



Stockland Green Knowledge Organiser - ICT - Year 7 - Unit 2 - PowerPoint skills

Overview of topic: You will develop your basic ICT skills, specifically using the Microsoft Office suite. You will improve your understanding of how file structures work and how to save your work appropriately. This unit will focus on using PowerPoint. You will learn how to use the software effectively and professionally.

Key content/ ideas/ concepts

Organising your area

and name folders. Your personal area should look like this.

Files MUST be saved in the correct folder, with appropriate names.

Printing

PowerPoint Interface

You can view your presentation through the options below.

- Each tab is divided into groups.
- Click on a tab to see more commands.
- Some groups will have an arrow that you can click for more options.
- Special tools tabs will appear when you click on certain items.

Master Slides

Hyperlinks

A hyperlink is an object that when clicked, links to another page or website.

Click Me!

Right click

Choose the slide or site you want to link to.

Keywords/ Glossary



File: An object that stores data or information used with a computer program.



Folder: An item that stores multiple files. A way to organise files by grouping them.



File path: The location of a specific file.



Transition: A movement special effect that takes place as one slide replaces another.



Animation: A visual effect in which objects on the slide appear to move.



Handout: A printed copy of slides in the presentation that can be given to audience members.



Master: A template design that appears on every slide,



Theme: A colour scheme with complementing colours for the background, bullets, text, borders etc.



Quick style: Lets you perform sophisticated formatting to text very quickly.

Useful sites

<https://www.youtube.com/watch?v=vgiAwLYsekA>

(PowerPoint tutorials)



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Bronze -Quiz Questions	Silver -Quiz Questions	Gold—Quiz Questions
1. What version of Powerpoint do we have in school?	1. What does the design tab allow you to do?	1. What might we mean by the term 'formatting'?
2. What does the word 'format' mean?	2. What type of commands are in the home tab?	2. Give 5 examples of how text can be formatted.
3. What do these options allow you to format? 	3. How do you know if a tab group has more options?	3. What is the difference between animations and transitions?
4. Which tab would you find these options under?	4. What does a master slide allow you to do?	4. What would you need to open to see the order of your animations?
5. What do these allow you to format? 	5. What do you think a text place holder is used for?	5. What 2 types of animations could be applied to an object?
6. What do these allow you to format? 	6. What do you think an image place holder is used for?	6. Why is it important to use themes or complimenting colours in your presentation?
7. What does this icon allow you to insert? 	7. Why are quick styles useful?	7. What is automatic timing used for?
8. What does this icon allow you to insert? 	8. What is a hyperlink?	8. Which tab on the ribbon will change depending on the item that is selected?
9. What does this icon allow you to insert? 	9. What 2 things can a hyperlink link objects to?	9. How would you make sure that your PowerPoint is user friendly? (Explain 3 ways)
10. What does this icon allow you to insert? 	10. Why might you need a handout?	10. How would you make sure that your PowerPoint is professional? (Explain 3 ways)
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