Me, Me, Me-A digital introduction using PowerPoint 2016

# Lesson Standards

5.0 Use technology to enhance communication skills utilizing presentation applications. – The student will be able to:

05.02 Create slide presentations utilizing various project development elements, including: adding and removing slides, slide layouts, format slide design, insert or format placeholders.

05.07 Apply slide transitions and create custom animations to slide presentations appropriate for the target audience.

# Lesson Learning Goal

* Students will be able to create PowerPoint Presentation, manipulate slide layouts, insert placeholders, and apply transitions/animations.

# Vocabulary:

Scan this QR Code for the entire lesson on Blendspace

* Save
* Save As
* File Name
* File Location
* Master Slide Views
* Placeholders
* Layout

# Objective:

* Students will apply animations and transitions in PowerPoint 2016.
* Students will manipulate slide layouts as well as insert placeholders for multiple purposes.

# Guided Practice:

Students will have a link in their Classcraft Accounts under “assignments” that will take them to a video tutorial where I will walk them through and explain the basics of save vs. save as, file names, file locations, slide layouts, and master slide views.

# Independent Practice:

1. Open up Powerpoint by double clicking the icon on your desktop.
2. Click on "File" and select "Save As".
3. Rename your document "Me, Me, Me" and select your student H drive or your flash drive as a file location.
4. Add new slides until you have a total of 5 slides
5. Slide 1-Make the slide layout a title slide layout. Should have your name, the date, and class period.
6. Slide 2-Make this a picture with caption slide layout. Tell me about your summer!  Write at least 5 sentences on what you did over the summer!  Make sure to watch your grammar and spelling! Also insert a picture to reflect your summer.
7. Slide 3-Should be a content with caption slide layout. Tell me what your favorite movie is and why!  Write at least 5 sentences on your favorite movie.  Maybe talk about the main idea of the movie and some main characters! In the content box, make sure you have a picture.
8. Slide 4-Slide Layout can be student choice. Tell me what your top 3 jobs would be for you when you graduate from school.  Write 5 sentences and tell us why you want to do those particular jobs.  What kind of skills might go into getting those jobs? Also insert a picture to go with this slide that reflects this dream job
9. Slide 5-Create and rename your own slide layout using Master Slide Views. Rename the Layout “Contoso”. Insert a Content placeholder on the right and a text placeholder on the left. On this slide, tell me about what your dream vacation would be. Where would you go and why? What is it about this place that makes this your dream vacation. Make sure this slide has a picture.
10. Slide 6-Make a numbered list and tell me what your top 5 apps are currently. Make sure this slide has a picture of your choice relative to the slide content.
11. Turn in this assignment via Classcraft.

# Learning Scale

|  |  |
| --- | --- |
| 4 | Students will be able to create and rename their own slide layouts using the Slide Master feature in PowerPoint 2016 |
| 3 | Students will be able to create PowerPoint Presentation, manipulate slide layouts, insert placeholders, and apply transitions/animations. |
| 2 | Student can use animations and transitions in Powerpoint, but may struggle with animation options in PowerPoint |
| 1 | Even with help, the student struggles with animations and transitions in PowerPoint 2016 |