Lesson 10: PowerPoint, Day 1

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**Objective:** To explore the different tools on PowerPoint in order to learn how to make a successful presentation (whether it is for work or for friends and family).

Intro (5 mins)

1. Good afternoon, everyone!
2. Reminders and Objective

## Reminders: Bathroom break, 10 second try it yourself, don’t hesitate from asking questions.

## \*\*Practice makes perfect!

Intro to PowerPoint (10 mins)

**Say:** Alright! Like mentioned, today we’re going to be learning about PowerPoint and how to create a presentation.

**Ask:** First, have any of you used PowerPoint before? Have you seen a PPT presentation? *(Give a minute for class to respond)*

**Say**: PowerPoint is a Microsoft Office program that allows you to create presentations in *slideshows. (Open up PowerPoint on the smartboard).*

**Say**: With PowerPoint, you are *giving a presentation to your audience* and therefore *you want to be as present as possible* and these slides are solely here to help guide you through the presentation. You are not reading a paper out to people or reading a report! You are giving a presentation and trying to engage your audience as much as possible. So it’s important to keep your slides simple, clear, and engaging – we will learn how to do all of that in today’s class!

**Say***:* First,just by looking at PowerPoint, we can tell that there are some similar features as Microsoft Word and even Excel. Again, this is because PowerPoint is a Microsoft Office program, so it has the same features as other Microsoft Office programs – this is really helpful!

**Ask**: What looks similar? *(Wait for class to respond)*

* Title Bar
* The Ribbon (a couple different tabs for the slideshow purposes)
* Tool Bar (same type of formatting layout and options)

**Say**: The *layout* of this PowerPoint program include:

* The **Slide Navigation Pane**, showing the total number of slides of the presentation
	+ First Slide = Title Slide
* Different types of Slides to choose from
* The workspace for each slide takes up the majority of the program, to the right of the Navigation Pane

**CLASSROOM COMFORT:** Great! How’s everyone feeling? Ready to practice?

*Guided Practice: Create “My Favorites” PPT Presentation (rest of class)*

**Say:** Today, you all are going to create your own presentation! We’re going to practice by making a presentation about some of our favorite things. To start, I’m going to create my Title Page and type in “My Favorites”, and beneath it, I’ll create a Subtitle with my Name and the Date.

* It’s always nice to have a title page because it lets your audience first settle in and get a short and brief idea of what they’ll be learning about rather than just jumping right in.
* It is also nice to have a title page because it gives the presenter the time to take a deep breath before they start the presentation – we all know it can be a little scary giving a presentation sometimes!

**Say**: Ok! Now, please turn to your computer, and create a Title Page for your presentation. You can name it “My Favorites” just like I did, then type your Name and Date below as the Subtitle. *(Walk around and support)*

**Say:** Great work, everyone. Now, I’m going to add another slideby clicking on the “**New Slide**” button underneath my “Home” tab on my Ribbon. The next slide I’m going to do is, “My Favorite Things To Do”. Underneath it, I’m going to write 3-5 bullets points. Thankfully, the formatting is practically the same as other Microsoft Office programs we have used before, so I’m going to click the bullet point icon under my “Home” tab to add those bullet points. *(Show class).*

**Say:** Great. The last thingI’m going to do is add a picture. It’s nice to have pictures in PPT slides so it doesn’t become bland or boring. To do this, we’re going to click “Insert” then “Online Pictures” to search the internet, using Bing, and find a picture immediately. (Show class).

\*\*NOTE: If you already have a picture saved on your computer, and would want to use that picture instead, you would click “Pictures” instead of “Online Pictures”. Then you could browse your computer and find it, instead of finding a new picture on the Internet.

**Say**: You’ll notice that this slide has content on it, but they are in bullet point form and the wording is very simple and clear**. Remember, in PowerPoints, it’s important to keep your slides clear and simple, and *not* have them jumbled up with lots of writing.**

**Say**: Excellent. Now, please turn to your computers and do the same thing. Think of 3-5 of your favorite things – they can be ANYTHING – and add a picture too! *(Walk around to support)*

**CLASSROOM COMFORT:** Looks good! How’s everyone feeling? Ready to move on to the next slide?

**Say**: Great. We’re going to add another slide, this time it’ll be titled “My Favorite Animal”. With this slide, I’m going to type up 3-5 bullet points of interesting facts about that favorite animal. I’ll use Google to search for those interesting facts. If it’s your pet, however, you could add 3-5 fun factoids about your pet! Please turn to your computer and think of your favorite animal or pet, find a picture, and add a few bullet points talking about it!

**CLASSROOM COMFORT:** Alright! Looks good so far! Any questions before we do our last slide?

**Say**: Perfect. For the last slide, I’m going to add one with the title of “My Favorite Quote”. If you can’t think of a quote, you can use Google and search for a good quote. If you want, you can also add a picture to this slide too.

**Say**: Please, turn to your computer and do the same *(Do your slide while class does theirs – then walk around to support if needed).*

**CLASSROOM COMFORT:** Alright! How’s does everyone feel? Your PowerPoints look awesome!

Slide Design and Transitions

**Say**: All of your PowerPoints look great so far. They have all the content we want and they even have some pictures to make it more appealing. However, there’s a couple other things you can do to make the presentation a bit less boring. You can change the design of your PowerPoint and you can also add in transitions!

**Design:** Different PowerPoint layouts for your presentation

* Click “Design” tab on the Ribbon
* Choose whichever “Design” you like

**Transitions:** Fun ways you can move from slide to slide

* Mainly used for a younger audience to capture attention.
* Not as common to see transitions during business meetings or professional settings, however, there are some transitions you could use during a business meeting that are less youthful.
* Click “Transitions”
* Make sure the correct slide is selected where you want the transition to occur when switching to the next slide
* Select the Transition you’d like

\*\*NOTE: You can do more than one transition -- it doesn’t have to be the same for every single slide.

*(Show class changing your design and adding in some transitions)*

**Say***:* Great. Now, please turn to your computer and add in some fun transitions and a design for your presentation! *(Walk around to support).*

**CLASSROOM COMFORT:** You did it! All of your PowerPoints look really great! How do you all feel?

**Say:** Also, if you wanted to ever rearrange your slides and put them in a different order, you can do that! Very simply, **to rearrange slides, you:**

1. **Hold down** on the slide you want to move, on your Navigation Panel
2. **Drag that slide to wherever** you would like it in your presentation
3. Lastly, **let go.**

**Say**: Go ahead and rearrange some of your slides! (*Walk around and support)*

View Slideshow

**Say**: Great! Now, when you’re finished with your presentation, and **ready to present you would:**

1. **Slide Show** tab🡪 **From Beginning**  or  **From Current Slide**
2. Show how to move to next slide (space bar or arrows) and Exit (use Esc key) in the middle of the presentation

**Say**: Great job, everyone! You did awesome today and have really cool end products of your presentations. Now, of course, the last step is to actually present your PowerPoint! I’ll present mine and if any of you want to present yours afterwards, please do!

**Personal tips on how to give a good PPT presentation:**

* Eye Contact
* Presenting Voice
* Have confidence
* Practice, practice, practice!!

*\*\*If students choose to present, save their PPTS to a flash drive then have them present it on the Smartboard.*

*\*\*Have students save their PPT’s anyways, because we will be working with the same PPT’s tomorrow, adding a slide with Smart Art.*

Conclusion:

**Say**: Awesome job, today! That’s all I have for today’s lesson. Do you have any final questions? One of your handouts is this activity and its instructions if you want to practice using PowerPoint again! Tomorrow, we will be using the same PPT you made today in class, and will be adding one more cool thing to it ☺