

# 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

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