

Key Vocabulary

Animation	The process of adding movement to still objects
Border Properties	The style of the border around text or an object including the colour, thickness and dashes.
Font formatting	Changing the appearance of text on the screen.
Layer	Describes which objects appear in the front (foreground) of a slide and which appear behind other objects.
Media	Information in the form of words, sounds, numbers, images, or graphics in electronic, print or broadcast form.
Presentation	A visual way of displaying information to an audience that is clear and engaging. It can contain text, images, animation and videos.
Slide	A single page within a presentation.
Slideshow	A collection of pages arranged in sequence that contains text and images to present to an audience.
Text box	An object that can be inserted into a piece of work in a program that allows the user to input text.
Transition	How a slide moves from one to the next.
WordArt	A way of changing the appearance of text often using decorative shapes.

Key Question

What is a presentation program used for?



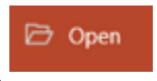
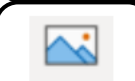
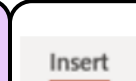
A presentation program is used to present information to an audience in an engaging way, such as including text, pictures, and videos. PowerPoint is an example of a presentation program.

How do you add a transition to a



Click on 'Transitions' at the top of the screen and select the transition you wish to use. You can preview the transition by pressing 'preview' on the left-hand side.

Important icons

Open a new document.		Save your work.		Insert new slide.		Home tab		Design templates	
Open a existing document.		Undo key		Insert a text box		Insert a picture.		Add objects or pictures.	
Font category	