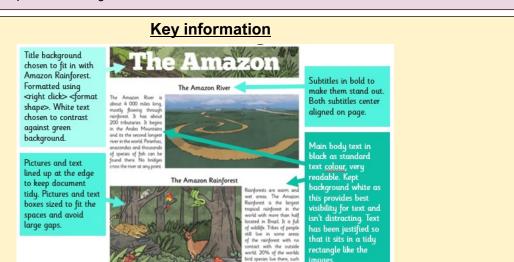


My Year 2 unit on Basic PowerPoint Skills will help me with this unit.

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



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 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 col-
•	Know that we must be careful when sharing information about ourselves and other people online	 umns 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