GEORGIA MIDDLE SCHOOL Instructional Resources

CAREER, TECHNICAL, & AGRICULTURAL EDUCATION

BUSINESS & COMPUTER SCIENCE

COURSE: Business & Computer Science

UNIT 7: Presentation Software

INTRODUCTION

Annotation:

In this lesson, students will learn how to utilize slide show software to make basic presentations.

Grade(s):

X	6th
	7th
	8th

Time:

3 hours

Author:

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Students with Disabilities:

For students with disabilities, the instructor should refer to the student's IEP to be sure that the accommodations specified are being provided appropriately. Instructors should also familiarize themselves with the provisions of Behavior Intervention Plans that may be part of a student's IEP. Frequent consultation with a student's special education instructor will be beneficial in providing appropriate differentiation. Many students (both with and without disabilities) who struggle with reading may benefit from the use of text reading software or other technological aids to provide access to printed materials. Many of these are available at little or no cost on the internet.

FOCUS STANDARDS

GPS Focus Standards:

MSBCS-BCSI-12- Students will acquire basic knowledge and skills of multimedia/presentation software.

a) Identify and explain multimedia/presentation graphics terminology.
b) Plan and design basic presentations.
c) Create, save, and print basic presentations.
d) Apply animation to slides.
e) Display and explain presentation to peers.
f) Critique presentations.

GPS Academic Standards:

ELA6R2- The student understands and acquires new vocabulary and uses it correctly in reading and writing.

ELA6RC2- The student participates in discussions related to curricular learning in all subject areas.

ELA6RC3- The student acquires new vocabulary in each content area and uses it correctly.

ELA6W2- The student demonstrates competence in a variety of genres.

ELA6W3- The student uses research and technology to support writing.

ELA6W4- The student consistently uses the writing process to develop, revise, and evaluate writing.

ELA6C1- The student demonstrates understanding and control of the rules of the English language, realizing that usage involves the appropriate application of conventions and grammar in both written and spoken formats.

ELA6LSV1- The student participates in student-to-teach, student-to-student, and group verbal interactions.

ELA6LSV2- The student listens to and views various forms of text and media in order to gather and share information, persuade others, and express and understand ideas. The student will select and critically analyze messages using rubrics as assessment tools.

M6D1- Students will pose questions, collect data, represent and analyze the data, and interpret results.

M6P1- Students will solve problems (using appropriate technology).

M6P3- Students will communicate mathematically.

M6P4- Students will make connections among mathematical ideas and to other disciplines.

M6P5- Students will represent mathematics in multiple ways.

S6CS2- Students will use standard safety practices for all classroom laboratory and field investigations.

National / Local Standards / Industry / ISTE:

Standard 1 – Use technology to enhance the effectiveness of communication.

Standard 2 – Apply basic mathematical operations to solve problems.

Standard 3 – Use algebraic operations to solve problems.

Standard 4 – Analyze and interpret data using common statistical procedures.

Standard 5 – Use mathematical procedures to analyze and solve business problems.

Standard 6 – Identify, evaluate, select, install, use, upgrade, and customize application software; diagnose and solve problems resulting from an application software's installation and use.

Standard 7 – Use input technologies appropriately to enter and manipulate text and data.

Standard 8 – Gather, evaluate, use, and cite information from information technology sources.

Standard 9 – Database Management Systems: Use, plan, develop, and maintain database management systems.

Standard 10 – Utilize information and technology tools to conduct business effectively and efficiently.

UNDERSTANDING & GOALS

Enduring Understandings:

- Multimedia presentation software is an effective tool that will enable the user to present information in an organized manner. Presentations may be used as an outline, a teaching tool, or an enhancement in entertainment.

Essential Questions:

- How do I create a simple presentation using a template? From scratch?
- How do I add custom animation in a presentation?
- How do I create an effective mathematical tutorial utilizing the various multimedia presentation software tools?

Knowledge from this Unit:

- Describe how to choose effective backgrounds, graphics, and colors.
- Determine what information should be included in a presentation and how to best present it.
- Compare and Contrast the benefits of using a template and creating a blank presentation.

Skills from this Unit:

- Create a simple presentation.
- Use custom animation effectively.
- Design and create a mathematics tutorial.

ASSESSMENTS

Assessment Method Type:

____ Pre-test
X Objective assessment - multiple-choice, true- false, etc.
_X_ Quizzes/Tests
__ Unit test
X Group project
X Individual project
X Self-assessment - May include practice quizzes, games, simulations, checklists, etc.
_X_ Self-check rubrics
__ Self-check during writing/planning process
__ Journal reflections on concepts, personal experiences and impact on one's life
__ Reflect on evaluations of work from teachers, business partners, and competition judges
__ Academic prompts
__ Practice quizzes/tests
____ Subjective assessment/Informal observations
__ Essay tests
__ Observe students working with partners
__ Observe students role playing
X Peer-assessment
_X_ Peer editing and commentary of products/projects/presentations using rubrics

_____ __ Peer editing and/or critiquing
_____ Dialogue and Discussion
__ Student/teacher conferences
__ Partner and small group discussions
__ Whole group discussions
__ Interaction with/feedback from community members/speakers and business partners
_____ Constructed Responses
__ Chart good reading/writing/listening/speaking habits
__ Application of skills to real-life situations/scenarios
_____ Post-test

Assessment(s) Title:

Student Self Assessment Rubric
PowerPoint Rubric
PowerPoint Window Quiz

Assessment(s) Description/Directions:

Students use the Self Assessment Rubric to evaluate their presentations before presenting for a grade.

Attachments for Assessment(s):

Student Self Assessment Rubric
Peer Editing Rubric
PowerPoint Rubric
PowerPoint Window Quiz

LESSON PLANS

Lesson Plan(s):

1. Identify the Standards. Standards should be posted in the classroom for each lesson.

MSBCS-BCSI-12 Students will acquire basic knowledge and skills of multimedia/presentation software.

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e) Display and explain presentation to peers.
f) Critique presentations.

2. Review Essential Questions.

How do I create a simple presentation using a template? From scratch?
How do I add custom animation to a presentation?
How do I create an effective mathematical tutorial utilizing the various multimedia presentation software tools?

3. Identify and review the unit vocabulary.

Placeholder – a location on a slide where information is to be entered
Slide – an individual screen in a slide show

Outline – view that displays the organization of the presentation by headings and subheadings
Slide Sorter – view that causes several slides to display on the screen at one time
Notes Page – printout of presentation with space available for viewers to write notes
Slide Show – view to run a presentation, the slide fills the entire screen
Transition – how one slide is removed from the screen during a presentation and the next slide is displayed
Typeface – a set of characters with a common general design and shape
Serif – a small stroke at the edge of a character
Sans Serif – typeface without serifs
Type Size – a measurement specifying the size of characters
Pitch – measurement used for monospaced typefaces specifying the number of characters that can be printed in one horizontal inch
Point – approximately 1/72 of an inch (the higher the point size, the larger the characters)
Type Style – varying styles within a typeface
Roman – the standard style of a typeface
Bold – text that is darker or denser than surrounding text
Italics – style that gives characters a script look or a slanted look for some typefaces
Button – a graphic on a toolbar that performs an operation when clicked
Animation – effects added to objects in slides such as flying, camera, typewriter, laser, and flash effects as well as sound effects
Presentation File – the file you save to a disk that contains all the slides, speaker's notes, handouts, etc. that make up your presentation
Object – any element that appears on a PowerPoint slide such as clip art, text, drawings, charts, sounds, and video clips
Template – lets you create a presentation without worrying about design elements (it defines the color, background, and font of slides)

4. Assessment Activity.

Students create a simple presentation using a template.

Students design and create a mathematics tutorial presentation.

Lesson 1 – Introduction to Multimedia Presentation Software

- Show the "PowerPoint Reasons" presentation. Discuss the three main purposes for creating a PowerPoint presentation.
- Show sample PowerPoint presentations. (State Capitals, Times Tables)
- Demonstrate how to create a simple presentation using a template.
- Students create a simple presentation about themselves to include their biography and interests.
- Students save their presentation.

Lesson 2 – Animating a Presentation

- Demonstrate how to open and edit an existing presentation.
- Demonstrate how to add custom animation.
- Students open their presentations about themselves and add custom animation.
- Demonstrate how to print.

- Students print their presentations.

Lesson 3 – Designing and Creating a Tutorial

- View a presentation demonstrating good and bad slides. Discuss what makes a slide good and what makes a slide bad.
- Demonstrate how to create a blank presentation from scratch, add a background, and use drawing tools.
- Show the "Long Division" PowerPoint. Discuss different math problems and how they are solved.
- The students will work with a partner to create a presentation demonstrating how to solve a math problem. The students will choose which type of math tutorial they will create. (Ex., multiplying fractions, dividing fractions, metric conversions, converting fractions to decimals and percents, etc.)
- Students present their tutorials to the class.

UNIT RESOURCES

What 21st Century Technology was used in this unit:

X	Slide Show Software		Graphing Software		Audio File(s)
	Interactive Whiteboard		Calculator		Graphic Organizer
	Student Response System		Desktop Publishing		Image File(s)
	Web Design Software		Blog	X	Video
	Animation Software		Wiki		Electronic Game or Puzzle Maker
	Email		Website		