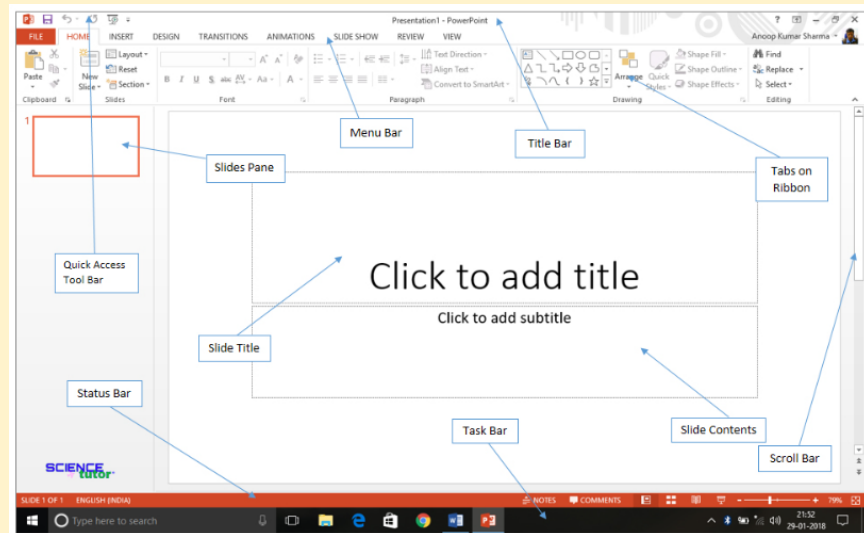**Inspire Academy**
Discovery Adventure Exploration

My Year 1 unit on Basic Word Skills will help me with this unit.

This unit will help me with my Year 3 unit on Publisher Skills.

Key information

Vocabulary	
Slide	A page within a PowerPoint presentation document
Search Engine	An online tool that allows us to search for information, images and videos
Font	The style of the text that we type
Bold	A tool that makes the text darker
Italic	A tool that makes the text slant
Underline	A tool that adds a line under the text

Online Safety Focus	Key Computing Skills and Knowledge
• Know that children should use a child-safe **search engine** such as **Swiggle** • Know that if children see something on the **internet** that scares or upsets them, they should tell an adult they trust • Know what **bullying** is, how people may **bully** people **online** and how **bullying** (in person or **online**) can make someone feel • Know some examples of where **bullying** can happen **online**	• Know how to open **Microsoft PowerPoint** and create a new **document** • Know that you can add new **slides** to a **document** and how to do this • Know how to create **text boxes** and type into these using the **caps lock key** for capital letters, **space bar** for finger spaces and various **punctuation keys,** as well as the **letter and number keys** • Know that **double clicking** on a word will **highlight** it, ready to be **edited** • Know what the **undo** symbol looks like and that clicking this will reverse the most recent change • Know what the **redo** symbol looks like and that clicking this will return whatever has been undone • Know how to **edit** the type, size and colour of **font** • Know that to **copy** an **image** from a **search engine**, we need to right click and select **copy** • Know that to **paste** that **image** into a **document**, we need to right click and select **paste** • Know how to present the **PowerPoint** in **slideshow** mode • Know how to **print** a copy of their **document**