

What should I already know?

- To be able to use Page Layout to select different sizes and orientations
- To be able to use columns and text boxes to create a layout for specific purposes
- To edit a photograph (crop, resize, add border and add effects)
- To think about the intended audience when presenting information using Microsoft Office tools.
- To create different graphs eg. Line graph, bar chart and pie charts using 2Graph and Excel.

Key learning

- To create a video using Movie Maker (using own recorded videos or those supplied)
- To add a hyperlink to a presentation
- When creating a presentation or document, to think about audience and make design decisions based on this (eg. Bigger font for younger children)
- To use transitions and animations between slides during a presentation
- To input own data into Excel and create a graph to represent the data including a title

Key vocabulary

Application – A program that runs on a computer with a specific use

Microsoft Office – A group of applications that includes Word, PowerPoint, Publisher and Excel.

Word – An application used for word processing

PowerPoint – An application used for presentations

Hyperlink – A link that takes you to another location when you click on it

Transitions – Effects that occur when you move between slides in a presentation

Animations – Effects that occur within slides eg text and pictures moving on the slide

Movie Maker – A program that allows you to create and edit videos

Excel – An application that uses spreadsheets to organise numbers

Spreadsheet – A computer program that represents information in a grid of rows and columns. Any cell in the grid may contain either data or a formula.

Cell – An individual section of a spreadsheet grid. It contains data or calculations.

Formula – Use the formula wizard or type into the formula bar to create a formula in a cell, this will calculate the value for the cells based upon the value of other cells in the spreadsheet.

Formula Wizard – The wizard guides you in creating a variety of formulae for a cell such as calculations, totals, averages, minimum and maximum for the selected cells.

Key questions

- How do I create a video using Movie Maker?
- How do I add a hyperlink to a presentation?
- Can I add transitions and animations to a presentation? Which are appropriate for the purpose and audience?
- Who is my audience for this presentation/document and what decisions do I need to make based on this?
- Can I input my own data into Excel?
- Can I use formulas?
- Can I create a graph that represents this data?