**Year    2   Unit Medium Term – Computing - Presentation Skills**

**N.C POS**
- Use technology purposefully to create, organise, store, manipulate and retrieve digital content.
- Use technology safely and respectfully, keeping personal information private; identify where to go to for help and support when they have concerns about the content or contact on the internet or other online technologies.


**Concept:** change, information, communication, technology, organisation

**Strand/s covered in unit:** Information Technology + Digital Literacy

**Key Vocabulary:** shift, space, enter, redo, undo, bold, italic, underline, backspace, delete, save, format, font

**Prior Learning:** Type with two hands, shift/space/enter, undo/redo, make text bold/italics/underlined, save work in folder, edit text using backspace/delete/arrow keys, format font, select single words

**Core Knowledge- non-negotiable- specific knowledge must be identified here**

- Insert slides, add and type in a text box.
- Create folders.
- Add images.
- Format text changing elements such as font size and colour.
- Save files in an organised folder structure.
- Search and open files on the computer.
- Reorder slides after considering layout and design.


**Wider Influences**



**Enduring Understanding**

- **To use technology to organise and present ideas.**
- **To save and retrieve digital work.**
- **Use design and formatting to enhance digital work.**