

MS PowerPoint: Lesson Plan

Objective: Teach basic skills for Microsoft PowerPoint. Participants will learn the general interface of PowerPoint, view various PowerPoint samples, and complete their own PowerPoint presentation.

Materials:

- PowerPoint agenda
- PowerPoint handout
- PowerPoint Basics Class Presentation
- PowerPoint “Birds Practice PowerPoint” for students
- PowerPoint demo presentations (ex: Family Reunion, Business Model, Creating an email account)

Set-up

- “Birds Practice PowerPoint” on student desktops
- Print Handouts

★ POWERPOINT-TODAY’S CLASS

- What is PowerPoint
- How can PowerPoint be used?
- Benefits of PowerPoint
- PowerPoint presentation tips
- Tour the interface
- Create a presentation

★ WHAT IS POWERPOINT?

PowerPoint is part of the Microsoft Office suite. It is a powerful tool used to create presentations. It provides everything you need to create a professional presentation. PowerPoint contains graphic tools and word processing tools and is easy to use. PowerPoint are created from a series of slides. PowerPoint can be referred to a slideshow presentation.

★ HOW IS POWERPOINT USED?

PowerPoint is used by students, teachers, companies, and for fun. Teachers use PowerPoint for their instruction to show how to complete a task. Students use PowerPoint to present their assignments to classes. Companies use PowerPoint to instruct staff on policies or to discuss budgets. Users have used PowerPoint to display family photos at weddings or funerals. PowerPoint presentations are usually displayed on a screen behind a speaker. PowerPoint presentations usually contain a large amount of images with little text. Meant to grab the audiences' attention.

★ BENEFITS OF POWERPOINT

- Easy to learn and fun to use.
- Contains multiple features.
- Easy to make personal and unique presentations.
- Easy to save and share.
- Contains themes and color layout so even the non-designer can make a visually-pleasing presentation.
- **CONS:** need to purchase Microsoft Office Suite (can also use the MS Office Online, but contains fewer features).

★ WHAT MAKES A GOOD PRESENTATION

Ask: What makes a good presentation?

★ PLEASING DESIGN—ENGAGING CONTENT

- Presentations should have a pleasing design.
- It should contain useful information and contain images and attractive font with engaging content.

★ WOULD YOU RATHER VIEW....

★ Moses is a guinea pig—Moses likes to hang with his friends—Moses like to eat vegetables

This information is okay. Easy to read...BUT

★ OR WOULD YOU RATHER VIEW....

★ **MOSES!**

Basically, the moving images provide a visual of “Moses is a guinea pig, Moses likes hanging with his friends, and Moses likes vegetables.” PowerPoint makes it simple to add videos and gifs to your presentation.

★ **IS THIS EASY TO READ?**

Is this easy to read? Not really. Too much text describing what a guinea pig will eat.

★ **KEEP A SIMPLE DESIGN**

This is a great way to use visuals to describe what a guinea pig eats. This is much more engaging than reading the long text description. PowerPoint makes it simple to add images to enhance your message.

★ **USE ANIMATIONS**

Using animations can make your presentation even more engaging. PowerPoint will allow you to create animations. Images and text can fly in different directions and styles!

★ **ADD MEDIA**

You can embed videos directly into PowerPoint. You can also add images, photographs, and sound effects.

★ **COMMON POWERPOINT MISTAKES**

Here is some common PowerPoint mistakes that presenters have done.

★ **TOO WORDY**

Too many words! Your presentation is meant to keep you on task and aid you during your presentation. You do not want to have your audience reading this while you are presenting. They will be too busy reading to listen to your message. PowerPoint should only contain short statements to enhance your message.

★ **SPELLING ERRORS**

Spelling errors can be embarrassing. Be certain to check for spelling and data errors before presenting. Errors will leave behind a bad impression and weaken your presentation.

★ **TOO MANY BULLETS!**

It is not recommended to have too many bullet points. You would be better off choosing a few and adding images. If you find you need to provide a list of items, you may wish to consider creating a handout or brochure.

★ **UNAPPEALING COLORS & DESIGN**

PowerPoint makes it easy to create attractive presentations using theme settings. Themes will provide attractive background colors with complementing font colors. You do not need to be a graphic designer to create attractive presentations.

★ **LET'S LEARN POWERPOINT!**

*****END OF SLIDESHOW*****

*****Pass out PowerPoint handout*****

OPEN MS POWERPOINT

- Explore templates
- Explain Backstage

OPEN BLANK PRESENTATION

EXPLORE THE INTERFACE

- Quick Access Toolbar (Save, Undo, Redo)
- Name of presentation—not yet named
- Ribbon
- Tabs
 - File-save, print, new
 - Home-most common features
 - Insert—images, graph, textbox
 - Design- change background and arrangement of slides
 - Transitions-create interesting changes between slides
 - Animations-Have objects move and appear at different times
 - Slideshow—run presentation
 - Review—spell check
 - View—ways to view presentation
- Top Right
 - Hide/unhide ribbon
 - Minimize/restore
 - X to close
 - Help ?

FILE—backstage view

STATUS BAR

Presentation/Zoom

SLIDE LIST – defaults to one slide

- Explain that the slide list shows all the slides in your presentation. The selected slide is that is being edited.
- Right-click to add new slide / delete a slide
- Layout—change layout
- Describe Placeholders (layout sections/how it works)

*****CREATE A PRESENTATION*****

ACTIVITY 1

- OPEN “**Birds Practice Presentation**” from desktop
- Add a Theme (Design → pick a theme)
- **SLIDE 1:**
 - Change font on Title—color--size
 - Demo typing in text box—show different fonts/size/color. PRACTICE & REPEAT
 - Demo Undo/Redo
- **SLIDE 2**
 - Change Layout to “two content”
 - Demo how to add an image:
 - Option 1: from placeholder icon
 - Option 2: Insert Picture/Insert Online picture
- **SLIDE 3:**
 - Add image of red bird
 - Change font color to Red
 - Duplicate SLIDE 3
 - Move SLIDE 3 to end
 - Delete SLIDE
- **SLIDE 4:**
 - Insert Word Art “Hummingbird
 - Resize image / move to left / Flip image
 - Insert Text Box
 - Add bulleted facts about hummingbird in text box

- Fly backwards
 - Fly up to 30 miles per hour
 - They cannot walk—they scoot sideways
- **SLIDE 5:**
 - Add animations
- **SLIDE 6:**
 - Demo how to embed YouTube Video
- Transitions between slides
- Presentation—escape to return to edit
- Save Document to “my documents” folder

ACTIVITY 2 (Optional)

- **Open Blank Presentation**
- Title Page
 - **The Solar System**
 - Add a picture
- Save and Name Presentation “**Solar System**”
- Add Slide: Change layout
 - **Mercury**
 - **Smallest planet**
 - **No moons**
 - Add an image
- Add Slide: **Venus** (embed YouTube video)
 - **Spins backwards**
 - **No moons**
- **Earth**
 - **Supports life**
 - **One Moon**
 - Add image—add animation
- **Mars** (search for online facts)

- **Red Planet**
- **2 moons**
- **Jupiter**
 - **Largest planet**
 - **67 moons**
- **Saturn**
 - **7 flat rings**
 - **60 moons**
- **Uranus**
 - **Very cold**
 - **27 moons**
- **Neptune**
 - **Winiest planet**
 - **14 moons**
- Insert → Word Art “**Planet Moons**”
- Insert → chart → Pie (show graph)

Planet	Number of moons
Mercury	0
Venus	0
Earth	1
Mars	2
Jupiter	67
Saturn	60
Uranus	27
Neptune	14

- Presentation—escape to return to edit view
- Add Slide Transition
- Loop your presentation

Recommend self-paced learning at [GCFLearnFree.org](https://www.gcflearnfree.org) & Learning Express Library