Lesson Notes for Microsoft PowerPoint

Lesson 1: Getting Started

Slide	Topic/Exercise Heading	Obj	Instructor Notes	Timing (mins)
	The Microsoft Office Specialist Exam Objectives listed at the right are covered in this lesson.	**1.2.1** **1.2.2** **1.2.3** **1.5.3**	**Change slide size** **Display presentations in different views** **Set basic file properties** **Inspect presentations for issues**	
3	Lesson Objectives		Review the objectives on Slide 3 with students so they know what will be covered in the lesson.	5-10
	What is PowerPoint?		Before beginning, search the Internet for examples of PowerPoint presentations and YouTube videos created with PowerPoint. • What do students like or dislike about the presentations you share? • Which students have used PowerPoint previously? What did they create?	5-15
4-5	– Starting PowerPoint		There are several ways to launch the application and to perform various tasks; the course lists many methods. Most students will find one method that they prefer to use for each of the various tasks.	5
6-7	– Creating New Presentations		Review the methods for creating a new presentation. Point out the relevant areas of the New page in Backstage view.	5-10
	Learn to create new presentations		Students start PowerPoint and create presentations.	5-10
8	– Looking at the PowerPoint Window		Review the areas of the PowerPoint interface. Demonstrate how to access various areas of the interface.	10-20
	– Other Features		Make sure students understand that many features can be turned on or off to suit the individual's working style and preferences.	5
9	– Opening a Presentation		Demonstrate opening presentations and navigating the local directory structure. Point out the location of the student files. Point out that recent files can be pinned to the list.	10-20
	Learn to open presentations		Students open three presentations.	5
10	– Closing a Presentation		Demonstrate closing a presentation without saving changes so that students can see the prompt and be reassured that they won't lose their work.	5-10

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	Learn to close presentations		Students close presentations.	5
11	– Moving Around in Presentations		Demonstrate how to navigate through a presentation in Normal view so that students will become comfortable accessing different slides.	5
12	– Adding Text – Inserting Text on a Slide – Deleting Text on a Slide		Demonstrate how to add and delete text in a placeholder. Emphasize that the DELETE key deletes content to the right of the cursor, and the BACKSPACE key deletes content to the left of the cursor.	5
	Learn to add text to a presentation		Students open a presentation and enter text in a placeholder.	
13-15	– Using the Ribbon		The Ribbon is (for the most part) consistent among the Office programs. Students should understand how the ribbon is referenced in the text. Read out a sample instruction, such as "On the Home tab, in the Slides group, click New Slide" and step through the process so students can see the tab, the group, and the command.	10-20
16	– Viewing Screen Tips		Make sure that ScreenTips are active on student systems.	5
17	– Using the Quick Access Toolbar		Make sure students understand the location and expediency of the Quick Access toolbar.	5-10
18	– Changing Slide Size Options	1.2.1	By default: • Slide size is set to 16:9 widescreen aspect ratio. • Slide orientation is Landscape. • Notes, Handouts, and Outline orientation is Portrait. If you change the slide size after you enter content, you may need to adjust content positioning.	10-15
	Learn to set slide size options	1.2.1	Students adjust the slide size and use the Maximize and Ensure Fit options.	5
19	Managing Presentation Files		Review the basics of creating meaningful file names and logical folder structures.	5
20-23	– Saving Presentations		Students should be comfortable with the Save As page in Backstage view and with the Save As dialog box.	10-20

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			Point out the location of the Save As Type field in each one.	
24	– Maintaining Backward Compatibility	1.5.3	Challenge students to list reasons why maintaining backward compatibility can be important.	5-10
	– Converting to Another Presentation Format		Make sure students understand the data shown in the Compatibility Checker dialog box on Slide 24.	5-10
	Learn to maintain file compatibility and save presentations	1.5.3	Students inspect a presentation for compatibility and save it.	5-10
25	– Modifying Presentation Properties	1.2.3	Students should understand that metadata is useful in helping users track down files that may contain information in which they are interested.	10-20
	Learn to view and modify presentation properties	1.2.3	Students add file properties.	10-20
26	– Viewing Presentations	1.2.2	Point out the options on the View tab and the view buttons in the status bar.	10-20
	– Viewing in Grayscale or Black and White	1.2.2	Periodically viewing a presentation in grayscale gives students an idea of how it will appear when it is printed in black and white.	5-10
	Learn to change the view	1.2.2	Students explore a presentation using several different views.	5-15
27	Lesson Summary		Review the objectives and the Key Terms with students to remind them of what was covered in the lesson. Provide a short summary of the features and give students a chance to complete exercises if they did not complete them earlier.	5-10
			The Quiz Questions may be assigned at your discretion as classwork or homework. Answer keys can be found in the Teacher Resources.	
			Total (Hours)	**3.0-6.0**