**PowerPoint: Day 12**

**If any students missed day 10 and 11, they will need to take the TABE Literacy Test and if students missed day 11 they will need to take the North Star Digital Literacy Assessment.**

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| **Objectives** *Learners will be able to…* | **Materials** |
| ***Computer skill:*** *review of windows basics****Literacy skill:*** *presenting PPT****Literacy skill:*** *peer editing*  | **Make Student Copies*** **Rubric (One Copy for each presentation, to be used by Teacher)**

**Props, Technology or Other Resources*** Projector
* Computer for every student
* USB Drives
* **Timer**
* **Make 1 minute and 30 second reminder sheets**
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| **Lesson Plan** | Vocabulary |
| **Activity 1: Wrap up PPT=120-(Amount of time needed to present-25 for closing activities)=Amount of time for wrap-up**Description: learners will have time to work on their own Power Points Materials/Prep:**Activity 2: Present PPT’s -5x # of students in class**Description: Learners will take the North Star Digital Literacy AssessmentMaterials/Prep: teacher will need a copy of the **PowerPoint Rubric (Tab 19)** for each student who presents a PPT, beneficial to have 1 minute and 30 second reminder sheets that can be raised to keep students within time constraints**Activity 3: Clean off USB Drives and Print PPT-15 minutes**Description: demonstrate how learners can print their PPT slides and then demonstrate how to clean off USB Drives (DO NOT DELETE POWERPOINT FOLDER)Materials/Prep: **Activity 4: Certificates-5 minutes**Description: pass out North Star Certificates to learners who passes the Windows Assessment during class Day 11Materials/Prep: Teacher needs to print the certificates on Card Stock paper before class starts |  |

**Teacher Directions: Activity 1: Wrap up PPT**

Step 1:

 Give learners some time to locate and review their PPT

 **Encourage them to run through their PPT, ideally with a partner**

**Suggest** having them write notes down on scratch paper

**Assist** those who used the Notes function on PPT print their slides out with the notes on them

**Teacher Directions: Activity 2: Present PPTs**

Step 1: Directions

Go in whatever order is most comfortable, but it is important to move things along

**Explain** that only the teacher will complete a rubric, but other learners should be attentive and participate when necessary

Learners will have a maximum of 5 minutes to present their PowerPoint in order to keep within time constraints

There will be a max of 2 minutes for questions afterwards

Step 2: Learner Presentations

 Learners should now complete their presentations

 They should bring up their USB drives and open their Presentations

**Teacher Directions: Activity 3: Clean off USB Drives and Print PPT**

Step 1: Demonstrate how to Print

Take a minute and show students how to print their PPTs so that there are at least 6 slides per page, print front and back

Step 2: Demonstrate how to Delete files

 **Review** how to delete files from USB Drives

**Start menu>My Computer>(E: ) Drive> Click on file once>** **Right-click on file>click on delete**

**DO NOT DELETE** THE PowerPoint Folder

Step 3: Controlled Practice

 Work through deleting as many PPT documents created as possible

 **DO NOT DELETE** THE PowerPoint Folder

**Teacher Directions: Activity 4: Awards**

Take time to hand out any North Star Certificates and, if appropriate, attendance awards

**Note**: Take a minute to explain to students that there is no reason to be disheartened if they did not pass the assessment. We should always congratulate our classmates on a job well done, but this assessment was in no way an indicator of how learners did in the class. The best indicator of that is the PPTs that were just presented.