

**Unit 1: Creating Presentations****Unit Objectives****Lesson 1 – Making an Effective Presentation**

- Describe several tips used to create effective presentations
- Create a bulleted list
- Adjust a text box size and line spacing
- Delete images from a slide
- Format text
- Insert a slide
- Use slide notes

**Lesson 2 – Vacation Ideas Presentation**

- Insert a slide
- Change a slide layout
- Insert and format images
- Insert and format graphics
- Insert and adjust audio clips
- Insert photographs from a file
- Move and resize pictures
- Perform spell check

**Student Prerequisites**

- PowerPoint 1: Essentials module

**Teacher Preparation**

- Students will be using Microsoft Applications and working with files. At the beginning and end of many lessons, students are instructed to save these files to a location indicated by the teacher. Make sure students know where the files are to be stored prior to starting the lessons.
- Students will be creating many documents. The total number of documents for the class can be large because each student typically creates one document per lesson. You need to decide how to assess these documents. There are many options such as giving a checkmark for completion, grading only one of the documents, or not assessing any of the documents and just relying on the quizzes and/or module test for the unit grade. When you have decided on an option make sure to communicate it to the students.

## Unit 1: Creating Presentations

- Each lesson has at least one Challenge task toward the end of the lesson that extends one or more of the objectives covered in the lesson. Because they are extensions they are not necessarily required. You should review the Challenge task and determine the “rules” or reasons students should either complete or skip them.

### Teacher Materials

The items below are available for this unit:

- *Making an Effective Presentation* Teacher PowerPoint
- *Vacation Ideas Presentation* Teacher PowerPoint
- *Lesson Transcripts*
- *Student Worksheet Sample Answer*

### Student Materials:

- *Student Worksheet.pdf*

The items below are downloaded from within the lesson, by the student, for use in this unit:

- Lesson 1: *Effective Presentations.pptx*
- Lesson 2: *Vacation Ideas.pptx*
- Lesson 2: *Beach Photo.jpg*
- Lesson 2: *Seagulls.mp3*