

BUS:PowerPoint Presentations

Summary

This lesson is a basic introduction to PowerPoint. Students learn how to add slides, transitions, sound, background and graphics.

Main Core Tie

College and Career Awareness

[Strand 1 Standard 3](#)

Additional Core Ties

College and Career Awareness

[Strand 2 Standard 5](#)

Time Frame

3 class periods of 45 minutes each

Group Size

Individual

Life Skills

Employability

Background for Teachers

Teachers will need to provide each student with the "How to Create a PowerPoint Presentation" either on disk or by printouts. They will also need to provide them with an example slide show. Students will also need the instruction sheets. I have found that the students do not need a large amount of instructions as most of them have worked with PowerPoint at some other time, and they love to explore and create exciting presentations.

Student Prior Knowledge

No prior PowerPoint knowledge is required.

Intended Learning Outcomes

Students will be able to create a PowerPoint Presentation with transitions, graphics, sound, and pictures.

Instructional Procedures

First students will need to watch the "How to Create a PowerPoint Presentation" slide show. Then, they will need to watch an example slide show. Finally, they will create their own presentation by referring back to the instruction sheet.

Strategies for Diverse Learners

This is a great activity to pair students together to work together. If a student is more advanced, pair them with a struggling student.

Extensions

Have students extend the number of slides in their show, and format the slides as much as they can by changing the fonts, transitions, backgrounds and time.

Assessment Plan

Use the PowerPoint grade sheet.

Bibliography

"How to create a PowerPoint Presentation" is from Julie Banta of West Point Jr. High.

Authors

[KATIE SCHOLER](#)