**Common Core State Standard (s) or Sunshine State Standard (s):**

03.0 Develop and apply electronic presentation skills utilizing current technology – the student will be able to:

03.01 Demonstrate ability to launch presentation software.

03.02 Create a new presentation document.

03.03 Identify menus and toolbars of presentation software and their function.

03.04 Select design layout, background, template and color scheme.

03.05 Format text and graphics.

* 1. Edit text.

03.07 Select order of frames.

**Daily Lesson Learning Goal(s):**

Students will be able to apply themes, insert new slides, and change the slide layout of PowerPoint 2016 presentations in order to enhance digital communication.

**Objective:**

Students will feel comfortable with tasks such as inserting a new slides, changing the layout of a slide, arranging existing slides, changing the slide view, and adding notes to a slide.

**Essential Vocabulary:**

Slide Layout, Content Placeholder, Slide View, Reading View, Normal View, Presentation Mode, Slide Sorter, Slide Navigation Pane, Text Box, Slide Size, Standard, Widescreen

**Guided Practice:**

Students will log into Edmodo for learning goal and directions. Students will access links in Blendspace

<https://www.tes.com/lessons/ptYjsB_Z-gqvOw/copy-of-powerpoint-2016-slide-basics>

**Independent Practice:**

1. Open the [**practice presentation**](http://media.gcflearnfree.org/content/56cdcb2d6aa91513bce2d7c3_02_24_2016/powerpoint2016_slidebasics_practice.pptx)
2. Perform a Save As and choose your student numbers as a file location and change the name of the document to Slide Basics
3. Change the **theme** of the presentation to a theme of your choice.
4. Specify a variant for that theme of your choice.
5. **Delete** slide 7. This slide should be blank.
6. Add a new slide with the **Title and Content** layout to the end of the presentation.
7. In the **Title** placeholder, type **Adoption Event Dates**.
8. Select the **Content** placeholder and delete it.
9. **Insert** a text box and type **July 17, 2017**, inside it.
10. Change the slide size to **Standard (4:3)**. A dialog box will appear asking if you want to maximize or ensure fit. Choose **Ensure Fit**.
11. Make 3 of your own slides with some of your favorite characters from television. For example, if Psyduck from Pokemon needed a new home, what would his adoption slide look like?
12. When you're finished it should look something like the picture below, save your presentation and turn this into your Edmodo account