Burwell Village College Primary

Cultural Capital – Information leaflets

Key Vocabulary	
software	programs on computers or laptops that perform tasks like writing or calculating
app	software made for phones/tablets that are easy-access tools for everyday tasks
narration	a voice recording added to slides to explain the content
text	the words of letters you see on the screen
animation	the movement or special effects that are added to the text, images or objects

The internet is a global network. That means it's like a giant web that connects computers, tablets and phones all around the whole world. People can send messages, watch videos, play games and share ideas with each other - even if they live very far away.

Software Family

Word is for creating and editing text documents such as letters or reports.

Powerpoint is used to create slideshows and presentations, often including pictures and animations.

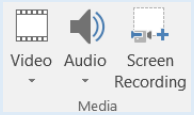
Publisher is used for creating newsletters, brochures and flyers.

Excel is used for working with spreadsheets, graphs and data.

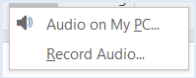
Adding Narration

1. Choose your slide.

2. Choose the 'Insert' tab.



4. Choose the 'Audio' button.

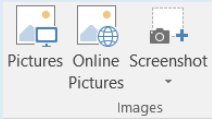


3. Choose the 'Record Audio' button.

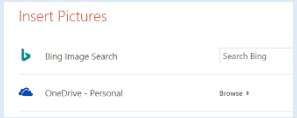
Adding Images

1. Choose your slide.

2. Choose the 'Insert' tab.



3. Choose the 'Online Pictures' button.

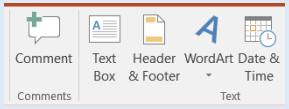


4. Search for the picture you would like.

Adding Text

3. Choose your slide.

2. Choose the 'Insert' tab.

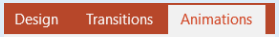


1. Choose the 'Text Box' button.

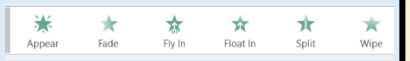
Adding Animation

2. Choose your slide.

1. Choose your text box or image.



4. Choose the 'Animations' tab.



3. Choose the animation you would like.