



# COMPUTING: Creating Media – Making a Presentation

Year 2

## KNOWLEDGE ORGANISER

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### Overview



#### Digital Presentations

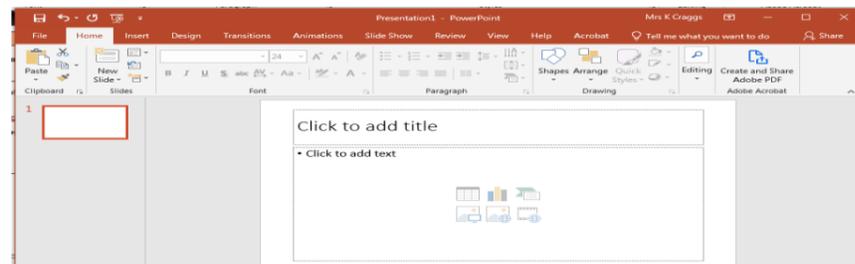
- Presentations can be made over a period of time.
- Changes to a presentation can be saved and retrieved at a later date.
- A variety of media can be uploaded to a presentation, for example, images, web links, data, sound and animation.
- We should understand the not all photographs that we see are real – they may have been edited.

### Powerpoint



Powerpoint is a software package that lets us create a presentation consisting of a series of separate slides.

- Powerpoint is part of Microsoft Office software. It is mainly used to create multimedia presentations.
- Powerpoint is opened from the start menu or icon on desktop.
- Powerpoint uses a system of slides which can contain words, images charts and sounds.
- Here is what Powerpoint looks like.



### Important Vocabulary

Template

Presentation

Text

Image

Browse

Folders

Slides

Format

Font

Borders

### The Toolbar

The toolbar is the set of icons and buttons that are at the top of the page in a word processor. Below are some of the most common tools.

These tools can change the text.



The B makes the text **Bold**.

The I writes the text in *Italics*.

The U underlines the text.



Clicking on this icon allows you to change the font (style) of the text. Most word processors have many styles to choose from.

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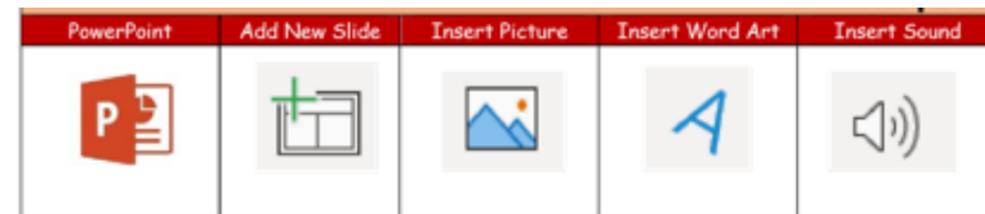


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When we want to save our writing, we should click on this icon. The first time that we save, we need to choose a file name and a location (folder) to save it in.

### Important Symbols



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