

# High School Course Description for Microsoft PowerPoint

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Course Title: Microsoft PowerPoint	Curricular Area: Business Education
Course Number: CTE1144	Length: One Semester
Grade Level: 9 - 12	Prerequisites: None
Meets a UC a-g Requirement: no	Meets NCAA Requirement: no
Meets High School Graduation Requirement for: Elective Credit; Computer Literacy Graduation Credit; <b>VAPA/Foreign Language/CTE</b> Credit	

### Course Description

The Microsoft PowerPoint course is designed to expose students to basic components of the Microsoft PowerPoint program contained in the Microsoft Office 2010 (the Office 2010) Win(e)4(

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This course is aligned to the California Common Core State Standards for Business and Finance Pathway and Marketing, Sales, and Services Pathway and the CTE standards.

### Instructional Materials

Required Textbook: <i>Microsoft Office 2007, Introductory Concepts and Techniques</i> , Shelly, Cashman, Vermaat, et al, Windows XP Edition, Thomsen Course Technology, 2008, ISBN-13: 978-1-4188-4327-4	Supplemental Materials: <i>Microsoft Office 2010, Introductory</i> , Shelly, Vermaat, 2011 Course Technology, Cengage Learning, ISBN: 9781133604570	Software: <i>Microsoft Office 2007 Professional</i> , Microsoft Corporation, 2007 <i>Microsoft Office 2010 Professional</i> , Microsoft Corporation, 2010
	Web Sites: <a href="http://scsite.com/ppt2007/learn">scsite.com/ppt2007/learn</a>	

### Exit Criteria

<u>Activities</u>	<u>Percentage</u>
Daily Work, Class work, Class Participation, Homework	35%
Project-Based Assignments and Presentations, Mastery Checkpoints, Assessments	45 %
Final Examination.....	<u>20%</u>
Total:	100%

### Development Team

This Course of Study was developed by P. DuBois (BHS)

## Unit Plans

### **UNIT 1:** Creating and Editing a Presentation with Clip Art

## UNIT 1 CREATING AND EDITING A PRESENTATION WITH CLIP ART

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### OVERVIEW

This unit will introduce students to PowerPoint and teach them the basics for developing a simple PowerPoint presentation.

### UNIT OBJECTIVES TO BE ASSESSED

- Start and quit PowerPoint
- Describe the PowerPoint window
- Select a document theme
- Create a title slide and text slides with single

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Students will know the core features of Power Point

Students will be able to produce professional-looking presentations and slideshows.

They will include the following features:

- word processing
- outlining
- charting
- drawing
- x inserting multimedia

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### KEY ASSIGNMENTS

Students will complete projects following directions in the textbook. These projects may be enhanced or

### UNIT ASSESSMENT:

Each \_\_\_\_\_ will be based on how well they complete the assigned projects as well as a comprehensive exam.

### TEXTS

Required Textbook:

*Microsoft Office 2007, Introductory Concepts and Techniques*; Shelly, Cashman, Vermaat, et al, Windows XP Edition, Thomson Course Technology, 2008,

ISBN-13: 978-1-4188-4327-4

Supplemental Materials:

*Microsoft Office 2010, Introductory*, Shelly, Vermaat, 2011 Course Technology, Cengage Learning, ISBN: 9781133604570

**ACADEMIC VOCABULARY**

**CONTENT-SPECIFIC VOCABULARY**

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PRIORITY STANDARDS	SUPPORTING STANDARDS
<p><b>4.0 Technology</b> Use existing and emerging technology, to investigate, research, and produce products and services, including new information, as required in the Information and Communication Technologies sector workplace environment. (Direct alignment with WS 11-12.6)</p> <p><b>5.0 Problem Solving and Critical Thinking</b> Conduct short, as well as more sustained, research to create alternative solutions to answer a question or solve a problem unique to the Information and Communication Technologies sector using critical and creative thinking, logical reasoning, analysis, inquiry, and problem-solving techniques. (Direct alignment with WS 11-12.7)</p> <p>5.1 Apply appropriate problem solving strategies and critical thinking skills to work-related issues and tasks.</p>	<p>4.2 Employ technology based communications responsibly and effectively to explore complex systems and issues.</p> <p>5.1 Identify and ask significant questions that clarify various points of view to solve problems.</p>
<p><b>INSTRUCTIONAL STRATEGIES/INSTRUCTIONAL APPROACH/LEARNING EXPERIENCES</b></p>	

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**UNIT 2 ENHANCING A PRESENTATION WITH PICTURES, SHAPES, AND WORDART**

**OVERVIEW**

This unit will teach students how to use graphics effectively. This will involve photographs, artwork, graphics, and a variety of type.

**UNIT OBJECTIVES TO BE ASSESSED**

Create slides from a blank presentation



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Students will know how to enhance a PowerPoint presentation by adding effective graphics and using an appropriate style

Students will be able to create a presentation by performing these general tasks:

- Create a new presentation from a blank presentation
- Review the presentation in a variety of views
- Insert and format shapes
- Insert photographs and clips



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<p><b>INSTRUCTIONAL STRATEGIES/INSTRUCTIONAL APPROACH/LEARNING EXPERIENCES</b></p>	

- Direct instruction, lecture, and modeling
- Guided and independent practice
- Audio/video/digital supplements and instructional aids
- Pre-teaching vocabulary
- Whole-class and small-





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ACADEMIC VOCABULARY	CONTENT-SPECIFIC VOCABULARY
<p>Color saturation</p> <p>Color tone</p> <p>Color cast</p> <p>Recolor</p> <p>Grayscale</p> <p>sepia</p> <p>Preview</p> <p>Browser</p> <p>Media</p> <p>Audio</p> <p>Video</p>	<p>Round tripping</p> <p>Bring forward</p> <p>Send backward</p> <p>Bring to front</p> <p>Send to back</p> <p>ungroup</p> <p>Left-align</p> <p>Right-align</p> <p>Justified</p> <p>Office clipboard</p> <p>Trim video</p>

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INSTRUCTIONAL STRATEGIES/INSTRUCTIONAL APPROACH/LEARNING EXPERIENCES	
<p>Direct instruction, lecture, and modeling</p> <p>Guided and independent practice</p> <p>Audio/video/digital supplements and instructional aids</p> <p>Pre-teaching vocabulary</p> <p>Whole-class and small-group collaborative discussions/panels</p> <p>Think/pair/share</p> <p>Independent reading</p> <p>Small group work</p> <p>Oral presentations (individual, partner, and group) with visual and digital aids</p> <p>Evidence gathering and research</p> <p>Self and peer editing</p> <p>Peer tutoring</p>	