



4.16: Creating Presentations in PowerPoint

Prerequisite Skills and Knowledge

- ∞ Students should have some basic understanding of Microsoft PowerPoint.
- ∞ Prior to class, students should have chosen an animal to research and could have done searches on the Internet in previous classes.

Time Required

- ∞ Mini-lesson and guided practice: 20 minutes

Materials

- ∞ Computer lab, Microsoft PowerPoint, LCD projector

Intended Learning

- ∞ Students will research an animal and find several interesting facts along with images of the animal they select. They will create a PowerPoint presentation using their research.

District Technology Standards Produces Quality Work

- ∞ Presentation Tools
- ∞ Communicates information by using a form of multimedia technology

Big Ideas from Literacy Guide - Unit 6, Reading & Writing

- ∞ Gather information from electronic and print sources
- ∞ Read information for specific purposes
- ∞ Summarize information in own words
- ∞ Support topics with important facts and interesting details.
- ∞ Organize information using graphic organizers, timelines, Venn diagrams, and so on.

Mini-Lesson

Connection - preparing students' thinking

Does the way we present information make it easier to understand?

When teachers use PowerPoint presentations do you remember the material more easily?

Teaching - Mini Lesson

Students should be seated at computers. Using the LCD projector, open Microsoft PowerPoint.

Notes

Tell students they will use the animal they have selected to research to create a PowerPoint today.

Model how to choose a template in PowerPoint for a slide design or background color.

Select the INSERT menu and show how to apply a slide design. Show students how the computer will apply a layout in the INSERT menu also. Most students will choose a layout which has a title, three points, and a clip art picture for this assignment. Model how to type a title in the Title bar, change the font color, size, and type under the FORMAT tab.

Use the first bullet to type an example of a fact you know about any animal. Show how to click on “Enter” and another bullet appears for their next fact. You can **HIGHLIGHT the facts** with another color or increase the size for effect.

Add ClipArt from the MS Clip Gallery and hold and drag the squares to show how to resize the picture.

Tell students they must have at least five facts for each animal they choose.

Active Engagement - Guided Practice

Students will first gather their information on the internet. They should have five interesting facts about the animal they select.

They can take notes, or copy/paste the facts into Microsoft Word for use in their PowerPoint. They will then open PowerPoint, and create their presentation. As students are creating only a few slides they may be printed out.

Link

Students should create their own presentation, using the notes from the internet, and save their work.

Independent Practice

Teacher

- ∞ Walk around the room, assisting students as necessary, model steps to create presentations, and monitor student progress for daily participation.

Students

- ∞ Work independently, ask for help as needed, save project if time does not permit and finish in consecutive classes.

Sharing/Closure

- ∞ What kinds of facts did you learn today that you didn't know previously?
- ∞ What were some problems you had? What was easy? What was difficult?

Assessment

- ∞ Progress monitor students during class for daily participation on a class spreadsheet. Using the rubric attached, evaluate presentations with scores from 1-4, with a "4" being the highest.

HyperStudio/PowerPoint Appearance and Content Fourth Grade

Teacher's Name: _____

Student's Name: _____

CATEGORY	4	3	2	1
Use of Graphics	All graphics are attractive (size and colors) and support the theme/content of the presentation.	A few graphics are not attractive but all support the theme/content of the presentation.	All graphics are attractive but a few do not seem to support the theme/content of the presentation.	Several graphics are unattractive AND detract from the content of the presentation.
Text - Font Choice & Formatting	Font formats (e.g., color, bold, italic) have been carefully planned to enhance readability and content.	Font formats have been carefully planned to enhance readability.	Font formatting has been carefully planned to complement the content. It may be a little hard to read.	Font formatting makes it very difficult to read the material.
Originality	Presentation shows considerable originality and inventiveness. The content and ideas are presented in a unique and interesting way.	Presentation shows some originality and inventiveness. The content and ideas are presented in an interesting way.	Presentation shows an attempt at originality and inventiveness on 1-2 cards.	Presentation is a rehash of other people's ideas and/or graphics and shows very little attempt at original thought.
Content - Accuracy	All content throughout the presentation is accurate. There are no factual errors.	Most of the content is accurate but there is one piece of information that might be inaccurate.	The content is generally accurate, but one piece of information is clearly flawed or inaccurate.	Content is typically confusing or contains more than one factual error.