

# Computing week 6 Summer 2 5 lessons

Year 6 Miss Sutherland, Miss Church and Miss Moore

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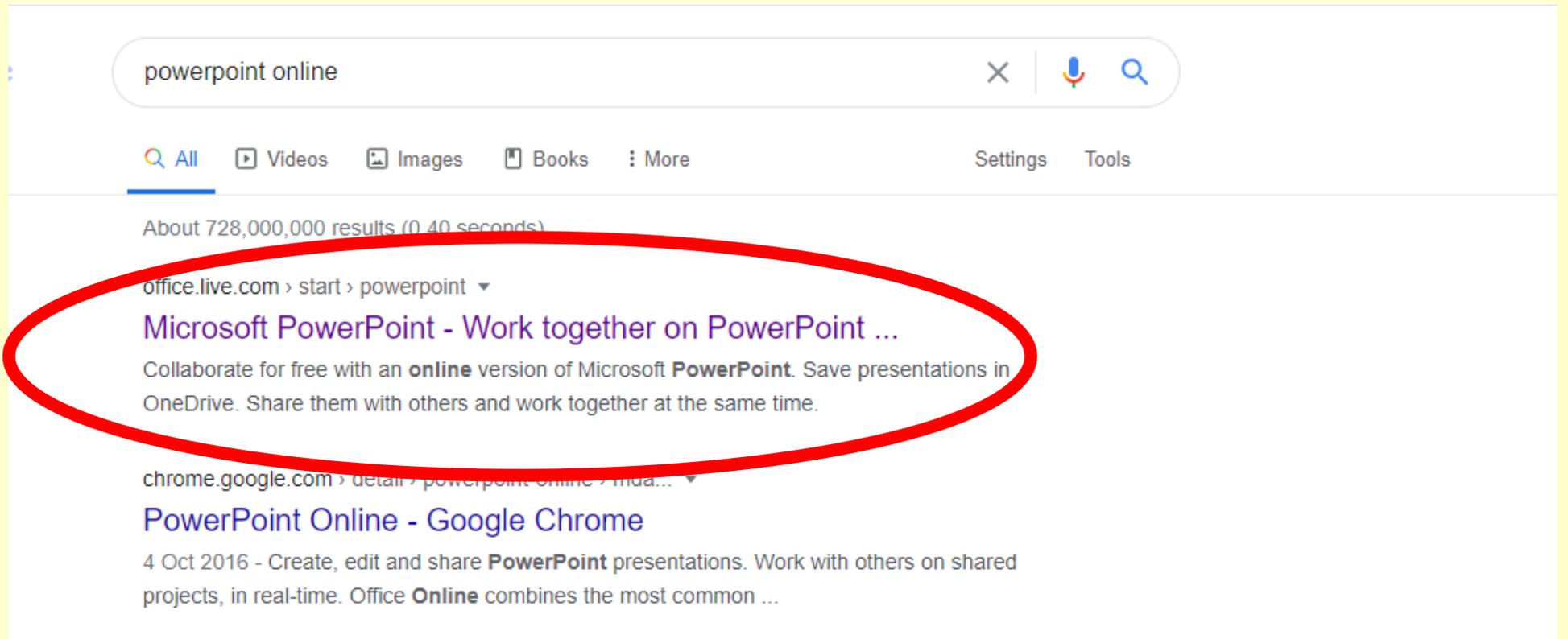
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If you are in 6CS, you only need to email Miss Sutherland OR Miss Church,  
do not send it to both 😊

*Hi all, this week for computing we are going to link to your final few weeks at Primary School.*

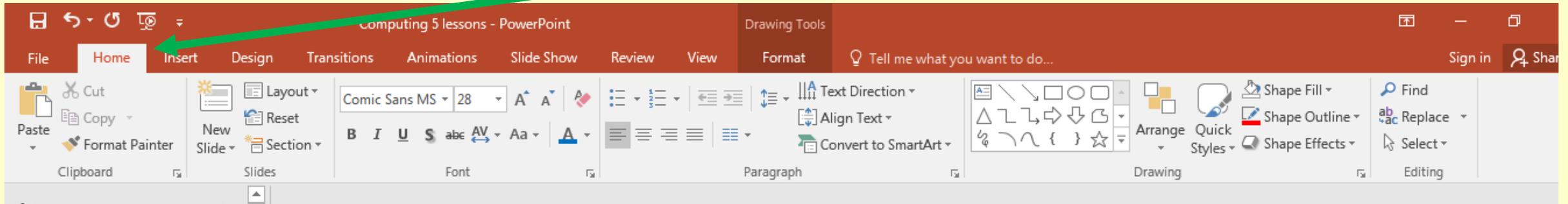
*We are going to be using PowerPoint and are going to create a presentation of yourself and your time at Kings Avenue 😊*

*If you do not have PowerPoint on your computer, do not worry as you can use the online version. Simply google "online PowerPoint"*



Each day we will go through a different part of your presentation which will use a different skill or "ribbon" (the bits at the top of a PowerPoint page).

This is the "home" ribbon

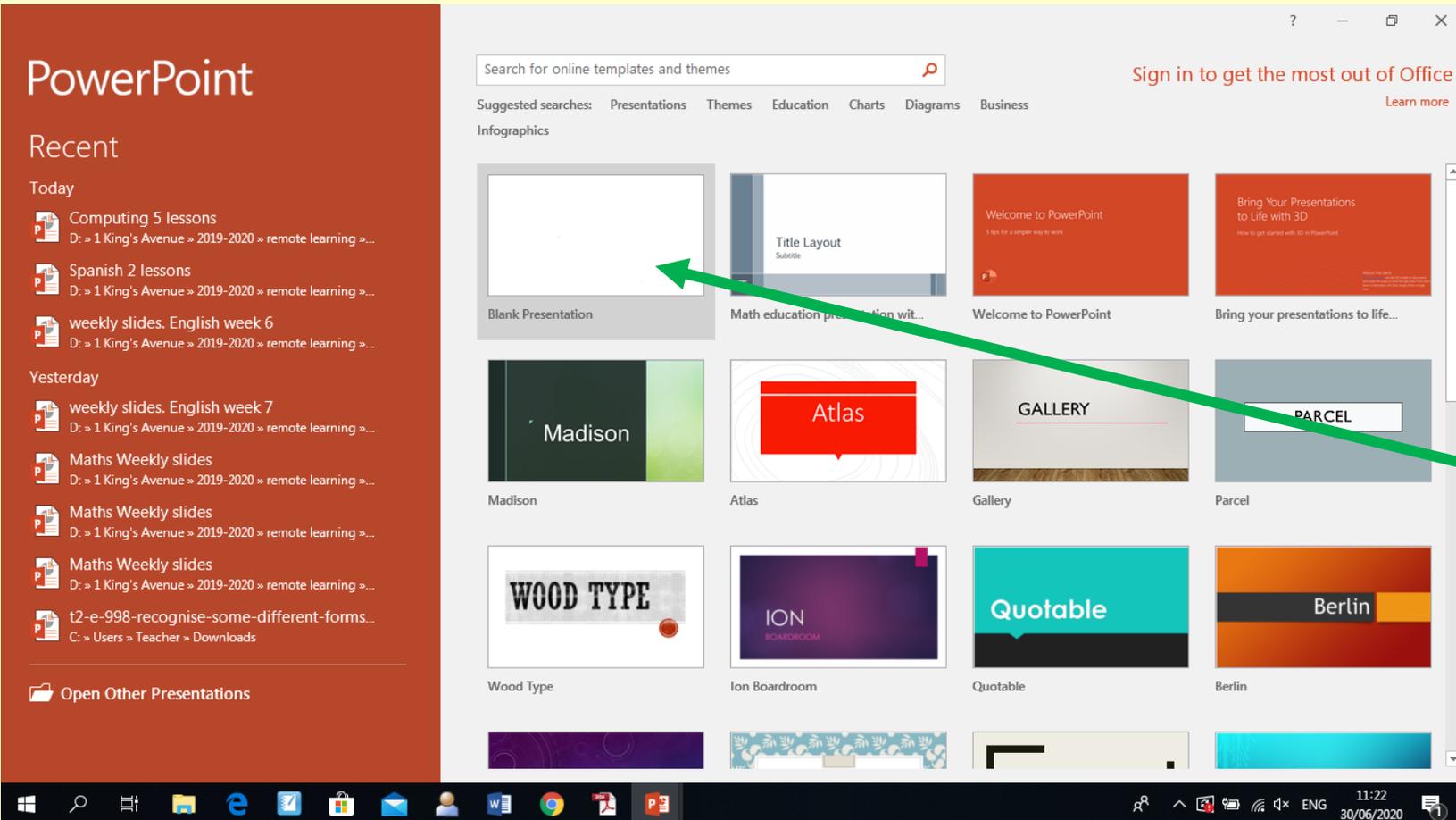


If you get really into this, feel free to do more than one lesson in a day, as they do flow nicely together if done all at once.

# Lesson 1

**Lesson 1: To create titles and experiment with fonts.**

So, when you first click open your PowerPoint, it will ask you to choose a "theme". There is a theme on your weekly maths slides- it's the background and fonts that are used throughout the slides.



Use this to scroll through the themes and see which one you want to use.

If you don't want to use a theme (which you do not have to, then just click on "blank". Here you get to choose your own background colours, and could do each page a different colour (with a theme, you can not do this)

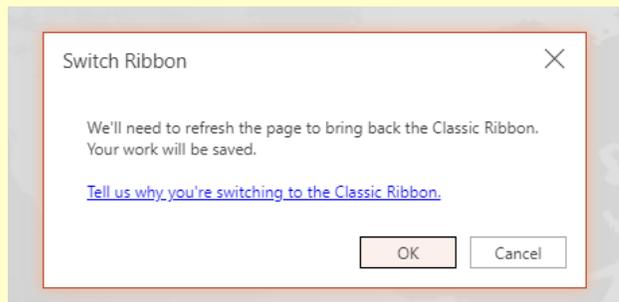
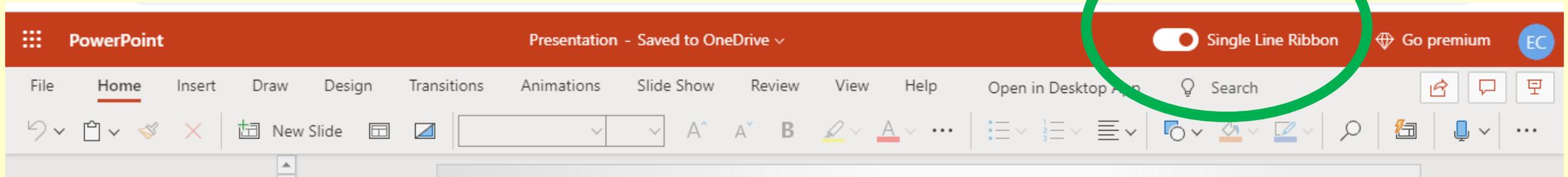
Now that you have chosen your theme or blank presentation, we can begin! By the end of today's lesson we will have the front page and the titles of each page completed.

What you include in this is up to you, it just needs to depict your life at Kings Avenue. We want this to be a memory for you to keep, and maybe even send to your friends and can share them once you're all finished making them.

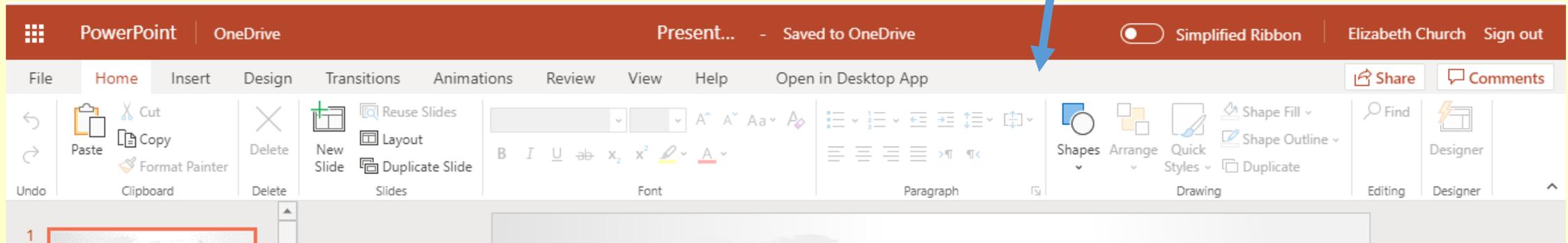
# So, let's think about page titles first.

- You need a minimum of 1 title page, and 6 pages inside.
- Each page should be about a different part of your life at Kings Avenue.
- Below are a list of different page ideas you could use:
  - All about me (I would include key facts about myself here)
  - Kings Avenue school (what the school actually looked like, where it is etc)
  - My friends
  - My teachers
  - My favourite staff members
  - My favourite lessons
  - Memories
  - Things I love about Kings Avenue
  - Things I will miss about Kings Avenue
  - Things I will not miss about Kings Avenue
  - The next chapter (where are you off to, who with etc)
  - Things I am looking forward to doing at Secondary School

If you are using the online version, you need to make sure that you click on this button to see all the ribbons as you would on a laptop, computer, tablet or phone.



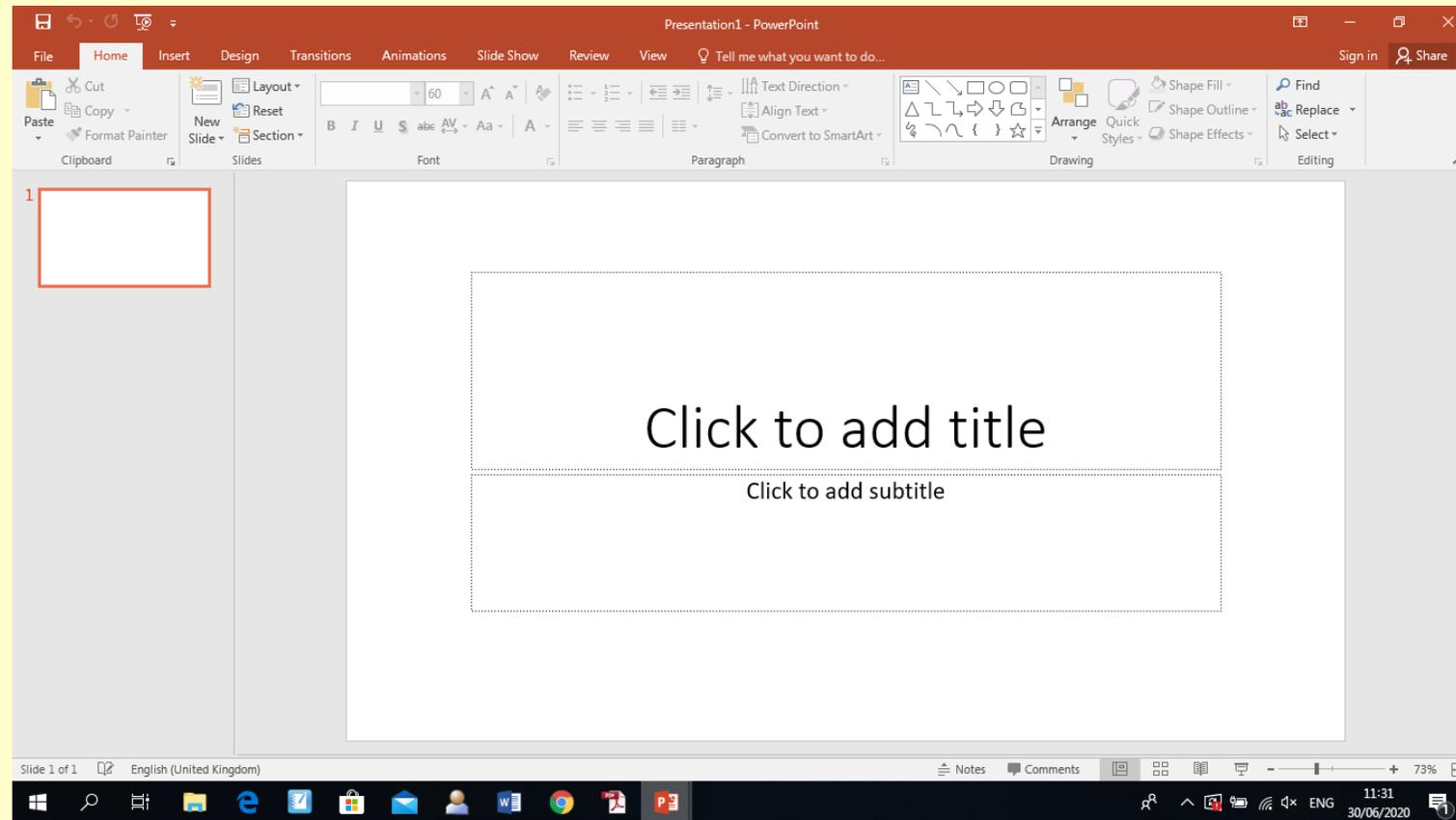
Click "ok". And now your ribbon will look like this at the top.

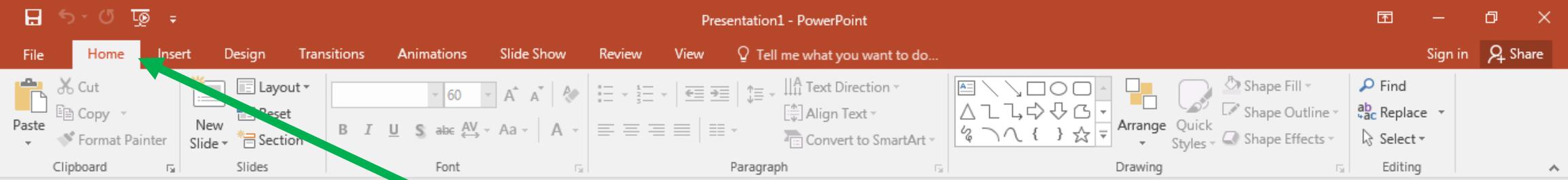


When you open your presentation, you will notice you are only given one page. (I have chosen blank presentation)

So we need to add more slides.

Here is  
where all  
your pages are.  
We only have one  
☹️





Make sure you are on the "home" ribbon.

And then click on "new slide".

Below are all the different layouts of slides you can have.

Think about what page layout would be better for different pages.

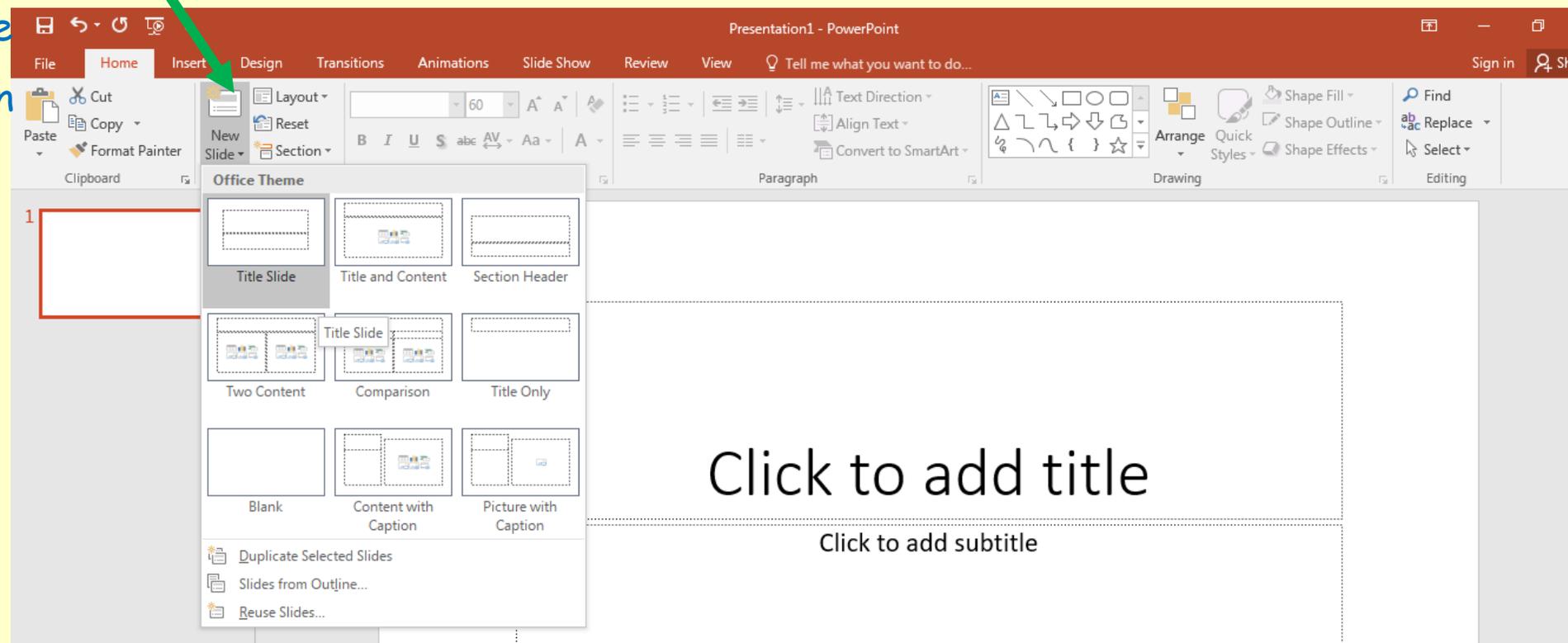
If you are going have a page

which is mainly photos- then

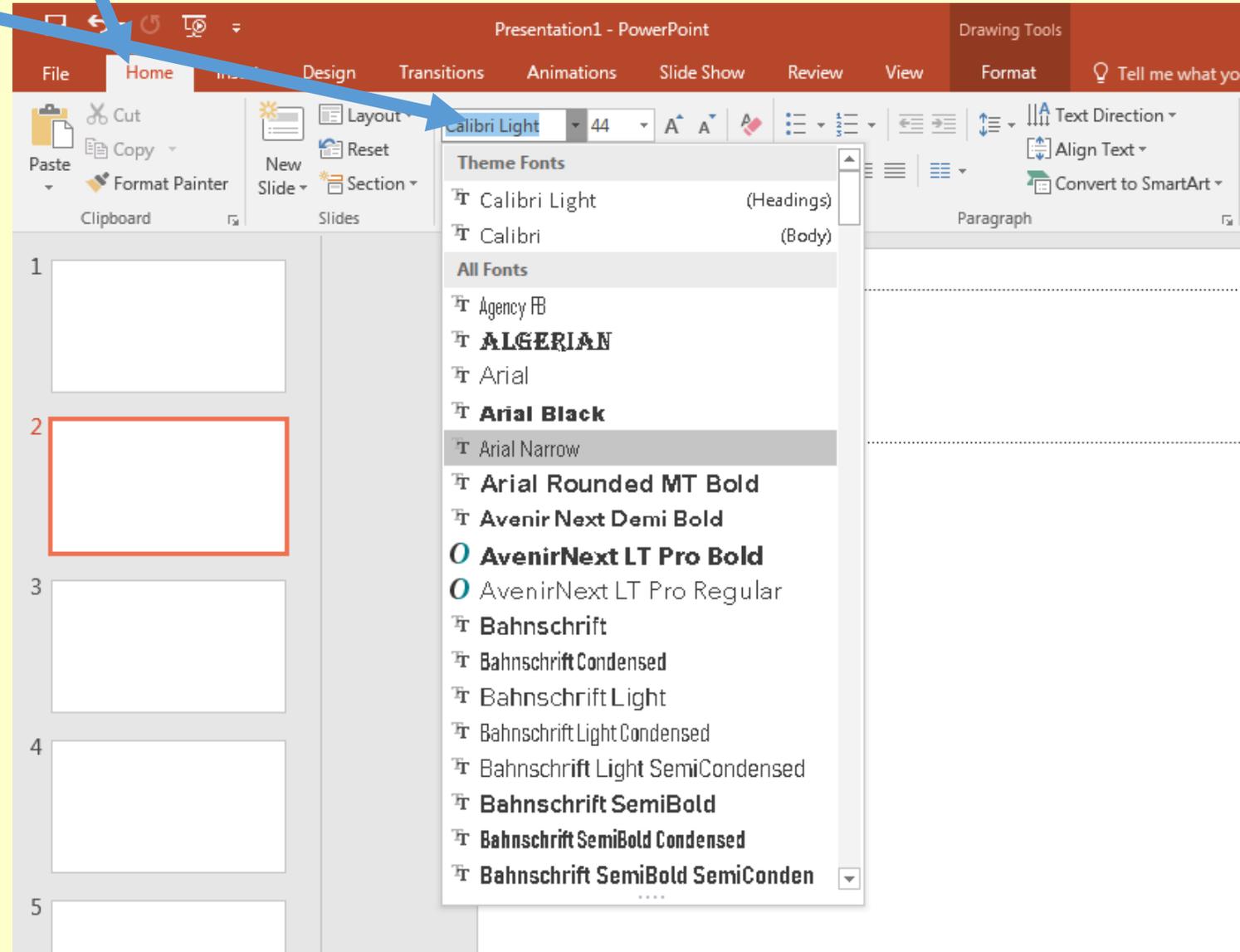
maybe "title only" for

that one.

You can add text boxes to  
Your pages, so feel free to use  
"title only" for all your pages, and I  
will show you how to add these later  
on 😊

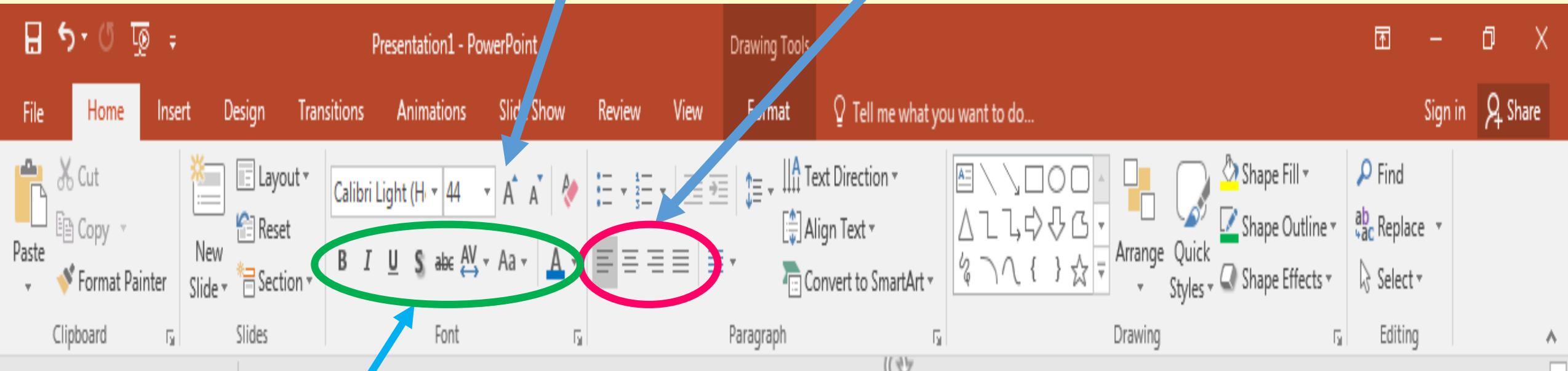


Now we can add your titles!  
Click on the "title" part of a slide.  
To change the font, click here on the "home ribbon" and scroll until you find one you like.



After you have written your title, you can make it bigger by highlighting it, and then changing the size here.

You can also make your title centered, or to the left or right using these buttons. Have a play and make it look like you want it to



Change the colour, bold your title or underline it using these buttons. The title will need to be highlighted first.

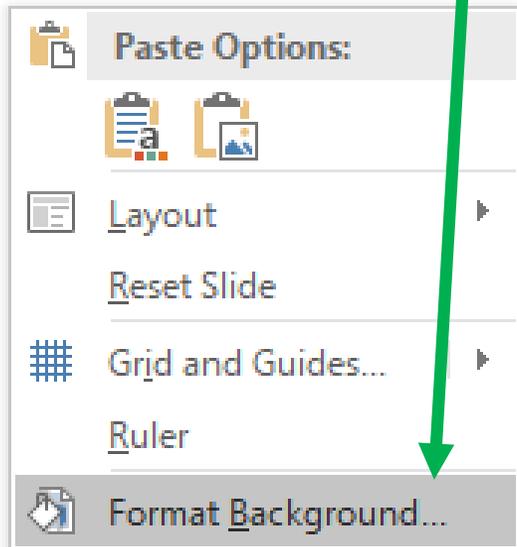
Every page should now have a title so you know what will be going on each slide.

The final thing for lesson 1 (if you need to do it) is to change the background colour.

Now, THINK- if you do your background REALLY bright, it gets very hard to read what is on it.

So if I was you, I would chose muted or pastel colours.

1) Go onto one page.  
RIGHT-HAND click  
on the white of the  
page, and then click  
on format  
background.



You then get this.

You can choose "gradient fill",  
Solid fill etc.

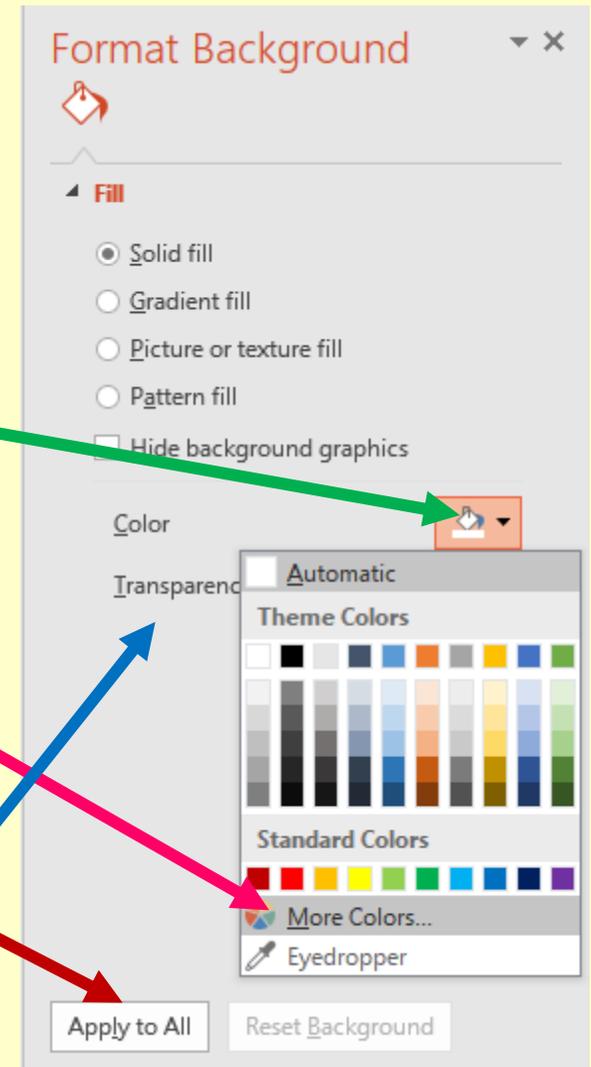
Click on the colour, and choose  
what you want.

Click on "more colours"  
to see a bigger array.

If you want all your slides the  
same, click "apply to all"

If you want them different  
colours, then repeat these  
steps for each slide.

If the colour can't be seen,  
play with the transparency  
here.



- So by now all, you should have:
- A title page
- 5 other pages **MINIMUM**.
- All pages have titles
- All pages have a background colour (unless you are using a theme)

Remember to email over your translated salutations song to us so we can see how you're getting on 😊

- Year 6 Miss Church, Miss Moore and Miss Sutherland
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  - [amoore@kingsavenue.lambeth.sch.uk](mailto:amoore@kingsavenue.lambeth.sch.uk)

# Lesson 2

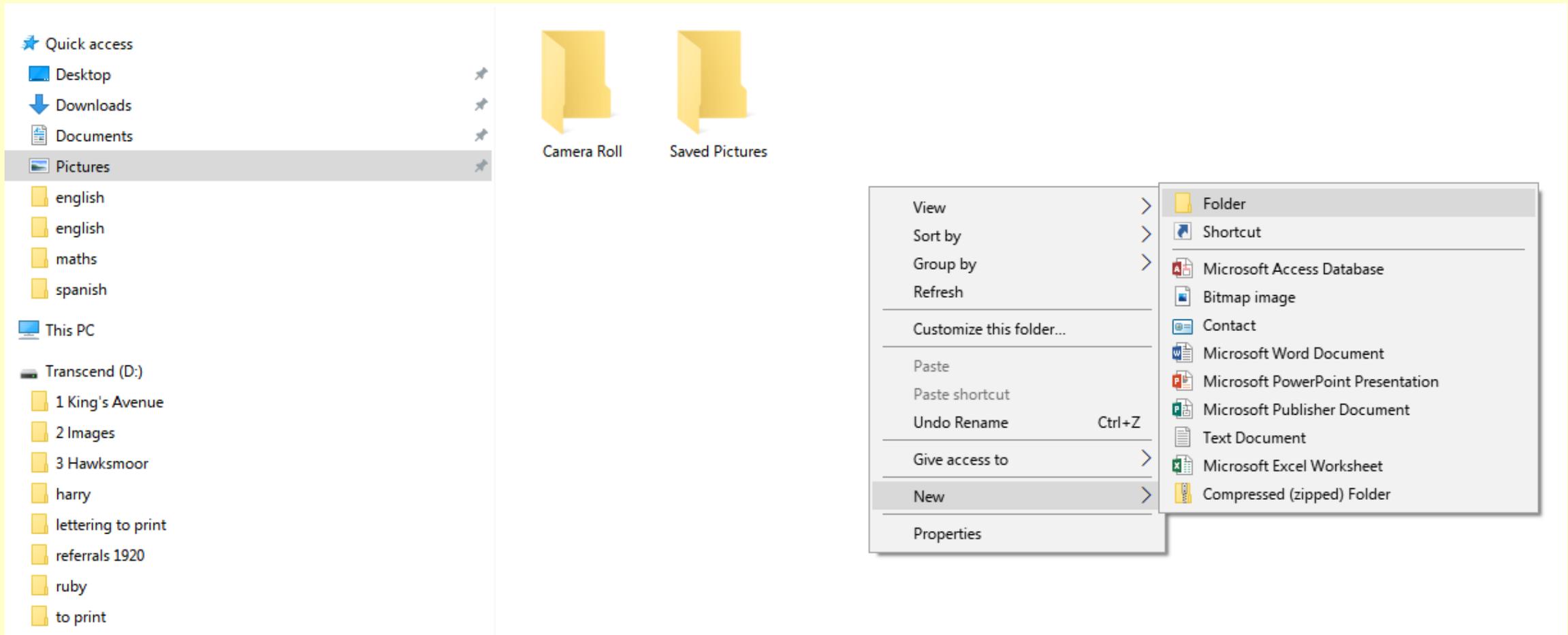
**L.O: To insert pictures**

By the end of this section all pages should have pictures on them (where you want them)

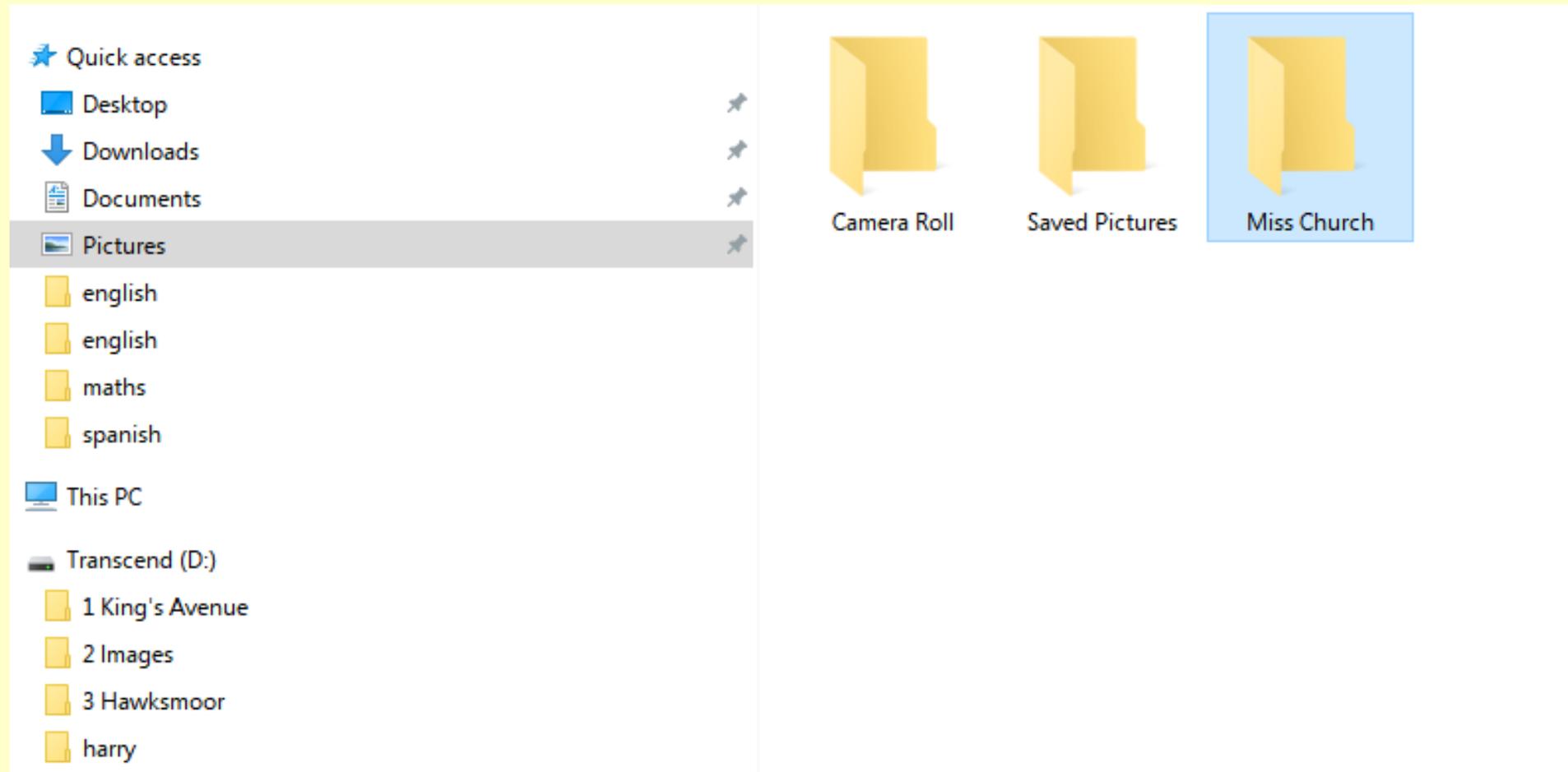
The pictures will have been edited, cropped and aligned properly so they look the way you want them to.

- Before we begin adding photos to this, we need to create a folder for all the pictures to be put in.
- This will make it a lot easier for you to find them when you need to add them into your presentation.

- You may want to make this folder in the "pictures" section of your device. Or if you have your own folder already, whack it in there.
- Go to where you want the folder. **RIGHT-HAND-CLICK=NEW=FOLDER.**



- A folder then appears called "new folder"
- Change the name to something you will remember and find easily.



- Now that we have our folder, we can put all photos in here that you want for your Presentation.
- If you have photos on your computer, or even your phone you want to put on here, you can either just copy and paste them in, or you can email it to yourself, open up the photo and then save it into this folder.

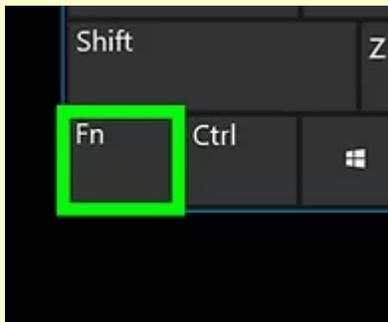
- If you want pictures off the internet for your presentation, there are a few different ways. I will go through all three ways in the next three slides.
- You can print screen and crop (cut the bits off you don't need)
- You can save it into your folder and then download it in your presentation
- You can copy and paste it from the internet (this does not always work, which is why I am showing you three different ways)

# Print screen and crop

- 1) Find the picture you want online.
- 2) On your keyboard, you have a button that says "prt sc" this means print screen. And it will take a photo of your screen as it is as that moment. This button is generally is the top right corner of your keyboard.



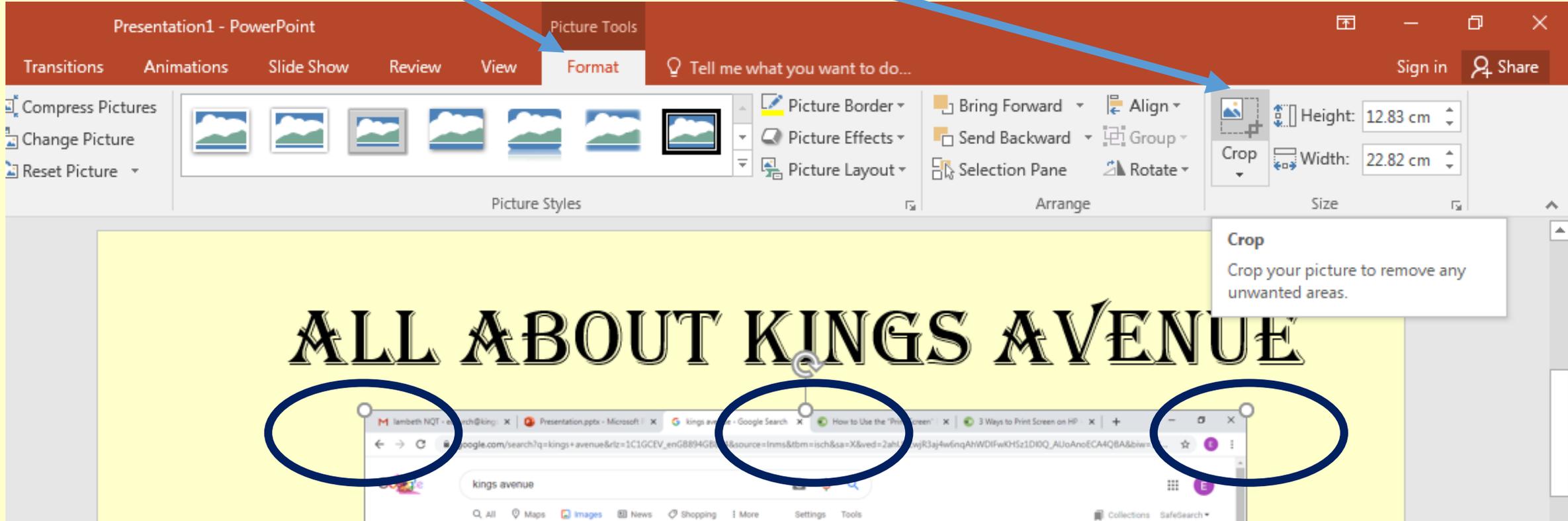
- 3) If your "prt sc" words are in a box or underneath some other words on the same key, it will mean you also need to click the "fn" (function) button at the same time. This is generally at the bottom left of a keyboard.



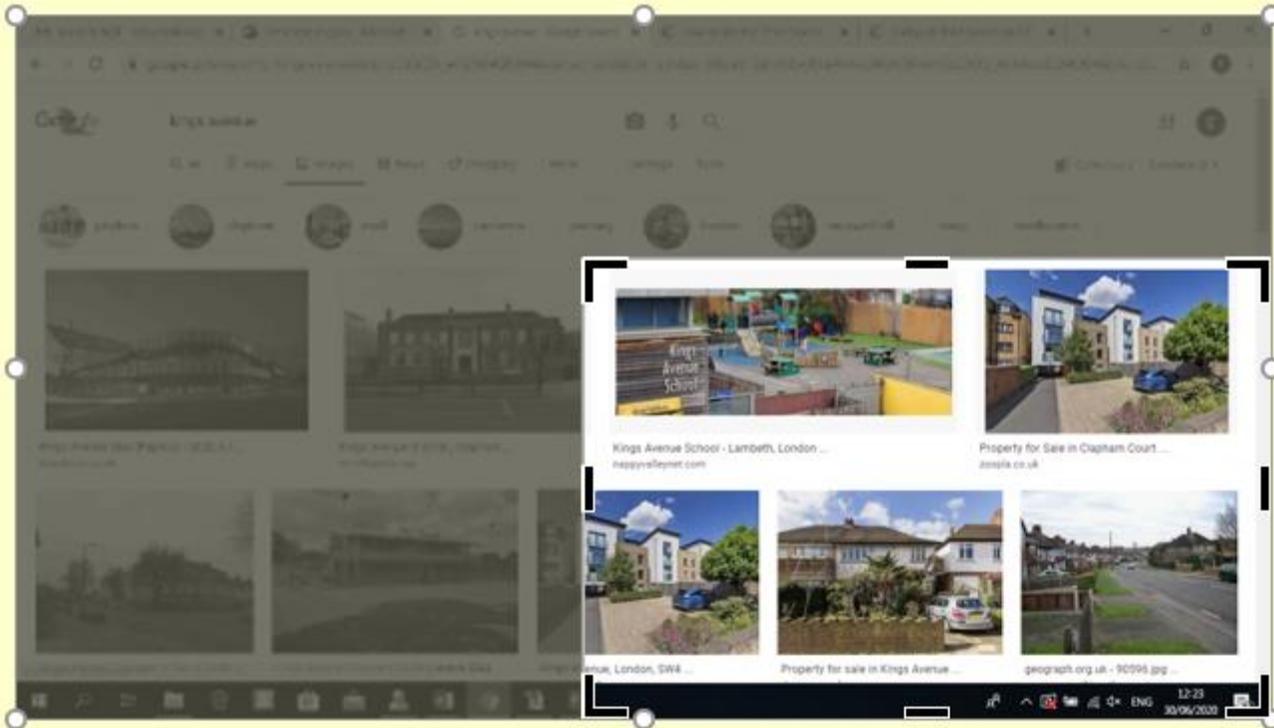
- Now once you have print screened the image you want, you go back to your presentation, and then paste the picture in.
- To do this, click "ctrl" and "v" at the same time.
- Or you can right hand click, and click paste



- You will notice the whole page then comes up, with the picture on that you want.
- Use the little circles in the corner of the picture to re size it.
- Then click on "format" and "crop"



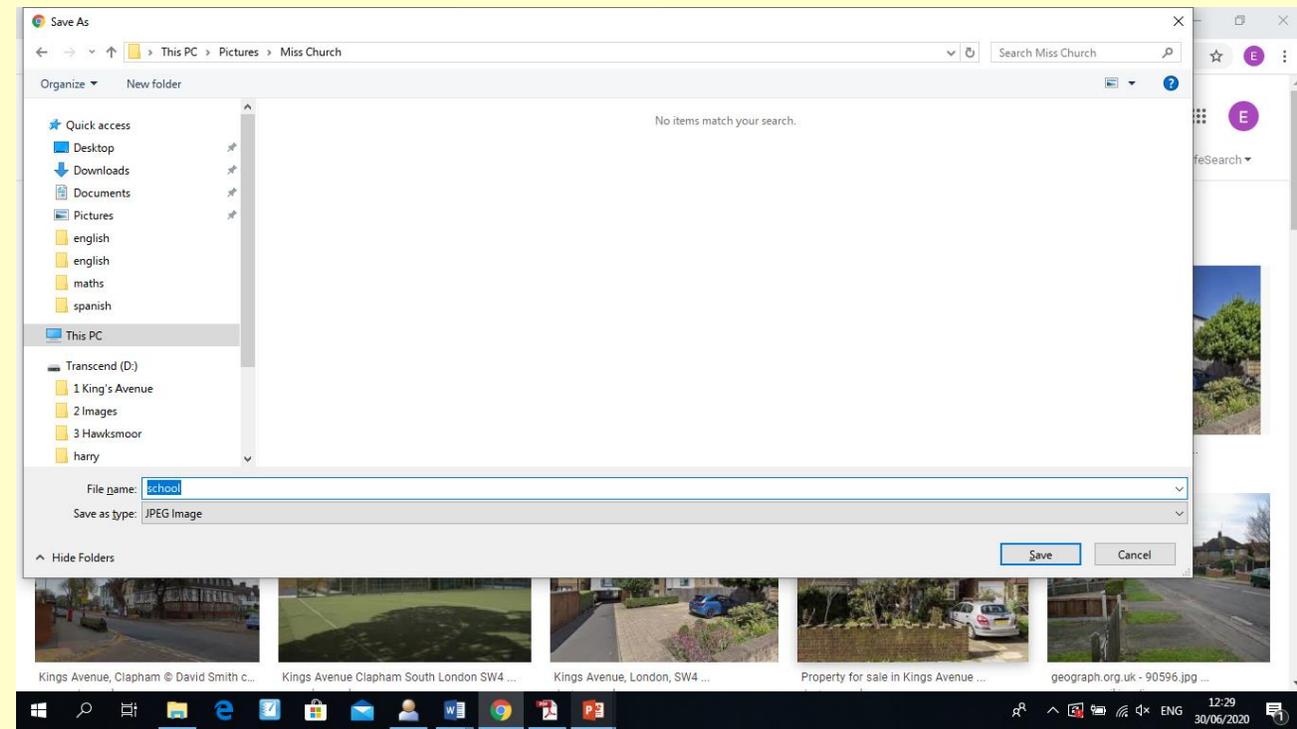
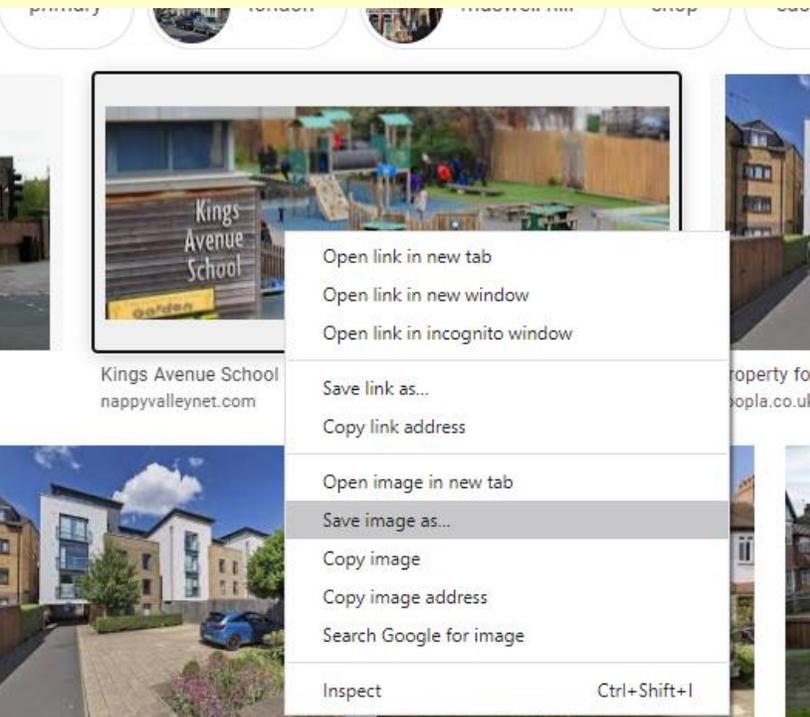
- This will then put black corners about the image.
- You drag these corners, and it cuts away what you don't want.



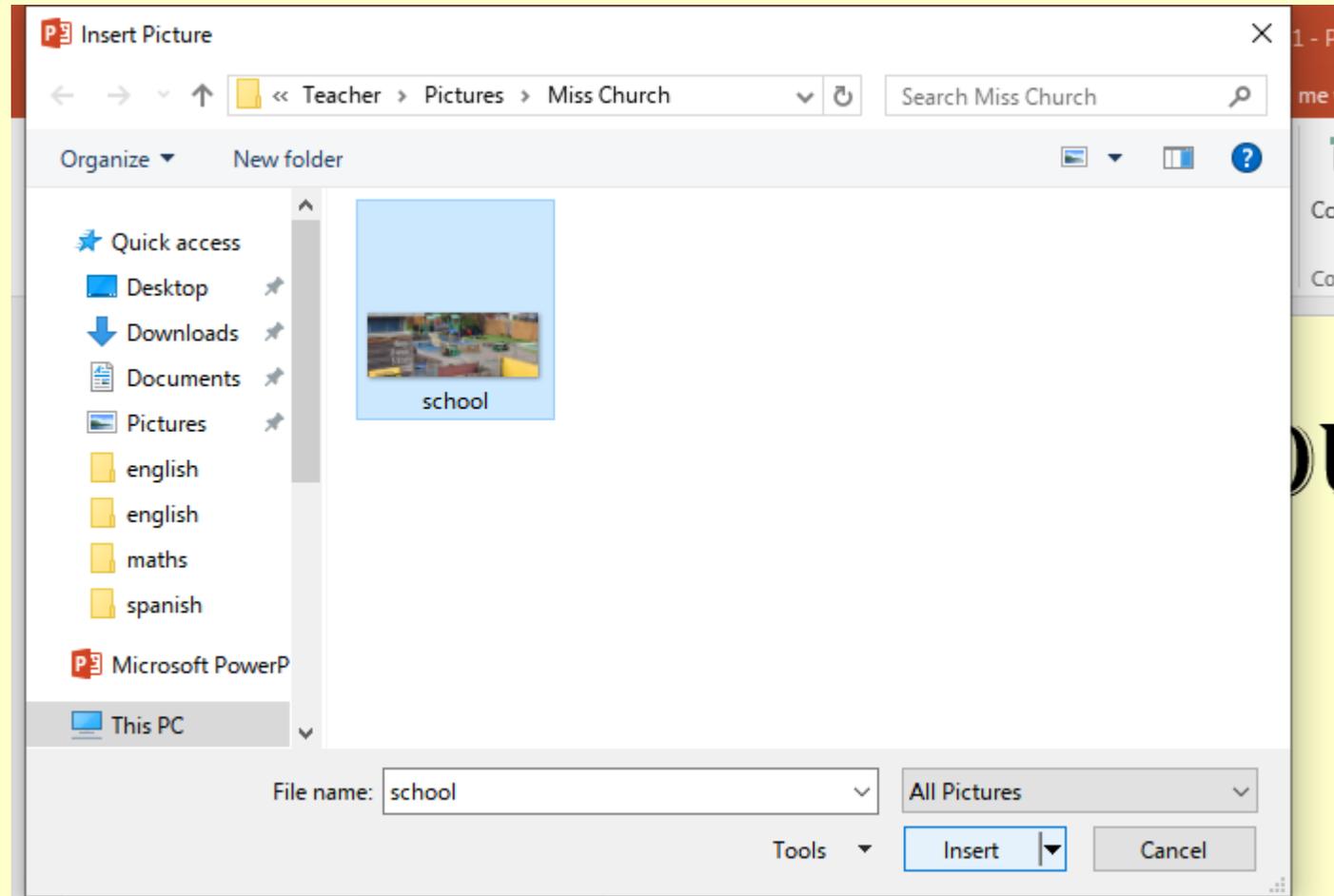
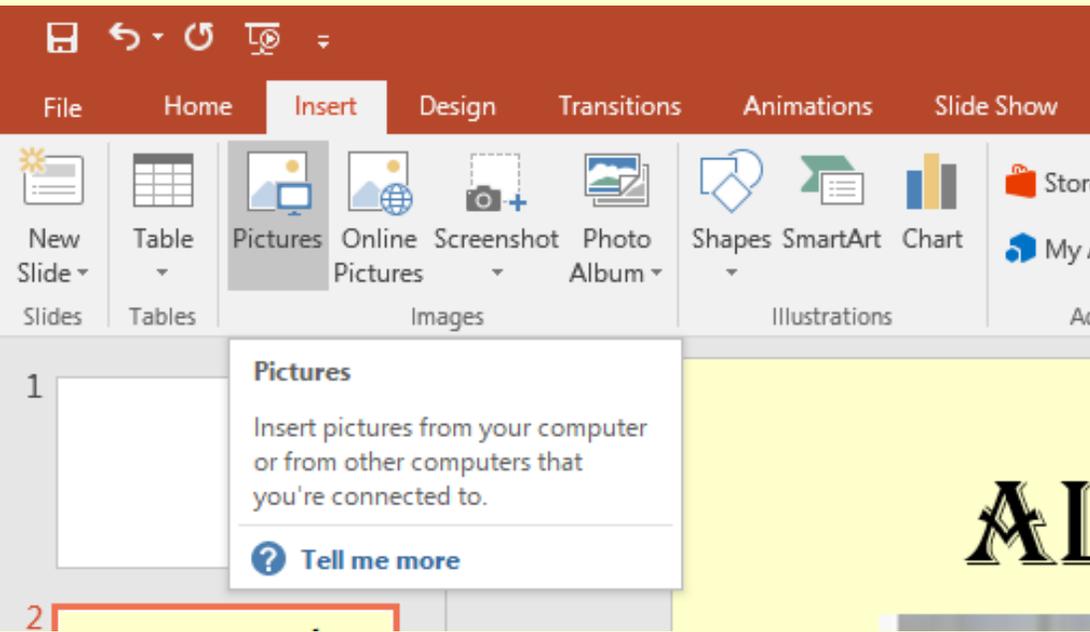
## ALL ABOUT KINGS AVENUE



- The other way: save it into your folder and then download it in your presentation
- Again, find the picture that you want.
- Right-hand click on the image and click on "save image as"
- Then, find that folder that you made and save it in there. Give it a suitable name. I have called this one "school"



- Then, go back to your presentation.
- Click on the "insert" ribbon, then click "pictures"
- Then, find your folder, and the image you just saved, and click "insert"

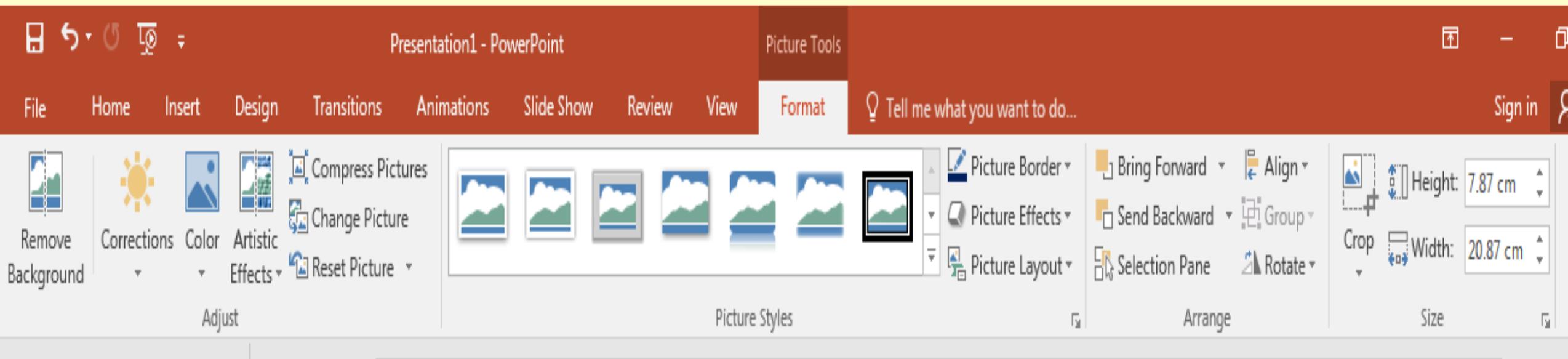


If you then need to cut anything off, you can still crop the image the same way as before.

- Final way copy and paste it from the internet (this does not always work, which is why I am showing you three different ways)

- Find the image you want
- Right-hand click and select "copy"
- Go back to the presentation and click "paste"
- Sometimes this doesn't always give you the image, which is why I have also shown you print screen and downloading.

- One final thing to do is have a play with this “format” ribbon.
- You can give the images effects, make them come in front of another, rotate them, make them brighter or darker.
- Have a play and give your images effects that you want them to have.



- So by now all, you should have:
- A title page
- 5 other pages *MINIMUM*.
- All pages have titles
- All pages have a background colour (unless you are using a theme)
- Every picture should be on your slides that you want.

Remember to email your work over to us so we can see how you're getting on 😊

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  - [amoore@kingsavenue.lambeth.sch.uk](mailto:amoore@kingsavenue.lambeth.sch.uk)

# Lesson 3

**L.O: To insert text**

By the end of this section all pages will have their writing on them.

There are a few things to keep in mind when writing your text:

maybe bullet-point? Or keep writing fairly simple- don't do too much

colours- ensure the writing can be read and that the colours do not clash on your background

font- make it an easy font style and a good size to be read 😊

If you do not have text boxes on your slides, this the first thing we need to add on!

Click on the "insert" ribbon, and the click "text box"

The image shows the Microsoft PowerPoint interface. The top ribbon is dark red and contains the following tabs: File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, and Tell me what you want to do. The 'Insert' tab is currently selected. Below the ribbon, the 'Text Box' icon is highlighted with a blue arrow. A tooltip box is open over the 'Text Box' icon, containing the following text:

**Draw a Text Box**  
Draw a text box anywhere.

This is a great way to get the exact text box size you want, especially when adding text to shapes and objects.

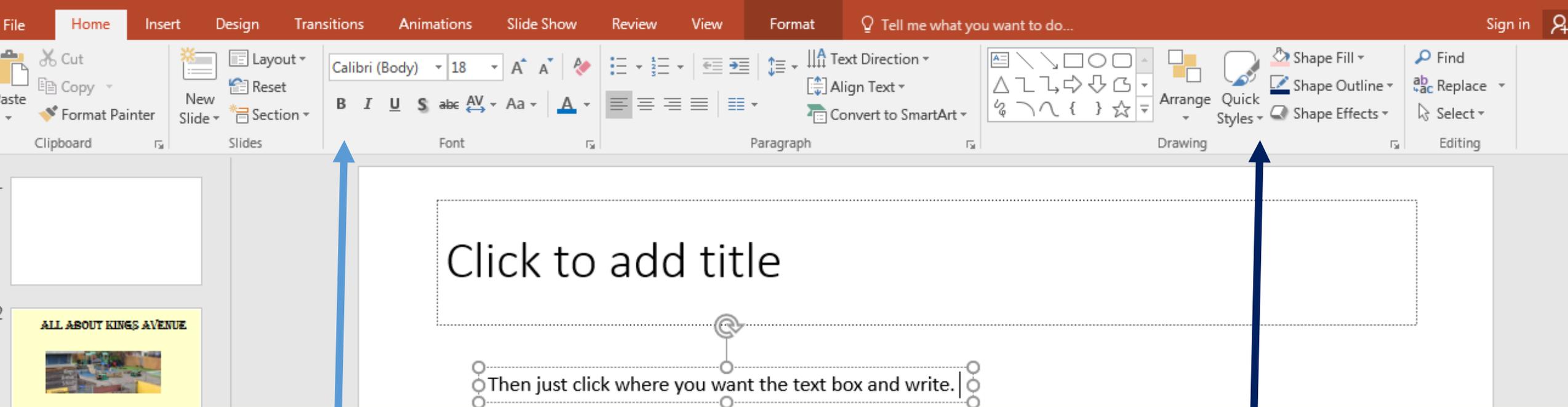
The main slide area shows a slide with a title box containing the text "Click to add title". The slide number "1" is visible in the bottom left corner. The slide thumbnail in the left pane shows the text "ALL ABOUT KINGS AVENUE".

Click to add title

Then just click where you want the text box and write.



Use the circles on the side to change the size of your text box.



Use the rest of the "home" ribbon to change your writing. Change font style, size and colour. Change the layout of the writing in the box

Here you can give your text boxes (including the titles) a background colour, or an effect. Have a play and create what you want!

Anything you do and do not like, you can click the "undo" button above the "home" ribbon

- Carry on and add all the writing that you want onto your presentation.
- Be creative and make each page look colourful, bright and eye-catching. Let it be a reflection of you!

- So by now all, you should have:
- A title page
- 5 other pages *MINIMUM*.
- All pages have titles
- All pages have a background colour (unless you are using a theme)
- Every picture should be on your slides that you want.
- Every slide should have its writing on!

Remember to email your work over to us so we can see how you're getting on 😊

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  - [amoore@kingsavenue.lambeth.sch.uk](mailto:amoore@kingsavenue.lambeth.sch.uk)

# Lesson 4

**L.O: To add animation**

# Lesson 4

## L.O: To add animation

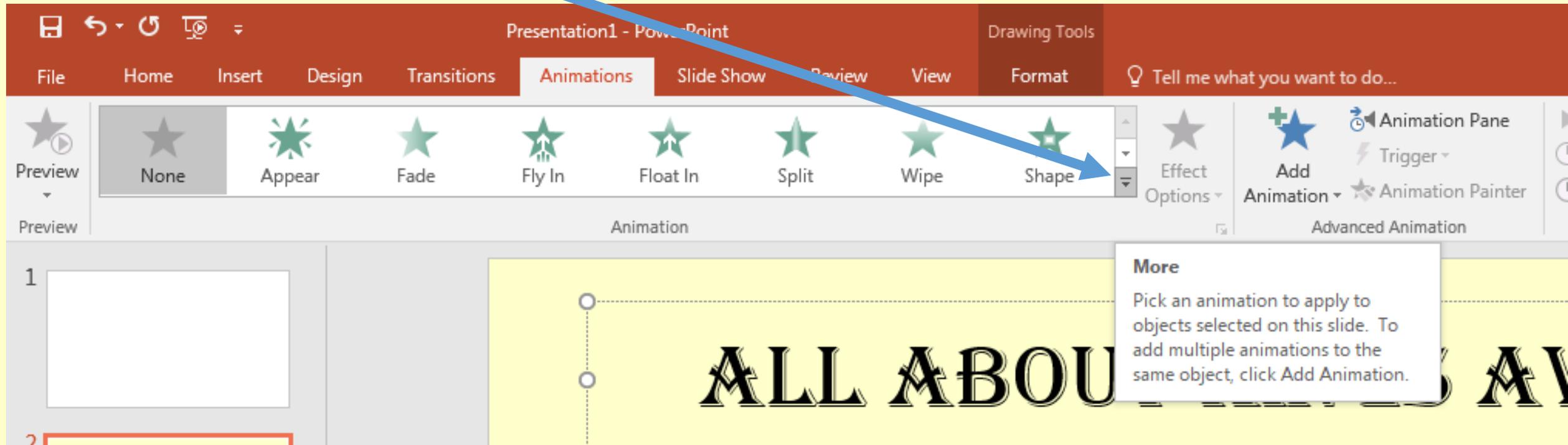
Animation is what makes your writing and pictures enter the screen in a fun way, they can turn and swivel and then can exit too.

You only see the animations when you are in "slideshow" mode. Which you will find as another ribbon at the top.



Next, click on a title, a text box or an image that you want to add animation to.

Click on this double arrow- you will get so many more options!



Once you start adding animations, you notice numbers come up next to them. This tells you the order that the animations will happen in.

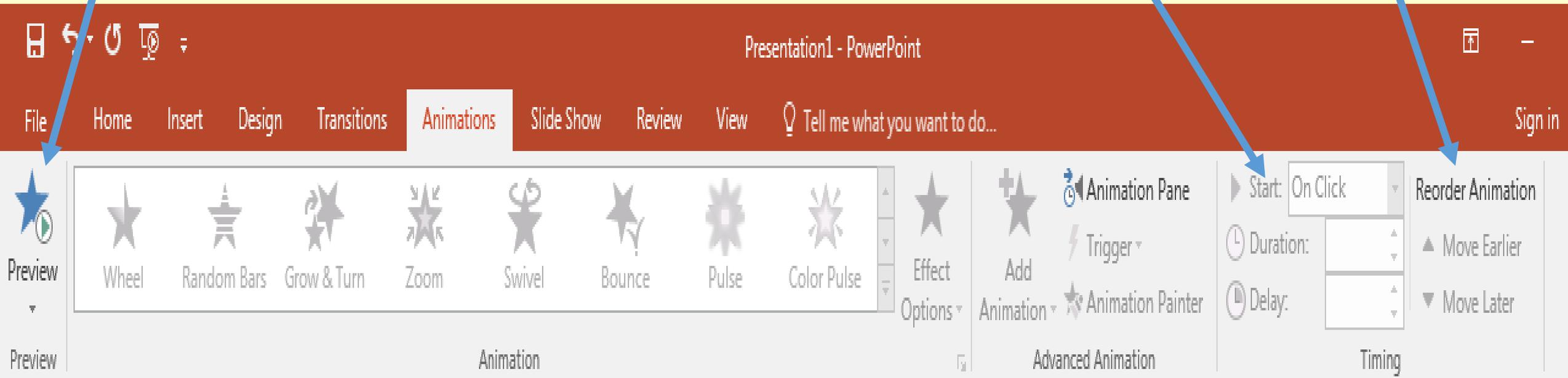
The image shows a screenshot of the Microsoft PowerPoint interface. The top ribbon is set to the 'Animations' tab. The ribbon includes options for 'Animation' (Wheel, Random Bars, Grow & Turn, Zoom, Swivel, Bounce, Pulse, Color Pulse) and 'Advanced Animation' (Add Animation, Animation Pane, Trigger, Animation Painter). The 'Timing' section shows 'Start: On Click', 'Duration', and 'Delay' settings. On the left, the slide thumbnail pane shows four slides; the second slide, titled 'ALL ABOUT KINGS AVENUE', is selected and highlighted with a red border. The main slide area displays the title 'ALL ABOUT KINGS AVENUE' in a large, black, serif font. Below the title, a small number '1' is visible. At the bottom of the slide, a photograph of a school playground is shown, with a small number '2' in the top-left corner of the image. The playground features a wooden sign that reads 'Kings Avenue School' and a yellow sign that says 'garden'.

Have a play and add all the animations on that you want.  
You may want everything to have an animation...you may only want it on photos- it is up to you!

This button allows you to choose when the next animation happens. On click on the mouse, or straight after the other. You can change this for each animation. You may want title to come in with click, and then everything else "after previous"

This button allows you to change the order the animations happen in.

This button will play the page through as it would look in a slideshow.



When you are done, click on the "slideshow" ribbon at the top.

Click on "from beginning" to see how your presentation is looking!



- So by now all, you should have:
- A title page
- 5 other pages **MINIMUM**.
- All pages have titles
- All pages have a background colour (unless you are using a theme)
- **Every picture should be on your slides that you want.**
- **Every slide should have its writing on!**
- **Every slide has animations and you have checked them using the slide show ribbon.**

Remember to email your work over to us so we can see how you're getting on 😊

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  - [amoore@kingsavenue.lambeth.sch.uk](mailto:amoore@kingsavenue.lambeth.sch.uk)

# Lesson 5

**L.O: To add transitions**

**Transitions are very similar to animation, but for the whole slide rather than the bits on the slide.**

Click on "transition" ribbon at the top.

Again, similar to yesterday, click on the double arrow to get loads more movements.

This is for when you are in slide show mode, and you move from one slide, to the next.

You may want all slides to have the same- but it's more fun if there are different ones.

Presentation1 - PowerPoint

File Home Insert Design **Transitions** Animations Slide Show Review View Tell me what you want to do...

Preview

None Cut Fade Push Wipe **Split** Reveal Random Bars Shape Uncover

Effect Options

Sound: [No Sound] Advance Slide

Duration: 02:00  On Mouse Click

Apply To All  After: 00:00.00

Timing

**More**  
Pick a special effect for the transition between the previous slide and this one.

1

ALL ABOUT KING

You can click "preview" to see what it will look like.

Once you are done, click on slide show and watch it go through so you can see if there are any changes you need to make.

The image shows the Microsoft PowerPoint interface, specifically the Transitions ribbon. The ribbon contains the following options: None, Cut, Fade, Push, Wipe, Split, Reveal, Random Bars, Shape, and Uncover. To the right of these options are 'Effect Options', 'Sound: [No Sound]', 'Duration: 02:00', 'Apply To All', and 'Advance Slide' (with 'On Mouse Click' checked and 'After: 00:00.00'). A 'Preview' button is located on the left side of the ribbon. A tooltip is displayed over the 'Effect Options' dropdown, containing the text: 'More Pick a special effect for the transition between the previous slide and this one.' The background of the slide shows the text 'ALL ABOUT KING' in a stylized font.

Now , all you need to do is to show it to your family and friends and share the memories!!

Please email it over to your teachers so they can see it too!

Remember to email your work over to us so we can see how you're getting on 😊

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