Word:
You are encouraged to explore the features of the word processor you are using but to get started there here a few useful features.
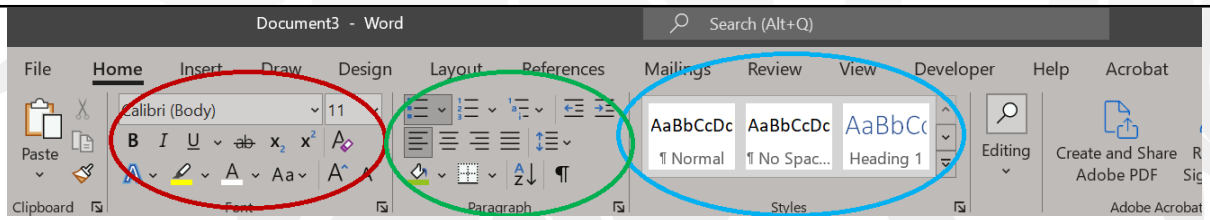
Features that select:

- the font and size
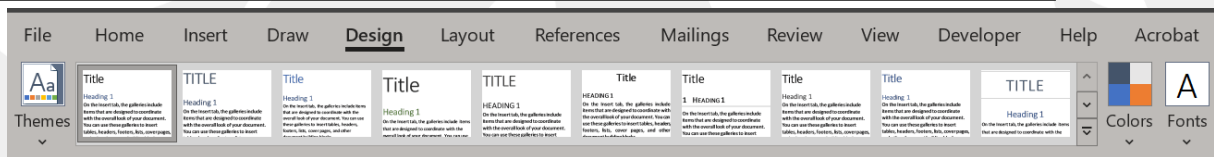- set text to Bold, Italics, Underlined etc.

Features to select:

- text effects
- highlighting text
- text colour
- alignment, left, centre, right or full etc.

A range of formatting options such as titles and headings.

The 'Design' tab provides a range of page designs you might find useful.


PowerPoint:
You can start editing by adding text and images to a blank slide.
To add another slide, select the new slide option. You can select a new blank slide or a different layout from those available.

Inserting shapes is the same as in Word.

The Transitions tab allows you to select how a slide will transition to the next one.

To view the presentation click on the Slide Show tab. You can play from the start, from the current slide or use one of the many other options.
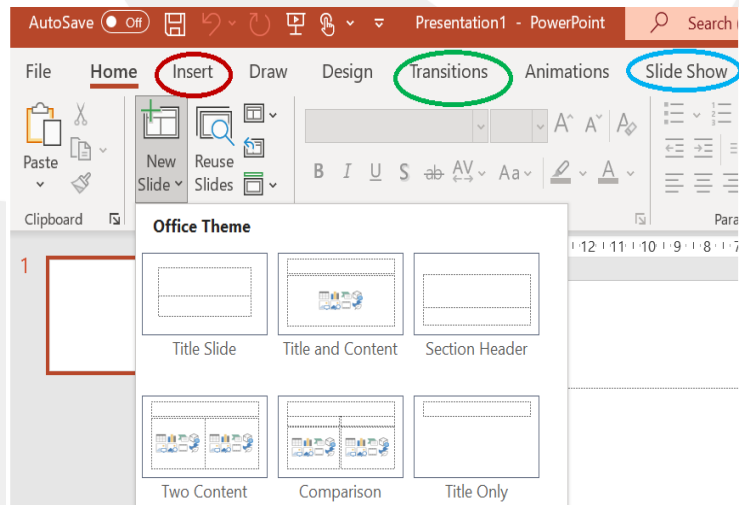
When presenting remember these tips:
1. Focus on a friendly face, try to avoid looking down at notes all the time.
2. Maintain a good posture, stand upright.
3. Keep your feet still, don't shuffle about or get in the way of the slides.
4. Talk to the person at the back of the room, not too quiet, but don't shout.
5. Try to memorise the last sentence so you do not have to read it.