



Please do not print me!

Remember to print from page 2 to avoid wasting paper and ink.

If you do find me, then visit [twinkl.co.uk](https://www.twinkl.co.uk) to find out why **millions of educators** worldwide love twinkl.

A brief word about copyright...

By downloading this resource, you agree to the following:



You may use this resource for personal and/or classroom use only.

In order to support us, we ask that you always acknowledge www.twinkl.co.uk as the source of the resource. **If you love these resources, why not let others know about Twinkl?**



You must not reproduce or share this resource with others in any form. They are more than welcome to download the resource directly from us.

You must not host or in any other way share our resources directly with others, without our prior written permission.

We also ask that this product is not used for commercial purposes and also that you do not alter the digital versions of our products in any way.

Thank you for downloading!

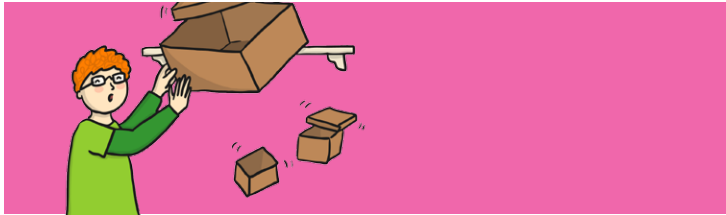
Twinkl Educational Publishing. Your first choice for easy to use, trusted and high quality teaching materials for educators and parents worldwide
- professionally crafted materials with a personal touch.

[twinkl.co.uk](https://www.twinkl.co.uk)

Introduction

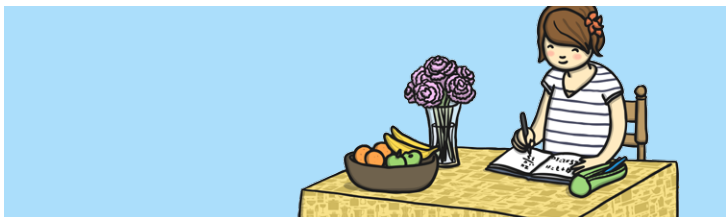
This unit is intended as the first unit of the academic year. Lessons 1 and 6 focus on important computer skills needed for safe and effective computer use and introduce some further skills concerning the use of folders, searching for files and printing. Lessons 2-5 introduce children to presentations and teach the skills needed to create a simple presentation.

While many schools have Microsoft PowerPoint, there are alternatives. Impress is part of Apache OpenOffice and is free, as is Google Slides, part of Google Drive, which is available with a gmail address. Schools with Apple computers can also use Keynote, as well as MacOs versions of PowerPoint or Impress, or Google Slides. There are simpler presentation applications designed for children which may be used, although they may not have all the features, particularly for the later units



Health & Safety

Children should be encouraged to have good posture and sit up to the computer.



Home Learning

Task 1 Presentation Skills 1: Children make a simple presentation about their family, including photographs.

Task 2 Presentation Skills 2: Children make a simple presentation about an animal, including images found online.



Wider Learning

Children may use the computer and presentation skills to present their learning.

Assessment Statements

By the end of this unit...

...all children should be able to:

- Insert slides, add and type in a text box.

...most children will be able to:

- Create folders.
- Print files.
- Add images.
- Format text and text boxes.

...some children will be able to:

- Save files in an organised folder structure.
- Search for files on the computer.
- Set windows side by side.
- Format text boxes and images.
- Reorder slides and present their presentation.

To look at all the resources in the Presentation Skills unit [click here](#).

To find out more about PlanIt download our [free guide here](#).

Lesson Breakdown

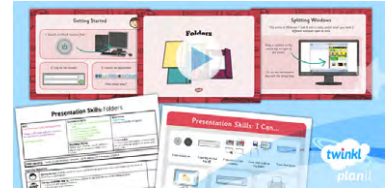
1. Folders

Use technology safely and respectfully. Children will revise skills from previous unit and learn to create folders.

- I can use basic computer skills.
- I can use folder.

Resources

- Desktop computers or laptops.



2. What is a presentation?

Use technology purposefully to create, organise, store, manipulate and retrieve digital content. Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses on what presentations are.

- I can organise ideas for a presentation.

- Desktop computers or laptops.
- Presentation application. Visualiser or way of displaying children's written work.



3. New Slide, Slide Layout

Use technology purposefully to create, organise, store, manipulate and retrieve digital content. Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses on slides and adding text.

- I can create a simple presentation with text.

- Desktop computers or laptops.
- Presentation application.



4. Add and Format an Image

Use technology purposefully to create, organise, store, manipulate and retrieve digital content. Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses on slides and adding text.

- I can add and format an image.

- Desktop computers or laptops.
- Presentation application.



5. Reorder Slides and Present

Use technology purposefully to create, organise, store, manipulate and retrieve digital content. Teachers may choose their own context for the content of the presentation, but it could relate to the current topic. The lesson focuses on slides and adding text.

- I can reorder slides and present a presentation.

- Desktop computers or laptops.
- Presentation application.



6. Searching and Printing

Use technology safely and respectfully. Children will learn simple searching and printing options.

- I can search and print.

- Desktop computers or laptops.

