Unit 6: Microsoft PowerPoint/Presentation Software

Content Area: **Technology**
Course(s):
Time Period: **April**
Length: **6-8 weeks**
Status: **Published**

Enduring Understandings

Implementing visual presentations are helpful in conveying information to an audience effectively.

Digital tools provide enhanced opportunities to design innovative solutions and express ideas creatively.

Technology tools guide a user to outline important ideas and use only keywords that are necessary during a presentation.

Essential Questions

How can I transfer what I know now (i.e. research from internet) to new technological situations and experiences?

How can we effectively convey messages and information to our audience using technology tools?

What strategies/skills are needed for an effective presentation?

Content

Knowledge of all 26 letters on the QWERTY keyboard

Use of network drives

Skills

Create a Slide

- Insert text box
- Slide Layout
- Insert clipart/word art/animated clip art
- Add a slide
- Slide navigation/ thumbnails

Design Elements/ Techniques

- Implementation of slide characteristics for presentation (Color selection; Font choice)
- Transition and animation effects

Vocabulary:

- Slide Show
- Slide
- Slide Layout

Resources

Teacher selected resources and websites

Standards

CRP.K-12.CRP2	Apply appropriate academic and technical skills.
CRP.K-12.CRP6	Demonstrate creativity and innovation.
CRP.K-12.CRP11	Use technology to enhance productivity.
TECH.8.1.5	Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.
TECH.8.1.5.A	Technology Operations and Concepts: Students demonstrate a sound understanding of technology concepts, systems and operations.
TECH.8.1.5.A.1	Select and use the appropriate digital tools and resources to accomplish a variety of tasks including solving problems.
TECH.8.1.5.A.2	Format a document using a word processing application to enhance text and include graphics, symbols and/or pictures.
TECH.8.1.5.D	Digital Citizenship: Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
TECH.8.1.5.D.3	Demonstrate an understanding of the need to practice cyber safety, cyber security, and cyber ethics when using technologies and social media.