

The logo for Purple Mash, featuring the word "purple" in a purple font and "mash" in a white font, both on a black background that resembles a torn piece of paper.

**purple  
mash**

# **Computing Scheme of Work**

## **Unit 3.9**

**Presenting (with  
Microsoft PowerPoint)**

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# Prerequisites

## Version of PowerPoint and device type

Identify which version of PowerPoint you are using: There are two separate series of lessons – one for the desktop version and one for the online version. Some features are not available on the different versions of PowerPoint. You can see an up-to-date comparison of the features available in the different versions of PowerPoint in this [Microsoft weblink](#).

## Saving work

Have a clear idea about where pupils should save their work. If you are using the online version, use cloud storage, otherwise ensure that pupils save to a sensible folder. The lessons assume that pupils know about folders and files on whichever network they are using. If they do not, it might be worth spending some time teaching about files and folders and the difference between saving in the cloud, saving on the school server or saving on the device itself. It would be useful for pupils to know how to create folders so that they can organise their files. They should know how to rename, copy, cut and paste folders, how to delete a folder and how to use the trash bin to retrieve work that they have accidentally deleted. They should be able to move work from one folder to another. These skills are not used much within the lesson plans but will be important for pupil's ongoing work with the files that they produce.

## Printing

Pupils will not be routinely required to print during these lessons.

## Typing

Pupils who cannot type efficiently, will find having to finish all writing\typing frustrating. Finishing all the writing\typing is not required to complete the lessons. Pupils might need extra time to complete their documents and include all the text that they wish to include. If you want to improve pupils' typing speed, then make use of the Purple Mash Tool [2Type](#). See here for [the User Manual](#). Learning to type is also covered in the Purple Mash Computing Scheme of work for year 3 (unit 3.4)

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The logo for Purple Mash is contained within a black, rounded rectangular shape that resembles a piece of paper with a torn top edge. The word "purple" is written in a lowercase, purple, sans-serif font, and the word "mash" is written in a lowercase, white, sans-serif font directly below it.

**purple  
mash**

# **Presenting (with Microsoft PowerPoint) – DESKTOP VERSION**

# Medium-Term Plan – Desktop Version

Lesson	Title	Success Criteria
1	<a href="#">Creating a page in a presentation</a>	<ul style="list-style-type: none"> <li>• Pupils will know what PowerPoint is.</li> <li>• Pupils will know how to open PowerPoint.</li> <li>• Pupils will know how to add text and format it.</li> <li>• Pupils will know how to add shapes to a page.</li> </ul>
2	<a href="#">Adding in media to a presentation</a>	<ul style="list-style-type: none"> <li>• Pupils can change the design of the slides.</li> <li>• Pupils can insert a new slide.</li> <li>• Pupils can insert pictures.</li> <li>• Pupils can edit pictures.</li> <li>• Pupils can insert video and audio.</li> </ul>
3	<a href="#">Animating a presentation</a>	<ul style="list-style-type: none"> <li>• Pupils can use animations in a presentation.</li> <li>• Pupils can use transitions in a presentation.</li> </ul>
4	<a href="#">Adding in timings to a presentation</a>	<ul style="list-style-type: none"> <li>• Pupils can add timings to a presentation.</li> <li>• Pupils can present using a PowerPoint slideshow.</li> </ul>
5 and 6	<a href="#">Creating a presentation linked to a topic</a>	<ul style="list-style-type: none"> <li>• Pupils will use skills learnt in the lesson to create a presentation linked to a curriculum topic the pupils are studying or on a topic of the pupil's own choice.</li> </ul>

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## DESKTOP VERSION – MICROSOFT POWERPOINT

# Lesson 1 – Making a presentation from a blank page

## Learning Objectives:

- To create a page in a presentation

## Success Criteria:

- Pupils will know what PowerPoint is.
- Pupils will know how to open PowerPoint.
- Pupils will know how to add text and format it.
- Pupils will know how to add shapes to a page.

## Resources:

Microsoft PowerPoint – Desktop version

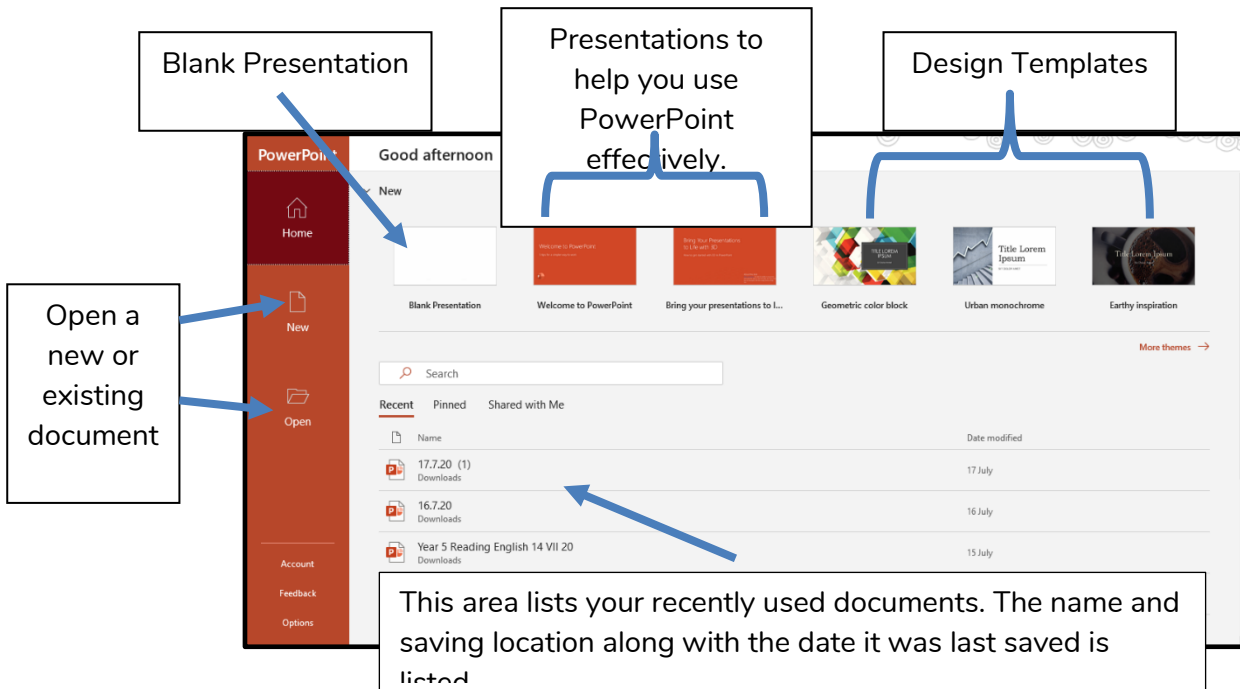
## Activities:

1. Share the learning objectives and success criteria with the class.
2. Ask the pupils if they know what the program PowerPoint is?
3. Explain to the pupils that PowerPoint is a program made by a company called Microsoft that allows users to present information to an audience. PowerPoint allows users to add pictures, text, video and audio to a presentation.
4. Open PowerPoint and look at the 'Home' screen, Point out the following sections to pupils:

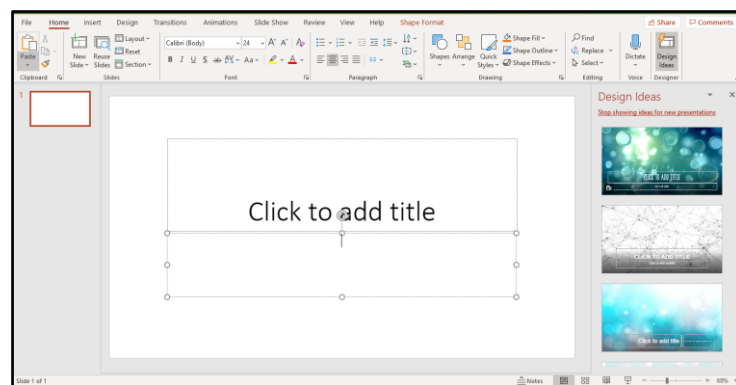
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Purple Mash Computing Scheme of Work – Unit 3.9 - Presenting – Lesson 1  
(with Microsoft PowerPoint – Desktop Version)



- Recent and pinning; you can pin files by right-clicking on them and they will appear in the Pinned area. If you use shared documents such as office 365, they will appear in the shared tab.
5. Click on the blank presentation button in the top left of the screen to open a new blank presentation.
  6. Show the pupils the screen that appears. Explain to the pupils that on the right of the screen are design ideas and we will be looking at them in lesson 2. Show the pupils the two text boxes and explain that these are for the pupils to insert the title and subtitle of their presentation. For now we are going to delete them as part of the lesson will look at adding text boxes. To remove the boxes click on them and then press delete on the keyboard.

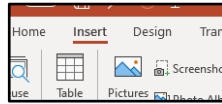


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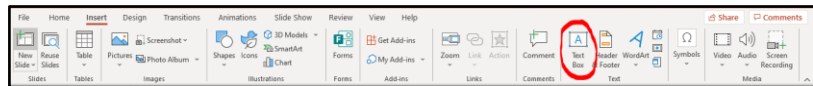
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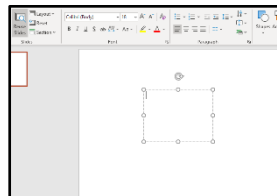
7. You will then be left with a blank screen ready for the pupils to insert textboxes.
8. Text boxes allow the presentation author to write on their presentation.
9. To insert a text box



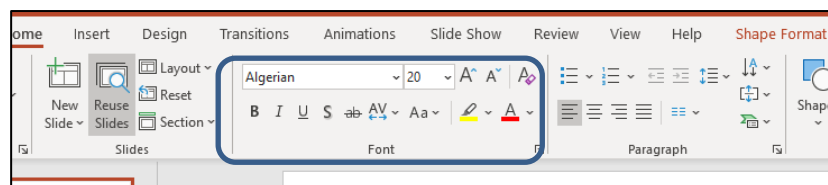
- Click 'Insert' on the top menu -



- Click on 'Text Box'
- On the presentation draw a rectangle and then the text box will appear on the screen.
- This box can be moved around the screen as needed.



- Show the pupils how when you click in this box you can now type in the presentation.
- Explain that when the box is highlighted the layout of the font can be changed by clicking on the 'Home, section of the toolbar and then clicking in the 'Font' section.



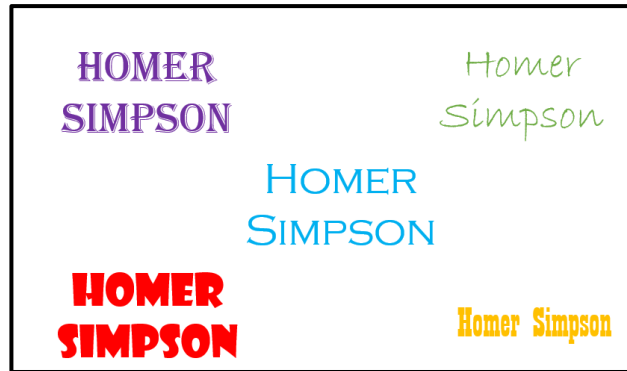
- Here once the text they have typed is highlighted then demonstrate how you can change the font size, font style, font colour etc
- If the pupils make a mistake or change their mind show the pupils how they can undo what they have done by either clicking 'ctrl+z' or the undo button at the top of the



10. **ACTIVITY** – Send the pupils back to their devices and practice inserting 5 text boxes into a blank presentation – drag a box to each corner and then place one box in the middle of the screen. In each of the box ask them to write their forename and surname. In each of the boxes make the font look different by changing the font style as outlined above. The screen will look as below –

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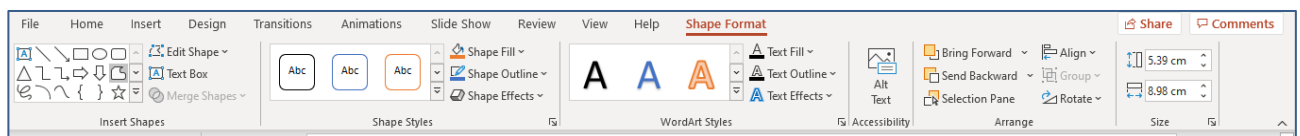
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11. Ask the pupils to save their work and then bring the pupils back together.

12. WORD ART – Explain to the pupils that PowerPoint lets us change the appearance of the text to make it more interesting to look at. Warn the pupils that it is important that the text can still be read by the audience. To change the text appearance, we can use WordArt.

- Click on the text box that the pupils have typed in and the handlebars will appear meaning the text is now ready for editing.
- They will notice at the top of the screen a new option has appeared called 'Shape Format'



- Experiment with the different styles in the WordArt section so the pupils can see how they can edit their text.
- Save your work as you will need it next lesson.

13. **ACTIVITY** – Ask the pupils to return to their devices and experiment with word art on the text they created earlier in the lesson. Can they come up with 5 different design that remain easy



to read for the viewer of the presentation? They may come up with something like the picture:

14. Ask the pupils to save their work and then bring the class back together.

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15. Look at the examples created by the pupils. Ask the rest of the class is the text the pupils have created still legible and easy to read or has the word art chosen made the text difficult to read?
16. Tell the pupils that next week we will be developing their presentation and adding pictures, new slides and a premade design to the presentation.

## DESKTOP VERSION – MICROSOFT POWERPOINT

# Lesson 2 – Adding media to a presentation

## Learning Objectives:

- To add media to a presentation.

## Success Criteria:

- Pupils can change the design of the slides.
- Pupils can insert a new slide.
- Pupils can insert pictures.
- Pupils can edit pictures.
- EXTENSION: Pupils can insert video and audio.

## Resources:

- Microsoft PowerPoint – Desktop version
- Presentation the pupils created in the previous lesson.

**Note:** In Step 11, pupils insert images. If pupils will be using the Internet to search for images, a discussion about usage of online images should be incorporated into the lesson. Ensure that you are clear about any school procedures to take if pupils find any inappropriate images. In the year 5 Word Processing unit, pupils are led through the process of using an image from Google image search. There are sites such as <https://pixabay.com/> that provide royalty-free images that can be used without considering copyright.

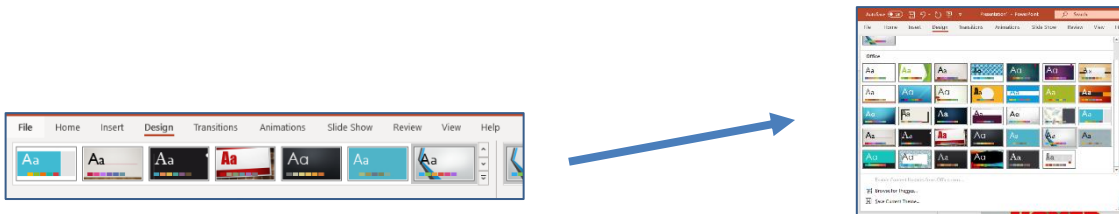
## Activities:

1. Share the learning objectives and success criteria with the pupils.
2. Recap the learning from the last lesson. What skills did we learn?
3. Explain that this lesson, we will be looking at how to choose a design for our presentation and then insert media into PowerPoint.
4. Explain that media relates to pictures, video and sound. For now, we will be concentrating on pictures (NOTE - if there is time, we will then look at adding videos and audio. You may choose this is not necessary for your class and limit the media to pictures)

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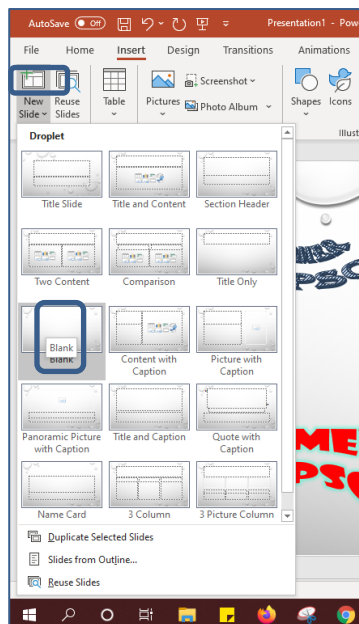
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5. Open the presentation you created in the last lesson. Look at the presentation and explain to the pupils that a simple white background can look a little boring. PowerPoint gives us a range of readymade templates we can use in our presentation. We are going to add a design to the page we created last week.
6. To choose a design –
  - Click on the 'Design' tab at the top of PowerPoint and then click on the arrow to open the



design options

- Click on the different design options and then when you are happy with one you like, select that one.
7. **ACTIVITY** – The pupils return to their devices and load up their presentation from last week. They experiment on choosing a design they like for their presentation and select one they are happy with.
  8. Ask the pupils to save their work and bring the pupils back together. Show the pupils how to add a new blank slide to their presentation.



9. Explain that a good presentation may have pictures in it. We are going to add to our presentation by putting a page in about the child's favourite food.

PowerPoint comes with an online library of pictures to use which is easier than the pupils finding a picture and then saving it locally, but these are limited to general topics. It may be

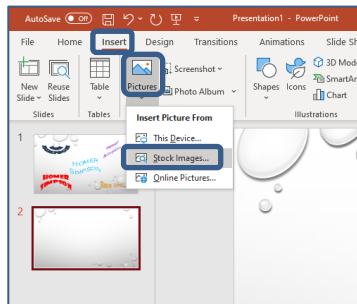
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worth spending some time showing the pupils how to find images online and saving them for use in their presentation..

10. To insert a photo from stock images -

- Click 'Insert' on the toolbar at the top of PowerPoint. Then click Picture – Stock Images
- Then type the picture you wish to search for, click on your chosen picture. Click insert and it will be inserted in PowerPoint



11. The picture can be resized in the same way the text boxes were resized in the last lesson.
12. **ACTIVITY** – Ask the pupils to return to their devices and choose two pictures showing their favourite food and insert them into their presentation. They will need to resize them to fit both images on the screen. They also need to insert a text box at the top of the screen giving their slide a title. When the pupils have finished, they will be left with something like this:

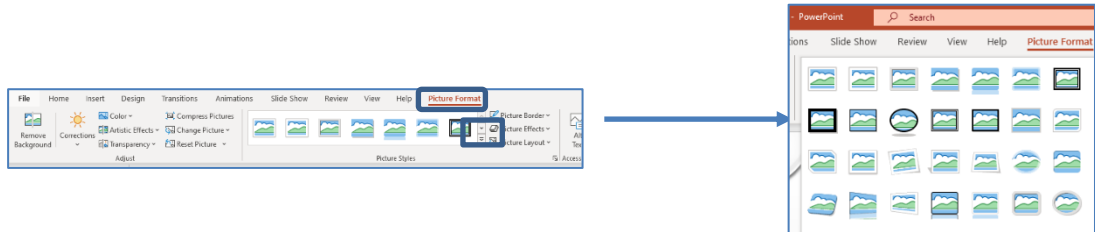


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13. Ask the pupils to save their work and then bring the class back together. Explain that PowerPoint lets us edit our pictures to make them look more interesting. Show the pupils the kind of things they can do –

- Click on the picture and then click at the top of the screen on 'Picture format'. Then click on 'Picture Styles' and then on the down arrow to open up all of the options. Select one of the options to show how it changes the picture.

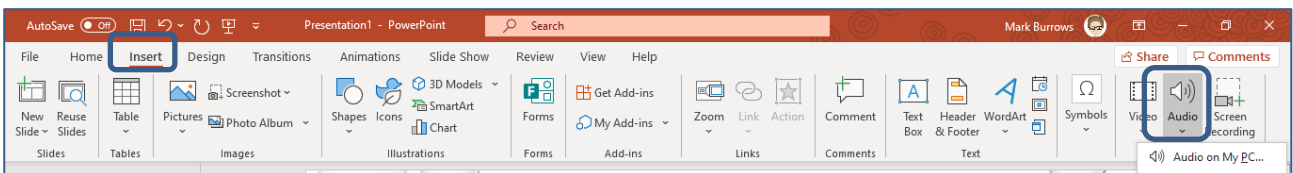


14. **ACTIVITY** – Ask the pupils to return to their devices and edit their pictures accordingly. If the pupils finish, they can consolidate the learning from the lesson and create a third page for their presentation about their favourite animal.

15. **OPTIONAL EXTENSION ACTIVITY** – Explain to the pupils that as well as adding pictures to a presentation we can also add audio and video files.

16. Adding Audio files –

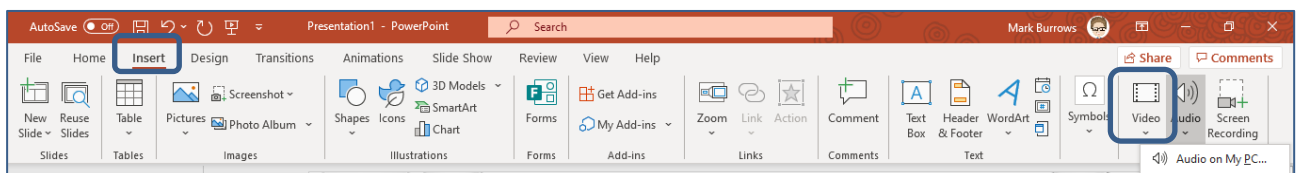
- To insert an audio file, click on 'Insert' and then on the far right 'Audio'



- Then choose if you will be inserting a file stored on your device or whether you will be recording an audio file. It may be easier for the pupils to use a microphone and record their own file e.g My favourite food is pizza.

17. Adding Video files –

- To insert a video file, click on 'Insert' and then on the far right 'Video'



- Then choose if you will be inserting a file stored on your device or whether you will be linking to a file on the Internet e.g. YouTube.

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18. Send the pupils back to their device and ask them to insert audio and / or video files into their presentation.
19. Bring the pupils back together and they will hopefully have completed a two or three page presentation about themselves and what they like.
20. Explain that next lesson we will look at adding in animations and transitions to the presentation.



## DESKTOP VERSION – MICROSOFT POWERPOINT

# Lesson 3 – Adding animation into a presentation

## Learning Objectives:

- To add animations into a presentation

## Success Criteria:

- Pupils can use animations in a presentation.
- Pupils can use transitions in a presentation.

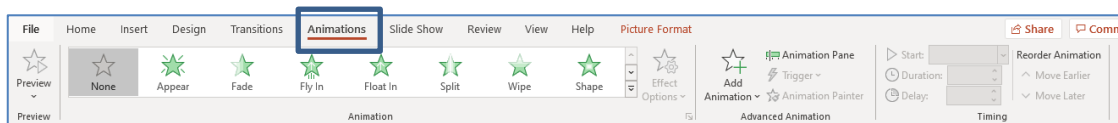
## Resources:

Microsoft PowerPoint – Desktop version

Presentation the pupils created in the previous lesson.

## Activities:

1. Share the learning objectives and success criteria with the pupils.
2. Recap the learning from the last lesson. What skills did we learn?
3. The pupils will already have created a presentation with 2 or three pages. This will be a cover page with their name on, a page about their favourite food and if there was time a page about their favourite animal.
4. Explain to the pupils that with PowerPoint we can make the transition (change) from one slide to the next more interesting and animate the picture on their page in a number of ways.
5. To animate the pictures
  - For now, we will only focus on the entrance animation.
  - Single click on the picture you would like to animate first so that the handles appear around the picture.
  - Click 'Animations' at the top of the screen

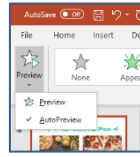


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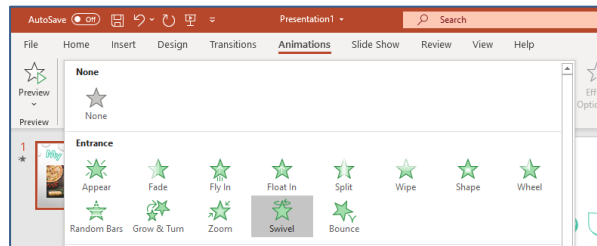
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Purple Mash Computing Scheme of Work – Unit 3.9 - Presenting – Lesson 3  
(with Microsoft PowerPoint – Desktop Version)

- Make sure 'Auto Preview' at the top of the screen is ticked so the pupils can see what the animation will look like when it is applied.

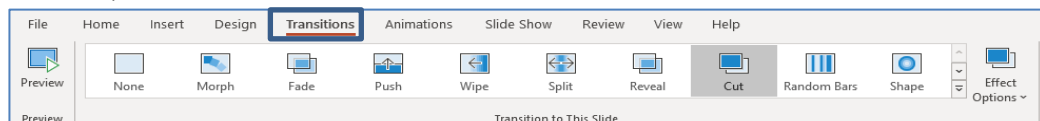


- Select the animation they would like to use on their picture. As they click on an animation, they will see the effect it has upon their picture.

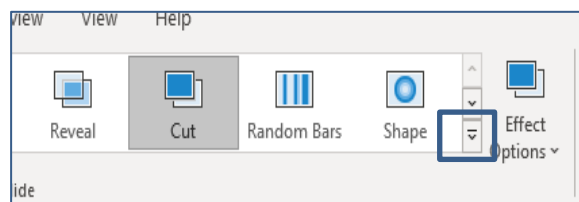


- Repeat for picture 2.
6. **ACTIVITY** – Send the pupils back to their devices and ask them to add animations to the pictures and headings they have inserted into their presentation.
  7. Tell the pupils to save their work. Look at examples of the pupils work on the Interactive Whiteboard.
  8. Explain to the pupils that now we have animated the content of our presentation we will look at creating transitions between the slides. This means adding an animation when one slide changes to another.
  9. To add a transition -

- Select the slide you wish to add the transition effect to.
- At the top of the screen select 'Transitions'



- Click on the down arrow to see the full range of transition options.



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## DESKTOP VERSION – MICROSOFT POWERPOINT

# Lesson 4 – Adding in timings and presenting

## Learning Objectives:

- Adding timings to a presentation.

## Success Criteria:

- Pupils can add timings to a presentation.
- Pupils can present using a PowerPoint slideshow.

## Resources:

Microsoft PowerPoint – Desktop version

Presentation the pupils created in the previous lesson.

## Activities:

1. Share the learning objectives and success criteria with the pupils.
2. Recap the learning from the last lesson. What skills did we learn?
3. Open the presentation that you have created in previous lessons. Explain to the pupils that today we will be adding the finishing touches to our presentation and showing the finished versions to our classmates.
4. Explain to the pupils that they can change the length of the animation on their objects and transitions. Why might the presenter want to change this length? If it is too long the viewer may lose interest in the presentation.
5. To change the length of the transition and add a sound effect to the transition –
  - Click on the slide where the transition is

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- Click 'Transitions' on the menu bar at the top of the screen. Then find Timing on the top right of the screen.

6. For the next part of the lesson explain to the pupils that when they add an animation to their presentation they can either have the picture appear animated after a set number of seconds or when they click the mouse.

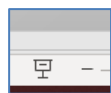
7. To set a timer on it - .

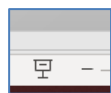
- Click on the picture they have animated.
- Select 'Animations' at the top of the screen.
- Find Timing on the top right of the screen.

8. **ACTIVITY** – Send the pupils back to their desks and ask them to add timings and where appropriate sounds to their transitions and animations.

9. Ask the pupils to save their work and then bring the class back together.

10. Show the pupils how to put their presentation into 'Slide Show' mode. This can either be



by clicking on  at the bottom right of the screen or by clicking on 'Slide Show' on the top of the screen and choosing the appropriate action.

11. Explain to the pupils that next lesson they are going to use all of their skills from the last four weeks to create a presentation of their own to show to the rest of the class.

12. This presentation can either be a subject of their own interest or it could be linked to a topic being covered in the wider curriculum.

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## DESKTOP VERSION – MICROSOFT POWERPOINT

# Lesson 5 and 6 – Create a presentation

## Learning Objectives:

- To use the skills learnt in previous weeks to design their own presentation around a topic .

## Success Criteria:

- Pupils will use skills learnt in the lesson to create a presentation linked to a curriculum topic the pupils are studying or on a topic of the pupil's own choice.

## Resources:

Microsoft PowerPoint – Desktop version

Presentation the pupils created in the previous lesson.

## Activities:

1. Share the learning objectives and success criteria with the pupils.
2. Recap the learning from the last lesson. What skills did we learn?
3. With the pupils discuss what they have learnt over the last few lessons. Remind the pupils they have learnt. –
  - How to add text to a presentation
  - How to edit the appearance of text
  - How to add pictures and in some cases videos and audio files
  - How to add transitions and animations to a presentation
  - How to add timings
4. Explain to the pupils that for the next two lessons they are going to create their own presentation from scratch and then present to the class. As a teacher, decide if their presentation will be on a topic of the pupils's choice or whether it will link to something being studied in class across the wider curriculum.
5. **ACTIVITY** – Send the pupils back to their devices to start work on their presentation.
6. Stop the pupils at regular intervals to assess the progress they are making and look out for good examples of work that can be shared with the class as the lesson proceeds.

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7. At the end of lesson 6, use some time for the pupils to share their presentations with their peers. Ask which of the presentations have worked well and which could be improved. Offer constructive criticism.

**purple  
mash**

**Unit 3.9**

**Presenting (with**

**Microsoft PowerPoint)**

**- ONLINE VERSION**



# Medium-Term Plan – Online Version

Lesson	Title	Success Criteria
1	<a href="#">Creating a page in a presentation</a>	<ul style="list-style-type: none"><li>• Pupils will know what PowerPoint is.</li><li>• Pupils will know how to open PowerPoint.</li><li>• Pupils will know how to add text and format it.</li></ul>
2	<a href="#">Adding in media to a presentation</a>	<ul style="list-style-type: none"><li>• Pupils can change the design of the slides.</li><li>• Pupils can insert a new slide.</li><li>• Pupils can insert pictures.</li><li>• Pupils can edit pictures.</li><li>• Pupils can insert video.</li></ul>
3	<a href="#">Animating a presentation</a>	<ul style="list-style-type: none"><li>• Pupils can insert animations in a presentation.</li><li>• Pupils can insert transitions in a presentation.</li></ul>
4 and 5	<a href="#">Creating a presentation linked to a topic</a>	<ul style="list-style-type: none"><li>• Pupils will use skills to create a presentation linked to a curriculum topic the pupils are studying or on a topic of the pupil's own choice.</li></ul>

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## ONLINE VERSION – MICROSOFT POWERPOINT

# Lesson 1 – Making a presentation from a blank page

## Learning Objectives:

- To create a page in a presentation

## Success Criteria:

- Pupils will know what PowerPoint is.
- Pupils will know how to open PowerPoint.
- Pupils will know how to add text and format it.

## Resources:

Microsoft PowerPoint – Online version

## Activities:

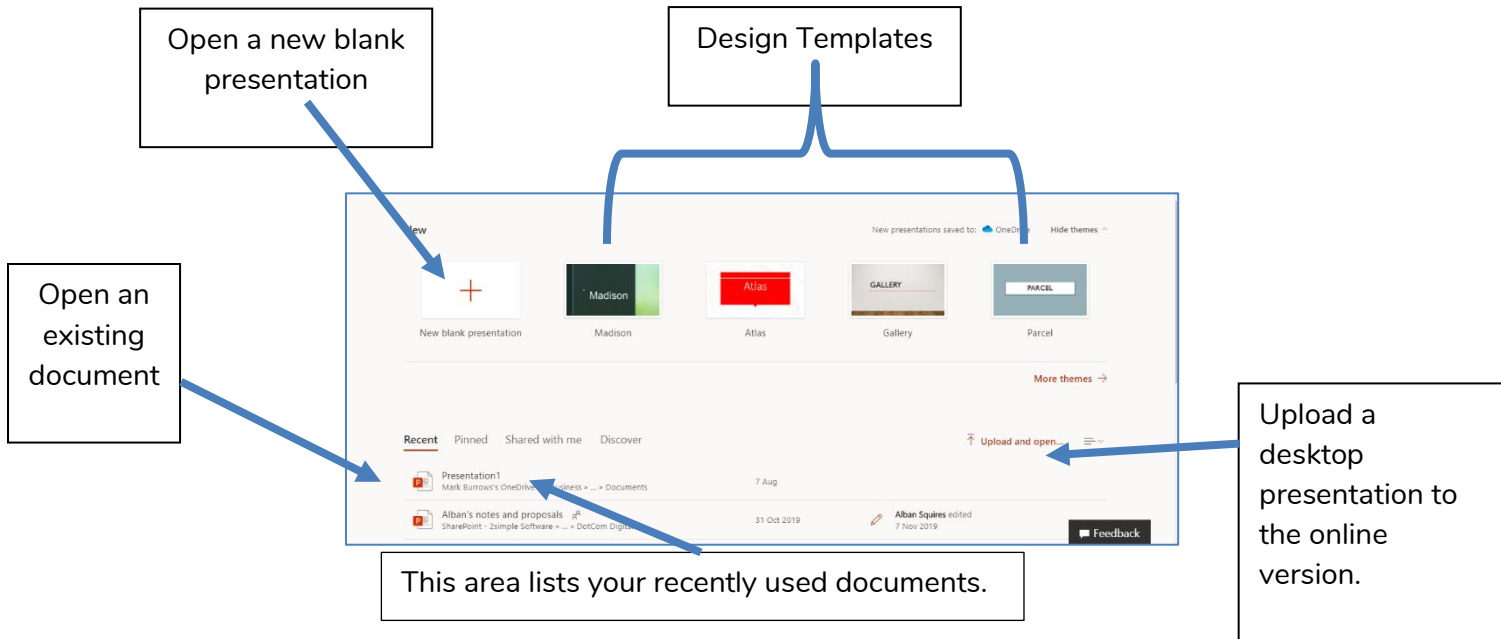
1. Share the learning objectives and success criteria with the class.
2. Ask the pupils do they know what the program PowerPoint is?
3. Explain to the pupils that PowerPoint is a program made by a company called Microsoft that allows users to present information to an audience. PowerPoint allows users to add pictures, text, video and audio to a presentation.
4. Open PowerPoint and look at the front screen, Point out the following sections to pupils:

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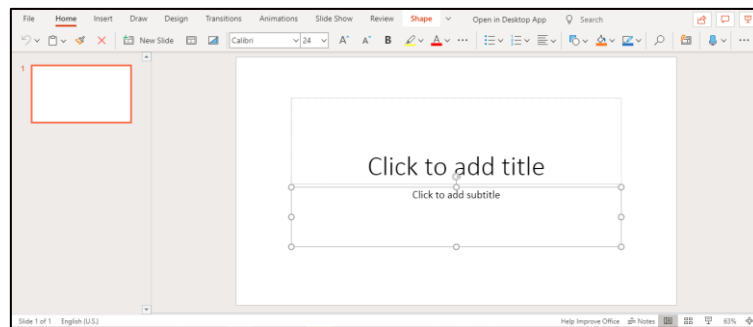
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Purple Mash Computing Scheme of Work – Unit 3.9 - Presenting – Lesson 1  
(with Microsoft PowerPoint – Online Version)

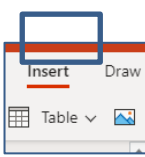
- Recent and pinning; you can pin files by right-clicking on them and they will appear in the Pinned area. If any documents are shared with you then they will appear in the shared tab.



- Click on the blank presentation button in the top left of the screen to open a new blank presentation.
- Show the pupils the screen that appears. Show the pupils the two text boxes and explain that these are for the pupils to insert the title and subtitle of their presentation. For now, we are going to delete them as part of the lesson will look at adding text boxes. To remove the boxes, click on them and then press delete on the keyboard.



- You will then be left with a blank screen ready for the pupils to insert textboxes.
- Text boxes allow the presentation author to write on their presentation.
- To insert a text box -

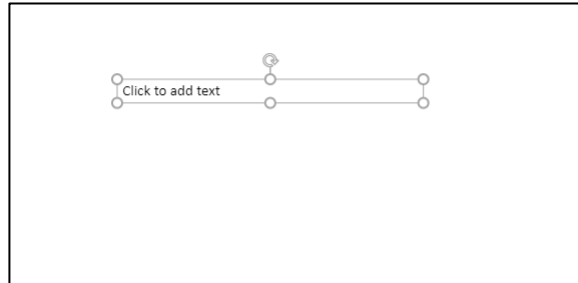
- Click 'Insert' on the top menu - 

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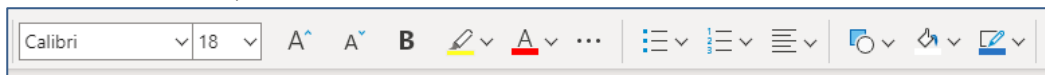
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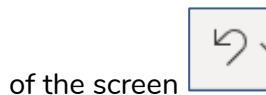
- Click on 'Text Box.'
- The text box will appear on the screen.
- This box can be moved around the screen as needed. The size of the box will change as the pupil types into it.



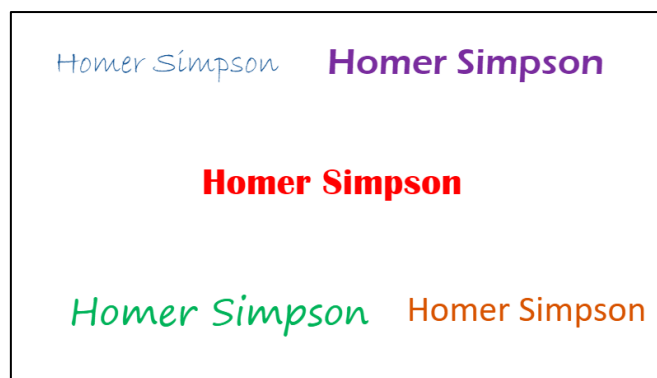
- Show the pupils that when you click in this box you can type in the presentation.
- Explain that when the box is highlighted a menu in the found by clicking 'Home' at the top of the screen allows you to edit the text and the text box. If you hover over the button it will tell you what action it will do.



- When highlighted the pupils can change the text they have typed such as the font size, font style, font colour etc
- If the pupils make a mistake or change their mind show the pupils how they can undo what they have done by either clicking ctrl+z or the undo button at the top left



10. **ACTIVITY** – Send the pupils back to their devices and practice inserting 5 text boxes into a blank presentation. – Drag a box to each corner and then place one box in the middle of the screen. In each of the boxes ask them to write their forename and surname. In each of the



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boxes make the font look different by changing the font style as outlined above. The screen will look as below –

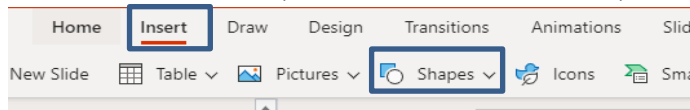
11. The pupils's work will save automatically. They can change the name of the file by clicking on the name at the top. They could call this presentation 'All about me.'



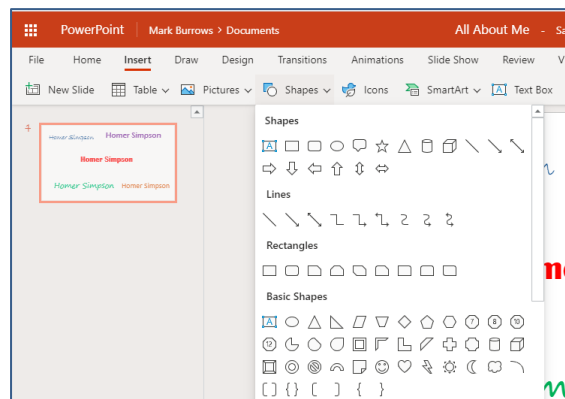
12. If you are using the desktop version of PowerPoint at this stage of the lesson, we will now be looking at using WordArt to change the appearance of the words. This is not possible with the online version of the software. Instead we will use the opportunity to let the pupils add in 'shapes' to form a background to the text.

13. To add a background

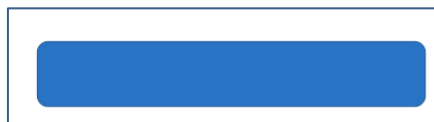
- Click 'Insert' in the top menu bar and then 'Shapes'



- Then choose the shape you wish to insert.

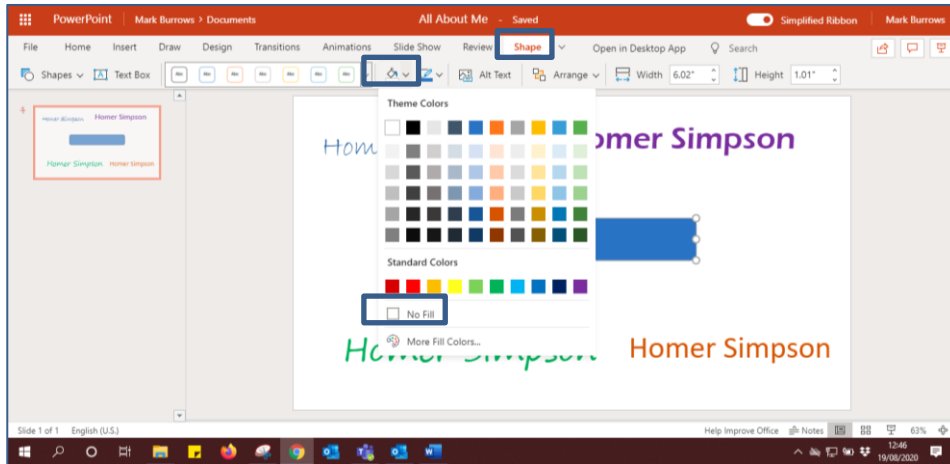


- The shape will appear on the screen. Drag the shape into position to go over the text and resize it to cover the text.



- To show the text underneath click on the shape. Then click 'Shape' at the top of the screen and then 'Shape fill' and then click 'no fill'.

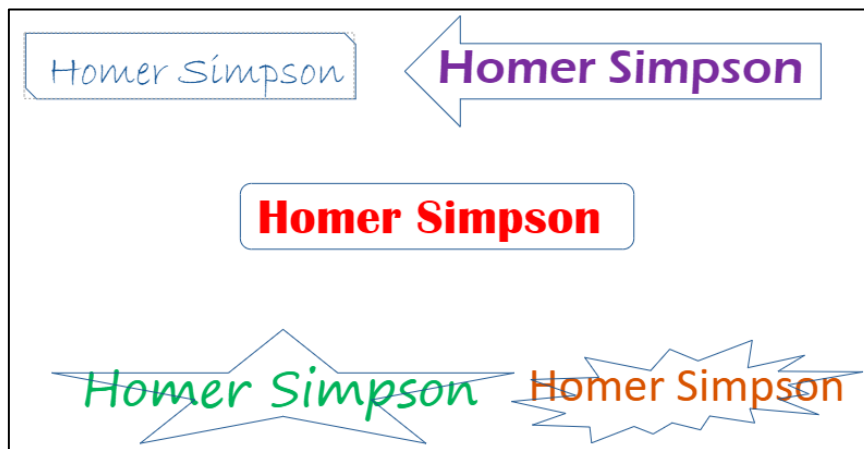
Purple Mash Computing Scheme of Work – Unit 3.9 - Presenting – Lesson 1  
(with Microsoft PowerPoint – Online Version)



- The text will then appear with the shape surrounding it.



14. ACTIVITY – Ask the pupils to return to their devices and experiment with adding shapes to the text they created earlier in the lesson. Can they come up with 5 different designs? They may come up with something like the picture below.



15. Bring the pupils back together.
16. Look at examples created by the pupils. Ask the rest of the class, is the text the pupils have created still legible?
17. Tell the pupils that next week we will be developing their presentation and adding pictures, new slides and a ready-made design to the presentation.

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## ONLINE VERSION – MICROSOFT POWERPOINT

# Lesson 2 – Adding media to a presentation

## Learning Objectives:

- Adding media to a presentation.

## Success Criteria:

- Pupils can change the design of the slides.
- Pupils can insert a new slide.
- Pupils can insert pictures.
- Pupils can edit pictures.
- EXTENSION: Pupils can insert video..

## Resources:

Microsoft PowerPoint – Online version

Presentation the pupils created in the previous lesson.

**Note:** In Step 11, pupils insert images. If pupils will be using the Internet to search for images, a discussion about usage of online images should be incorporated into the lesson. Ensure that you are clear about any school procedures to take if pupils find any inappropriate images. In the year 5 Word Processing unit, pupils are led through the process of using an image from Google image search. There are sites such as <https://pixabay.com/> that provide royalty-free images that can be used without considering copyright.

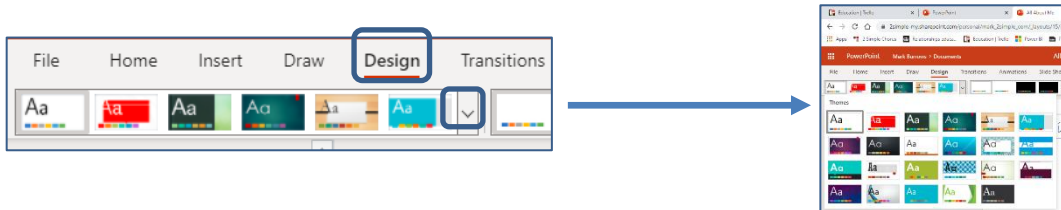
## Activities:

1. Share the learning objectives and success criteria with the pupils.
2. Recap the learning from the last lesson. What skills did we learn?
3. Explain that this lesson we will look at how to choose a design for our presentation and then insert media into PowerPoint.
4. Explain that media relates to pictures, video and sound. For now, we will be concentrating on pictures (NOTE - if there is time, we will then look at adding videos. It is not possible to insert audio files into an online PowerPoint presentation. You may choose this is not necessary for your class and limit the media to pictures.)

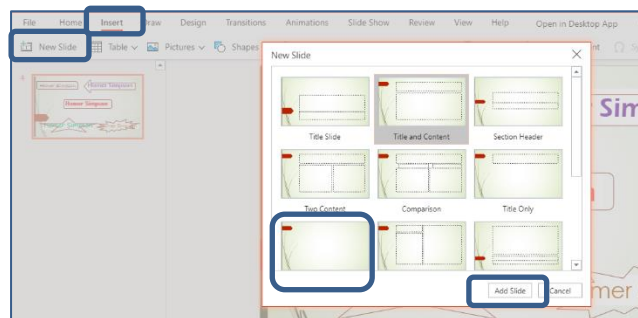
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5. Open the presentation you created in the last lesson. Look at the presentation and explain to the pupils that a simple white background can look a little boring. PowerPoint gives us a range of readymade templates we can use in our presentation. We are going to add a design to the page we created last week.
6. To choose a design –
  - Click on the 'Design' tab at the top of PowerPoint and then click on the arrow to open the design options.



- Click on the different design options. As you select the design the pupils will see what it looks like applied to the presentation. When you are happy with one you like select that one
7. ACITIVITY – The pupils return to their devices and load up their presentation from last week. They experiment on choosing a design they like for their presentation and select one they are happy with.
  8. Bring the pupils back together. Show the pupils how to add a new blank slide to their presentation.



9. Explain that a good presentation may have pictures in it. We are going to add to our presentation by putting a page in about the child's favourite food.
10. PowerPoint comes with an online library of pictures to use which is easier than the pupils finding a picture and then saving it locally but these are limited to general topics. It may be worth spending some time showing the pupils how to find images online and saving them for use in their presentation if you wish.

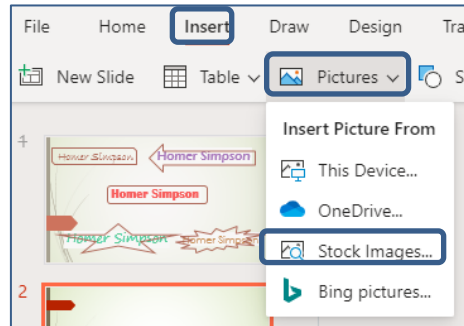
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11. To insert a photo from stock images

- Click 'Insert' on the toolbar at the top of PowerPoint. Then click Picture – Stock Images.



- Then type what you wish to search for, and click on your chosen picture. Click insert and it will be inserted in PowerPoint.

12. The picture can be resized in the same way the text boxes were resized in the last lesson.

13. **ACTIVITY** – Ask the pupils to return to their devices and choose two pictures showing their favourite food and insert them into their presentation. They will need to resize them in order to fit both images on the screen. They also need to insert a text box at the top of the screen giving their slide a title. When the pupils have finished, they will be left with something like this –

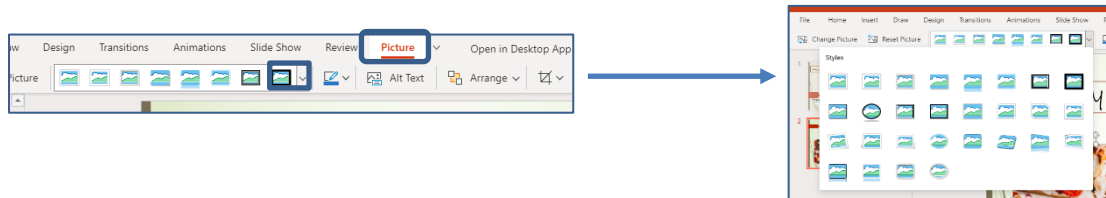


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14. Bring the class back together. Explain that PowerPoint lets us edit our pictures to make them look more interesting. Show the pupils the kind of things they can do –

- Click on the picture and then click at the top of the screen on 'Picture'. Then click on the picture styles and then on the down arrow to open all the options. Select one of the options to show how it changes the picture.

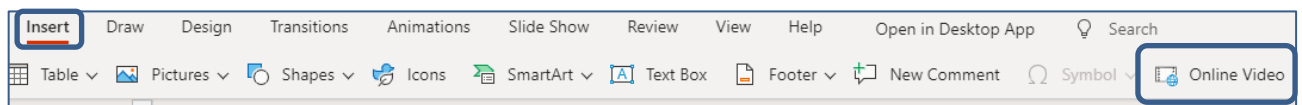


The pupils should be left with something similar to the example below –



15. **ACTIVITY** – Ask the pupils to return to their devices and edit their pictures accordingly. If the pupils finish, they can consolidate the learning from the lesson and create a third page for their presentation about their favourite animal.
16. **OPTIONAL EXTENSION ACTIVITY** – Explain to the pupils that as well as adding pictures to a presentation we can also add video files.
17. Adding Video files –

- To insert a video file, click on 'Insert' and then on the far right, 'Online Video.'



- In the online version of PowerPoint only an online video can be inserted by entering the URL of the video.
18. Send the pupils back to their device and ask them to insert video files into their presentation.
19. Bring the pupils back together and they will hopefully have completed a two or three page presentation about themselves and what they like.
20. Explain that next lesson we will look at adding in animations and transitions to the presentation.

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## ONLINE VERSION – MICROSOFT POWERPOINT

# Lesson 3 – Adding animation into a presentation

## Learning Objectives:

- To add animations into a presentation

## Success Criteria:

- Pupils can insert animations in a presentation.
- Pupils can insert transitions in a presentation.

## Resources:

Microsoft PowerPoint – Online version

Presentation the pupils created in the previous lesson.

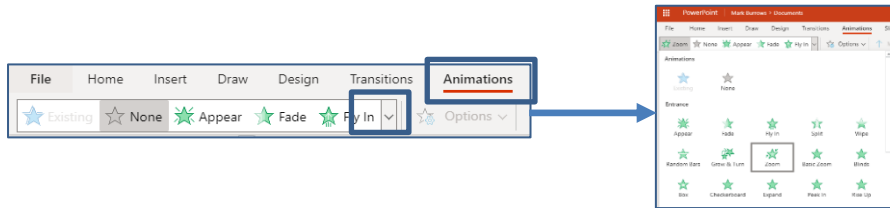
## Activities:

1. Share the learning objectives and success criteria with the pupils.
2. Recap the learning from the last lesson. What skills did we learn?
3. The pupils will already have created a presentation with two or three pages. This will be a cover page with their name on, a page about their favourite food and if there was time a page about their favourite animal. Show some of the pupils's presentations to the rest of the class.
4. Explain to the pupils that with PowerPoint we can make the transition (change) from one slide to the next more interesting and animate the picture on their page in several ways.
5. To animate the pictures -
  - For now, we will only focus on the entrance animation

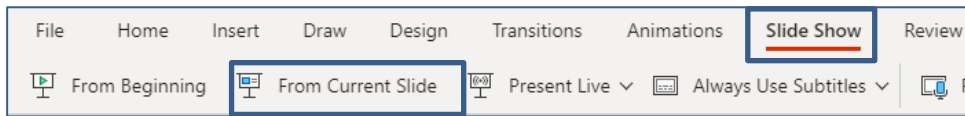
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- Single click on the picture you would like to animate first so that the handles appear around the picture.



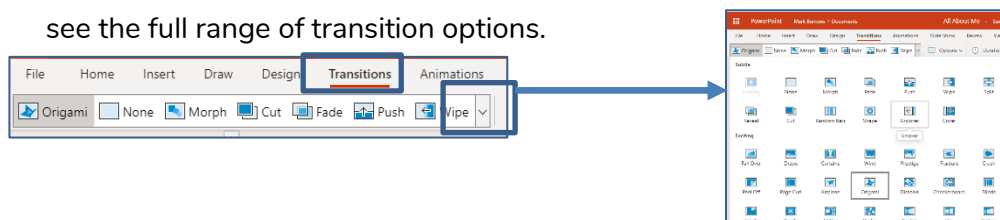
- Click 'Animations' at the top of the screen then click the arrow to see the full range of options.
- Select the animation they would like to use on their picture. There is no auto preview. In the online version the only way for the pupils to see what effect the selected animation has is to click 'Slide show' at the top of the screen and then click 'From Current slide'.



- Alternatively, they can click on the slide show button at the bottom right of the screen -  screen -
- Repeat for picture 2.

6. **ACTIVITY** – Send the pupils back to their devices and ask them to add animations to the pictures and headings they have inserted into their presentation.
7. Look at examples of the pupils's work on the Interactive Whiteboard.
8. Explain to the pupils that now we have animated the content of our presentation we will look at creating transitions between the slides. This means adding an animation when one slide changes to another.
9. To add a transition -

- Select the slide you wish to add the transition effect to.
- At the top of the screen select 'Transitions' and then click on the down arrow to see the full range of transition options.



- Ask the pupils to select a transition. To see the transition working they will need to view the presentation as they did previously with the animation.

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10. **ACTIVITY** – Ask the pupils to return to their desk and select appropriate transitions for their presentation.
11. Ask the pupils to return and then share good examples with the rest of the class.
12. **EXTENSION** – If there is time the pupils can add another page to their presentation and add appropriate animations and transitions.

## ONLINE VERSION – MICROSOFT POWERPOINT

# Lesson 4 and 5 – Create a presentation

## Learning Objectives:

- To use the skills learnt in previous weeks to design their own presentation around a topic

## Success Criteria:

- Pupils will use skills to create a presentation linked to a curriculum topic the pupils are studying or on a topic of the pupil's own choice.

## Resources:

Microsoft PowerPoint – Online version

Presentation the pupils created in the previous lesson.

## Activities:

1. Share the learning objectives and success criteria with the pupils.
2. Recap the learning from the last lesson. What skills did we learn?
3. With the pupils discuss what they have learnt over the last few lessons. Remind the pupils they have learnt –
  - How to add text to a presentation.
  - How to edit the appearance of text.
  - How to add pictures and in some cases videos files.
  - How to add transitions and animations to a presentation.
4. Explain to the pupils that for the next two lessons they are going to create their own presentation from scratch and then present it to the class. As a teacher decide if their presentation will be on a topic of the pupils's choice or whether it will link to something being studied in class across the wider curriculum.
5. **ACTIVITY** – Send the pupils back to their devices to start work on their presentation.
6. Stop the pupils at regular intervals to assess the progress they are making and look out for good examples of work that can be shared with the class as the lesson proceeds.

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7. At the end of lesson 6 give the pupils time to share their presentations with their peers. Ask which of the presentations have worked well and which could be improved. Offer constructive criticism.