

Lyng Primary School Knowledge Organiser

Information Technology



Spring 1

Presentation skills

Year 2

Topic: IT

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| What Goldilocks and Step On words will I use? |
| **Spelling** | **Defintion** |
| files | An object on a computer that stores data.  |
| folders | A collection of files organised into a group.  |
| text | A collection of words or letters.  |
| image | A visual representation.  |
| windows | A rectangular section of the computer’s display that shows the current program being used.  |
| presentation | A way of communicating information to an audience.  |

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**Aims of this unit**

* To equip the children with skills so that they
* Use technology safely and respectfully.
* Use technology purposefully to create, organise, store, manipulate and retrieve digital content
* Use technology safely and respectfully.

**Safeguarding**

Filtering and monitoring system is in place. Children will use their own log in details to track any misuse and to protect the child from harmful websites and pop ups. Children will be reminded of how to stay safe online and to use technology safely and respectfully and to tell a trusted adult if there is anything on their computer that makes them uncomfortable.

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| Outcomes |
| **All children** * Insert slides, add and type in a text box

**Most children*** Create folders.
* Print files.
* Add images.
* Format text and text boxes

**Some children*** 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
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Spring term 1

Presentation Skills



**Agreed outcome:**

A PowerPoint presentation on Australia.

**In this unit…**

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.