

Business Education Planned Course: Microsoft PowerPoint – Grades 9-12

- State Curriculum Standards:
- 1.1.11A Locate various texts, media and traditional resources for assigned and independent projects before reading.
 - 1.1.11C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these words accurately in speaking and writing.
 - 1.1.11D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
 - 1.1.11E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
 - 1.1.11F Understand the meaning of and apply key vocabulary across the various subject areas.
 - 1.1.11H Demonstrate fluency and comprehension in reading.
 - 1.2.11A Read and understand essential content of informational texts and documents in all academic areas
 - 1.2.11B Use and understand a variety of media and evaluate the quality of material produced.
 - 1.4.11B Write complex informational pieces.
 - 1.1.11E Write a personal résumé.
 - 1.5.11F Edit writing using the conventions of language.

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Unit: **Using a Design Template and Text Slide Layouts to Create a Presentation**

Content Standard: **Creating a slide show presentation using slide layouts and bulleted items.**

Course Content	Student Performance	Resources	Assessments
A. The PowerPoint Window <ul style="list-style-type: none">ViewsPlaceholdersTitleObjectScroll, menu, tool bars	<ul style="list-style-type: none">Identify the windows and toolbars	<ul style="list-style-type: none"><u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003)IBM compatible computer	<ul style="list-style-type: none">Oral quizTrue/false, multiple choice, and short answer questionsProject
B. Design Template	<ul style="list-style-type: none">Select a design template	<ul style="list-style-type: none">Microsoft Windows XP and Office 2003 software	<ul style="list-style-type: none">Labs
C. Creating a Title Slide <ul style="list-style-type: none">Title/subtitle	<ul style="list-style-type: none">Create titles for a presentation	<ul style="list-style-type: none">Student computer data files	
D. Text Attributes <ul style="list-style-type: none">Font size/styleSave	<ul style="list-style-type: none">Change attributes of the titles in a presentation		
E. New Slide <ul style="list-style-type: none">Bulleted listObject placeholderMulti-level listNew slide with same layout	<ul style="list-style-type: none">Create new slides for the presentation		
F. End Slide Show with Black Slide	<ul style="list-style-type: none">Finish the slide show with a black slide		
G. Save Presentation	<ul style="list-style-type: none">Save a presentation		
H. View Presentation <ul style="list-style-type: none">Start slide showMove manually through showDisplay popup menu	<ul style="list-style-type: none">Show the slide show presentation		

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Course Content	Student Performance	Resources	Assessments
<p>I. Spell Check Presentation</p> <p>J. Display in Black and White</p> <p>K. Printing and Saving</p>	<ul style="list-style-type: none"> • Spell check the presentation • Change attributes to a slide master • Print preview in black and white • Print and save a presentation 		

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Unit: **Using Outline View and Clip Art to Create a Slide Show**

Content Standard: **Creating a PowerPoint presentation using clip art and bullets in outline view.**

Course Content	Student Performance	Resources	Assessments
<p>A. Outline View</p> <ul style="list-style-type: none"> • Change to outline view • Title slide • Adding a slide 	<ul style="list-style-type: none"> • Type a presentation in outline view 	<ul style="list-style-type: none"> • <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) 	<ul style="list-style-type: none"> • Oral quiz • True/false, multiple choice, and short answer questions
<p>B. Creating Multi-Level Bulleted List</p> <ul style="list-style-type: none"> • Subordinate slides • Closing slide 	<ul style="list-style-type: none"> • Use multi-level bulleted list slide 	<ul style="list-style-type: none"> • IBM compatible computer 	<ul style="list-style-type: none"> • Project
<p>C. Changing Slide Layout</p> <ul style="list-style-type: none"> • Clip art & text • Add clip art • Add clip art with a clip art region 	<ul style="list-style-type: none"> • Use different slide layouts for the presentation 	<ul style="list-style-type: none"> • Microsoft Windows XP and Office 2003 software 	<ul style="list-style-type: none"> • Labs • Test-concepts • Test-applications
<p>D. Changing Size and Moving Clip Art</p>	<ul style="list-style-type: none"> • Rearrange clip art 	<ul style="list-style-type: none"> • Student computer data files 	
<p>E. Adding Header and Footer</p>	<ul style="list-style-type: none"> • Add header and footer to each slide 		<p><u>Remediation:</u></p> <ul style="list-style-type: none"> • Reread project • Apply your knowledge
<p>F. Adding Animation Effects</p> <ul style="list-style-type: none"> • Slide sorter toolbar • Slide transitions • Apply animation effects • Animating clip art • Formatting title slide • Running slide show 	<ul style="list-style-type: none"> • Add animation effects to the slides in the presentation 		<p><u>Enrichment:</u></p> <ul style="list-style-type: none"> • Cases and places
<p>G. Saving and Printing in Outline View</p>	<ul style="list-style-type: none"> • Save and print the outline view of a slide show presentation 		

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Unit: **Using Visuals to Enhance a Slide Show**

Content Standard: **Create an impressive presentation using customizable features of PowerPoint.**

Course Content	Student Performance	Resources	Assessments
<p>A. Importing Text Created in Another Application</p> <ul style="list-style-type: none"> Opening outline Changing design templates <p>B. Creating a Custom Background</p> <ul style="list-style-type: none"> Inserting a picture Graphical bullets <p>C. Creating and Embedding an Organizational Chart</p> <ul style="list-style-type: none"> Microsoft organization chart application Modifying information Changing chart style Formatting the chart <p>D. Inserting a Table Into a Slide</p> <ul style="list-style-type: none"> Creating a table Formatting a table cell Formatting a table border and background <p>E. Creating a ClipArt Object</p> <ul style="list-style-type: none"> Scaling and moving Ungrouping Grouping <p>F. Adding Slide Transition and</p>	<ul style="list-style-type: none"> Use text created in other programs to create a new slide show Customize background color, texture, shading, and pattern to create an attractive presentation Create an organization chart to show the structure of related items in an attractive manner Change attributes of the titles in a presentation Utilize the table to feature to display information in an easy-to-read, attractive layout Utilize the features of PowerPoint to disassemble a ClipArt, modify it, and then regroup the item for use in a show Set appropriate display 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, and short answer questions Project Labs Excel test <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Reread project Review and edit project Apply your knowledge <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Cases and places

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Text Animation Effects	features for slide viewing		
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Unit: **Modifying Visual Elements and Presentation Formats**

Content Standard: **Create a multimedia presentation using sound, graphic images and custom backgrounds.**

Course Content	Student Performance	Resources	Assessments
<p>A. Using the AutoContent Wizard to Create a Presentation</p> <p>B. Customize Presentation Elements</p> <ul style="list-style-type: none"> Change template color scheme Modify footer on title master <p>C. Add Picture to Create Custom Background</p> <p>D. Creating a WordArt Element</p> <ul style="list-style-type: none"> Delete the text Placeholder Insert WordArt Scaling <p>E. Adding Sound Effects</p> <p>F. Adding a Chart</p> <ul style="list-style-type: none"> Insert chart Replace sample data <p>G. Inserting Files</p> <p>H. Adding Hyperlinks</p>	<ul style="list-style-type: none"> Create a presentation utilizing the AutoContent Wizard Alter presentation elements to reflect predetermined effects Create custom background using a picture Create customized WordArt within the document Incorporate sound effects in a presentation Create a chart within the presentation to display data Import files from both Word and Excel into the presentation Create hyperlinks on existing text 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, and short answer questions Project Labs PowerPoint test <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Reread project Proofread and correct project Apply your knowledge <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Cases and places

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Course Content	Student Performance	Resources	Assessments
I. Embed Fonts in Presentation	<ul style="list-style-type: none"> Save document along with font scheme 		
J. Presentation Format <ul style="list-style-type: none"> Slide transition Timings Slide backgrounds 	<ul style="list-style-type: none"> Record timings for the presentation 		
K. Notes <ul style="list-style-type: none"> Adding Printing 	<ul style="list-style-type: none"> Create and print note pages for your presentation 		

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Unit: **Creating a Presentation Containing Interactive OLE Documents.**

Content Standard: **Create a slide show containing interactive documents and hidden slides.**

Course Content	Student Performance	Resources	Assessments
<p>A. Customizing Existing Presentation</p> <p>B. Creating a WordArt Object</p> <ul style="list-style-type: none"> Scaling <p>C. Adding Special Text Effects</p> <ul style="list-style-type: none"> Style Size Color <p>D. Creating Interactive Document</p> <ul style="list-style-type: none"> Action buttons and settings Hyperlinks <p>E. Modifying Organization Chart</p> <p>F. Editing a PowerPoint Table</p> <p>G. Hiding Slides</p> <ul style="list-style-type: none"> Viewing hidden slides 	<ul style="list-style-type: none"> Alter an existing presentation to fit the needs of a new Create a WordArt object to predetermined specifications Alter headings to reflect predetermined effects Add action buttons and hyperlinks to an existing slide show for customization purposes Alter an existing organization chart Alter an existing table Mark slides as hidden and run a presentation utilizing these slides 	<ul style="list-style-type: none"> <u>Microsoft Office XP Introductory Concepts and Techniques</u> (South-Western Publishing 2003) IBM compatible computer Microsoft Windows XP and Office 2003 software Student computer data files 	<ul style="list-style-type: none"> Oral quiz True/false, multiple choice, and short answer questions Project Labs PowerPoint test <p><u>Remediation:</u></p> <ul style="list-style-type: none"> Reread project Proofread and correct project Apply your knowledge <p><u>Enrichment:</u></p> <ul style="list-style-type: none"> Cases and places