

What we will learn

Staying Safe online



PowerPoint

You will learn about PowerPoint and how to use it to create an information PowerPoint about your topic.

PowerPoint is a piece of windows software that is used to present text, pictures and sounds.

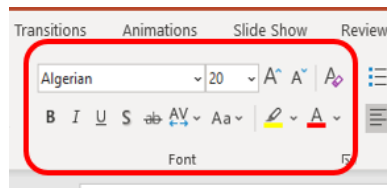
It usually fills the screen when in slide show mode.

Your teacher will probably use it for some of your lessons.



Introduction to PowerPoint

This is your ribbon – your menu where you will find lots of tools.



Here is your font area – choose wisely. Can your reader actually read the text? Fonts change the **appearance of your text.**

Here you can change the text size and

colour.

**S** Stay Safe  
Don't give out your personal information to people / places you don't know.

**M** Don't Meet Up  
Meeting someone you have only been in touch with online can be dangerous. Always check with an adult you trust.

**A** Accepting Files  
Accepting emails, files, pictures or texts from people you don't know can cause problems.

**R** Reliable?  
Check information before you believe it. Is the person or website telling the truth?

**T** Tell Someone  
Tell an adult if someone or something makes you feel worried or uncomfortable.

Follow these SMART tips to keep yourself safe online!

Our school website has lots of help and places to go if you are worried or need help and advice.

[www.riverbankprimary.org](http://www.riverbankprimary.org)

Saving your work

Saving your work is really important. Remember to follow your teacher's instructions for where to save, otherwise you might not find it again.

Always save your work with a sensible name. Don't just use yours. Write something that reminds you of what is in the PowerPoint.



## How to...

### Add pictures

You can add pictures (remember they need to be copyright free) using online pictures.

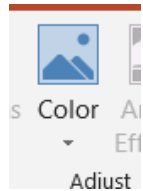


### Frames

Frames can be added around the outside of your picture and allows you to change the angle of the picture.



### Tones



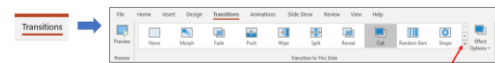
Changes the tones of the picture although you need accurate pictures when presenting information and facts.

### Animations and transitions

Animations make your pictures or text appear on the screen in a more interesting way.



Transitions change how each slide moves onto the next one.



[Click here to see the full range of transition options.](#)

## More about PowerPoint



Ctrl + Z.

With computers, you might want to undo a mistake or change something back to what it was before. For example, you might want to remove a picture that you just inserted that you don't like or you've accidentally deleted a whole load of text! Use the UNDO button in the top left corner or

WordArt and text styles further changes the appearance of the text so that it is more interesting to look at.

