

Digital Literacy: PowerPoint Intro Lesson Plan

Objectives

At the end of the lesson, students will be able to:

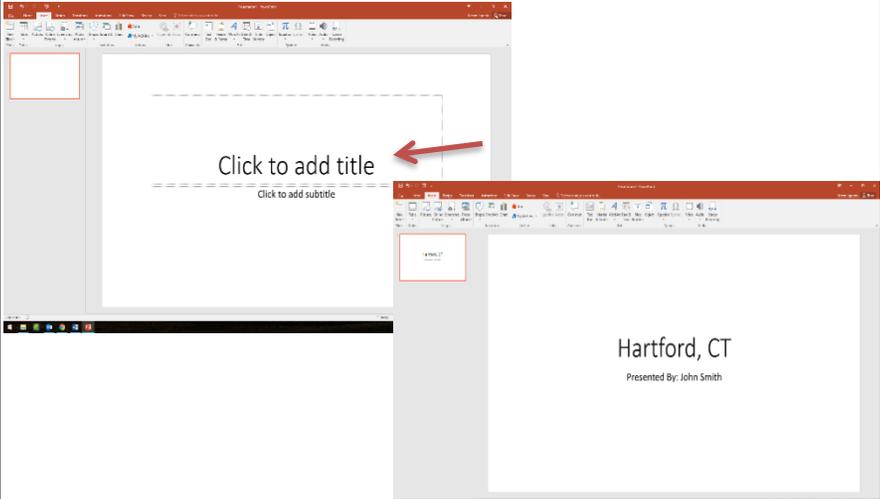
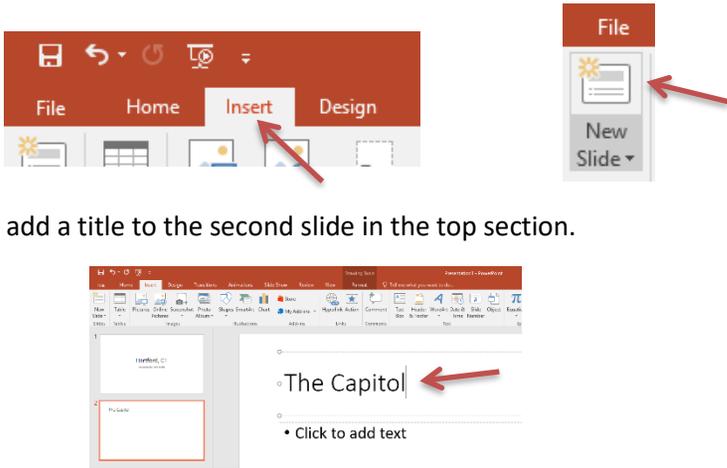
- (1) Open PowerPoint
- (2) State 3-4 facts about Hartford, CT
- (3) Create a PowerPoint presentation about Hartford, CT (or another topic that interests them)

Duration: 60 minutes (This lesson can be divided into two 30 minute sessions)

Preparation/Materials Needed: Copies of Student Guide – PowerPoint Intro

Flow	Time	Presenter	Content/ Key Points to Cover	Teaching Approaches/ Student Guide
1	2 min.	Tutor	<p>Welcome/Review Objectives/Introductions</p> <p><u>Objectives on white board or flipchart</u> <i>At the end of the lesson, you will be able to:</i> (1) Open PowerPoint (2) State 3-4 facts about Hartford, CT (3) Create a PowerPoint presentation about Hartford, CT (or another topic that interests you)</p>	<ol style="list-style-type: none"> 1. Say: Welcome to the PowerPoint Intro class. 2. Do: Review the objectives (written on white board or flipchart). Have students introduce themselves.
2	3 min.		<p>Overview: What Is PowerPoint?</p> <p>PowerPoint is a software package designed to create electronic presentations consisting of a series of separate pages, also called slides.</p>	<ol style="list-style-type: none"> 1. Say: We will be spending time today learning about how to use PowerPoint. 2. Ask: What is PowerPoint? Why is knowing how to use PowerPoint useful for you? 3. Say: We are going to follow a series of steps to help you use PowerPoint to create a presentation about Hartford, CT. (or another topic that you choose).
3	5-10 min		<p>Facts about Hartford, CT (from Student Drive document**)</p> <ul style="list-style-type: none"> • Hartford is Connecticut’s state capital • Hartford was first settled in 1635 and is one of America’s oldest cities • Hartford is nicknamed the “Insurance Capital of the World” • In 2014, Hartford’s population was 124,705 people 	<ol style="list-style-type: none"> 1. Say: Before we create a PowerPoint presentation, we need to research information that will be included in the presentation. 2. Ask: What facts do you know about Hartford, CT? (Summarize what the class comes up with).

		<ul style="list-style-type: none"> Hartford is bordered by the towns of West Hartford, Newington, Wethersfield, East Hartford, Bloomfield, South Windsor, and Windsor Mark Twain lived in Hartford for 17 years where he wrote many of his famous novels <p>**The "Facts about Hartford" document is located in the student drive > PowerPoint Intro Folder.</p> <p>Useful Vocabulary <u>capital</u>=<i>a city</i> that serves as a center of government such as Hartford, CT.</p> <p style="text-align: center;">vs.</p> <p><u>capitol</u>=<i>a building</i> where the state legislature meets such as the Connecticut State Capitol Building in Hartford, CT.</p>	<p>3. Say: If you plan to create a presentation about Hartford, there is information about Hartford for you to review in the Student Drive in the PowerPoint Intro Folder. There you will see a document called "Facts about Hartford." Let's open the document and look at the facts. Have students read the facts.</p> <p>4. Ask: What is the difference between "capital" and "capitol"? In the Student Drive, you will see a photo of the capitol building in Hartford and a photo of the city of Hartford that you can include in your PowerPoint once we get started.</p>
4	5 min	<p>Steps 1-3: Getting Started in PowerPoint</p> <ol style="list-style-type: none"> Double click on the PowerPoint icon located on the desktop. <div data-bbox="642 740 785 878" data-label="Image"> </div> <ol style="list-style-type: none"> Click on Blank Presentation <div data-bbox="569 943 919 1208" data-label="Image"> </div> <ol style="list-style-type: none"> The first slide will pop-up. You can create a presentation on a topic that interests you or you can create one on Hartford, CT. The Hartford, CT presentation information is located in the student drive > PowerPoint Intro Folder. Double click on the folder and you will see photos and information to use. 	<ol style="list-style-type: none"> Say: Let's start by opening up PowerPoint. Do: Ask a student to read Step 1. Point out the PowerPoint icon located on their desktop and in their Student Guide. Have students complete the step using their Student Guide as a reference. Note that their Student Guide includes a picture of what they will see when they complete the step. Assist, as needed. Do: Ask another student to read Steps 2-3. Have students complete Step 2 using their Student Guide as reference. Assist, as needed. Remind them that they can prepare a presentation about Hartford using the information in the Student Drive, or they can pick a different topic.

5	5 min	<p>Step 4: Giving Your PowerPoint Presentation a Title</p> <p>4. Enter in a title for the project (Hartford, CT). You can also add a subtitle such as your name or description for the project</p> 	<ol style="list-style-type: none"> 1. Say: Now we'll learn how to give your PowerPoint presentation a title and subtitle. 2. Do: Ask a student to read Step 4. Assist, as needed, with navigation or input of information.
6	5-10 min.	<p>Steps 5-6: Adding a New Slide with a Title</p> <p>5. To add a new slide click the "Insert" tab in the top bar. Then click on "New Slide". A second slide will appear (you can switch back and forth between slides by clicking on them on the left column).</p>  <p>6. Next, add a title to the second slide in the top section.</p>	<ol style="list-style-type: none"> 1. Say: Now you'll have a chance to add a new slide with a title to your presentation. 2. Do: Ask students to take turns reading each step. Following each step, ask the class to complete the step using their Student Guide as a reference. Remind them that each step includes a picture of what they will see when they complete the steps. Assist, as needed, with navigation or input of information. <p>Note: Stop here if you wish to divide the lesson into two 30 minute sessions. Ask students to skip to Step 14 in their Student Guide to save the work they have done so far.</p>

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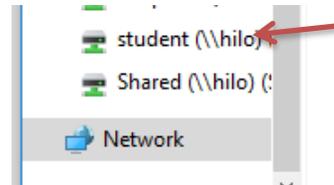
5-10
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Steps 7-10: Inserting a Picture into a Slide

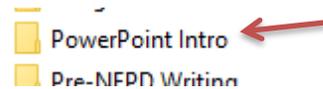
7. Next, insert a picture into the slide. There are many ways to do this. You can copy and paste a picture. Or, if you have a photo saved on the computer you can insert one by clicking the “Insert” tab and clicking “Pictures” and searching, or you can click the picture logo located in the middle of the slide.



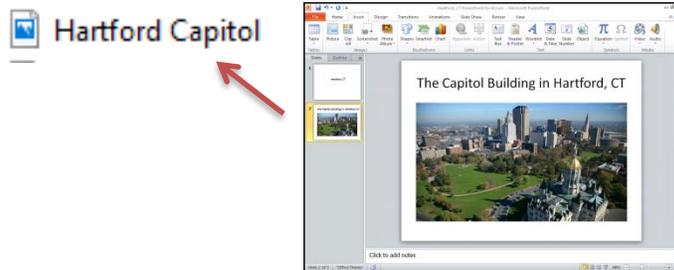
8. When you click that icon, you can browse through the saved material on the computer. Click on the “student” drive on the left side.



9. Find the “PowerPoint Intro” folder and double click on it.



10. Find the file that says “Hartford Capitol Building” and double click on it to insert it into the slide.



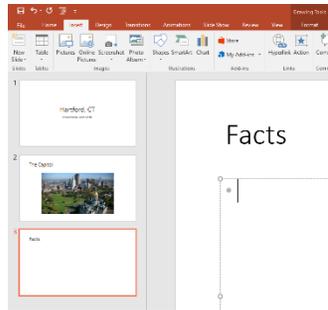
1. **Say:** Now you’ll have a chance to insert a picture into your presentation.
2. **Do:** Ask students to take turns reading each step. Ask the class to complete the steps using their Student Guide as a reference. Assist, as needed, with navigation or input of information.

8

10 min

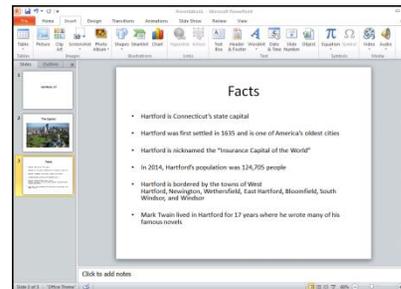
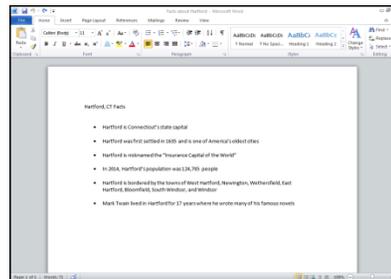
Steps 11-12: Adding Text to a Slide

11. Next repeat steps 5 & 6 to add a new slide. Title it "Facts".



12. In the PowerPoint Intro folder, a document contains facts about Hartford, CT. Open the document to read them. Pick a few and re-type or copy & paste them into the new slide. You can begin typing by clicking where it says, "Click to add text".

• Click to add text



1. **Say:** Now you'll have a chance to add text to a slide.
2. **Do:** Ask students to take turns reading each step. Ask the class to complete the steps using their Student Guide as a reference. Assist, as needed.

9	5 min		<p>Step 13: Viewing Your Presentation</p> <p>13. Once you have typed in your facts, you can continue to add more slides, or finish and view the show. To view click “Slideshow” in the top bar. Then click “From Beginning”. Use your mouse or the space bar to click through your slideshow (use your mouse to click once you see a black screen to return).</p> 	<ol style="list-style-type: none"> 1. Say: Now you’ll have a chance to add more slides and then view your presentation. 2. Do: Ask a student to read step 13. Assist, as needed.
10	5 min		<p>Step 14: Saving Your Presentation</p> <p>14. To save your PowerPoint, click the “File” tab on the top. Next, click “Save As” and then browse. You can save to the student drive or a flash drive. (Refer to the “Saving a Document to a Flash Drive” lesson if you need further help).</p> 	<ol style="list-style-type: none"> 1. Say: Now you’ll have a chance to save your presentation. 2. Do: Ask a student to read step 14. Assist, as needed.
11	3 min.		<p>Summary and Next Steps for Students</p>	<ol style="list-style-type: none"> 3. Say: How will you apply what you have learned today?