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# INTRODUCTION TO POWERPOINT

An Excerpt from Introduction to PowerPoint

A Teacher Technology Project

Teacher Guide

For Microsoft PowerPoint 2010



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# Project Overview

## Introduction to Introduction to PowerPoint

In this project, teachers are introduced to the program Microsoft PowerPoint by creating a multimedia presentation for a School Open House. The sample presentation informs parents about the curriculum, classroom procedures, and school events. To produce this slide show, educators learn how to insert slides and format their appearance. Skills learned in this project include: how to add text, pictures, and clip art, as well as how to make a table and an organizer. Once the slides are complete, animation and transitions are applied. With everything finished, the presentation is prepared for viewing in a variety of forms including a slide show, kiosk, video, and handout.



Educators complete the following tasks:

- In session 1, educators prepare to create a presentation for a school open house. To start, they learn about presentation software and the tasks that it can perform. Afterwards, educators open Microsoft PowerPoint, the program they will be using to create their presentation, and label the window. Next, they view a sample presentation to gain an understanding of the content of the slide show, as well as the program features available within PowerPoint. With educators inspired, they now use a planning sheet to organize the information to include in their own presentation for parents and students.
- In session 2, educators use Microsoft PowerPoint to begin construction of their presentation for a school open house. The focus is upon basic technology skills to create simple slides. To start, students create a title slide and apply a design to improve the appearance. Next, they produce a slide that includes personal information that is organized into a customized text box with well-formatted text. Students then apply those skills to create a slide about school events that includes clip art. At the end of the session, students should have a basic understanding of how to use PowerPoint slides to communicate information.
- In session 3, educators continue to use Microsoft PowerPoint to construct their presentation for a school open house. The focus is upon using slide layouts that require advanced technology skills. To start, students create a curriculum slide that organizes information in a table. Next, they produce a slide that contains a graphic organizer used to summarize extracurricular activities. Students then apply their skills to create a slide that has contact information, as well as a hyperlink to the school website. At the end of the session, students should have a solid understanding of how to use PowerPoint slides to organize information effectively.
- In session 4, educators bring their PowerPoint presentation to life. They learn how to add Custom Animation to a presentation to add interest and highlight the important points. Transitions are added to the slides, allowing educators to customize the way that the slides move in and out of view. In this session, the presentation becomes more exciting and polished as educators add finishing touches.

- In session 5, educators learn how to prepare the slide show so it is ready to be presented. The presentation is fine tuned by using the Spell Check features in Microsoft PowerPoint. Headers and footers are added to customize the presentation. The order of slides is changed to improve the flow, and slides are hidden or deleted if necessary, to condense the presentation. Finally, information is added to the notes pane to create speaker notes for the presenter.
- In session 6, educators are introduced to the various ways in which they can share their presentations. Educators learn how to present the slide show using a pen, set the file to play automatically as a kiosk, save it as a video, and print it as a handout. Educators consider the advantages of each of these formats, and decide which best suits their purpose.



# SESSION 1

## Microsoft PowerPoint Basics

In this session, educators prepare to create a presentation for a school open house. To start, they learn about presentation software and the tasks that it can perform. Afterwards, educators open Microsoft PowerPoint, the program they will be using to create their presentation, and label the window. Next, they view a sample presentation to gain an understanding of the content of the slide show, as well as the program features available within PowerPoint. With educators inspired, they now use a planning sheet to organize the information to include in their own presentation for parents and students.

Assignment 1: What is Presentation Software?

Assignment 2: Introduction to PowerPoint

Assignment 3: View an Open House Presentation

Assignment 4: Plan your Presentation

Make the Connection: Customize the Content of your Presentation



# Session 1: Microsoft PowerPoint Basics

## Getting Started

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### Overview

In this session, educators prepare to create a presentation for a school open house. To start, they learn about presentation software and the tasks that it can perform. Afterwards, educators open Microsoft PowerPoint, the program they will be using to create their presentation, and label the window. Next, they view a sample presentation to gain an understanding of the content of the slide show, as well as the program features available within PowerPoint. With educators inspired, they now use a planning sheet to organize the information to include in their own presentation for parents and students.

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### Materials

- Microsoft PowerPoint
  - Microsoft PowerPoint Flashcards (Optional)
    - Home tab
    - Insert tab
    - Review tab
    - View tab
  - Open House Sample Presentation – *Welcome to Grade 4*
  - Digital Camera (Optional)
- 

### Teacher Preparation

- Provide access to the sample presentation.
  - Prepare the flashcards. (Optional)
  - In Session 2, educators follow instructions to insert a digital photograph onto a slide. If you have a digital camera, take pictures of the educators. Make them available to educators for the following class. (Optional)
- 

### Teaching Strategy

In this project, educators learn how to use Microsoft PowerPoint by creating a presentation for a school open house. Explain scenario to educators:

*In many communities, parents visit the school to meet the teacher, learn more about the program, and become involved in their children's learning. A great way to share information about the exciting things happening in the classroom is by making a slide show. In this project, you learn how to use the program Microsoft PowerPoint to create a presentation for a school open house. Throughout the activities are suggestions for how PowerPoint can be integrated into curriculum.*



In this session, educators are introduced to Microsoft PowerPoint and the task of creating a presentation for a school open house. Explain scenario to educators:

*In this session, you prepare to create a presentation for an open house that communicates information to students and parents. To start, you learn about the program, Microsoft PowerPoint. Afterwards, you view a sample presentation to gain an understanding of the content. Once you have some ideas, you will plan your own presentation with the help of an organizer.*

### Assignment 1 What is Presentation Software?

In this assignment, educators learn about presentation software and the tasks it can perform. Encourage educators to compare Microsoft PowerPoint to traditional methods of communicating information by identifying the similarities and differences.

### Assignment 2 Introduction to PowerPoint

In this assignment, educators are introduced to the Microsoft PowerPoint environment. They are asked to read a description of each part of the application window and then label a diagram. Encourage educators to click around in the program to discover the function of each part.

Next, educators explore the ribbon. This is a great way to learn about the location of commonly used commands. One suggestion is to turn the activity into a scavenger hunt. You can give "clues" and then have educators highlight the tab, group, or command with their mouse pointer.

### Terminology

Introduce the following terminology:

*views:* A bar at the bottom right of the PowerPoint window that is used to switch between Normal view, Slide Sorter view, and Slide Show view.

*file tab:* A tab on the left side of the ribbon, which opens a menu of basic commands used in many Microsoft Office programs, such as Save, Open, New, and Print.

*quick access toolbar:* A customizable toolbar found above the ribbon that holds commands which are used often.

*zoom slider:* A slider on the status bar that changes the magnification level of the slide in the window.

*slide pane:* A pane in the middle of the screen used to display the current slide.

*notes pane:* A pane at the bottom of the window used to add speaker notes.

*slides tab:* A pane at the left side of the window used to display thumbnails of all the slides in the presentation. When the outline tab is selected, only the text on the slides is shown.

*window controls:* A set of three controls at the top right corner of a program window used to minimize, maximize/restore, or close the program window

*ribbon:* A band that contains a set of tabs including Home, Insert, Design, Transitions, Animations, Slide Show, Review, View and Add-Ins.

*tab:* A collection of commands organized into groups, located on the ribbon.

*group:* A collection of commands on a tab that do similar actions.

*command:* A button, box, or menu that tells the computer what to do.

### Assignment 3 View an Open House Presentation

In this assignment, educators critically examine the content of a sample presentation titled, *Welcome to Grade 4*. This presentation includes ten slides that include information about the school, classroom, and program. It offers a solid overview to students and their parents about the things they will be doing during the school year. This presentation demonstrates the range of content that can be organized onto slides, as well as the various slide layouts. Educators will be producing a similar type of slide show in the upcoming sessions.

### Assignment 4 Plan your Presentation

In this assignment, educators create a storyboard for their presentation. They outline the content for each slide in the presentation. The more detail that is added to the storyboard, the more direction educators will have when they begin to build the presentation.

Educators should design a presentation that is applicable to their role. If the classroom teacher open house scenario does not apply, choose a more relevant topic. Some suggestions are:

- ✓ administrator's presentation to a Home and School meeting or staff meeting
- ✓ special education teacher's presentation to school staff
- ✓ school librarian's presentation to explain new procedures in the library
- ✓ board consultant's professional development workshop for teachers
- ✓ course overview for students presented on the first day of class
- ✓ project overview, describing required elements, due date, and marking scheme
- ✓ how-to slide show, showing students the steps in Math problem solving, the story writing process, study skills, personal time organizer, or any topic that pertains to your class

### Lesson Plan

#### Assignment 1 - What is Presentation Software?

- Read information about presentation software.
- Examine a list of tasks that Microsoft PowerPoint can complete.
- Compare traditional methods of communicating information to presentation software.
- Consider benefits and drawbacks to using presentation software.

#### Assignment 2 - Introduction to Microsoft PowerPoint

- Open Microsoft PowerPoint.
- Label the parts of the PowerPoint window.
- Label the parts of the ribbon and answer questions.
- Answer questions about the zoom slider.
- Exit Microsoft PowerPoint.

#### Assignment 3 - View an Open House Presentation

- View the presentation *Welcome to Grade 4*.
- Critically examine the presentation and answer questions about the content.
- Exit Microsoft PowerPoint.

#### Assignment 4 - Plan your Presentation

- Reflect upon the content of the presentation.
- Organize ideas into a storyboard.

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### Learning Objectives

Below is a list of the learning objectives for this session. Educators should independently be able to complete each task.

#### Content Knowledge:

- recognize the purpose of presentation software
- compare presentation software to traditional methods of sharing information
- plan the content of a presentation using an organizer

#### Technical Skills:

##### Operating Environment

- open and close a program

##### Presentation Skills

- label the parts of the Microsoft PowerPoint window
- play a slide show

##### Applied Technology

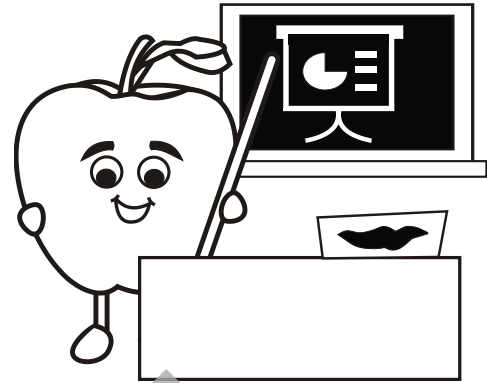
- critically examine the content of a slide show

## Assignment 1: What is Presentation Software?

### What is Presentation Software?

Microsoft PowerPoint is a form of presentation software. It can be used to present a formal display of information organized onto slides. A digital presentation is a useful method to show or explain a concept to an audience.

A PowerPoint presentation can be shared in a variety of ways. For example, the slides can act as a visual aid during a lecture or speech. As well, the slide show can be viewed as a kiosk with the presentation playing automatically. In addition, the file can be posted to the Internet as a website, or distributed on paper as a handout.



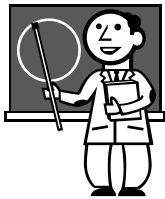
### What can Teachers do with Presentation Software?

You can complete the following tasks using Microsoft PowerPoint:

- ✓ *Create slides to display information.*  
A slide can contain text, pictures, shapes, sound, and video. As well, a range of slide layouts let you easily create visual organizers and produce charts.
- ✓ *Enter and edit data easily.*  
Information is entered into text boxes. Word processing features such as spell check or find/replace make editing easy.
- ✓ *Change the appearance of information.*  
Slides can have preset designs that make them look very attractive. Moreover, text can be formatted to look appealing using different fonts, styles, and colors.
- ✓ *Organize and arrange information.*  
It is easy to change how information is displayed. The slide layout can be edited to rearrange the content of a slide. Moreover, information can be deleted, copied, or moved to another slide. Slide order can also be easily changed.
- ✓ *Incorporate information from other sources.*  
Data from Microsoft Excel, Microsoft Access, and Microsoft Word can be imported onto slides. In addition, hyperlinks to files or websites can be added.
- ✓ *Show a presentation on any computer.*  
Microsoft PowerPoint can be saved as a video or packaged for CD. These features allow any computer to show a presentation without needing the software to view the file.
- ✓ *Change the type of output.*  
A presentation can be viewed as a slide show or set to play automatically at a kiosk. Moreover, slides can be outputted as a handout, PDF file, or email.
- ✓ *Make the presentation interactive.*  
Buttons, hyperlinks, and on-screen navigation tools can be used to encourage the audience to interact with the presentation. This enables the viewer to select the slide to display, a file to review, or a website to see. With a Windows Live ID, the presentation can be saved to your account using SkyDrive. The slide show can also be broadcast to remote viewers and watched in a web browser using a link created by PowerPoint.
- ✓ *Create speaker notes.*  
For each slide, reference notes that highlight key points can be created. The speaker can then print these notes to refer to when making the presentation.

### Traditional Alternatives to PowerPoint

Educators can use Microsoft PowerPoint as an effective and engaging alternative to the following traditional ways of presenting information:



Blackboards

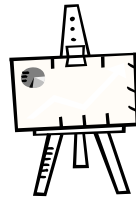
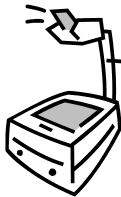


Chart Paper



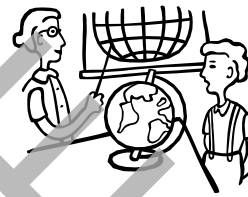
Books



Overhead Projector



Bulletin Board



Maps

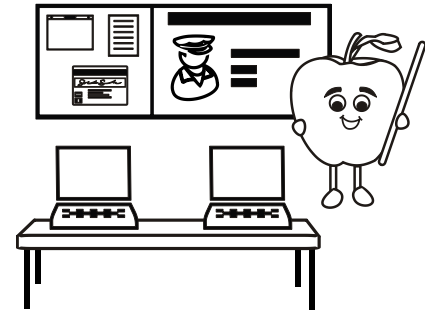
### Advantages and Disadvantages to Using Presentation Software

Consider the benefits and drawbacks to using presentation software in your practice.

Advantages	Disadvantages
<ul style="list-style-type: none"><li>• Attract and hold audience attention</li><li>• Presents information in many formats (auditory, graphic, text)</li><li>• Content is easy to edit</li><li>• Layout can be rearranged</li><li>• Multiple forms of output from same file (slide show, video, handout)</li><li>• Presentation can be shown on any computer</li><li>• Multiple sources of data, including Excel and Word files, can be incorporated</li><li>• Interactive format actively involves the viewer</li><li>• Creates speaker notes</li><li>• Supports more than one learning style</li></ul>	<ul style="list-style-type: none"><li>• A computer may not be available</li><li>• Computers and software are expensive</li><li>• Technology can be unreliable</li><li>• The “look” of a presentation may overcome the message</li><li>• Too much time and effort may be spent on the “look” of the presentation</li></ul>

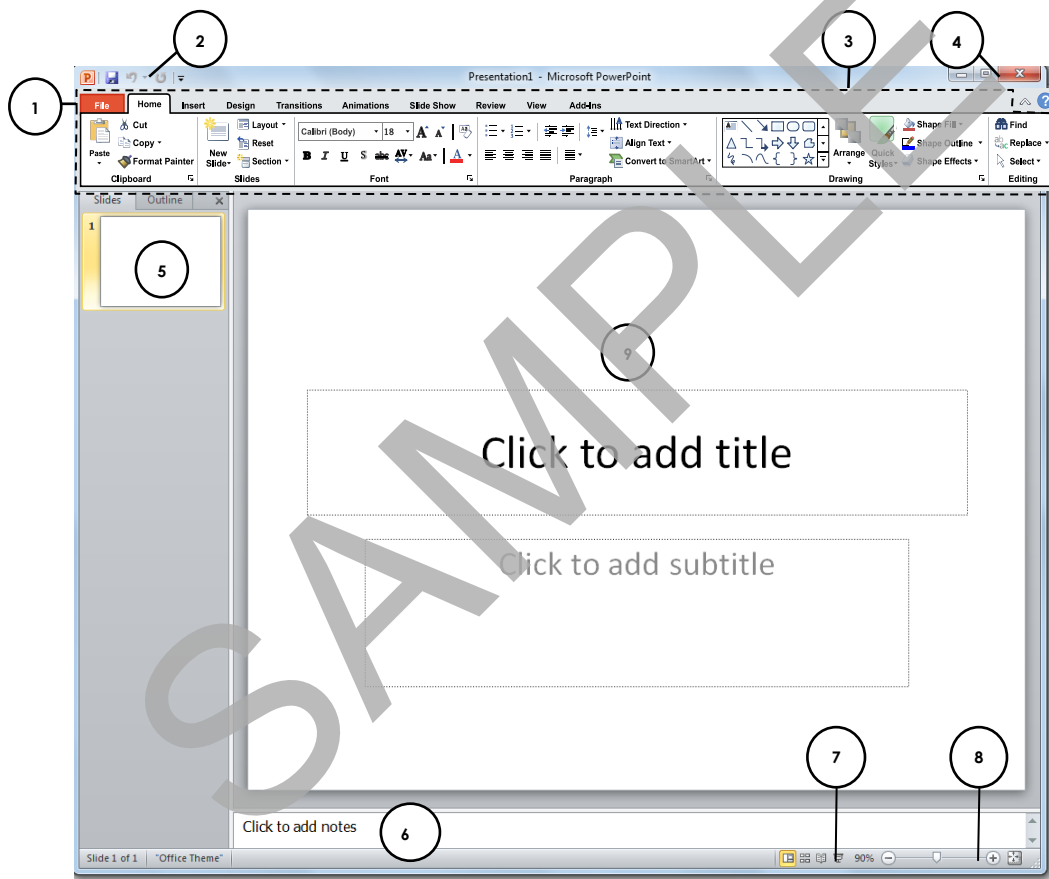
## Assignment 2: Introduction to Microsoft PowerPoint

In this project, you will be using Microsoft PowerPoint to create a school open house presentation. Answer the questions to learn more about the program.



### Open PowerPoint and Label the Parts of the Window

From the START menu, select *All Programs – Microsoft Office PowerPoint*.



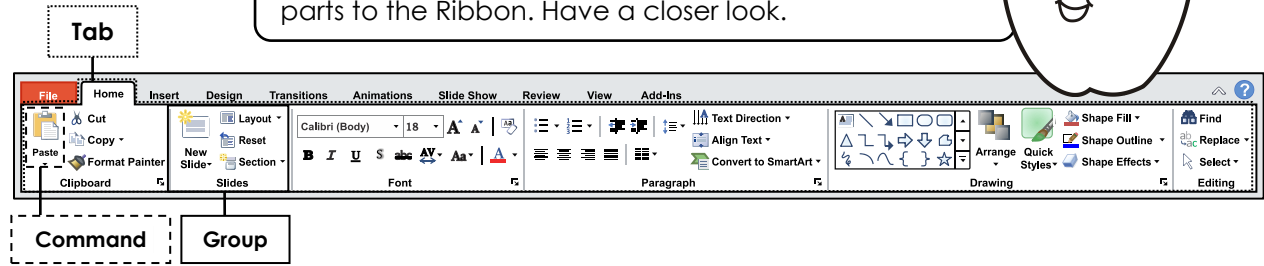
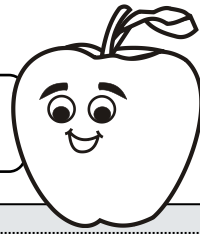
Use the descriptions on the next page to label the parts of the window below.

- |                                |                           |                       |
|--------------------------------|---------------------------|-----------------------|
| 1. <u>File Tab</u>             | 4. <u>Window Controls</u> | 7. <u>Views</u>       |
| 2. <u>Quick Access Toolbar</u> | 5. <u>Slides Tab</u>      | 8. <u>Zoom Slider</u> |
| 3. <u>Ribbon</u>               | 6. <u>Notes Pane</u>      | 9. <u>Slide Pane</u>  |

<b>Window Part</b>	<b>Description</b>
views	A bar at the bottom right of the PowerPoint window that is used to switch between Normal view, Slide Sorter view, and Slide Show view.
file tab	A tab on the left side of the ribbon, which opens a menu of basic commands used in many Microsoft Office programs, such as Save, Open, New, and Print.
quick access toolbar	A customizable toolbar, found above the ribbon, which holds commands that are used often.
ribbon	A band that contains a set of tabs including Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View.
zoom slider	A slider on the status bar that changes the magnification level of the slide in the window.
slides pane	A pane in the middle of the screen used to display the current slide.
notes pane	A pane at the bottom of the window used to add speaker notes.
slides tab	A pane at the left side of the window used to display thumbnails of all the slides in the presentation. When the outline tab is selected, only the text on the slides is shown.
window controls	A set of three controls at the top right corner of a program window used to minimize, maximize/restore, or close the program window.

A Closer Look at the Ribbon

The Ribbon is a band with a set of tabs. There are three parts to the Ribbon. Have a closer look.



10. The ribbon has **tabs**. Each tab holds commands that do a similar job. Draw a box around the *Home* tab.
11. Each tab is divided into **groups**. A group is a collection of commands that do similar actions like insert, delete, or change the layout of a slide. Draw a box around the *Slides* group.
12. Each group has **commands**. Commands are a button, box, or menu that tells the computer what to do. Draw a box around the *Paste* command in the *Clipboard* group.

Questions About the Ribbon

13. Look at the *Home* tab. In which group of commands can you change the format of text, such as selecting font, size, bold, italic or underline styles?

**Font group**

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14. Look at the *Home* tab. What group has the command *Layout*?



**Slides group**

---

15. If you want to add an object such as a picture, clip art, shape, or header and footer, which tab of the ribbon should you choose?

**Insert tab**

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16. What tab would you select to find transitions?



**Transitions**

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17. Which tab would you select to find the *Spelling* command?

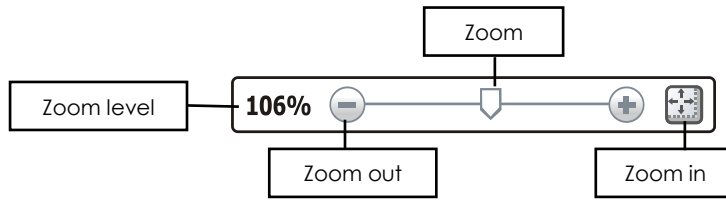
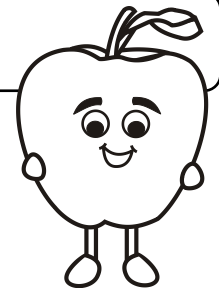


**Review tab**

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Change the Zoom Level

The Zoom level lets you get a better look at your slide on the screen.



18. Drag the Zoom slider to the left. Now drag the Zoom slider to the right.  
 What happens when the Zoom slider is dragged to the right?

**The slide looks bigger and the Zoom level number gets bigger.**

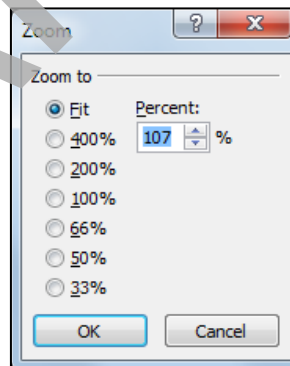
19. Click Zoom in (+). Now click Zoom out (-).  
 What happens when the Zoom out button is clicked?

**The slide looks smaller and the Zoom level number gets smaller.**

20. Click on the Zoom level.



Click to select **Fit** from the Zoom options. Click OK.



What happens when the *Fit* button is clicked?

**The whole slide fits on the screen.**

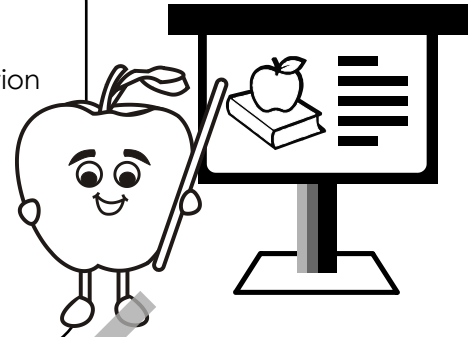
Exit Microsoft PowerPoint

Click the File tab. Click Exit.

## Assignment 3: View an Open House Presentation

An open house is a special occasion where parents visit the school to meet the teacher, see the facilities, and learn more about the learning opportunities their children will have during the year. You are going to make a presentation for an open house.

Watch the Open House presentation to get ideas. The sample presentation includes a wide range of program features available in Microsoft PowerPoint. For this reason, pay special attention to not only the content, but the layout, design, and special effects.



### Open Sample Presentation

- ☞ Open the *Introduction to PowerPoint* folder.
- ☞ Double click *Welcome to Grade 4*.

### View the Sample Presentation in Slide Show View

- ☞ Click the Slide Show button at the bottom of the screen or click the *Slide Show* tab and select *Slide Show From Beginning*.
- ☞ Click to advance to each slide.



Title Slide



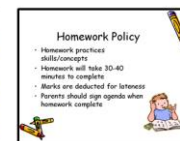
Curriculum Table



Bulleted List of Trips



Venn Diagram of Responsibilities



Homework Policy



Target Diagram of Reading Goals



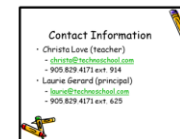
Radial Diagram of Extra Activities



Organizational Chart of Sports



Information About Parent Council



Contact Information

**Questions about the Sample Open House Presentation**

1. What information is included in the Open House presentation for parents?

**Teacher and school contact information, curriculum areas and topics, trips, school/student/parent areas of responsibility, homework policy, reading guidelines, extracurricular activities, home and school information.**

2. How is the information presented?

**Text is in bulleted point form; charts, tables, and visual organizers show information; and clip art and photos add interest and appeal.**

3. What do you like about the presentation?

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4. What would you need to modify to create a presentation for parents attending your school Open House?

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5. Why do you think using presentation software is a good way to convey information to parents?

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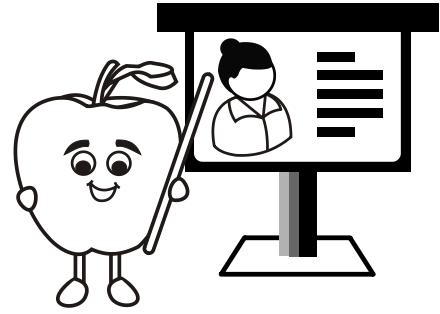
**Close Microsoft PowerPoint**

Click the Close button to exit the program. 

## Assignment 4: Plan Your Presentation

In this assignment, you begin to plan for your presentation. Your presentation will include the following slides:

- *Welcome Slide*: Slide contains a title and subtitle.
- *All About Me Slide*: Slide describes information about the teacher in a bulleted list, accompanied by a digital photograph.
- *Field Trips*: Slide lists school outings, accompanied by a suitable clip art.
- *Curriculum*: Slide outlines in a table the subject areas studied.
- *Student Involvement*: Slide tells about school activities and clubs using a radial organizer.
- *Contact Information*: Slide contains contact name and hyperlink to school website.



### Looking Ahead to Your Presentation

After viewing the sample file, you are now aware of some of the features of Microsoft PowerPoint. You probably have your own vision for an Open House presentation. It is now time to make a connection between what you want to say and what Microsoft PowerPoint can do.

Reflect on your upcoming presentation by completing the following phrases.

1. I would like my presentation to say the following things about me as an educator...

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2. I would like my presentation to say the following things about my teaching practice...

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3. I would like my presentation to say the following things about my classroom...

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4. After seeing my presentation, I would like the audience to know...

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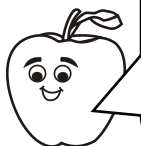


The intent of creating this presentation is to highlight the key features of PowerPoint including how to enter, arrange, and edit information; format slide appearance; select various layouts; insert objects, and apply special effects. Once these skills are learned, you can apply them to expand this presentation to suit your needs and situation.

### Organize Your Ideas

Use the storyboard below to outline the content for each slide in your presentation.

Slide 1	Slide 2
<b>Welcome Slide</b> name of the school, teacher, grade, or course	<b>All About Me Slide</b> list information such as years of experience, specialties, credentials, hobbies, and interests
Slide 3	Slide 4
<b>School Events or Trips Slide</b> list school events or field trips	<b>Curriculum Slide</b> outline long-range plans such as the content of each term, subjects, topics of study
Slide 5	Slide 6
<b>Extracurricular Slide</b> list extracurricular activities, sports teams, or clubs	<b>Contact Information Slide</b> list teacher name, school name, school phone number, and school website

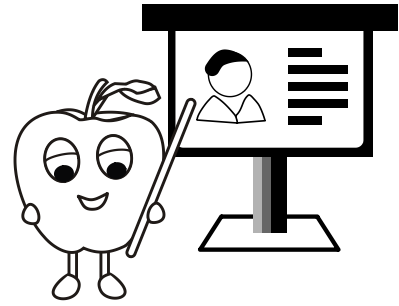


If the focus of an open house to parents is not suitable to your situation, consider modifying the content of the presentation. Some other suggestions are:

- overview for students to be shown on the first day of class
- assignment summary that describes required content, due date, and assessment
- information about the computer lab including hardware, software, and rules
- information about the library including resources, sign out procedures, and hours
- explanation of a concept in the curriculum

## Make the Connection: Customize the Content of your Presentation

Depending on their role in the school, educators have different purposes for hosting an Open House. Homeroom teachers, librarians, special education teachers, administrators, and other school staff all play a part in the Open House process, but may need to communicate different content.



Below are a number of suggestions for the content that various school staff might include in their multimedia presentations for an Open House.

### Teacher's List

Topic	Information
About the Teacher	<ul style="list-style-type: none"> <li>• credentials, experience in education</li> <li>• specialties, additional qualifications</li> <li>• educational philosophy</li> <li>• goals for the year</li> <li>• favorite quotes pertaining to education</li> </ul>
Classroom Happenings	<ul style="list-style-type: none"> <li>• video footage of classroom activities</li> <li>• rules</li> <li>• list of texts used in class</li> <li>• physical activity plan</li> <li>• special projects</li> <li>• samples of student work (scanned)</li> <li>• allergy/health concerns and procedures</li> <li>• available special education services</li> <li>• second language support</li> </ul>
School and Home Connections	<ul style="list-style-type: none"> <li>• list of school supplies required</li> <li>• recommended books for students</li> <li>• solicit volunteers for classroom</li> <li>• homework tips</li> <li>• useful websites to consult for homework help and research</li> <li>• frequently asked questions and answers</li> </ul>
Contact Information	<ul style="list-style-type: none"> <li>• teacher's email address</li> <li>• school phone number</li> </ul>

**Administrator's List**

Topic	Information
About the Administration	<ul style="list-style-type: none"><li>• credentials and experience in education</li><li>• specialties, additional qualifications</li><li>• educational philosophy</li><li>• school philosophy</li></ul>
About the School	<ul style="list-style-type: none"><li>• school philosophy</li><li>• hours of operation</li><li>• daily schedule</li><li>• demographic data</li><li>• standardized testing results</li><li>• discipline policy</li><li>• sign in and sign out procedures</li></ul>
About the Staff	<ul style="list-style-type: none"><li>• staff photo with names of teachers and grades taught</li><li>• contact list for teachers, custodians, and office staff</li><li>• contact list for trustee, school board, and superintendent</li></ul>
School Programs	<ul style="list-style-type: none"><li>• extra-curricular programs</li><li>• fundraising</li><li>• school events</li><li>• description of programs such as art or music</li><li>• description of specialty rooms such as computer lab</li><li>• description of resource rooms such as library</li><li>• before and after school child care</li></ul>
Feedback and Involvement	<ul style="list-style-type: none"><li>• school council</li><li>• volunteering</li><li>• parent conferences</li><li>• questions and answers</li></ul>