**PowerPoint: Day 9**

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| **Objectives** *Learners will be able to…* | **Materials** |
| ***Computer skill:*** *deleting files*  ***Computer skill:*** *determining File Extensions*  ***Literacy Skill:*** *Scanning*  ***Literacy Skill:*** *Developing notes* | **Make Student Copies**  **Props, Technology or Other Resources**   * Projector * Computer for every student * USB Drives |
|  | |
| **Lesson Plan** | Vocabulary |
| **Warm-up:**  Description: Scanning activity, instruct learners to open PowerPoint on their computer. Ask them to locate the following tools using their scanning skills (1. Determine Key Words, 2. Determine order, 3. Be Fast, 4. Be Accurate)   1. Save this document using the ribbon. 2. Using the ribbon, insert clip art. 3. Using the ribbon, save and close the PPT   Materials/Prep: **open PowerPoint**  **Activity 1: Learner PPT- this should take most of the day**  Description: learners should begin putting their information into a PPT and will add a slide design of their choosing in addition to at least one picture  Materials/Prep: hand out **PowerPoint Packets** to learners  **Activity 2: Save/Delete/Open-15 minutes**  Description: Review rules for saving, quick overview of file extensions and delete old files  Materials/Prep:  **Activity 3: Developing Notes-20 minutes**  Description: demonstrate how to use the Notes feature on PPT to work as another aid to remember how to expand on information expanded on the PPT  Materials/Prep: | * Notes * File Extensions * .ppt * .doc * .xls |

**Teacher Directions: Activity 1: Learner PPT**

Step 1: Directions

Explain to students that they will have about 20 minutes to work on their PPT

They need to begin inserting their topic, main ideas and supporting details into the slides

***\*\*\*\*\*As the learners are working on their PPT, go ahead and create one for yourself. This will help with Activity 3, creating notes. \*\*\*\*\*\*\*\****

Step 2: Slide Design

After about 25 minutes, **ask** learners to take a break from what they are doing

**Instruct** the learners to add a slide design and a couple of pictures to their slide show if they have not done so already

* A slide design
* At least 1 picture within the PPT

Step 3: Reminder of requirements

Take a few minutes to review the requirements for the PPT on the first page of the **PowerPoint Packet** (located in Day 6 information)

**Teacher Directions: Activity 2: Saving/Deleting/Opening**

**Instruct students and allow time for students to take notes on each of these tasks**

Step 1: Review Saving

**Ask** learners if they will click Save or Save As when saving this PPT? What do they have to consider?

* *Has it been saved before? If not,* ***Save as.***
  + *If so, are you simply changing the content of the PPT? Yes?* ***Save.***
* *Are you renaming it? If so,* ***Save As.***

Step 2: How to Save

**Ask** learners how to save a NEW document (if it has not been saved before): *File>Save As>My Computer>(E: ) Drive>Name*

Once saved, **close the PPT**

Step 3: Save PPT with new name

**Instruct** learners to save their PPT with a new name

Have them lead you through the steps to do so

Step 4: Open USB Drive and review **file extensions**

**Ask** learners how to open the document you created? *Start Menu>My Documents>(E: ) Drive*

*Locate File*

**What is it saved as?** Write on the board that PPTs are saved as **“The File Name”.ppt**

**Ask** what program they think a file that ends in .doc comes from? *Word*

What about .xcl? *Excel*

**Explain** that these are files extensions; they allow a user to determine what program the file will open in

Step 4: Delete Files- INSTRUCT STUDENTS TO STEER CLEAR OF THEIR ORGINAL POWERPOINT FILE

**Explain** that the only PPT we will really need for the rest of the class is the one we are creating

We can delete other files, **but NOT Folders**

**Point out** what folders look like and be sure learners do not delete a whole folder

**Explain** that we need to get to the same place we went to to open files, two options

* *Start Menu>My Documents>(E: ) Drive*

**Demonstrate** how to delete a file

* Right-click on file>**Click** on Delete

**Instruct** learners to delete the new PPT file just created with a new name, BUT NOT THE ORGINAL FILE

Do this a couple of times

**\*\*\*\*\*REMIND LEARNERS NOT TO DELETE THEIR PPT\*\*\*\*\*\*\***

**Teacher Directions: Activity 3: Introducing adding Notes to Presentation Prep**

Step 1: Context

Ask students if completing a PowerPoint presentation means you are a good presenter- **no**

**Remind** learners that a PPT is simply an aid to a presentation, a guide that leads you through information and **serves as a visual aid to people seeing the presentation**

**Examples:**

* **Bad explanation of slide information-** simply read the slide
* **Good explanation of slide information-** expand on the notes that are on the slide

**Explain** that there is a feature on PPT that allows you to add information to the PPT that only the presenter can see when printed

**Direct** learners eyes underneath a slide, they will see a white box- this is where notes can be added

Step 2: Demonstrate Opening Previously Saved file

Demonstrate how to open a previously saved PPT: ***Either*** *open PPT and use File>Open or work from start menu: Start Menu>My Documents>(E: Drive)>Double click file name*

Step 3: Demonstrate Adding Notes

**Explain** that sometimes when people give presentations, they forget what they were planning to say about a slide the developed, so in order to avoid that, they take notes with them for the presentation

Insert some potential notes that would expand the PPT that was created

Questions to answer: **write on board**

* Why is this information on this slide?
* Is there a story/example you can share?

**Ask** learners to help you

Step 4: Learners Add notes

****Learners should use remaining time to add notes (or simply work on PPT) to what they currently have on their PPT presentation

**STUDENTS MUST RETURN POWERPOINT PACKET AT THE END OF THE DAY. THESE PACKETS SHOULD NOT GO HOME WITH STUDENTS.**