RUBRIC – KS3 Computing – Presentation Software (PowerPoint)

Subject curriculum intent:	A high-quality computing education equips pupils to use computational thinking and creativity to understand and change the world. Computing has deep links with mathematics, science, and design and technology, and provides insights into both natural and artificial systems. The core of computing is computer science, in which pupils are taught the principles of information and computation, how digital systems work, and how to put this knowledge to use through programming. Building on this knowledge and understanding, pupils are equipped to use information technology to create programs, systems and a range of content. Computing also ensures that pupils become digitally literate – able to use, and express themselves and develop their ideas through, information and communication technology – at a level suitable for the future workplace and as active participants in a digital world.

End of KS3 intent/outcome
By the end of KS3 pupils will understand how to use PowerPoint software to create their own presentation. Pupils will be able to add new slides to already created PowerPoints. They will be able to edit slides in relation to changing/adding words, inserting and changing images sourced from the internet and manipulating text boxes and images to place them where they want them to go for aesthetics. Pupils will know how to save their work and open it in the correct way. They will develop their ability to present their work to others and be able to explain the basic content of their slides for information sharing.

Intent for this topic:	In this module students will learn what presentation software is and how it is used to convey various forms of information. They will learn about the key differences between presentation, word processing and desk top publishing software. They will also create a presentation (using PowerPoint or Book Creator) which makes use of a wide variety of editing tools. The presentation content needs to be linked to another area of the curriculum (i.e. English, history, science etc) in order to help contextualise the use of ICT.
Key vocabulary taught within this topic:	PowerPoint, edit, present, change, slide

Cross Curricular Links: PSHCE English Maths
RRSA: This unit of work is linked **Article 13** of the UN Convention on the Rights of the Child. *"I have the right to find and share information"*

Key Knowledge Concepts	B2P5-6	B2P7-8	B2Step 1	B2Step 2	B2Step3
	Is able to identify: Audio Photograph Video Text Understands how to trigger a piece of video/audio. Understands how to navigate the pages of an electronic book (book creator). Understands how to use touch screen technology to manipulate items on a screen. Understands how to delete objects from a page.	**Previous +** Is able to create and name a new electronic book within Book creator Is able to recognise the following key features of presentation software: **Computer format as opposed to paper format.** **Looks like a book.** **Multiple pages which can be formatted.** **Touch screen as opposed to mouse** **Can insert text, photographs, audio and video in to the presentation** **Can save it and edit (change) it** Is able to locate and use the following editing tools within Book Creator: **Add Photos** **Camera** **Pen** **Add text** **Add sound** **Add shapes**	Understands the definition of presentation software Is able to recognise the following key features of presentation software: **Numbered slides** **Edit and present mode** **Transitions** **Slides can contain a mixture of text, images, video, audio, links and sound.** Is able to locate and use tools for: **Inserting a new slide / re-ordering slides** **Inserting objects (image, video and audio)** **Formatting sides (colour/design)** **Saving and storing a file** **Adding and editing text** **Identify and correct spelling mistakes**	**Previous +** Is able to state the key design differences between: **PowerPoint-presentation software** **Publisher-Desk top publishing software** **Word-word processing software** In addition to Step 1 list, is able to locate and use tools for: **Cropping tool** **Insert and edit shapes** **Insert and populate a table** **Insert transitions** **Insert animations** **Insert a hyperlink** **Adding and editing Word Art** **Use freehand ink tool**	**Previous +** Is able to state the key design differences between and justify these design differences. **PowerPoint-presentation software** **Publisher-Desk top publishing software** **Word-word processing software** In addition to Step 1 and 2 list, is able to locate and use tools for: **Adding action buttons** **Adding and presenting notes** **Adding a graph** **Creating a screen recording** **Creating a master slide** **Is able to independently record and insert video and audio into a presentation.**

Key Skill Concepts	B2P5-6	B2P7-8	B2Step 1	B2Step 2	B2Step3
	Is able to independently navigate pages of an electronic book, select and manipulate objects to make an appropriate match. For example: Is able to match like for like images audio and video. Is able to match appropriate audio to an image (i.e. the spoken word dog matched to an appropriate image).	**Previous +** Is able to recreate a series of pre made pages within Book Creator. For example: -a page containing a piece of audio and a matching image. -a page containing an image made out of shapes.	Is able to recreate a series of pre made (printed out to avoid copy and pasting) slides within PowerPoint. For example: -slides formatted using a variety of designs and backgrounds.	**Previous +** Is able to recreate a series of pre made (printed out to avoid copy and pasting) slides within PowerPoint. For example: -a slide containing an image made out of shapes.	**Previous +** Is able to recreate a series of pre made (printed out to avoid copy and pasting) slides within PowerPoint. For example: -a slide containing an action button. -slides containing presenter notes.

		-A page containing a piece of video with text.	-slides that contain a variety of text (fonts, colours, sixes, word art) and relevant images.	-a slide containing a collage of cropped shapes	-edit a master slide within a presentation in response to a brief.
	Is able to match video to an appropriate image. Is able to read text and match to appropriate image.	-A page containing a freehand drawing. -a page containing an image that has been annotated freehand.	-slides that contain a variety of audio and relevant video. -are able to independently save and retrieve work to a specified location. work -is able to identify and correct spelling mistakes within a slide.	-a slide containing a series of hyperlinks -a slide containing an image that has been annotated freehand using the ink tool. -A slide containing text and a table populated with data. -a series of slides that contain transitions and animations. -is able to select the appropriate piece of software to use for a given task (presentation, word processing or desk top publishing).	-is able to watch a screen recording set of instructions and copy. -is able to populate a table with data and create a graph from that table. -is able to select the appropriate piece of software to use for a given task (presentation, word processing or desk top publishing) and justify answer.

Suggested activities
B2P5-8
See Skills Section
-use picture sequence sheets and video tutorials to teach students how to edit within Book Creator
-use quiz format to test and embed student skills (i.e. give them a challenge "insert a red triangle" and the first one to complete it wins)
-Students copy the actions of teacher / TA to learn editing skills, students then take it in turn to lead the group
-treasure hunts based upon having to take pictures or record videos of specific objects
B2Step1-3
See Skills Section
-students work collaboratively to re-create slides.
-use picture sequence sheets and video tutorials to teach students how to edit within PowerPoint
-individually or within groups students have to model an editing technique to the class using appropriate presentation skills.
-Worksheet based test based upon all aspects of the module.
-Using flashcards, students quiz each other on the basic rules for creating and editing a PowerPoint as well as on the editing tools used within a presentation.
-use presentation templates to assist lower level students to create their own presentations.

Online resources
https://www.bbc.co.uk/bitesize/guides/z7c82hv/revision/1 - BBC Bitesize
https://www.youtube.com/watch?v=u7Tku3_RGPs - PowerPoint tutorials
https://www.youtube.com/watch?v=TE5DTD87-IE - Book creator tutorials
https://central.espresso.co.uk/espresso/modules/presentation/index.html?source=search-all-all-all-all&source-keywords=presentation%20software – Espresso task