



Technology Knowledge Organiser Year 5 Communicating Effective Presentations



Purpose of Study

Presenting information effectively is a very important skill to learn. Although it is easy to put together a slideshow using all kinds of extravagant colours, shapes, animations and transitions, an effective presentation limits this to only those things that would make the presentation useful for its intended audience. In this unit, children will learn about what makes a presentation effective and will use this knowledge to make purposeful slideshows.

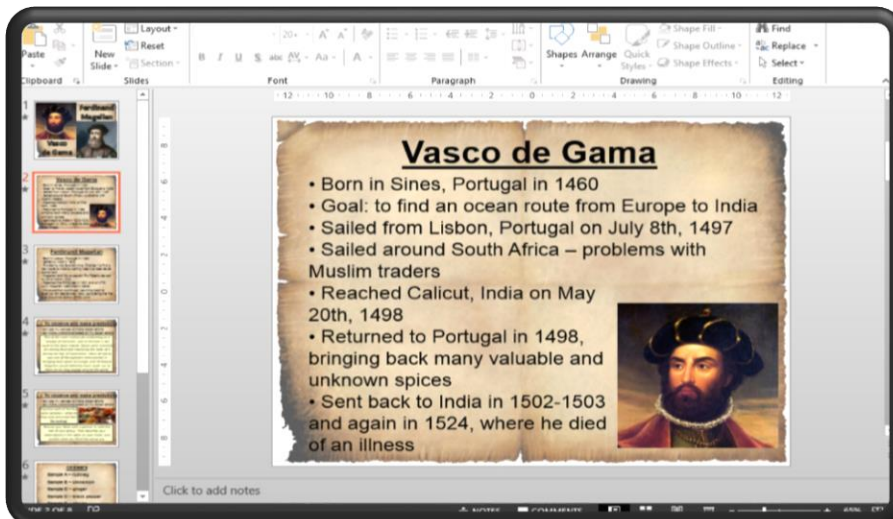
What We Are Learning

- How to tell the difference between an effective presentation and an ineffective presentation
- Using animations, including motion paths, and adjusting the settings
- Using transitions and adjusting the settings
- Using hyperlinks to navigate through a presentation
- Using PowerPoint to edit images
- Creating an effective presentation for a purpose

Progression

Pre-Year 5: Basic PowerPoint skills including adding images, text boxes and shapes, and changing background colours

Year 6: Producing unique creative content for a clear purpose



Resources

Laptops
Microsoft PowerPoint



Key Vocabulary

presentation ★ audience ★ purpose ★ animations
motion paths ★ timing ★ effects ★ start
duration ★ delay ★ transitions ★ advance slide
hyperlink ★ action settings
crop ★ remove background ★ mark areas

Supporting at Home

Practice in presentation skills at home is vital to a child's developing skills. Microsoft PowerPoint is available free (online) as part of the Office 365 package that is available to all students by using their school email address. While other presentation software can be used instead, PowerPoint is ideal to use at home as it mirrors the exact format and skills we will be learning at school. For practice purposes, children could present some homework on PowerPoint, which could then be printed, emailed or screenshotted and messaged on Seesaw.

Key Skills to be covered

Working Towards ARE (Year 3)

I know some keyboard shortcuts (e.g. CTRL + C, CTRL + V, CTRL + A, CTRL + S etc.)

I can use PowerPoint to make a simple presentation

I am beginning to use animation and transition effects

I can use a variety of different applications and devices in order to communicate ideas, work and messages

Working at ARE (Year 5)

I am able to decide which animations and transitions are appropriate when enhancing a presentation

I know a wide variety of keyboard shortcuts

I can insert hyperlinks (including using images as a trigger) into documents and presentations

Working Above ARE (Year 6)

I can choose the most suitable applications and devices for the purposes of communication

Suggested Program of Study

- 1) Evaluate presentations of varying quality
- 2) Using animations (including motion paths) and adjusting their settings
- 3) Using transitions and adjusting their settings
- 4) Using hyperlinks within a presentation and to link to external content
- 5) Image editing in PowerPoint (including combining images and text)
- 6) Creating an effective presentation for a purpose

Assessment

Children must have produced an effective presentation that is sparing on effects but showcases at least three of the skills taught (animations, transitions, hyperlinks, edited images etc). Children to self-assess using Survey Monkey evaluation form. Assess using PowerPoint grid.

Ideas for Activities

- The six lessons could be used cumulatively to produce a single, effective presentation linked to a current topic (Science, History etc.)
- Emphasise limiting the use of too many effects and transitions – these should always add to the value of a presentation, not just be used because you can – children should always bear in mind the audience and purpose of the presentation
- Timings and the order/trigger can be used to effectively arrange animations – opening the Animation Pane helps with this
- Children could consider using objects on the screen to navigate the presentation rather than just clicking (using hyperlinks)
- The Remove Background toolset can be used to very effectively edit pictures (especially with excessive white areas), along with Grouping objects