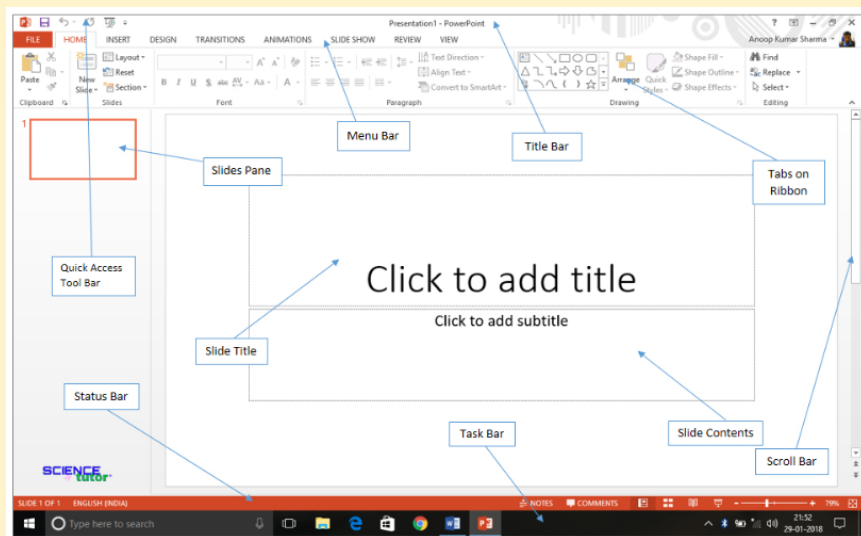


My Year 1 unit on Basic Word Skills will help me with this unit.

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 <i>makes the text slant</i>
Underline	A tool that <u>adds a line under the text</u>

Online Safety Focus

- 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 who to talk to if something has been put online without **consent** or is incorrect
- Know that anyone's online information can be seen by others

Key Computing Skills and Knowledge

- 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**