# COMPUTING & ICT—Year 07 Knowledge Organiser: Business IT Solutions

## Summary

Students will be learning to use a number of programs in the Microsoft Office suite. They begin the unit of work by being allocated a country. All of the tasks in the units relate back to finding information related to their allocated country.

The unit begins with them producing a **presentation** of general **research** related to their allocated country in PowerPoint. Students then continue to use PowerPoint to create a new flag for their allocated country. The next task involves the students using Word to produce a professional **letter**. The last task involves formatting a **spreadsheet** of data related to a range of countries in Excel.

The unit aims to give them skills that they will in most work environments.

## Key Vocabulary

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| **Letter** | a written, typed, or printed communication, sent in an envelope by post or messenger. |
| **Graphic** | A visual representation of data |
| **Image** | a picture produced on an electronic display (such as a television or computer screen) |
| **Presentation** | A combination of various slides depicting a graphical and visual interpretation of data, to present information in a more creative and interactive manner |
| **Research** | The systematic investigation into and study of materials and sources in order to establish facts and reach new conclusions. |
| **Spreadsheet** | an electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations. |
| **Visual** | a picture, piece of film, or display used to show or go alongside something. |
| **Word processor** | a program for storing, manipulating, and formatting text entered from a keyboard and providing a printout. |

## What is PowerPoint?

- PowerPoint is a program used to create **visual** presentations for school, work, or personal use.
- It allows users to make slides, which are like individual pages in a presentation, containing text, images, videos, and other media.
- PowerPoint helps in making information more engaging and easier to understand through charts, animations, and transitions.
- Presentations made in PowerPoint can be shared electronically, presented on screens, or printed out as handouts.
- Users can edit **images** and create simple **graphics** directly within PowerPoint to enhance their presentations.

## Why should you use PowerPoint?

- PowerPoint helps show ideas clearly and effectively, making it easier for the audience to understand and retain information.
- PowerPoint **presentations** can capture and maintain the audience's attention by using videos, music and pictures.
- Pre-made templates and design tools allow users to quickly create professional presentations without spending too much time on design.
- It can be used for a few reasons, from educational lessons and business pitches to personal projects and event planning, making it a versatile tool for different needs.

## Microsoft Word

♦ Microsoft Word is a **word processing** program used to create, edit, and format text documents such as letters, reports, and essays. It offers various tools and features for adding images, tables, and other multimedia elements to enhance the document's appearance and functionality.