

### What is digital literacy?

Digital literacy is the skill of learning how to read, write, use and edit digital products on a computer.

Some of the skills we have looked at are:  
**Word processing & Presentation Skills**

### What is Word Processing?

Word processing is what we call creating documents by type and editing text.

Most people use **Microsoft Word** to process word documents.



### Features of Word Processing

Some of the features of word processing are:

- Entering and editing text
- Formatting text
- Saving
- Printing
- Cutting, copying and pasting
- Spell checking

### Tools in Word Processing

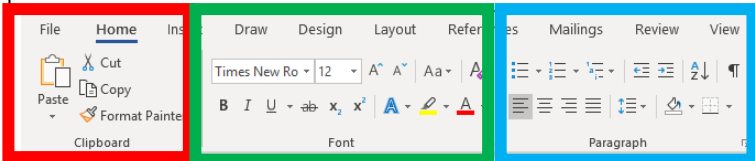
Below is an example of the **Ribbon** in Microsoft Word. The ribbon is made up of lots of different **Tabs**.



### Tabs

In each Tab we have different **Groups**.

This is where all options will be grouped together e.g to change the appearance of the font text you look in the group called **Font**



### Slide Master

In **Microsoft PowerPoint** there are lots of design themes that you can choose to make your presentation more visually appealing.

The **Slide Master** can be used to create your own custom theme and layout to personalise your presentation.



# TOPIC 3 DIGITAL LITERACY

## Key Words

Word Processing		Animation	
Transition	Edit	Ribbon	
Presentation	Font	Tab	

### Presentation skills

Presenting your work in a clear and professional manner is an important skills.

Most people use **Microsoft PowerPoint** to create and perform presentations.



### Features of PowerPoint

Some of the features of PowerPoint are:

- Create, edit and remove slides
- Insert images, gifs, videos
- Design slides / themes
- Animate content / Add transitions between slides
- Edit text, images, sound and video
- Present as slideshow

### Tools in PowerPoint

Below is an example of the **Ribbon** in Microsoft PowerPoint. The ribbon is made up of lots of different **Tabs**.



### Presentation tips

1. Keep it Simple
2. Limit bullet points & text
3. Limit transitions & builds (animation)
4. Have a consistent visual theme
5. Choose your fonts carefully
6. Use high-quality graphics
7. Use appropriate charts
8. Use colour well
9. Use video or audio where appropriate
10. Spend time in the slide sorter