

Basic Computer Skills

Module 4

Introduction to Microsoft PowerPoint 2010

Basic Computer Skills Module 4

Introduction to Microsoft PowerPoint 2010

Summary	
<p>Goal(s):</p> <p>This unit includes lessons on how to use presentation software to create effective presentations for use in industry. Students will learn how to use all aspects of presentation software and also the skills involved with making a presentation effective and with the actual presenting such as public speaking skills.</p> <p>SMART Objectives: <i>Specific, Measurable, Achievable, Realistic, and Time-sensitive</i></p> <p>By the end of this module, students should be able to:</p> <p>BCS 4.1: Students will use presentation software to create, edit, and publish industry-appropriate files.</p>	<p>Instructor:</p> <ul style="list-style-type: none"> • Computer Skills Instructor <p>Delivery Method(s):</p> <ul style="list-style-type: none"> • Lecture • Independent Study • Hands On • Group Work <p>Length:</p> <p>Three Topics</p> <p>Total Length: 3.5 hours</p> <p>Any Applicable Business and/or Soft Skills?</p> <p>Practice with public speaking. Practice with giving presentations.</p> <p>Corresponding NLS Lesson #?</p>
<p>Take Away Message(s):</p>	

Instructor Preparation

Title of Module: *Introduction to PowerPoint 2010*

This module serves an introduction to Microsoft PowerPoint 2010. The module presents the fundamentals of the program and provides transcribers-in-training with the basic knowledge of how to create and edit a presentation using this tool.

Agenda – topics to be covered in the module and length of each item

<i>Topic:</i> Introduction to PowerPoint 2010	<i>Time Allotted:</i> 3.5 hours
A. Presentation Fundamentals	(1.5 hours)
B. Creating a Presentation	(1 hour)
C. Editing a Presentation	(1 hour)

Materials & Supplies – items needed in order to carry out the agenda and classroom activities

1. Introduction to Microsoft PowerPoint 2010 video (4.A.2)
2. Computer loaded with Office 2010, connected to a printer and speakers
3. Resume, cover letter created in previous lessons
4. Handouts for activities: PowerPoint Screenshot (4.A.1); Creating a PowerPoint Presentation Template Directions (4.B.1); Editing Your PowerPoint Presentation (4.C.1)

Classroom Preparation – steps to follow when setting up the learning environment

1. Whenever possible, it is a good idea to create samples of each product to have ready for students to view and to anticipate any issues or concerns that may arise during instruction.
2. Decide on a location – either on the computer or in a folder – where students can store their work samples.

Curriculum Content

A. Presentation Fundamentals (1.5 hours)

Objective 4.1: Students will use presentation software to create, edit, and publish industry appropriate files.

PREINSTRUCTIONAL ACTIVITIES

Lead students in a discussion of the Microsoft Office Suite and its applications, particularly Word, Excel, and PowerPoint. Discuss features of PowerPoint applications to help assess prior knowledge.

CONTENT PRESENTATION AND LEARNER PARTICIPATION

Introduce and discuss Microsoft PowerPoint 2010 using the **Introduction to PowerPoint 2010** presentation using the directions below. Be sure to project this so that all students can see it.

To access this presentation:

- a. Open PowerPoint 2010.
- b. Click File, then New, then Sample Templates
- c. Open and start the Introduction to PowerPoint 2010 slideshow.

NOTE: Be sure to start the slideshow from the beginning in order to view all of the features being displayed.

Hand out copies of the **PowerPoint Screenshot (4.A.1)** and share the **Introduction to Microsoft PowerPoint 2010 video (4.A.2)** with students. During the video, pause and point out certain features that were brought up in your earlier discussion. Also direct the class's attention to correlating features in their copy of the PowerPoint.

While watching the video, allow students time to label and take notes on the PowerPoint Screenshot. Explain to students that they can use these sheets as notes to reference on upcoming Microsoft PowerPoint 2010 activities.

Next, follow the directions below and show the slideshow **Five Rules** to help students get an idea of things to consider when creating a presentation.

To access this presentation:

- d. Open PowerPoint 2010.
- e. Click File, then New, then Sample Templates
- f. Open and start the Five Rules slideshow.

NOTE: Be sure to check that speakers are working and loud enough for class to hear before starting the presentation.

B. Creating a Presentation

(1 hour)

Objective 4.1: Students will use presentation software to create, edit, and publish industry appropriate files.

PREINSTRUCTIONAL ACTIVITIES

Explain to students that they will be creating a presentation on the process of becoming a Braille transcriber, and that this will be an ongoing project. Provide a general overview about the curriculum they will be following over the next few weeks. This discussion will lead directly into the next activity.

CONTENT PRESENTATION AND LEARNER PARTICIPATION

Distribute copies of the **Creating a PowerPoint Presentation Template Directions (4.B.1)**, then allow students to sit at a computer loaded with Microsoft Office 2010. Discuss the purpose of PowerPoint with them, and then explain that they will be creating a presentation on how to get started as a braille transcriber. Assist them in working through the directions, and have them save a copy into a folder or on the computer in an area that you have designated to house their work samples.

ASSESSMENT

Walk around the classroom and observe the finished product of their presentation to see that proper creation and formatting were used.

C. Editing a Presentation

(1 hour)

Objective 4.1: Students will use presentation software to create, edit, and publish industry-appropriate files.

PREINSTRUCTIONAL ACTIVITIES

In this section, students will modify the PowerPoint 2010 template they created to include samples of the resume, cover letter, and other documents they have saved in their folders.

CONTENT PRESENTATION AND LEARNER PARTICIPATION

Distribute copies of the **Editing Your PowerPoint Presentation (4.C.1)** handout, and then allow students to sit at a computer loaded with Microsoft Office 2010. Have them open the PowerPoint they created in the previous activity. Explain that they will be making some changes their PowerPoints. Assist them in working through the directions, and have them save a copy into a folder or on the computer in an area that you have designated to house their work samples.

ASSESSMENT

Walk and observe the finished product of their presentation to see that proper creation and formatting were used.

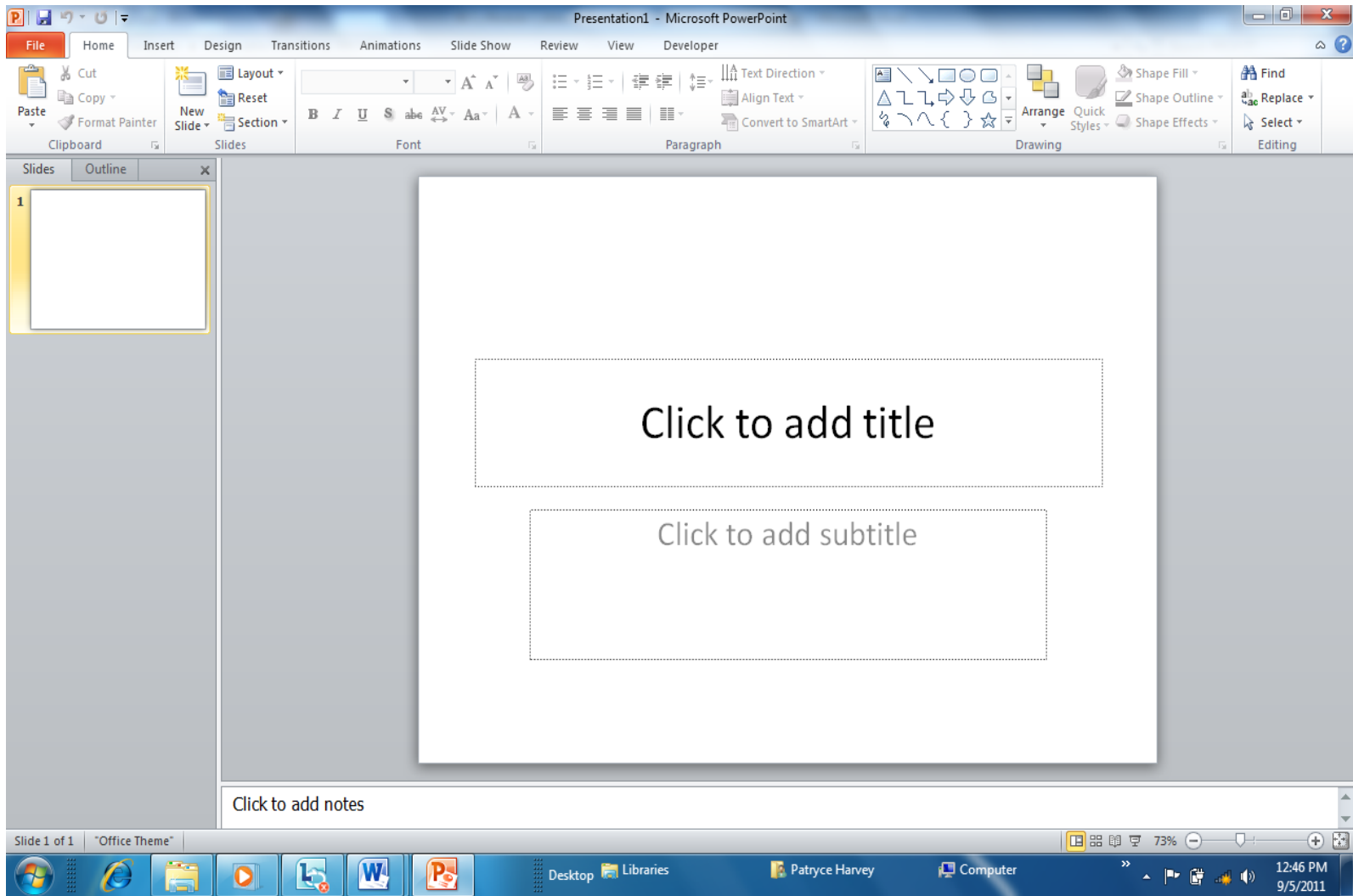
Basic Computer Skills Module 4

Introduction to Microsoft PowerPoint 2010 Handouts



Module #4 – Introduction to PowerPoint 2010
Lesson A – Presentation Fundamentals

PowerPoint Screenshot (4.A.1)



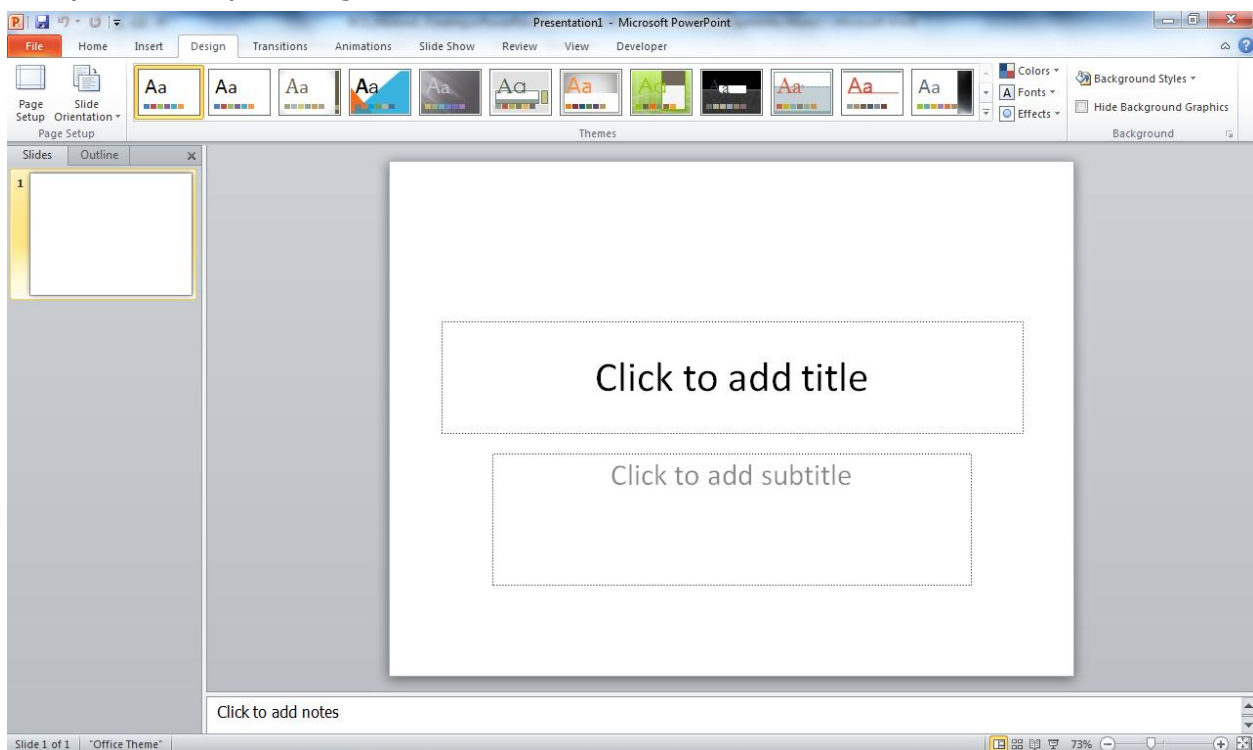
4.A.1

Basic Computer Skills Module 4-7

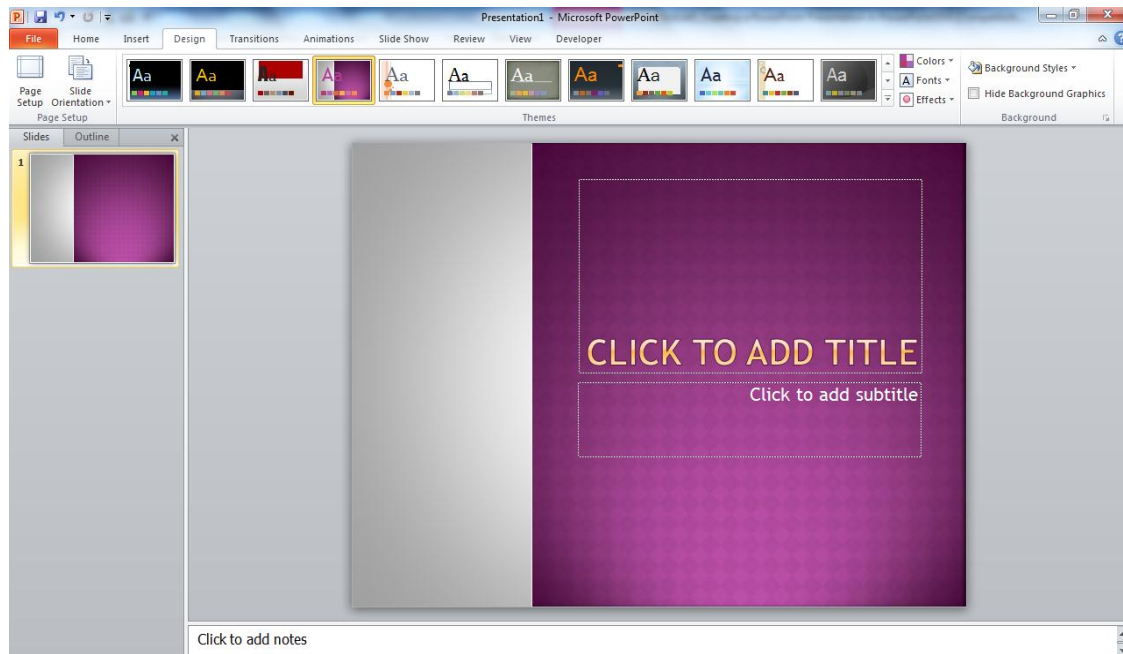


Creating a PowerPoint Presentation Template in PowerPoint 2010 (4.B.1)

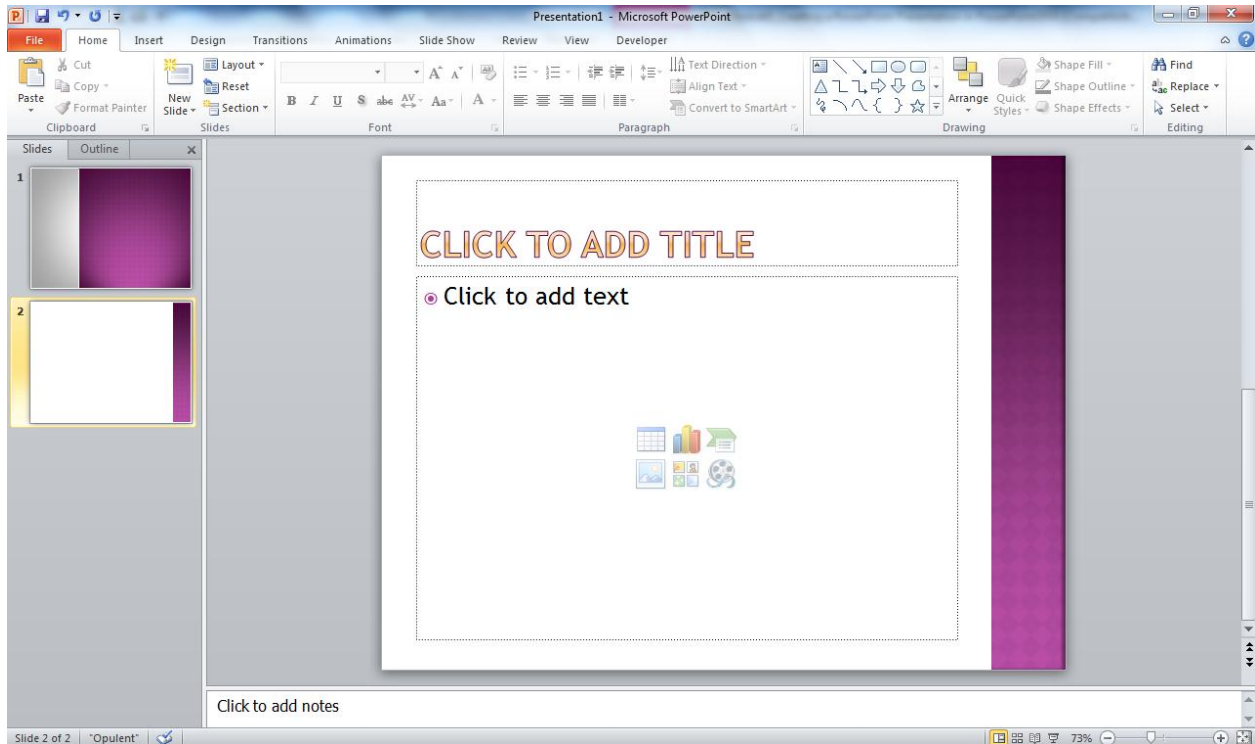
1. From the Design tab, scroll through the various templates in the Themes section. Select the one you want by clicking on it.



2. Click on the boxes to add your title and subtitle. Your title should reflect the overall message of your slideshow. You can enter your name and date or other information in the subtitle section.



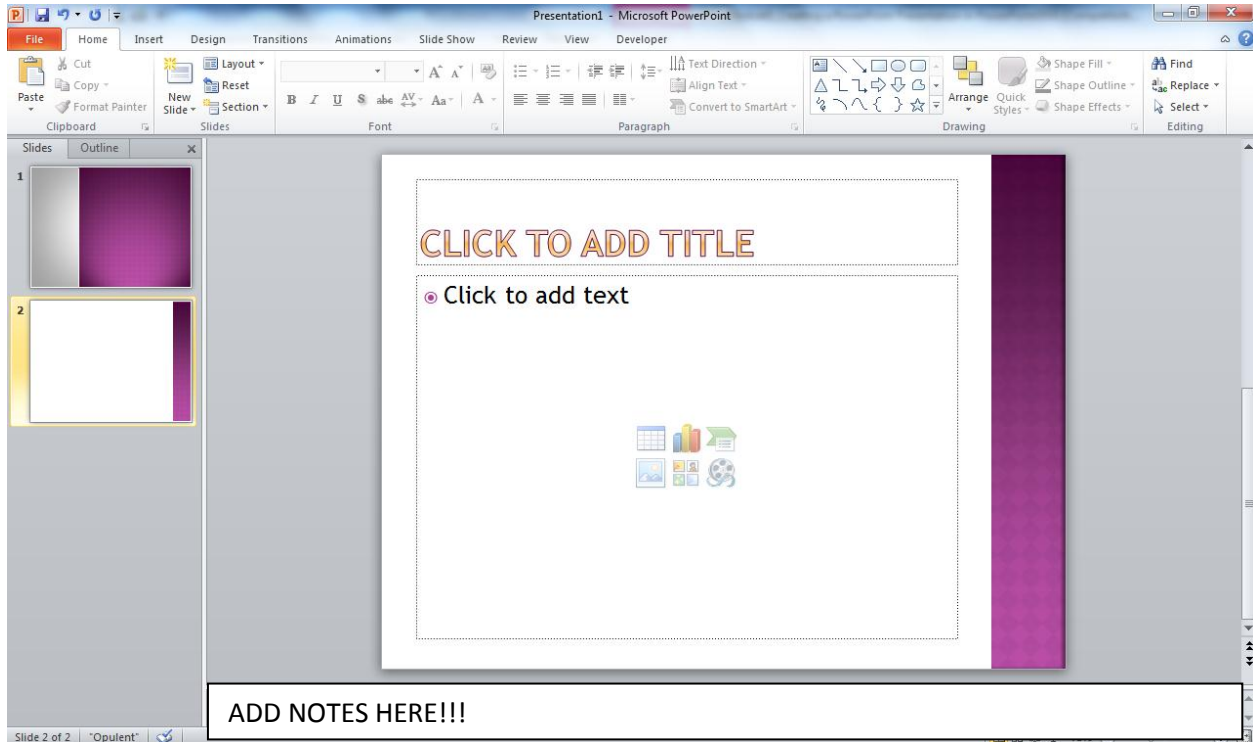
3. To add a new slide, click the Home tab, then click New Slide. Continue this process until you have the desired number of slides.



4. When you are done, click the Slideshow tab to view your slideshow. You will be able to add features in the next lesson. Click on the File tab and Choose Save as.
5. Save to your student files as Becoming a Braille Transcriber.

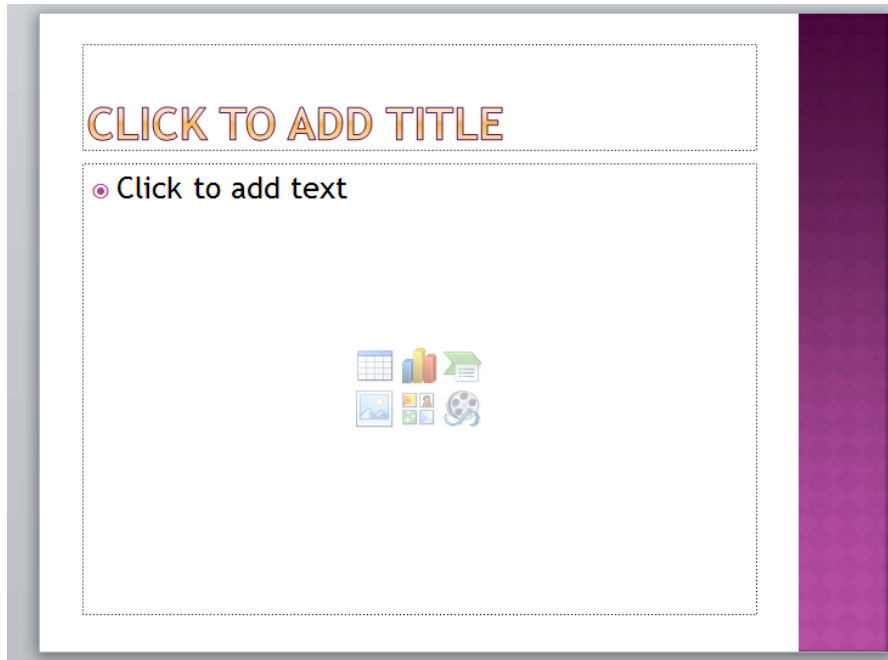
Editing Your PowerPoint Presentation (4.C.1)

1. From the File tab, click Open. Then find and select the presentation that you created on becoming a braille transcriber.
2. When reviewing your presentation, keep these tips in mind:
 - a. Your presentation should generally consist of
 - i. **Title Slide:** tells what your presentation is all about
 - ii. **Objectives:** state what you want your audience to learn
 - iii. **Body:** the content of your message
 - iv. **Summary:** a shortened version of the message
3. Remember – your presentation should not be a display of every feature of PowerPoint 2010! The presentation is about your topic, not the slideshow. Use the directions below to make the following changes to your presentation.
4. **Change your font.** Remember to use large, legible font. Typically, size 24 or larger works for text, with a size of 32 or larger for the titles. Arial, Tahoma, Times New Roman, or Verdana are easy to read.
 - a. Click on the boxes that contain your title and subtitle. Highlight the font (or words) in your titles.
 - b. Then, from the Home tab, select a font from the Font section. **Hint:** If you hover over each font, the changes will appear on your slide. Try adjusting the size of your fonts as well.
 - c. You can also modify the color and emphasis of your words using the tools in the Font section.
 - d. The Styles section of the Home ribbon will allow you to play with different styles of font. You can enter your name and date or other information in the subtitle section.
5. **Add notes.** Your slides should have a minimal amount of text – just enough to get your point across. Generally, you should use no more than 7 lines with 7 words per line. If you need have more detailed notes for yourself, use the Speaker Notes section at the bottom of each slide.
 - a. Simply click in the blank white space beneath any slide to add notes that you may need for yourself during your presentation.



6. **Add animation.** Use animations and sounds sparingly and with care. Animated pictures may seem cool but can distract your audience and detract from the presentation's professionalism.
 - a. Select the slide in which you would like to add the animation.
 - b. Click on the text that you would like to animate. From the Animations tab, choose the type of animation you want to apply to the text. **Hint:** If you hover over the animation, you can preview the effect on your text.
 - c. To see how it looks in action, click the Slide Show tab and start your presentation from the beginning.
7. **Add a graphic.** Images can add interest to your presentation. PowerPoint allows you to add pictures, charts, graphs, and even embed video into your slides. However, always be sure that your image is representative of your message so that it doesn't distract your audience.

- a. You may have noticed that when you added a new slide, several icons appeared in the center of the blank slide. Each icon will allow you to add a specific type of graphic to



the slide.

- b. Hovering over each icon will tell you what type of graphic you can insert.
- c. Try adding in some clip art into a few of your slides. If you don't see the icons shown in the sample, don't worry. Simply click the Insert tab and select what you would like to insert into your slide.
- d. Since this is a slideshow on how to become a braille transcriber, you may consider pasting in a copy of your resume or cover letter as examples. Simply open it from Word, copy the first page, and paste it in as a graphic.
8. **Proofread your presentation.** Be sure to check and double check for grammatical errors. It helps to read backwards when you are trying to catch spelling errors.
9. When you are done, click the Slideshow tab to view your slideshow. Click on the File tab and Choose Save as. Save to your student files as Becoming a Braille Transcriber.