



Vocabulary	Meaning
idea	a thought or suggestion
link	a relationship between two things
mind map	a non-linear way of representing ideas
network	multiple connections between things or ideas
research	careful study and investigation for the purpose of discovering and explaining new knowledge
identify	establish who or what (someone or something) is
search engine	a program running on a web server that looks for items in a database that contain a keyword specified by the user
launch	start or set in motion
layout	the way in which the parts of something are arranged or laid out
theme	a specific background and text applied
insert	to put something into something else
add	put in
list	a sequence of items
bullet	a large dot in front of an item in a list
format	the shape, size and presentation; arrangement
multimedia	using more than one medium of expression or communication
import	transfer (data) into a file or document

Key knowledge - transitions

Slide transition

Slide from left

Slide transitions- this transition is how slides will switch between one another

Object animations

Fly out to bottom (On click)

Object transitions - this can be applied to text, pictures or videos. This is how they will enter or appear on the slide.

Slide Transitions

- None
- Dissolve
- Fade
- Slide from right
- Slide from left**
- Flip
- Cube
- Gallery

Object Animation:

- Appear
- Disappear
- Fade in
- Fade out
- Fly in from left
- Fly in from right
- Fly in from bottom
- Fly in from top
- Fly out to left
- Fly out to right
- Fly out to bottom
- Fly out to top
- Zoom in
- Zoom out
- Spin

Transitions of words/pictures in a PowerPoint

Key knowledge – animate, bringing to life

Step 1: Select the text that you want to add animation too

Step 2: Look for the Animate button on the top menu.

Replace image ▾ Format options **Animate**

CHINESE INVENTIONS

The Ancient Chinese were famous for their inventions and technology. Many of their inventions had lasting impact on the entire world.

Other inventions led to great feats of engineering like the Grand Canal and the Great Wall of China.

Step 4: Select Play to view what the animation will look like.

Step 3: An object animations menu will appear. From here you can choose what animation you want for the text.

Motion

Slide transition

- None

Object animations

- Fade in (On click)
- Fly in from right (On click)**

Select an object to animate

Play

Key knowledge –hyperlink

Step 1: In your presentation, find a picture or word where you would want to attach a hyperlink.

Step 2: Select Insert and find Link.

Hyperlinks allow you to drop to a document, video or website.

You can apply links to both objects or text.

Step 3: The pop up box will open and this is where you can paste the URL -press Apply to set the link.

A link from a hypertext document to another location, activated by clicking on a highlighted word or image.