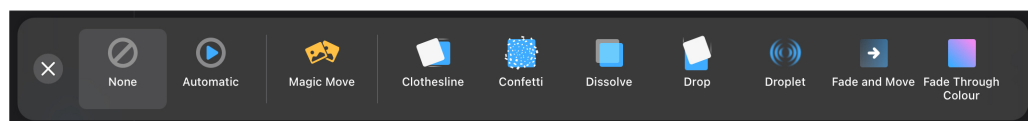
Work collaboratively with others on the same Keynote

Use digital technologies with support to work with global issues



Key vocabulary

Animation	Actions or movements that objects or text can do in a Keynote presentation
Collaboration	A way to work together on the same document
Format	To change or edit part of a document or something about the document
Insert	To put something into a document
Layout	How the different things on the slide are arranged. This can be made by you or use a template
Presentation	A way to communicate your ideas or research to others
Slide	A page of a Keynote presentation
Template	A pre-designed documenter presentation that you can edit
Transitions	How the slides change from one to the next during a Keynote presentation



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

