Narrations and Timings in PowerPoint

# Lesson Standards

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

05.01 Manage and configure the presentation software environment, including: adjusting views, manipulating window, configuring toolbar and file options.

05.03 Locate, create and incorporate graphical and multimedia elements, including: shapes, graphics, images, bullets, hyperlinks, video, and audio into a slide presentation appropriate for the project.

05.04 Explore and apply design and color theory to create dynamic and appealing visuals.

05.06 Demonstrate various business-related elements that can be created, embedded and manipulated in a slide presentation, including: charts, graphs, tables, spreadsheets, flowcharts, and organizational charts.

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

05.08 Demonstrate different delivery methods for slide presentations, including: packaging for CD delivery, video projection – on mouse click, rehearsed timings, printing options - outlines, handouts, slides and notes.

# 10th Grade ESE Students – IEP Accommodations

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| ***YA*** *(LI)* **–**  *oral presentation of all test items; extra time for tests and assignments; extra response and processing time* |
| **BD** (SLD) – extra time for tests and assignments; oral presentation of directions/instructions/test items (as requested) |
| **ME** (OHI, LI, EBD) **– BEHAVIOR INTERVENTION PLAN; provide** printed copy of notes, extra time to complete assignments and tests, extra response and processing time, shortened assignments (that do not alter curriculum), test in small group setting |
| **CF** (SLD) *–* oral presentation of all test items; extended time for tests and assignments; preferential seating |
| **MF** (SLD) – extended time for tests and assignments; extra response and processing time; calculator for math and science; oral presentation of all test items |
| **BG** (SLD) ***–*** extended time for tests and assignments; preferential seating; oral presentation of test items |
| **\* DR** (ASD, OHI, LI) **–**  copy of board notes and/or teacher notes (as requested by student); oral presentation for all test items and writing prompts; test in a small group setting; preferential seating; keyboarding extended responses; extended time for tests and assignments; seated close to teacher; keyboarding for extended responses; keyboarding for written classroom & homework assignments |
| **LS** (SLD**) –** extra response and processing time; preferential seating; extended time for tests and assignments; oral presentation of directions and test items |
| **\*SW** (SLD, LI) – opportunity for student to paraphrase or repeat directions; repeated/summarized/clarified test directions; extra time to complete assignments; preferential seating; calculator for math; text to speech technology; test in a small group setting |

# Lesson Learning Goal

Students will be able to use narrations and timings in PowerPoint

# Vocabulary:

* Kiosk
* Set Up Slide Show
* Record Slide Show
* Group

# Objective:

Students will use narrations, timings, and animations in order to make visually striking presentations.

# Guided Practice:

I will introduce the lesson with a short video at <https://youtu.be/UdeRJpIxCF0>

A complete video tutorial with closed captioning is available at <https://youtu.be/jxeC8rP_mio>

# Independent Practice:

1. Open the [Practice Presentation](https://media.gcflearnfree.org/content/5c093a5177c050035472854a_12_06_2018/powerpoint_rehearserecord_practice.pptx)
2. Record the slide show. You have microphones on all of your headphones.
3. When you're finished, play your slideshow. The slides should advance automatically at the pace you recorded them.
4. Hide the speaker icon throughout the presentation. It will make editing much easier.
5. Now we are missing some things, lets add some transitions to all of our slides. Choose a transition of your choice to all slides
6. Let add some animations and some PNG files. PNG stands for Portable Network Graphic and they are super cool because they support transparency (they don’t have backgrounds). Add up to 3 png files using the online images and animate them so that they appear one after another with no clicking. These need to appear on ALL slides in the left hand side (the orange and yellow squares)
7. On slide 2, you are going to need to group the images on the right in order to animate them together.
	* Start with the Robot. Animate him with an appropriate animation of your choice. Timing should be set to after previous but make sure the audio track of your narration is not on top in the animation pane. Audio track needs to be last.
	* Then move to the laptop, there are 3 parts that need grouped together. After grouping them, animate them with an appropriate animation of your choice. Set the timing to after previous so that it follows the robot
	* After that group together the MANY parts of the blonde dude. Animate him with an appropriate animation of your choice and set the timing to after previous so that he follows the laptop.
8. Set up the slide show to be browsed at a kiosk
9. On slide 3, change the smart art so that the last two bullets/shapes are categorized under “Being Harassed or bullies online”. When you are done you should only have 3 shapes.
10. Change the colors of the smart art on slide 3 to colorful range 4 to 5
11. Make the robot on slide 5 fly in from the bottom. Timing should be set to with previous
12. Animate the graphics on the right hand side of slide 6. You will need to group them before animating them and make sure your animations are set to with previous.
13. On slide 7, re-order the smart art so that the last shape becomes the first shape.
14. On slide 9, fill each of the green circles in the smart art with images of a check mark.
15. On slide 12, compress the image for on screen format (150 ppi)
16. On slide 10, 12, 13, and 14 animate all graphics. You will need to group them first in order to animate them. Timing should be set to with previous.