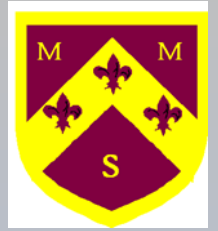


# Knowledge Organiser Computing Key Stage 1

## Presentation Skills



### Key Content and Vocabulary

**Folders** - System unit, monitor, switch, shut down, log on, log off, windows, folder, new folder.

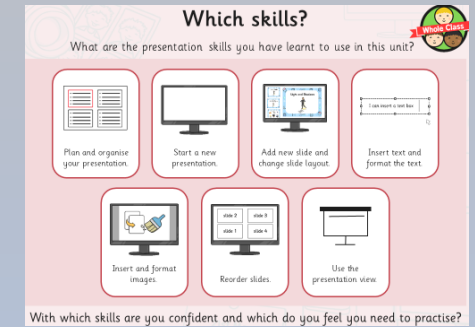
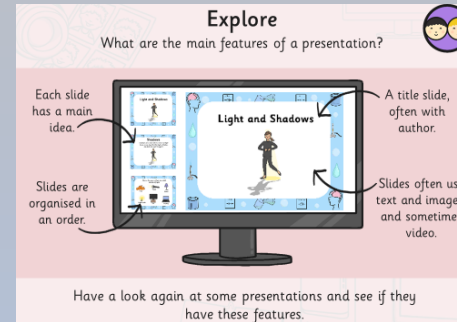
**What a Presentation** - Presentation, Microsoft PowerPoint, OpenOffice Impress, Google Slides, Apple Keynote.

**New Slide, Slide Layout** - New slide, slide layout, text box, format, font, colour, background, line.

**Add and Format an Image** - Image, picture, photo, format, insert, copy, folder, network, aspect ratio.

**Reorder Slides and Present** - Slide, Slide Sorter View, drag, present.

**Searching and Printing** - Search, print, options, date, print options, black and white, colour, selected pages, double sided.



**Key aims**  
To learn and practise important computer skills needed for safe and effective computer use and introduce some further skills needed to create a simple presentation.

