Year 7 Core Skills Task

WALT : Develop our key software skills so we can complete school work on the computers

WILF

- Clear explanations of how to carry out each skill
- Screenshots and / or images showing the skill being done by you
- Explanations of why it is important (when it makes sense to have such an explanation)
- Sensible fonts, colours, easy to read text

To do

Make a presentation explaining how to carry out each of the following core skills. Include screenshots, suitable images and writing explaining what to do.

Pages / Slides:

1. Cover with your name and the title (core skills)
2. How and why to make folders
3. Sensible file names
4. How to save files
5. How to do a basic internet search (and what key words are)
6. How to do an advanced search
7. How to do an image search, and find images you are allowed to use
8. How to save an image
9. How to work with images (wrap text)
10. How to format text
11. What headers and footers are and how you use them (might need 2 slides)
12. How to put a table in
13. What sensible colours look like
14. How to use presentation notes
15. How to add hyperlinks in a presentation
16. How to use powerpoint screen recorder.