

Course: PowerPoint

Overview:

PowerPoint is a program in the Microsoft Office suite which allows users to create presentations, and handouts. By creating PowerPoint "slides," users can add color, images, sounds, and movies to their text presentations to get everyone's attention and focus it on your message. It is a tool that can engage, persuade, and energize your audience with slides that give new meaning to your topic.

Terms

Action buttons – Objects, such as an AutoShape or a drawn object, that you link to files or Web sites

Animating – Displaying objects in sequence to produce the illusion of movement or to control the flow of information. Use of animation in a slide show enables you to focus on important points or just add interest to your presentation.

Bullets – Objects such as circles or squares, used to set off items in a list

Chart – A pictorial representation of data.

Clip art – Electronic pictures, available from various sources, which you can add to PowerPoint slides.

Clip art Gallery – A peripheral program shared by all Office applications that you can use to find and insert clips into a presentation.

Custom slide shows – Presentations that have several variations, based on which slides you choose.

Electronic slide show – A predetermined list of slides displayed sequentially. You can show the slides on a monitor, or use an overhead projector to cast the images from your computer onto a large screen.

Grayscale – Shades of white, gray, and black on printed output.

Handouts – Printed output that includes only the slides' contents, not the accompanying notes.

Landscape orientation – Horizontal orientation of a printed page.

Motion clips – Video or movie clips in presentation that you insert via the Clip Gallery from a file on your hard disk or from the Web.

Normal view – A tri-pane view that includes a Slide pane, an Outline pane, and a Notes pane. Each of these three panes represents a way to work with your presentation.

Notes box – An area where you can enter your notes while in Notes Page view.

Notes pane – An onscreen area that helps you develop speaker notes.

Organization chart – A chart that visually shows the structure of an organization.

Outline pane – An onscreen area that organizes the content of the entire presentation and enables you to get a feel for the overall flow.

Pack and Go Wizard – A PowerPoint feature that enables you to package all presentation files on a disk so that you can run the presentation on another computer.

Portrait orientation – The layout used where the height of the page is greater than the width.

Presentation – A series of slides that contains visual information you can use to persuade an audience.

Pure black and white – All gray areas are converted to black or white on printed outputs.

Slide pane – An onscreen area that shows how an individual slide appears. You can add text, graphics, and other objects to a slide in this window.

Slide transitions – Visual effects that PowerPoint uses to change from one slide to the next slide in a screen show

Templates – "Blueprints" upon which you can base your presentation. Templates include the formatting, color, and graphics necessary to create a particular "look".

Views – The various perspectives which PowerPoint provides to work with a presentation. You can switch between views to choose the most appropriate one for modifying or presenting your presentation.

Participant Handouts:

- Blank storyboard
- Biome Rubric
- Biome Checklist
- Fact Finding Sheet
- Planning and Assessing Multimedia Projects

Lesson Plan Procedures:

1. Discuss the document – Planning and Assessing Multimedia Projects. Many times teachers take their students into the lab to create PowerPoints or other projects without proper planning. This document outlines how to plan and assess projects.
2. This lesson follows after students have completed research on biomes. They could have used a pre-made sheet by their teacher of what they should have found. An example is the **Planning Sheet** or **Notes on Biomes**
3. Using the PowerPoint storyboard, students will map out what to put on each slide. Use the **Biome Checklist** of what is expected for the PowerPoint. Discuss how this is a great classroom management strategy – they will be prepared to create PowerPoints when walking into the lab.
4. Have participants fill out their own storyboards from information they collected from the planning sheet.
5. Create PowerPoint following their storyboard. Topics to cover with this lesson include:
 - a. New Slides
 - b. Slide Transitions
 - c. Slide Templates
 - d. Inserting Clip art, pictures, movies and sounds
 - e. Slide animations and animation schemes
 - f. Auto Advance
 - g. Looping of show
 - h. Pack and Go
 - i. Save as web page – optional
6. Check your presentation with the rubric.

*When done, show participants websites to download different PowerPoints. Show them the millionaire or jeopardy. Demonstrate how to download and save them.