

Biography PowerPoint

Summary

This lesson will teach students how to create a powerpoint presentation. They will then prepare a presentation about themselves to be graded by the teacher.

Time Frame

3 class periods of 70 minutes each

Group Size

Individual

Life Skills

Communication, Social & Civic Responsibility, Employability

Materials

Computers with at least Windows 98 Operating System and Office XP.

Background for Teachers

Basics in PowerPoint are necessary and basics in Word are helpful.

Student Prior Knowledge

Basics in Word are helpful, but not necessary.

Intended Learning Outcomes

Students will be able to create a PowerPoint Presentation that contains predefined slide layouts. Different slides should include titles, text, and graphics. Slides should be able to have automatic slide transitions and custom animations.

Instructional Procedures

Day 1 - Talk students through the basics of PowerPoint (toolbars, screens, features, etc). Help the students create a very simple presentation, about their school, showing the features that are required for their assignment (See the attached Lesson Plan and School PowerPoint). Start the Biography Assignment (See the attached PP-Project and PP-Storyboard). Day 2 - Students will turn in their Biography Storyboard. They will then work on creating their Biography Presentation. Day 3 - Students will continue working on their Biography Presentation. The finished version should be done by the end of the class period.

Strategies for Diverse Learners

This assignment tends to meet all students interests because they are preparing information about themselves. Students with language problems can create their Biography PowerPoint Assignment in their native language. Students with poor typing skills can keep their typed information to a minimum and use more of the other features (graphics, animations, etc.) for enhancement.

Assessment Plan

Students will be given the Biography PowerPoint Assignment sheet at the end of Day 1. Guidelines for grading are shown on the assignment sheet so students know what is required as they begin

working.

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