Coley Primary School – Knowledge Organiser

SUBJECT FOCUS:	Computing: digital media	YEAR	6

Prior learning: creating multi-slide Powerpoints (Y2); choosing backgrounds/ themes; inserting and formatting text; inserting images (Y2); slide transitions and hyperlinks; researching, planning and creating content before effects (Y4)

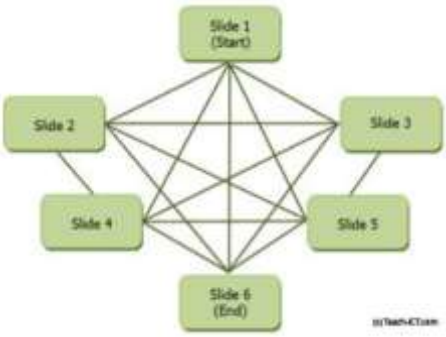
Links: history/ science (presentations); geography (spreadsheets and databases)

Key knowledge

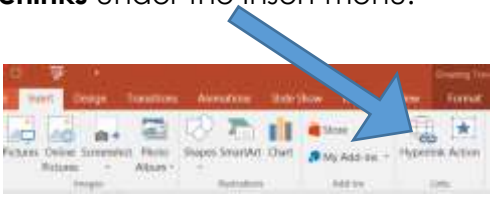
Powerpoint and presentations

As well as Powerpoint, there are many including Prezi, Google Slides , and apps, such as Key Note, you can use to create presentations. Whichever you choose, remember a. plan carefully b. do your research c. consider your audience d. think about **copyright**

Non-linear presentations



Non-linear presentations let you **navigate** through material without having to go in order from the first slide to the last. They are a bit like a website in that one slide can link to any other. This is done via **hyperlinks**. In Powerpoint, you can find **hyperlinks** under the Insert menu.



Action buttons

Go to illustrations menu and insert shape; action buttons are at the very bottom (Go to, Home, Previous, Next etc)

Insert button in desired place

Action settings box will appear

Click on desired settings (mouse over/ click; hyperlink to …)



Video and audio

You can give presentations more variety by including audio and video effects. These options are included under insert and you can either find and save audio and video created by other people (check copyright!) or create and save your own.

Vocabulary

copyright - a law that gives the owner of a work (like a book, movie, picture, song or website) the right to say how other people can use it.

non-linear – does not need to follow a particular order

navigate – find your way through or locate a particular place

hyperlink – links which allow you to jump to other slides, to other files, or to a webpage

action buttons – built-in shapes you can add to a **presentation** and set to link to another **slide**, play a sound etc.

audio – sounds

video – moving images

spreadsheet – program which represents data in a grid of rows and columns

database - system on a computer that makes it easy to search, select and store information

Spreadsheets

Spreadsheets help us to store and analyse data in a variety of ways. The first spreadsheet program for a computer was introduced in 1979, for the Apple computer, and was called VisiCalc. There are a range of spreadsheet programs and apps, including Excel (Microsoft), Numbers (Apple) and Google Spreadsheets. Spreadsheets appear in rectangular grids and are made up of cells in columns and rows:



The cells are given a name which combines their column and row, for example G4 or D6. Cell The data a cell contains can be numbers, text or a formula. C3 may contain the formula A3 + B3 =. This formula instructs the computer to add the number in cell A3 to the number in cell B3 and put the answer in cell C3.

Spreadsheets are used to handle large amounts of data They allow users to collect data and present it in an organized way and to manage it to provide further information. They can be used to sort information, share it with others and produce graphs to show the data visually.

Databases

A database is also used to collect, store and search data. They are widely used in everyday life, for example for patient records in a hospital and by libraries. Each entry into a database is called a record and each record contains different pieces of information called fields. A database is specially organized for rapid search and retrieval by a computer. A user can easily call up all the information that meets specific criteria.by using a search. Users can add, change, delete, and retrieve information in a database.

Can you …?

Create a presentation which includes: audio, video, hyperlinks and action buttons

Collect and enter data into a spreadsheet and use formulae to make calculations

Use a spreadsheet to draw a graph and answer questions

Identify a problem which could be solved using data; collect and organise information in a database; interpret and draw conclusions to address the original problem

Possible experiences

Create an interactive Powerpoint Quiz based on a topic covered

Use a spreadsheet in maths to investigate number calculations, sports league tables, test scores, or budget planning.

Create a database of creatures and habitats to identify similarities in adaptations

Creating action buttons in Powerpoint
https://www.youtube.com/watch?v=K_ovmy4OiQ0

Spreadsheets
https://kids.britannica.com/students/article/spreadsheet/337151

https://www.twinkl.co.uk/resources/planit-computing-primary-teaching-resources/planit-computing-primary-teaching-resources-y6/planit-computing-primary-teaching-resources-y6-spreadsheets

Database activities ideas
http://code-it.co.uk/databases/