

East Penn School District
Secondary Curriculum

A Planned Course Statement
for
Microsoft PowerPoint

Course # 631

Grade(s) 9-12

Department: Computer & Business Applications

Length of Period (mins.) 41

Total Clock Hours: 63

Periods per Cycle: 6

Length of Course (yrs.) .5

Type of Offering: _____ required elective

Credit: .5

Adopted: 6/8/09

Developed by:

John Dietrick
Anne Nero

Description of Course _____ (#)

Course Title: Microsoft PowerPoint

Description: This course will provide students with the knowledge required to create multimedia presentations using Microsoft PowerPoint and will include fundamental and advanced PowerPoint techniques. Upon successful completion of the course, students will be prepared to complete the **Microsoft Certification Application Specialist Exam**. In the business and education community, job applicants with this certification are recognized as proven experts using Microsoft PowerPoint.

Goals:

Students will be able to:

- create and format presentations
- create and format slide content
- work with visual content
- collaborate on and deliver presentations
- complete the Microsoft Certification Application Specialist Exam

Requirements: No prerequisite course required

Text:

Schultz, C. Jacqueline, and Linda Wooldridge. Microsoft PowerPoint 2007 Real World Applications. California: Glencoe/McGraw-Hill, 2008.

Key to Levels of Achievement (Listed with each learning objective)

Awareness (A):	Students are introduced to concepts, forms, and patterns.
Learning (L):	Students are involved in a sequence of steps and practice activities which involved further development and allow evaluation of process.
Understanding (U):	Students demonstrate ability to apply acquired concepts and skills to individual assignments and projects on an independent level.
Reinforcement (R):	Students maintain and broaden understanding of concepts and skills to accomplish tasks at a greater level of sophistication.

**** Standards are reflecting the National Educational Technology Standards for Students (NETS•S)**

Unit	Num	Objective	Level	Content	Evaluation	Standard
I. PowerPoint Basics	1	Students will: <ul style="list-style-type: none"> • identify parts of the PowerPoint screen • work with Ribbon, Tabs, and Groups • open and save an existing presentation • work with presentations in different views • insert and edit text on slides • start and run slide shows • preview and print presentations 	L	<ul style="list-style-type: none"> • Text book illustrations • Instructor prepared notes • Student use of computer • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software 	<ul style="list-style-type: none"> • Teacher Observations • Oral and written questions • On-screen observation • A prepared presentation • Microsoft Certified Application Specialist Test 	NETS: 1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 3d, 4b, 4c, 5a, 5b, 6a, 6b, 6c PA Standard: 3.7.10 (C) 3.7.10 (D)
II. Create Content and Collaborate	2	Students will: <ul style="list-style-type: none"> • use themes • add and delete text • cut, copy, and paste text • promote and demote text • import text from other sources • create and format diagrams, tables, and charts • insert and format Clip Art, pictures, shapes, and Word Art • use Spelling Checker and Thesaurus • track changes 	L	<ul style="list-style-type: none"> • Text book illustrations • Instructor prepared notes • Student use of computer • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software 	<ul style="list-style-type: none"> • Teacher Observations • Oral and written questions • On-screen observation • A prepared presentation • Microsoft Certified Application Specialist Test 	NETS: 1a, 1b, 2b, 2d, 4b, 6a, 6b, 6c, 6d PA Standard: 3.7.10 (C) 3.7.10 (D)
III. Format Content	3	Students will: <ul style="list-style-type: none"> • customize slide backgrounds • modify slide layouts, fonts, and text • modify and add effects to pictures, shapes and graphics • apply animation and transition effects • work with slide masters • modify page setup • use headers and footers 	L	<ul style="list-style-type: none"> • Text book illustrations • Instructor prepared notes • Student use of computer • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software 	<ul style="list-style-type: none"> • Teacher Observations • Oral and written questions • On-screen observation • A prepared presentation • Microsoft Certified Application Specialist Test 	NETS: 1a, 1b, 2a, 2b, 3b, 3c, 5a, 5b, 5c, 5d, 6a, 6b, 6d PA Standard: 3.7.10 (C) 3.7.10 (D)

Unit	Num	Objective	Level	Content	Evaluation	Standard
IV. Manage Presentations	4	Students will: <ul style="list-style-type: none"> • add, delete, and rearrange slides • copy elements between slides and presentations • format text boxes • add hyperlinks and action buttons • use grids and guides • create and insert media clips into presentations • preview slides and modify printing options • create custom shows • rehearse timings 	L	<ul style="list-style-type: none"> • Text book illustrations • Instructor prepared notes • Student use of computer • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software 	<ul style="list-style-type: none"> • Teacher Observations • Oral and written questions • On-screen observation • A prepared presentation • Microsoft Certified Application Specialist Test 	NETS: 1b, 1c, 1d, 2a, 2b, 4b, 6a, 6b PA Standard: 3.7.10 (C) 3.7.10 (D)
V. Advanced Presentation Formatting	5	Students will: <ul style="list-style-type: none"> • insert and format text within text boxes • apply Quick Styles to a presentation • modify tables and charts • modify illustrations and shapes • create and modify SmartArt Diagrams • create presentations from templates 	L	<ul style="list-style-type: none"> • Text book illustrations • Instructor prepared notes • Student use of computer • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software 	<ul style="list-style-type: none"> • Teacher Observations • Oral and written questions • On-screen observation • A prepared presentation • Microsoft Certified Application Specialist Test 	NETS: 1a, 1b, 1d, 2a, 2b, 3b, 3c, 4b, 5c, 5d, 6a, 6b PA Standard: 3.7.10 (C) 3.7.10 (D) 3.7.12 (D)
VI. Advanced Presentation Management	6	Students will: <ul style="list-style-type: none"> • insert placeholders • apply animation and set presentations to loop • save presentation as Web files • save slides as images • add digital signatures to a presentation • mark a presentation as final • apply quick styles to handout master • export a presentation to Microsoft Word 	L	<ul style="list-style-type: none"> • Text book illustrations • Instructor prepared notes • Student use of computer • Instructor demonstrations using projected screen image and/or CrossTec SchoolVue Software 	<ul style="list-style-type: none"> • Teacher Observations • Oral and written questions • On-screen observation • A prepared presentation • Microsoft Certified Application Specialist Test 	NETS: 2a, 2b, 2d, 3b, 5a, 6a, 6b PA Standard: 3.7.10 (C) 3.7.10 (D) 3.7.12 (D)

The Nets are divided into the six broad categories that are listed below.

1. Creativity and Innovation

Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:

- a. apply existing knowledge to generate new ideas, products, or processes.
- b. create original works as a means of personal or group expression.
- c. use models and simulations to explore complex systems and issues.
- d. identify trends and forecast possibilities.

2. Communication and Collaboration

Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:

- a. interact, collaborate, and publish with peers, experts or others employing a variety of digital environments and media.
- b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- c. develop cultural understanding and global awareness by engaging with learners of other cultures.
- d. contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency

Students apply digital tools to gather, evaluate, and use information. Students:

- a. plan strategies to guide inquiry.
- b. locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
- c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- d. process data and report results.

4. Critical Thinking, Problem-Solving, and Decision-Making

Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources. Students:

- a. identify and define authentic problems and significant questions for investigation.
- b. plan and manage activities to develop a solution or complete a project.
- c. collect and analyze data to identify solutions and/or make informed decisions.

- d. use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:

- a. advocate and practice safe, legal, and responsible use of information and technology.
- b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- c. demonstrate personal responsibility for lifelong learning.
- d. exhibit leadership for digital citizenship.

6. Technology Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems and operations. Students:

- a. understand and use technology systems.
- b. select and use applications effectively and productively.
- c. troubleshoot systems and applications.
- d. transfer current knowledge to learning of new technologies.