

## High School Course Description for Microsoft PowerPoint

<b>Course Title:</b> Microsoft PowerPoint	<b>Curricular Area:</b> Business Education
<b>Course Number:</b> CTE1144	<b>Length:</b> One Semester
<b>Grade Level:</b> 9 - 12	<b>Prerequisites:</b> None
<b>Meets a UC a-g Requirement:</b> no	<b>Meets NCAA Requirement:</b> no
<b>Meets High School Graduation Requirement for:</b> Elective Credit; Computer Literacy Graduation Credit; VAPA/Foreign Language/CTE Credit	

### Course Description

The Microsoft PowerPoint course is designed to expose students to basic components of the Microsoft PowerPoint program contained in the Microsoft Office Suite. With PowerPoint, student will learn to produce professional looking presentations and slideshows. PowerPoint includes features from word processing, outlining, charting, drawing, inserting multi-media, saving to the web, e-mailing, collaborating and preparing delivery of presentation.

This course exposes students to Industry standards aligned with the Microsoft Certified Application Specialist (MCAS) for Microsoft PowerPoint. Students will work individually, and in small groups, developing the hands on skills needed to be successful in understanding the core and advanced features of Microsoft PowerPoint. The emphasis of this course will align with the competencies identified in the MCAS certification process. This course satisfies the District computer literacy requirements.

The MCAS certification is a global program, which recognizes individuals who have achieved a certain level of mastery with Microsoft Office products. It provides a framework for measuring end-user proficiency with these applications and their ability to integrate them with other software applications. A Microsoft Certified Application Specialist is an individual who has certified their skills in one or more of the Microsoft Office desktop applications of Microsoft Word, Excel, PowerPoint, Outlook, or Access. These certification examinations utilize leading edge computer-based techniques to verify knowledge and productivity in a series of “practical” desktop activities at the “Core”, “Expert” and “Master” skill levels.

MCAS certification offers a means for students to demonstrate their knowledge of the world’s most recognized and utilized suite of communication, data collection, and presentation computer applications; a standards by which employers can recruit candidates with the most current desktop skills; a baseline for academic institutions to measure desktop preparation; a means to verify and measure training results; and a globally recognized credential which both employers and job applicants can use for successful placement.

### Alignment

This course is aligned to the State of California CTE Model Curriculum Standards and is the Capstone course for the Information and Support Services Sequence.

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This course is aligned to the California Common Core State Standards for Business and Finance Pathway and Marketing, Sales, and Services Pathway and the CTE standards.

### Instructional Materials

Required Textbook: <i>Microsoft Office 2007, Introductory Concepts and Techniques</i> ; Shelly, Cashman, Vermaat, et al, Windows XP Edition, Thomsen Course Technology, 2008, ISBN-13: 978-1-4188-4327-4	Supplemental Materials: <i>Microsoft Office 2010, Introductory</i> ; Shelly, Vermaat, 2011 Course Technology, Cengage Learning, ISBN: 9781133604570  Web Sites: <a href="http://scsite.com/ppt2007/learn">scsite.com/ppt2007/learn</a>	Software: <i>Microsoft Office 2007 Professional</i> , Microsoft Corporation, 2007 <i>Microsoft Office 2010 Professional</i> , Microsoft Corporation, 2010
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### Exit Criteria

<u>Activities</u>	<u>Percentage</u>
Daily Work, Class work, Class Participation, Homework	35%
Project-Based Assignments and Presentations, Mastery Checkpoints, Assessments	45 %
Final Examination.....	<u>20%</u>
Total:	100%

### Development Team

This Course of Study was developed by P. DuBois (BHS)

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### Unit Plans

<b>UNIT 1:</b>	Creating and Editing a Presentation with Clip Art	Weeks 1–6
<b>UNIT 2:</b>	Enhancing a Presentation with Pictures, Shapes, and WordArt	Weeks: 6-12
<b>UNIT 3</b>	Reusing a Presentation and Adding Media	Weeks: 12-18

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**UNIT 1 CREATING AND EDITING A PRESENTATION WITH CLIP ART**

**OVERVIEW**

This unit will introduce students to PowerPoint and teach them the basics for developing a simple PowerPoint presentation.

**UNIT OBJECTIVES TO BE ASSESSED**

- Start and quit PowerPoint
- Describe the PowerPoint window
- Select a document theme
- Create a title slide and text slides with single- and multi-level bulleted lists
- Save a presentation
- Copy elements from one slide to another
- View a presentation in Slide Show view
- Open a presentation
- Display and print a presentation
- Check spelling
- Use PowerPoint Help

**BIG IDEAS/ ESSENTIAL UNDERSTANDING**

- Establish why the presentation is needed
- Analyze the intended audience for the presentation and their unique needs
- Gather information about the topic and decide what to include in the presentation
- Determine the presentation design and style that will be most successful at delivering the message

**ESSENTIAL/GUIDING QUESTIONS**

- What do students need to know to produce a professional-looking presentation/slide show?
- When, where, and why are slide shows used?
- How does a well-done slide show enhance a speaker's presentation?

**CONCEPTS (Students will know)**

**SKILLS (Students will be able to do)**

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<p>Students will know the core features of Power Point</p>	<p>Students will be able to produce professional-looking presentations and slideshows.</p> <p>They will include the following features:</p> <ul style="list-style-type: none"><li>• word processing</li><li>• outlining</li><li>• charting</li><li>• drawing</li><li>• inserting multimedia</li><li>• saving to the Web</li><li>• E-mailing</li><li>• collaborating</li><li>• preparing for delivery</li></ul>
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### KEY ASSIGNMENTS

Students will complete projects following directions in the textbook. These projects may be enhanced or changed at the teacher's discretion.

### UNIT ASSESSMENT:

Each student's success will be based on how well they complete the assigned projects as well as a comprehensive exam.

### TEXTS

Required Textbook:

*Microsoft Office 2007, Introductory Concepts and Techniques*; Shelly, Cashman, Vermaat, et al, Windows XP Edition, Thomsen Course Technology, 2008,

ISBN-13: 978-1-4188-4327-4

Supplemental Materials:

*Microsoft Office 2010, Introductory*; Shelly, Vermaat, 2011 Course Technology, Cengage Learning, ISBN: 9781133604570

### ACADEMIC VOCABULARY

- Placeholders
- Mouse pointer
- Ribbon
- Mini toolbar
- Quick access toolbar
- Office button
- Key tips
- Paragraphs
- Italicized
- Transition
- Properties

### CONTENT-SPECIFIC VOCABULARY

- Slide
- Tabs
- Contextual tabs
- Gallery
- Enhanced screen tips
- Dialog box launcher
- Font
- Italics
- Bullet
- PowerPoint window
- Resizing
- Scroll bars
- Status bar

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PRIORITY STANDARDS	SUPPORTING STANDARDS
<p><b>4.0 Technology</b> Use existing and emerging technology, to investigate, research, and produce products and services, including new information, as required in the Information and Communication Technologies sector workplace environment. (Direct alignment with WS 11-12.6)</p> <p><b>5.0 Problem Solving and Critical Thinking</b> Conduct short, as well as more sustained, research to create alternative solutions to answer a question or solve a problem unique to the Information and Communication Technologies sector using critical and creative thinking, logical reasoning, analysis, inquiry, and problem-solving techniques. (Direct alignment with WS 11-12.7)</p> <p>5.1 Apply appropriate problem solving strategies and critical thinking skills to work-related issues and tasks.</p>	<p>4.2 Employ technology based communications responsibly and effectively to explore complex systems and issues.</p> <p>5.1 Identify and ask significant questions that clarify various points of view to solve problems.</p>
INSTRUCTIONAL STRATEGIES/INSTRUCTIONAL APPROACH/LEARNING EXPERIENCES	
<ul style="list-style-type: none"> <li>• Direct instruction, lecture, and modeling</li> <li>• Guided and independent practice</li> <li>• Audio/video/digital supplements and instructional aids</li> <li>• Pre-teaching vocabulary</li> <li>• Whole-class and small-group collaborative discussions/panels</li> <li>• Think/pair/share</li> <li>• Independent reading</li> <li>• Small group work</li> <li>• Oral presentations (individual, partner, and group) with visual and digital aids</li> <li>• Evidence gathering and research</li> <li>• Self and peer editing</li> <li>• Peer tutoring</li> </ul>	

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**UNIT 2 ENHANCING A PRESENTATION WITH PICTURES, SHAPES, AND WORDART**

**OVERVIEW**

This unit will teach students how to use graphics effectively. This will involve photographs, artwork, graphics, and a variety of type.

**UNIT OBJECTIVES TO BE ASSESSED**

- Create slides from a blank presentation
- Change views to review a presentation
- Change slide layouts
- Add a background style
- Insert, move, and size clip art
- Insert a photograph from a file
- Delete a placeholder
- Change font color
- Format text using the Format Painter
- Add and size a shape
- Apply Quick Styles to placeholders and shapes
- Select slide transitions
- Preview and print an outline and handout

**BIG IDEAS/ ESSENTIAL UNDERSTANDING**

- **Establish why the presentation is needed**
- **Analyze the intended audience for the presentation and their unique needs**
- **Gather information about the topic and decide what to include in the presentation**
- **Determine the presentation design and style that will be most successful at delivering the message**
- **Illustrations motivate audiences to study the material**

**ESSENTIAL/GUIDING QUESTIONS**

- Does the presentation appeal to audience members with differing backgrounds, reading levels, attention spans, and motivations?
- What is the importance of clipart, photographs, transitions, and styles?
- Why are Quick Styles important for creating the impression you want to present?

**CONCEPTS (Students will know)**

**SKILLS (Students will be able to do)**



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Students will know how to enhance a PowerPoint presentation by adding effective graphics and using an appropriate style

Students will be able to create a presentation by performing these general tasks:

- Create a new presentation from a blank presentation
- Review the presentation in a variety of views
- Insert and format shapes
- Insert photographs and clips
- Print an outline and a handout

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### KEY ASSIGNMENTS

Students will complete projects following directions in the textbook. These projects may be enhanced or changed at the teacher's discretion.

### UNIT ASSESSMENT:

Each student's success will be based on:

- How well they complete the assigned projects
- A comprehensive exam.

### TEXTS

Required Textbook:

*Microsoft Office 2010, Introductory*; Shelly, Vermaat, 2011 Course Technology, Cengage Learning, ISBN: 9781133604570

Pages PPT-74 -- PPT-136

### ACADEMIC VOCABULARY

- Background Styles
- Fill Effects
- Layout
- Clip
- Sizing Handles
- Shadow
- Transition
- Animation
- Print What list
- Color scheme
- Style
- Brightness
- Contrast

### CONTENT-SPECIFIC VOCABULARY

- Layout Gallery
- Custom Layout
- Office Collections
- My Collections
- Web Collections
- Shared Collections
- Transitions
- Fill effects
- Transparency
- Tiling
- Background styles
- WordArt

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INSTRUCTIONAL STRATEGIES/INSTRUCTIONAL APPROACH/LEARNING EXPERIENCES	
<ul style="list-style-type: none"> <li>• Direct instruction, lecture, and modeling</li> <li>• Guided and independent practice</li> <li>• Audio/video/digital supplements and instructional aids</li> <li>• Pre-teaching vocabulary</li> <li>• Whole-class and small-group collaborative discussions/panels</li> <li>• Think/pair/share</li> <li>• Independent reading</li> <li>• Small group work</li> <li>• Oral presentations (individual, partner, and group) with visual and digital aids</li> <li>• Evidence gathering and research</li> <li>• Self and peer editing</li> <li>• Peer tutoring</li> </ul>	

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## UNIT 3 – REUSING A PRESENTATION AND ADDING MEDIA

<b>OVERVIEW</b>	
<p>This unit will teach students how to revise presentations so that they convey information in a clearer and more interesting manner. These presentations may be prepared for a variety of audiences which may include the entire world on the World Wide Web. The presentations will be enhanced using video, audio, and pictures with effects.</p>	
<b>UNIT OBJECTIVES TO BE ASSESSED</b>	
<ul style="list-style-type: none"> <li>• Color a picture</li> <li>• Add an artistic effect to a picture</li> <li>• Delete and move placeholders</li> <li>• Align paragraph text</li> <li>• Copy a slide element from one slide to another</li> <li>• Ungroup, change the color, and regroup a clip</li> <li>• Insert and edit a video clip</li> <li>• Insert audio</li> <li>• Control audio and video clips</li> <li>• Check for spelling errors</li> <li>• Print a presentation as a handout</li> </ul>	
<b>BIG IDEAS/ ESSENTIAL UNDERSTANDING</b>	<b>ESSENTIAL/GUIDING QUESTIONS</b>
<ul style="list-style-type: none"> <li>• Demonstrate a variety of audio and visual elements in a presentation.</li> <li>• Applying a different theme, changing fonts, and substituting graphical elements can give a slide show and entirely new look.</li> <li>• Adding media can enhance a presentation and help an audience members retain the information being presented.</li> </ul>	<ul style="list-style-type: none"> <li>• How do you insert and add effects to pictures?</li> <li>• How and why do you alter the colors of clips and pictures?</li> <li>• Why does adding media enhance a presentation?</li> <li>• What are some different types of media?</li> <li>• Is the text essential and meaningful?</li> <li>• Do the graphics add visual appeal and promote understanding?</li> <li>• Was the presentation tested before being presented?</li> </ul>
<b>CONCEPTS (Students will know)</b>	<b>SKILLS (Students will be able to do)</b>

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<p>Students will know how to:</p> <ul style="list-style-type: none"> <li>• Format pictures by recoloring and adding artistic effects</li> <li>• Students will insert and format video and audio clips</li> <li>• Modify clip art</li> <li>• Vary paragraph alignment</li> <li>• Check a presentation for spelling errors</li> <li>• Print a handout of the slides</li> </ul>	<p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Develop an effective presentation</li> <li>• Insert pictures and add effects</li> <li>• Adjust picture colors</li> <li>• Modify placeholders and delete a slide</li> <li>• Change views</li> <li>• Copy and modify a clip</li> <li>• Add media to slides</li> <li>• Review and revise individual slides</li> <li>• Check spelling</li> </ul>
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### KEY ASSIGNMENTS

Students will complete projects following directions in the textbook. These projects may be enhanced or changed at the teacher's discretion. Students will use the guidelines, concepts, and skills presented in this and previous chapters of PowerPoint.

### UNIT ASSESSMENT:

Each student's success will be based on:

- How well they complete the assigned projects
- A comprehensive exam.

### TEXTS

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Pages PPT138 – PPT200

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<b>ACADEMIC VOCABULARY</b>	<b>CONTENT-SPECIFIC VOCABULARY</b>
<ul style="list-style-type: none"><li>• Color saturation</li><li>• Color tone</li><li>• Color cast</li><li>• Recolor</li><li>• Grayscale</li><li>• sepia</li><li>• Preview</li><li>• Browser</li><li>• Media</li><li>• Audio</li><li>• Video</li></ul>	<ul style="list-style-type: none"><li>• Round tripping</li><li>• Bring forward</li><li>• Send backward</li><li>• Bring to front</li><li>• Send to back</li><li>• ungroup</li><li>• Left-align</li><li>• Right-align</li><li>• Justified</li><li>• Office clipboard</li><li>• Trim video</li></ul>

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