

What should I already know?

- 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 learning

- To choose the most suitable program for a specific purpose or audience
- To add text, images and sounds to a presentation or document from a variety of sources (those they have created and those from the internet)
- To create an animation to tell a story
- To add still images and sound to a video
- To input own data into Excel and create a graph to represent data including a title, axis labels and use this graph in a presentation
- To create a database using own data (see separate Database knowledge organiser)

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

Animation – A process in which still images appear to move

Stop motion animation - A technique whereby the camera is repeatedly stopped and started, for example to give animated figures the impression of movement.

Frame - A single image in an animation.

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

- Can I choose the most suitable program for the purpose and audience?
- How do I add text, images and sounds to a presentation?
- Where can I find images and sounds to add to a presentation?
- How do I create an animation?
- Can I add images and sound to a video?
- Can I input my own data into Excel and use the formula bar/formula wizard?
- Can I represent this data as a graph, and use this graph in a presentation?