

Year 3- Autumn 1

Office Skills- MS Word Processing Knowledge and Skills- Powerpoint Basics



Overview: During this unit, we will recap the basics of using the basic functions of Microsoft Office Word and introduce Powerpoint.

Key Vocabulary

Microsoft Powerpoint
Slide
Layout
Title Slide
Bulleted list
Font
Background

Learning Objectives

To understand what a presentation is and to open PowerPoint
To understand how to change text for clarity and visual appeal
To be able to recall the basic Word operations learnt in Year 1 and 2
To be able to add and format text on a slide (change font, size, and position)
To be able to add images from different sources and change it's size and position
To be able to change the slide design of my presentation