

# Unit 5: Microsoft PowerPoint (Graphic Presentation Software)

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

## Unit Overview

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Students will synthesize and apply the fundamental and advanced features of Microsoft PowerPoint (graphic presentation software).

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## 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 presentations,” “PowerPoint,” basic PowerPoint terminology, and the primary and more advanced applications of PowerPoint

-How to review, assess, and apply the basic features of PowerPoint and of the PowerPoint screen/window.

-Techniques to access, assess, and interact with 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

-Techniques to design/create presentations both from scratch and automatically using basic PowerPoint

features.

-Templates, master slides, and global PowerPoint features

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

-Techniques to assess and apply tables

-Media features to customize a presentation

-Basic and advanced design, animation, transition, and slide show features to customize a presentation

-PowerPoint features relevant to the Microsoft Certification Exam for PowerPoint

-Options and techniques to 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.)

-Techniques to 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.

-How to connect workplace and personal needs with corresponding PowerPoint features.

-Options and techniques for troubleshooting common PowerPoint problems.

## **Essential Questions**

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Students will keep considering...

-What are the fundamental and advanced 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...

- Graphic presentations,” “PowerPoint,” basic PowerPoint terminology, and the primary and more advanced applications of PowerPoint
- How to review, assess, and apply the basic features of PowerPoint and of the PowerPoint screen/window.
- Techniques to access, assess, and interact with 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
- Techniques to design/create presentations both from scratch and automatically using basic PowerPoint features.
- Templates, master slides, and global PowerPoint features
- Techniques to apply graphics/illustrations (These may include: WordArt, Pictures, Shapes, Text Boxes, Charts, and Smart Art.)
- Techniques to assess and apply tables
- Media features to customize a presentation
- Basic and advanced design, animation, transition, and slide show features to customize a presentation
- PowerPoint features relevant to the Microsoft Certification Exam for PowerPoint
- Options and techniques to 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.)
- Techniques to 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.
- How to connect workplace and personal needs with corresponding PowerPoint features.
- Options and techniques for troubleshooting common PowerPoint problems.

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

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Students will ...

- Review and define “graphic presentations,” “PowerPoint,” and basic PowerPoint terminology. Identify the primary and more advanced applications of PowerPoint
- Review, assess, and apply the basic features of PowerPoint and of the PowerPoint screen/window.

- Access, assess, and interact with PowerPoint (the PowerPoint screen, dialog boxes, and relevant features) via mouse and keyboard interface
- Review, assess, and 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.)
- Review, assess, and apply the various views in PowerPoint
- Design/create presentations both from scratch and automatically using basic PowerPoint features.
- Review, assess, and apply templates, master slides, and global PowerPoint features
- Review and apply graphics/illustrations (These may include: WordArt, Pictures, Shapes, Text Boxes, Charts, and Smart Art.)
- Review, assess, and apply tables
- Review, assess, and apply media features to customize a presentation
- Assess and apply basic and advanced design, animation, transition, and slide show features to customize a presentation
- Identify, define, and apply PowerPoint features relevant to the Microsoft Certification Exam for PowerPoint
- 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, synthesize, 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 connect workplace and personal needs with corresponding PowerPoint features.
- 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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Students will synthesize and apply the fundamental and advanced 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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Review and define “graphic presentations,” “PowerPoint,” and basic PowerPoint terminology. Identify the primary and more advanced applications of PowerPoint

- Review and define “graphic presentations,” “PowerPoint,” and basic PowerPoint terminology. Identify the primary and more advanced applications of PowerPoint

## **Target 2**

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Review, assess, and apply the basic features of PowerPoint and of the PowerPoint screen/window.

- Review, assess, and apply the basic features of PowerPoint and of the PowerPoint screen/window.

## **Target 3**

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

- Access, assess, and interact with PowerPoint (the PowerPoint screen, dialog boxes, and relevant features) via mouse and keyboard interface

#### **Target 4**

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Review, assess, and 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.)

- Review, assess, and 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.)

#### **Target 5**

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Review, assess, and apply the various views in PowerPoint

- Review, assess, and apply the various views in PowerPoint

#### **Target 6**

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Design/create presentations both from scratch and automatically using basic PowerPoint features.

- Design/create presentations both from scratch and automatically using basic PowerPoint features.

#### **Target 7**

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Review, assess, and apply templates, master slides, and global PowerPoint features

- Review, assess, and apply templates, master slides, and global PowerPoint features

#### **Target 8**

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

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

## **Target 9**

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Design, create and populate tables.

- Design, create and populate tables.

## **Target 10**

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Review, assess, and apply media features to customize a presentation

- Review, assess, and apply media features to customize a presentation

## **Target 11**

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

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

## **Target 12**

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Identify, define, and apply PowerPoint features relevant to the Microsoft Certification Exam for PowerPoint

- Identify, define, and apply PowerPoint features relevant to the Microsoft Certification Exam for PowerPoint

## **Target 13**

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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 14**

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Assess, synthesize, 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.

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## **Target 15**

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Assess and connect workplace and personal needs with corresponding PowerPoint features.

- Assess and connect workplace and personal needs with corresponding PowerPoint features.

## **Target 16**

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Troubleshoot common PowerPoint problems.

- 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
- Projects/scenarios related to student personal interests incorporating this unit's content/skills/features
- Scenarios for critical thinking

## **Unit Resources**

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

## **Interdisciplinary Connections**

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MA.K-12.1	Make sense of problems and persevere in solving them.
MA.K-12.5	Use appropriate tools strategically.
LA.RH.11-12.7	Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, qualitatively, as well as in words) in order to address a question or solve a problem.
LA.RST.11-12.3	Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; analyze the specific results based on explanations in the text.
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.