

CA- 1 Introduction to Presentation Software Curriculum
P. Coombs, McGraw High School Business Education

Course: CAPS 141 – MS Office PowerPoint	Standard 1: Career Development: Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions. Standard 2: Integrated Learning: Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. Standard 3a: Universal Foundation Skills: Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. Standard 3b: Career Majors: Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.	Performance Indicators - LW DAT	Essential Questions	Essential Knowledge & Skills	Classroom Ideas	Assessment Ideas
<ul style="list-style-type: none"> ▪ Work collaboratively with other students to problem solve and analyze Office . ▪ Explain and demonstrate the proper procedures for creating and editing documents using Office . ▪ Demonstrate how to use the new features of PowerPoint ▪ Create a slideshow to show text editing ▪ Demonstrate how to use animation and slide transition ▪ Evaluate the use of animation and sound ▪ Create a presentation to demonstrate CCOP with a college of choice 	<p>Unit 1 What are the basic skills needed to format in MS Office PowerPoint ?</p>	<ul style="list-style-type: none"> ▪ PowerPoint New Features: <ul style="list-style-type: none"> User Interface MS Office Button MS Office “Ribbon” QuickPowerPoint Toolbar MS Office Window Frame Working with the Ribbon Contextual Tabs PowerPoint Galleries Enhancements ▪ Getting Started in PowerPoint: <ul style="list-style-type: none"> Exploring PowerPoint, viewing presentations, adding text using placeholders, preparing supplements, and ending your session ▪ Developing Presentation Text: <ul style="list-style-type: none"> Creating a new and blank presentation, using font groups, adjusting text placeholders, working with bullets and numbering, and working with text boxes ▪ Revising Presentation Text: <ul style="list-style-type: none"> Selecting, rearranging and deleting slides, checking spelling and word usage, inserting headers and footers, applying consistent background and color themes, and adding movement effects 	<p>New Features Overview with “Mini-Document Lessons” to apply to each new feature</p> <p>Skills Review Exercises 1</p> <p>Skills Review Exercises 2</p> <p>Skills Review Exercises 3</p> <p>Critical Thinking Questions</p> <p>Good 4U slide presentations – opening and simple editing, adding placeholders, using a notes page, and choosing print options</p> <p>Simple design tips</p> <p>Font “Families”</p> <p>Using live preview</p> <p>Purpose and use of bullets and numbering</p> <p>Purpose and use of animation and slide transition – what to look for and use, what to avoid</p> <p>Cutting and rearranging slides to enhance organization and professionalism</p>	<p>Good 4U Case Study – applications as per unit</p> <p>Lesson Applications 1</p> <p>Lesson Applications 2</p> <p>Lesson Applications 3</p> <p>Compare/Contrast different media uses with PowerPoint</p> <p>Edit and update the Summer Events and GoodFood slideshows</p> <p>Create a slideshow to highlight a college of choice</p> <p>Create a slideshow to demonstrate a procedure for creating a food dish of your choice (recipe steps)</p> <p>Apply smooth transitions and animation appropriately</p> <p>CCOP – Clear Concise Organized and Professional – analyze what and why it’s important to follow in presentations</p> <p>Create a promotional slideshow for the United Way</p> <p>Unit (1) Applications per text</p>		

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Performance Indicators <ul style="list-style-type: none"> ▪ Work collaboratively with other students to problem solve and analyze documents ▪ Design slides which utilize CCOP themes for WordArt, ClipArt, and shapes/pictures ▪ Design slideshows ▪ Demonstrate creating charts for use in slideshows ▪ Explain cell bevel effect ▪ Create a presentation to demonstrate SmartArt ▪ Communicate thoughts and ideas creatively through document completion 	Unit 2 How can illustrations help presentations?	<ul style="list-style-type: none"> ▪ Working with Graphics: working with shapes, ClipArt, pictures, WordArt and, creating a photo album ▪ Creating Tables: Creating, drawing, modifying a table, aligning numbers and text, and enhancing a table ▪ Creating Charts: Creating and formatting charts, and enhancing chart elements ▪ Creating Diagrams with SmartArt Graphics: Choosing SmartArt graphics, enhancing diagrams, preparing organizational charts, and changing diagram types and orientation 	Skills Review Exercises 4 Skills Review Exercises 5 Skills Review Exercises 6 Skills Review Exercises 7 Critical Thinking Questions Utilize the Good 4U document files for editing and formatting Working with shapes and connector lines using the Shape Gallery ClipArt & WordArt – purpose and use – What is professional and appropriate? Shading and Borders – What works/What may not Merge and split cells in a salary table for the career presentation Modify and cell bevel effect with employment levels for a career presentation Using chart options with the Chart Gallery Adding labels, colors, and rotation Create a presentation to demonstrate SmartArt Create a diagram to show PowerPoint Graphic options	Lesson Applications 4 Lesson Applications 5 Lesson Applications 6 Lesson Applications 7 Travel and Tourism Slideshow Internet Safety Presentation Career Choice Presentation Create a slideshow to describe your favorite dish and how it's prepared – pictures included, general terms and ingredients Create a slideshow to describe a calendar of upcoming school events Insert charts to enhance the data in career presentations for salary and possible job outlook Create and format a pie chart to use in your career choice presentation and apply SmartArt Unit (2) Applications

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<p>Unit (3) Applications</p>						

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<p>Performance Indicators</p> <ul style="list-style-type: none"> ▪ Work collaboratively with other students to problem solve and analyze documents ▪ Demonstrate the ability to integrate with other Office files ▪ Create and run custom animation, timings, and recordings ▪ Add restrictions to access PowerPoint slideshows ▪ Demonstrate the ability to create a CCOP presentation to showcase the new Ribbons toolbar in Word applying delivery and presentation techniques ▪ Create custom narration ▪ Import documents from Word, Access, and Excel into the PowerPoint presentation ▪ Communicate thoughts and ideas creatively through document completion 	<p>Essential Questions</p> <p>Unit 4 What techniques will enhance presentation delivery and distribution?</p>			

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Learning Standards for Career Development and Occupational Studies

Standard 1: Career Development

Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

Standard 2: Integrated Learning

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

Standard 3a: Universal Foundation Skills

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

Standard 3b: Career Majors

Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.