

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

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

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Transfer

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

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

Meaning

Understandings

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

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

Students will know...

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...

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

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

Learning Goal 1

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

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

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Target 2

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

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

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

Review, assess, and apply the various views in PowerPoint

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

Target 6

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

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

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

Target 8

Review 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.

Target 10

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

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

Target 11

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

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

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

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, 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.

Target 15

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

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

Target 16

Troubleshoot common PowerPoint problems.

- Troubleshoot common PowerPoint problems.

Summative Assessment

- Applied Projects
- Applied Quiz/Test
- Optional Classroom Survey
- Optional Written Quiz/Test

Formative Assessment and Performance Opportunities

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

- Teacher Observation

Accommodations/Modifications

- 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

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

Interdisciplinary Connections

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.