

My Year 2 unit on Basic PowerPoint Skills will help me with this unit.

This unit will help me with my Year 4 unit on Word Skills.

Key information

Title background chosen to fit in with Amazon Rainforest. Formatted using <right click> <format shape>. White text chosen to contrast against green background.

Subtitles in bold to make them stand out. Both subtitles center aligned on page.

Main body text in black as standard text colour, very readable. Kept background white as this provides best visibility for text and isn't distracting. Text has been justified so that it sits in a tidy rectangle like the images.

Pictures and text lined up at the edge to keep document tidy. Pictures and text boxes sized to fit the spaces and avoid large gaps.

Vocabulary

Orientation	Whether a page is laid out as portrait or landscape
Align Text	A tool that allows text to be aligned to the left, right or centre of the page / text box
Word Art	Special text that gives a variety of effects such as shadows, outlines and 3D effects
Clip Art	Pre-made images that computer users can add to their document

Online Safety Focus

Key Computing Skills and Knowledge

- Know what **trust** means and why it is so important, **online** and offline
- Know that we must be careful when **sharing information** about ourselves and other people **online**

- Know that **text** and **images** can be combined to communicate messages effectively
- Know how to change the **templates** and **orientation (landscape / portrait)** within **publishing software**
- Know that different **layouts** have different purposes e.g. the effect of **headlines**, the benefit of writing in **columns** etc
- Know how to change **font style, size, and colours** for a given purpose using the **toolbar**
- Know how to add alternative punctuation marks including question marks and exclamation marks
- Know how to **align text (left, right, centre, justify)**
- Know how to use **bullet points** and **numbering** and the benefits of using these functions
- Know how to **cut, copy** and **paste** using the **ctrl shortcuts (ctrl x/ ctrl c / ctrl v)**
- Know how to use **word art** and where it is appropriate to use this function
- Know how to draw a **text box** and change the **line colour / thickness** and the **fill colour / gradient**
- Know that **images** can be obtained from a variety of sources e.g. their own **images, images** found on the **internet, clip art** etc