

# BUS:PowerPoint: All About Me - Office 2003/2007

## Summary

(1 IT day) With few exceptions, students enjoy creating a slide show, or multimedia project. Multimedia is growing in popularity and is frequently used in education and business today. There is immediate student enthusiasm and motivation for the assignment. Recommendation: Strong emphasis should be placed on the project's purpose--the message.

## Main Core Tie

College and Career Awareness

[Strand 2 Standard 5](#)

## Additional Core Ties

College and Career Awareness

[Strand 1 Standard 3](#)

College and Career Awareness

[Strand 2 Standard 2](#)

## Time Frame

4 class periods of 45 minutes each

## Life Skills

Communication, Employability

## Materials

MS PowerPoint software \*\* \*\* Instructions Sheet \*\* \*\* Slide show grading sheet, or Rubric \*\* \*\* Tip Sheet

## Background for Teachers

Students should FIRST gather, critique, and format the information. Presenting the information and its many variables is SECOND. Without specific direction or instructions, students will quickly overlook the message and focus their efforts on the presentation enhancements. Developing and requiring an outline, or planning sheet, is strongly encouraged. Students should submit their slide show outline before being allowed to turn on the computer. A required outline will help students focus on the purpose of the activity. A completed outline reduces the time needed for content input and organization, insures higher quality work, and reduces time-wasting detours. Font face, appearance, and size, transitions, and/or animations should support the message not distract from it.

## Student Prior Knowledge

Previous introduction to file management--open, save, print-- \*\* \*\*selecting drive/directory \*\* \*\* basic word processing functions-- \*\*formatting font\*\* \*\* insert file/graphics \*\*

## Intended Learning Outcomes

\*\* Students will plan, design, and organize a multimedia project using a paper outline. \*\* \*\* Students will create a basic slide show presentation on the computer that includes: • two or more font faces and varied styles, size, and color • choice of consistent background • transitions • graphics • animations are optional

### Instructional Procedures

To be determined by classroom teacher.

### Assessment Plan

Evaluate each slide individually using grade sheet \*\* \*\*Group showing and student oration optional \*\*  
Rubric included in attached file: All About Me slide show.

### Authors

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