

MS Power Point

Session 1

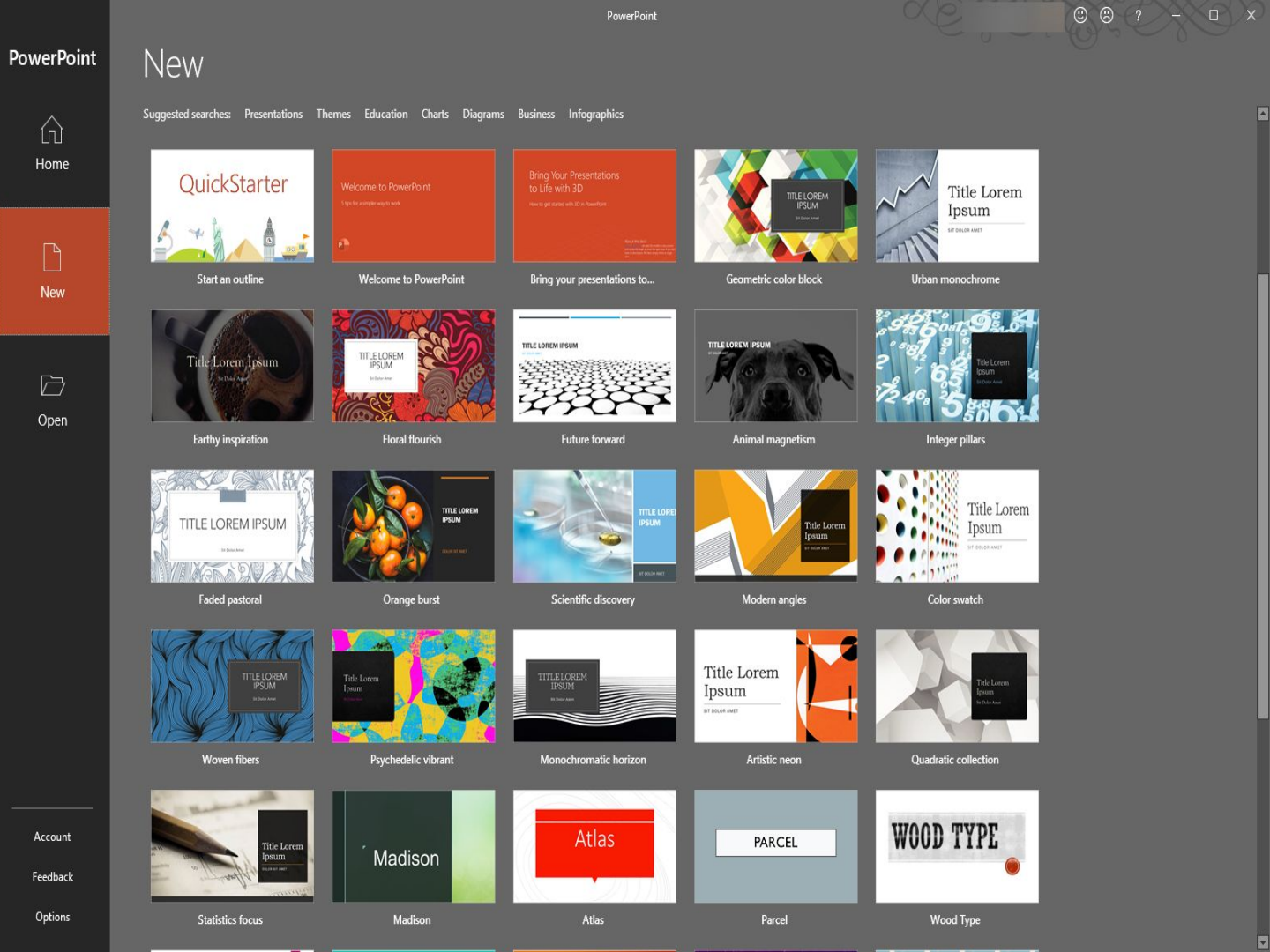
Introduction

“POWERPOINT” refers to Microsoft PowerPoint, a program that allows the user to design a presentation that consists of multiple slides.

These slides may contain images, text, video clips and related types of information. PowerPoint is useful for delivering a speech, because the user can utilize text on the screen to remind him /her of the information to be conveyed to the audience or to summarize his/her dialogue into more manageable and friendly sizes , as well as to entertain or explain graphs, charts and related data.

Templates

A **PowerPoint template** is a pattern or blueprint of a slide or group of slides that you save as a . potx file. **Templates** can contain **layouts**, colors, fonts, effects, background styles, and even content. You can create your own custom **templates** and store them, reuse them, and share them with others.



View buttons: used to change the view of the presentation; the normal view(left button) is the default, the slide sorter view (centre button) shows only the thumbnails and is used to sort and rearrange the presentation and the run view(right button) runs the presentation from the current slide.

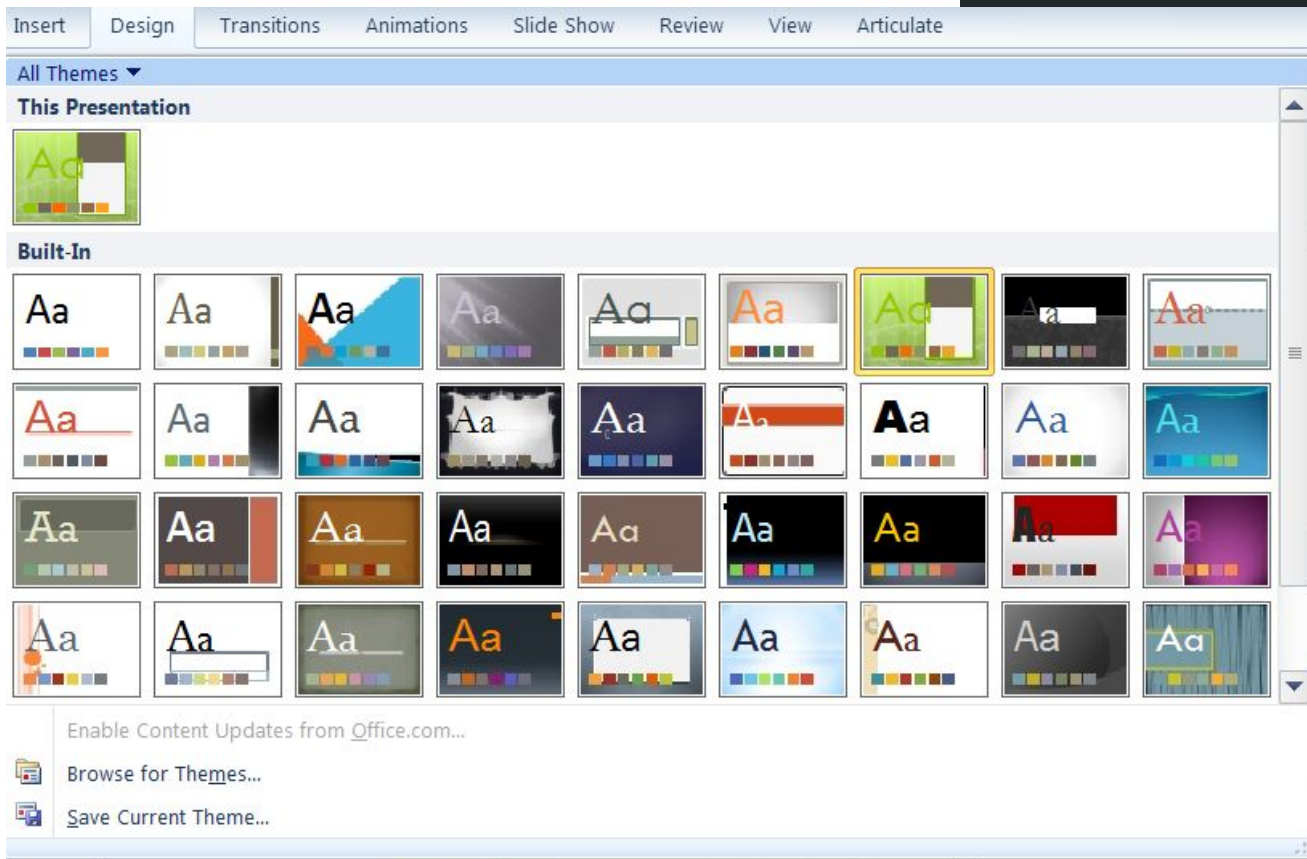


What is a PowerPoint theme?

A theme is a predefined set of colors, fonts, and visual effects that you apply to your slides for a unified, professional look.

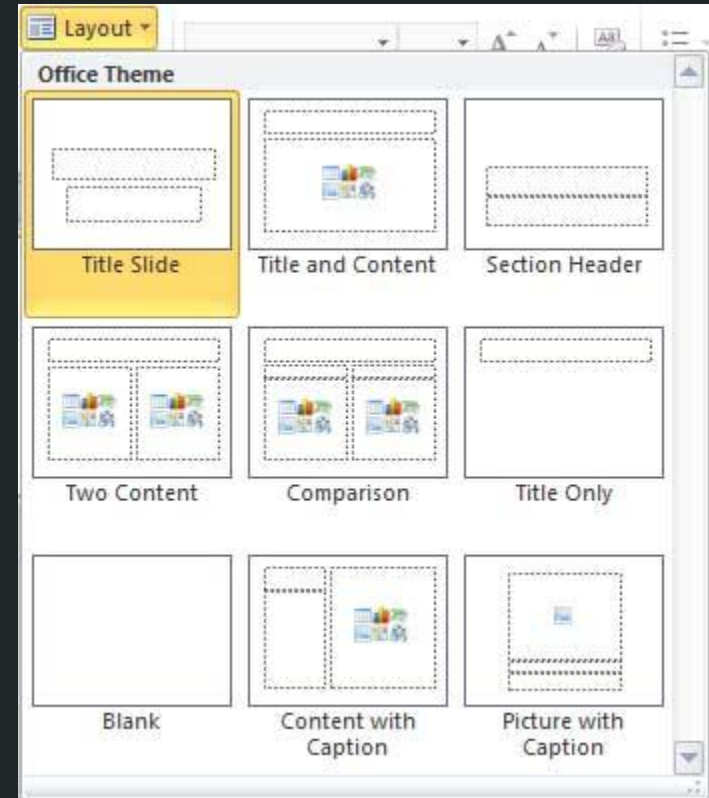
Using a theme gives your presentation a harmonious appearance with minimal effort. For example:

- When you add graphics (tables, shapes, and so on) to your slides, PowerPoint applies theme colors that are compatible with other slide elements.
- Dark-colored text is shown on a light background (and vice versa), so that contrast is strong for ease of reading.



Slide Layout

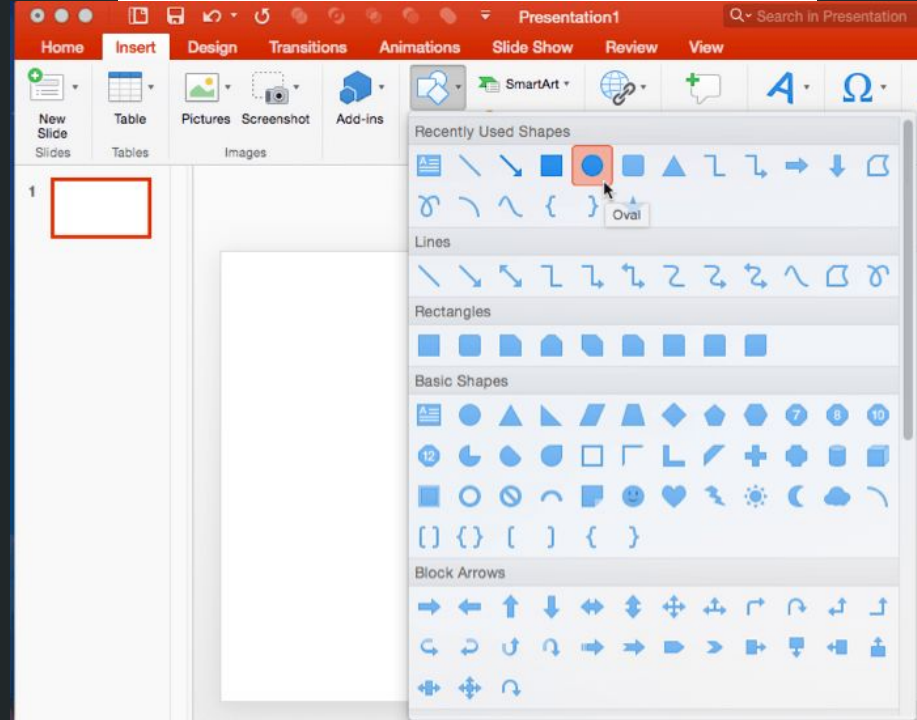
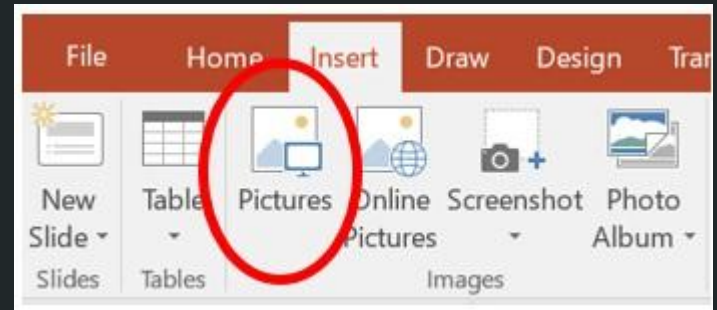
- Slide layouts contain formatting, positioning, and placeholder boxes for all of the content that appears on a slide.
- Placeholders are the dotted-line containers on slide layouts that hold such content as titles, body text, tables, charts, SmartArt graphics, pictures, clip art, videos, and sounds.
- Slide layouts also contain the colors, fonts, effects, and the background (collectively known as the theme) of a slide.



Insert Tab

Using the insert tab we can add

1. Pictures
2. Shapes
3. Word Art



Digital Literacy(21st Century Literacies)
Microsoft Powerpoint -1
Lesson Plan

<u>Objective:</u> Participants will be able to understand basics of MS PowerPoint and create and present slides using Home, Design and Slideshow options	
<u>Total Time:</u> 90 Minutes	
<u>Materials Required:</u> Computer lab with projector and screen, MS PowerPoint installed on all the computers for students	
<u>Instructor Note:</u> This session is the beginning of MS PowerPoint. Based on the understanding level and pre-existing skill set of students, use demonstration as a training method and make students practice as much as possible. In this session, Home, Design and Slide Show menus will be discussed in detail.	
<u>Opening Protocol:</u> <ul style="list-style-type: none"> ● Greet the participants ● Take attendance ● In pairs, ask participants to share with each other how they are feeling 	5 Minutes
<u>Concept Discussion: Basics of PowerPoint</u> <ul style="list-style-type: none"> ● Ask students if they have used MS PowerPoint before ● Based on their response, tell them the uses of MS PowerPoint. ● On projector, show them how to start, open and save a presentation ● Also explain basic things they see on the screen when they open MS PPT 	10 Minutes
<u>Activity 1: Get started</u> <ul style="list-style-type: none"> ● Ask students to open MS PPT on their computers. ● Tell them to use a blank slide and type their hobbies on that ● Check if students are able to open and use the PPT ● After 10 minutes ask them to close those slides. They do not need to save them as they will be creating new slides in the following activities 	10 Minutes
<u>Activity 2: Guess the Icons in Home Menu</u> <ul style="list-style-type: none"> ● Because participants have used most of the common options on MS Word, ask them to name the icons they see in the Home Menu. ● Follow the process for this activity- <ul style="list-style-type: none"> - Ask students to sit in their groups - Present your screen and keep the pointer on all the icons one by one 	15 Minutes

<ul style="list-style-type: none"> - Ask group 1 to tell Name, Shortcut Key and Use of the icon you are showing on your screen - Ask about atleast 10 icons, while giving equal chances to each group - The group that guesses the most icon correctly, write an appreciation note with date and signature 	
<p>Activity 3- Let us Practice making a Slide</p> <ul style="list-style-type: none"> ● Ask students to open the MS PowerPoint lesson in their handbooks and create a new presentation following the instructions given for the activity. Give them 10 minutes for the activity. ● After 10 minutes, ask them to compare their slides with the slides given in the handbook ● Demonstrate making the exact slides on projector 	15 Minutes
<p><u>Concept Discussion: SlideShow and Design Menu</u></p> <ul style="list-style-type: none"> ● Using projector, demonstrate the options in the Slide Show and Design Menu 	10 Minutes
<p><u>Activity 4: Practice</u></p> <ul style="list-style-type: none"> ● To make their slide look presentable, ask students to apply maximum options they have learnt today on the slides they have created ● Give them 10 minutes to do that ● After 10 minutes ask students if they faced any problem or if they have any questions ● Use remaining 5 minutes to either make them practice the options or to answer their queries by demonstrating the options they might be finding difficult 	15 Minutes
<p><u>Closing/Debrief:</u> Ask participants to practice MS PPT at home if they have computers or laptops available. Check for understanding by asking a few questions on the topics covered in the session. Ask them to read the MS PPT Lesson given in their handbook and attempt the quiz questions.</p>	5 Minutes
<p><u>Closing Protocol:</u></p> <ul style="list-style-type: none"> ● Thank the participants for their time ● Announce the next time you will be visiting them ● Share the topic of the next session ● Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session 	5 Minutes

<ul style="list-style-type: none">• Click pictures of the artefacts for documentation	
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