

Computing

## **Digital media**

### **Year 4 – Important Information**

Powerpoint

Powerpoint helps you to create presentations to provide information about a topic. They are often used alongside a talk and help people to understand through images and extra information.

Plan carefully—have an idea of exactly what you want to include before you begin creating.

Do your research—make sure you have all your facts correct. Remember that your text, images and links are most important – focus on these first

Slide transitions are the effects that occur when you move from one slide to the next during an on-screen presentation. You have many options for controlling the effects of the slide transition animation in PowerPoint. For example, you can often set the speed and direction of many transition animations.

Hyperlinks can also be known as a link or web link. Hyperlinks are icons, graphics or texts in a document that links to another file or object.

Data loggers are a device that is used to collect data over time. This can then be inputted into a computer to create charts/graphs

Data and graphs

Computers are very useful for collecting data (information). We can use computers to create charts and graphs. These can help people to understand the data. We can collect information and then input it into a program which will show our data in a graph.

## **Crucial knowledge**

presentation - a collection of individual slides that contain information on a topic.

slide – a single screen in a presentation

transition – the change from one image in a slide show to the next.

hyperlink – also known as a link or web link, a hyperlink is an icon, graphic or text in a document that links to another file or object.

data logger - a device that records data over time. This could be temperature, light, noise, heart rate.

data – information, usually in numbers

sensor – a device that detects, or senses, an input

graph - drawings that show mathematical information with lines, shapes, and colours. Graphs are also known as charts. People use graphs to compare amounts of things or other numbers

## **Outcome**

Log on with a username and password

Find the Powerpoint icon and open the program

Give your presentation a name you will remember

Add new slides, import images and add captions

Save your work as you go along and a final copy

Find and open your file to edit it

Add information to, make and save graphs and bar charts