

# Unit 5: Microsoft PowerPoint (Graphic Presentation Software)

Content Area: **Business**  
Course(s): **Computer Applications**  
Time Period: **4th Marking Period**  
Length: **1 Marking Period**  
Status: **Published**

## Unit Overview

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Student will synthesize and apply the fundamental, and most commonly used, features of Microsoft PowerPoint (graphic presentation software).

## Transfer

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Students will be able to independently use their learning to...

-create effective and professional presentations for both personal and business use.

## Meaning

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## Understandings

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Students will understand...

-“Graphic presentation,” “PowerPoint,” and basic PowerPoint terminology. Identify the primary applications of PowerPoint.

-Basic features of PowerPoint and of the PowerPoint screen/window.

-Navigating PowerPoint (the PowerPoint screen, dialog boxes, and relevant features) via mouse and keyboard interface.

-Basic PowerPoint skills. (Including: opening, creating, saving, and printing presentations; inserting, selecting, editing, and formatting slide contents; utilizing writing/reviewing tools; and applying headers/footers.)

-Various views in PowerPoint.

-Presentations both from scratch and automatically using basic PowerPoint features.

- Templates, master slides, and global PowerPoint features.
- Graphics/illustrations (These may include: WordArt, Pictures, Shapes, Text Boxes, Charts, and Smart Art.)
- Tables.
- Basic media features to customize a presentation.
- Basic design, animation, transition, and slide show features to customize a presentation.
- Supporting applications/equipment with PowerPoint. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)
- Appropriate PowerPoint features/skills to create a variety of presentation types. (These may include: formal, informal, persuasive, and/or informative presentations. These presentations may be student controlled, timed, or interactive). The student will demonstrate the appropriate use of skills to create effective and professional presentations.
- Workplace and personal needs with corresponding PowerPoint features.
- Troubleshooting common PowerPoint problems.

## **Essential Questions**

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Students will keep considering...

- What are the fundamental, and most commonly used, features of Microsoft PowerPoint? How can I apply these PowerPoint features to be productive in the workplace and in my personal life?

## **Application of Knowledge and Skill**

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### **Students will know...**

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Students will know...

- Define and apply “Graphic presentation,” “PowerPoint,” and basic PowerPoint terminology. Identify the primary applications of PowerPoint.
- Identify and explain basic features of PowerPoint and of the PowerPoint screen/window.
- Assess and interact with PowerPoint (the PowerPoint screen, dialog boxes, and relevant features) via mouse and keyboard interface.

- Apply basic PowerPoint skills. (Including: opening, creating, saving, and printing presentations; inserting, selecting, editing, and formatting slide contents; utilizing writing/reviewing tools; and applying headers/footers.)
- Identify and apply various views in PowerPoint.
- Create presentations both from scratch and automatically using basic PowerPoint features.
- Assess and apply templates, master slides, and global PowerPoint features.
- Assess and apply Graphics/illustrations (These may include: WordArt, Pictures, Shapes, Text Boxes, Charts, and Smart Art.)
- Tables.
- Basic media features to customize a presentation.
- Basic design, animation, transition, and slide show features to customize a presentation.
- Supporting applications/equipment with PowerPoint. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)
- Appropriate PowerPoint features/skills to create a variety of presentation types. (These may include: formal, informal, persuasive, and/or informative presentations. These presentations may be student controlled, timed, or interactive). The student will demonstrate the appropriate use of skills to create effective and professional presentations.
- Workplace and personal needs with corresponding PowerPoint features.
- Troubleshooting common PowerPoint problems.

### **Students will be skilled at...**

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Students will ...

- Define “graphic presentation,” “PowerPoint,” and basic PowerPoint terminology. Identify the primary applications of PowerPoint.
- Identify and explain the basic features of PowerPoint and of the PowerPoint screen/window.
- Assess and interact with PowerPoint (the PowerPoint screen, dialog boxes, and relevant features) via mouse and keyboard interface.
- Apply basic PowerPoint skills. (Including: opening, creating, saving, and printing presentations; inserting, selecting, editing, and formatting slide contents; utilizing writing/reviewing tools; and applying headers/footers.)
- Identify and apply the various views in PowerPoint.
- Create presentations both from scratch and automatically using basic PowerPoint features.

- Assess and apply templates, master slides, and global PowerPoint features.
- Assess and apply graphics/illustrations (These may include: WordArt, Pictures, Shapes, Text Boxes, Charts, and Smart Art.)
- Design, create and populate tables.
- Assess and apply basic media features to customize a presentation.
- Assess and apply basic design, animation, transition, and slide show features to customize a presentation.
- Assess and integrate supporting applications/equipment with PowerPoint. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)
- Assess and apply the appropriate PowerPoint features/skills to create a variety of presentation types. (These may include: formal, informal, persuasive, and/or informative presentations. These presentations may be student controlled, timed, or interactive). The student will demonstrate the appropriate use of skills to create effective and professional presentations.
- Synthesize workplace and personal needs with corresponding PowerPoint features.
- Analyze and troubleshoot common PowerPoint problems.

## **Academic Vocabulary**

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Slide show, view, slide sorter, animation, transition, sound, video, presentation view, etc.

## **Learning Goal 1**

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Student will synthesize and apply the fundamental, and most commonly used, features of Microsoft PowerPoint (graphic presentation software).

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CAEP.9.2.12.C.3	Identify transferable career skills and design alternate career plans.
CAEP.9.2.12.C.7	Examine the professional, legal, and ethical responsibilities for both employers and employees in the global workplace.
TECH.8.1.12	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.8.1.12.A.CS1	Understand and use technology systems.
TECH.8.1.12.A.CS2	Select and use applications effectively and productively.
TECH.8.1.12.B	Creativity and Innovation: Students demonstrate creative thinking, construct knowledge

	and develop innovative products and process using technology.
TECH.8.1.12.B.CS1	Apply existing knowledge to generate new ideas, products, or processes.
TECH.8.1.12.B.CS2	Create original works as a means of personal or group expression.
TECH.8.1.12.C.CS2	Communicate information and ideas to multiple audiences using a variety of media and formats.
TECH.8.1.12.D.CS1	Advocate and practice safe, legal, and responsible use of information and technology.
TECH.8.1.12.E	Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information.
TECH.8.1.12.E.CS3	Evaluate and select information sources and digital tools based on the appropriateness for specific tasks.
TECH.8.1.12.E.CS4	Process data and report results.
TECH.8.2.12.A.CS1	The characteristics and scope of technology.
TECH.8.2.12.A.CS3	The relationships among technologies and the connections between technology and other fields of study.
TECH.8.2.12.E.1	Demonstrate an understanding of the problem-solving capacity of computers in our world.

### **Target 1**

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Define “graphic presentation,” “PowerPoint,” and basic PowerPoint terminology. Identify the primary applications of PowerPoint.

- Define “graphic presentation,” “PowerPoint,” and basic PowerPoint terminology. Identify the primary applications of PowerPoint.

### **Target 2**

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Identify and explain the basic features of PowerPoint and of the PowerPoint screen/window.

- Identify and explain the basic features of PowerPoint and of the PowerPoint screen/window.

### **Target 3**

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Assess and interact with PowerPoint (the PowerPoint screen, dialog boxes, and relevant features) via mouse and keyboard interface.

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### **Target 4**

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Apply basic PowerPoint skills. (Including: opening, creating, saving, and printing presentations; inserting, selecting, editing, and formatting slide contents; utilizing writing/reviewing tools; and applying headers/footers.)

- Apply basic PowerPoint skills. (Including: opening, creating, saving, and printing presentations; inserting, selecting, editing, and formatting slide contents; utilizing writing/reviewing tools; and applying headers/footers.)

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**Target 5**

Identify and apply the various views in PowerPoint.

- Identify and apply the various views in PowerPoint.

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**Target 6**

Create presentations both from scratch and automatically using basic PowerPoint features.

- Create presentations both from scratch and automatically using basic PowerPoint features.

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**Target 7**

Assess and apply templates, master slides, and global PowerPoint features.

- Assess and apply templates, master slides, and global PowerPoint features.

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**Target 8**

Assess and apply graphics/illustrations (These may include: WordArt, Pictures, Shapes, Text Boxes, Charts, and Smart Art.)

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**Target 9**

Design, create and populate tables.

- Design, create and populate tables.

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**Target 10**

Assess and apply basic media features to customize a presentation.

- Assess and apply basic media features to customize a presentation.

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**Target 11**

Assess and apply basic design, animation, transition, and slide show features to customize a presentation.

- Assess and apply basic design, animation, transition, and slide show features to customize a presentation.

## **Target 12**

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Assess and integrate supporting applications/equipment with PowerPoint. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)

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## **Target 13**

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Assess and apply the appropriate PowerPoint features/skills to create a variety of presentation types. (These may include: formal, informal, persuasive, and/or informative presentations. These presentations may be student controlled, timed, or interactive). The student will demonstrate the appropriate use of skills to create effective and professional presentations.

- Assess and apply the appropriate PowerPoint features/skills to create a variety of presentation types. (These may include: formal, informal, persuasive, and/or informative presentations. These presentations may be student controlled, timed, or interactive). The student will demonstrate the appropriate use of skills to create effective and professional presentations.

## **Target 14**

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Synthesize workplace and personal needs with corresponding PowerPoint features.

- Synthesize workplace and personal needs with corresponding PowerPoint features.

## **Target 15**

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Analyze and troubleshoot common PowerPoint problems.

- Analyze and troubleshoot common PowerPoint problems.

## **Summative Assessment**

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- Applied Projects
- Applied Quiz/Test

- Optional Classroom Survey
- Optional Written Quiz/Test

## Formative Assessment and Performance Opportunities

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- Applied Activities/Projects
- Guided Practice
- Peer Review
- Reflective Discussion
- Teacher Observation

## Accommodations/Modifications

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- Application problems for extra practice
- Scenarios for critical thinking
- Student collaboration to reinforce Powerpoint skills and features

## Unit Resources

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- Guest Speakers
- Internet Resources
- Technology Software & Hardware
- Textbooks
- Videos

## Interdisciplinary Connections

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LA.RST.11-12.9	Synthesize information from a range of sources (e.g., texts, experiments, simulations) into a coherent understanding of a process, phenomenon, or concept, resolving conflicting information when possible.
LA.WHST.11-12.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
LA.WHST.11-12.6	Use technology, including the Internet, to produce, share, and update writing products in response to ongoing feedback, including new arguments or information.
MA.K-12.1	Make sense of problems and persevere in solving them.
MA.K-12.5	Use appropriate tools strategically.