

Microsoft®

PowerPoint

Instructor Resources

Microsoft PowerPoint

Enter Dates

Instructor Information

Instructor

add text

Email

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Office Location & Hours

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General Information

Description

The Microsoft PowerPoint course is designed to elevate your proficiency and expertise in utilizing Microsoft PowerPoint, the industry-standard presentation software. This comprehensive course will equip you with the essential skills to navigate the PowerPoint interface seamlessly, work with slides, apply formatting, and harness an array of features to enhance presentations with charts, videos, and animations.

Throughout the course, you will delve into vital topics, including incorporating multimedia, and utilizing advanced slide design techniques. You will also learn to animate presentations to captivate your audience, ensure seamless collaboration with team members, and leverage features like Presenter View for delivering persuasive presentations.

Successful completion of the certification exam validates the knowledge and skill sets of individuals seeking employment or advancement in their careers.

Course Objectives

This course teaches the skills you will need to successfully complete the Microsoft PowerPoint certification offered by Certiport. These skill sets are introduced using multiple types of exercises and review materials.

After completing this course, you will understand the following:

- ✦ Master the Microsoft PowerPoint interface and explore its extensive features
- ✦ Develop and design presentations with professional formatting and styles
- ✦ Manage and organize slides for optimal flow and audience engagement
- ✦ Incorporate dynamic content such as charts, tables, and SmartArt graphics
- ✦ Integrate multimedia elements like audio and video seamlessly into your presentations
- ✦ Employ animations and transitions to add a layer of polish and sophistication
- ✦ Utilize collaboration tools for team-based presentation development
- ✦ Execute presentations using advanced tools like Presenter View and dynamic slide features

Expectations and Goals

Upon completion of this course, learners are expected to complete the Microsoft PowerPoint Certification Exam. Certification candidates will demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. To learn more about the Microsoft Office Specialist program visit: [Microsoft Office Specialist :: Certiport \(pearsonvue.com\)](https://www.pearsonvue.com/microsoft-office-specialist)

Certifications provide significant advantages to professional and job candidates. These include:

- Higher grade point average for certified high school students
- Higher graduation rates for certified high school students
- Increased post-secondary enrollment
- Reduced dropout rates

Additional information: [The value of certification](#)

Course Materials

Required materials

- XperienceED account
- Computing Device
- Internet Connection

Optional materials

- Headset

Schedule

Dates

Unit

Unit 1: Getting Started

Unit 2: Working with Text

Unit 3: Working with Slides

Unit 4: Inserting Objects

Unit 5: Enhancing Presentations

Unit 6: Preparing the Slide Show

Course Structure

The course is structured to learn by doing, practice the learned skill, then apply the skills.

- Unit
 - Lesson
 - Learn Tasks
 - Practice Exercises
 - Practice Questions
 - Objective Assessment
 - Create Project

Each unit contains lessons. The lessons are introduced by lesson topics where you can learn through doing or learn through study materials (eBook, QuickDeck or QuickClip). Each lesson concludes with a Practice Exercise that incorporates the tasks you have learned throughout the lesson. Once you have completed the lessons in the unit, you are assessed through a question-based Objective Assessment and a Create Project.

Weights and Grading

Add your course weight and grading here

Additional information and resources

Add a subheading

Add text.

Instructor Guide Overview

Course Structure

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Delivery

The course is created so it can be customized to meet the needs of the instructor and the learner.

- **Direct Instruction:** Utilize the PowerPoint presentations to introduce each lesson topic, then have the learners review the study materials and complete the task.
- **Flipped Classroom:** Learners complete lessons outside of class time. Learners utilize the class time to discuss learned tasks, allow learners to teach concepts, expand concepts through learning stations, and work on unit extension or unplugged activities.

Differentiation

- **Applied Learning Resources:** Applied exercises outline what learners need to complete. Learners study the concept and then apply that knowledge to complete the Learn Task. These exercises reinforce independent problem-solving and help learners demonstrate mastery.
- **Guided Learning Resources:** Guided learning resources provide step-by-step instructions to support learners in completing the Learn Task. These resources scaffold the process, ensuring that learners can successfully practice and build confidence as they progress through the content.

- **Extension Activities:** Encourage learners to showcase their newly learned skills by creating additional real-world projects, teaching others how and why to use new skills, and exploring beyond their learning.

Prepare for Delivery

- Begin with the unit overview to understand the structure and flow of the unit, the topics covered, the approximate time to complete and the exam objectives reviewed.
- Review the lesson PowerPoint Presentation to give you an in-depth look at each lesson topic and the comprehensive topic notes included.
- Review the answer keys to familiarize yourself with the tasks learners will complete throughout the lesson.
- Complete the lesson.

Instructor Resources Overview

Instructor Resources File Structure	<ul style="list-style-type: none"> 📁 Instructor Resources <ul style="list-style-type: none"> 📄 Course Syllabus 📄 Course Overview 📄 Course Key Terms 📄 Course Instructor Guide 📁 Unit <ul style="list-style-type: none"> 📁 Unit Assessment Answer Keys <ul style="list-style-type: none"> 📄 Create Project 📄 Objective Assessment 📁 Lesson <ul style="list-style-type: none"> 📁 Answer Keys <ul style="list-style-type: none"> 📄 Lesson Practice Exercises 📄 Learn Tasks 📄 Lesson Practice Questions 📁 Study Guides <ul style="list-style-type: none"> 📄 Study Guide Complete 📄 Study Guide Fill-In Explanation 📄 Study Guide Fill-In Topic 📄 Lesson PowerPoint Presentations 📁 Unplugged Activities 📄 Unit Overview 📄 Unit Learning Plan 📄 Unit Key Terms 📁 Learner Resources
Unit Assessment Answer Keys	<p>Each unit includes two types of assessments for learners to apply their knowledge.</p> <ul style="list-style-type: none"> • Create Project – These are project prompts and sample solution files.

	<ul style="list-style-type: none"> • Objective Assessment – A comprehensive question and answer-based assessment for the unit.
Answer Keys	<p>Documents containing answers, step-by-step instructions, and correct answers for Instructor reference or to offer additional support material for learners.</p> <ul style="list-style-type: none"> • Learn Tasks - Each lesson topic includes an opportunity to apply what they have just learned or by answering questions. • Lesson Practice Exercises – End of lesson exercises or scenario-based assessment. • Lesson Practice Questions – End of lesson question-based assessment.
Study Guides	<p>Printable and customizable study guides mapped to lesson topics and exam objectives are provided in three formats.</p> <ul style="list-style-type: none"> • Complete- This version includes the topic and the explanation. • Fill-In Topic-Learners can fill in the topics as they learn or as a review. • Fill-In Explanation – This allows learners to complete the explanation of each lesson topic in their own words and images.
Learning Plan	<p>Customizable unit learning plan outlining the objectives and topics covered, essential questions, learning targets, methods and materials, extension activities, formative and summative assessments, mapping to STEAM, Work Readiness, 5 C's, and Bloom's Taxonomy Levels.</p>
Lesson PowerPoint	<p>A PowerPoint Presentation that complements the lesson. Each lesson topic is included in the presentation as well as comprehensive speaker notes.</p>
Unplugged Activities	<p>A variety of activities and necessary resources to get learners off the computers while still reinforcing unit learning objectives.</p>
Unit Key Terms	<p>A comprehensive list of key terms throughout the unit.</p>
Unit Overview	<p>A spreadsheet containing the overview of the flow of the unit that includes lesson topics, certification objectives mapping, and approximate timings for self-paced and instructor-led scenarios.</p>
Learner Resources	<p>Printable learner resources are available to support both applied and guided learning.</p> <ul style="list-style-type: none"> • Applied Learning Resources – Printable prompts that direct learners to study the concept before applying their knowledge to complete the Learn Task. • Guided Learning Resources – Step-by-step printable guides that lead learners through the process of completing the Learn Task, providing structure and support as they build skills.

PowerPoint Learning Plan

Unit 1: Getting Started

Instructor:

Class:

Duration: 5-9 hours

Unit Objectives:

Learners will be proficient in navigating the PowerPoint application, customize settings to suit their preferences, and confidently utilize the various tools and features available for creating and delivering effective presentations.

Essential Questions:

- What is Microsoft PowerPoint, and why is it an important tool for presentations?
- How do you save, export, and share your PowerPoint presentations effectively and securely?
- What are the different views available in PowerPoint, and how can they help you during the presentation creation process?

Learning Targets:

I will learn how to effectively format text and utilize text tools in PowerPoint presentations so I can create visually appealing slides that engage my audience.

I will practice adjusting font styles, sizes, colors, and effects to highlight key information and maintain consistency.

I will know I succeeded when I can confidently apply various text formatting techniques to enhance the overall impact and clarity of my presentation content.

Methods and Materials:

- Lectures
- Reading
- Videos
- Hands-on activities
- Creating
- Analyzing
- Discussing
- Teaching

Formative Assessments:

- Learn Tasks
- Practice Questions
- Practice Exercises

Summative Assessments:

- Objective Assessment
- Create Project

STEAM

- ☐ Science
- ☒ Technology
- ☒ Engineering
- ☒ Art
- ☐ Math

Work Readiness

- ☒ Communication
- ☒ Problem-solving
- ☒ Teamwork
- ☒ Work ethic
- ☒ Empathy
- ☒ Conflict resolution
- ☒ Active listening
- ☒ Time management
- ☒ Adaptability
- ☒ Reading
- ☒ Mathematics

5 C's

- ☒ Critical Thinking
- ☒ Creativity
- ☒ Communication
- ☒ Collaboration
- ☒ Citizenship

Blooms Level

- ☒ Remembering
- ☒ Understanding
- ☒ Applying
- ☒ Analyzing
- ☒ Evaluating
- ☒ Creating

Learning Activities

Lesson	Time Allowed	Content
Introduction to PowerPoint	60-130 minutes	<ul style="list-style-type: none"> • PowerPoint Overview • PowerPoint Window

		<ul style="list-style-type: none"> • Ribbon • Ribbon Tabs • Customize Ribbon • Developer Tab • Quick Access Toolbar • Navigation Pane
Basic Concepts	75-175 minutes	<ul style="list-style-type: none"> • Create a New Presentation • Open a Presentation • Save a Presentation • Save a Template • Save a Presentation as a PDF • Save a Presentation as Images • Save a Presentation as a Video • Print a Presentation • Print Layout Options • Print Handouts
Settings	55-115 minutes	<ul style="list-style-type: none"> • Presentation Properties • Set as Read-Only • Password Protect • Mark as Final • Compatibility • Inspect a Presentation

Warm-Up Activities

1. Discuss and compare the common features and functionalities shared between Microsoft Word and PowerPoint, highlighting how these features are utilized differently in each application.
2. Reflect on your prior experience with PowerPoint presentations and share one or more instances when you used PowerPoint, whether for school, work, or personal projects. Describe the purpose of those presentations and any challenges or successes you encountered.
3. List and explain three different formats in which you can save a PowerPoint presentation. For each format, provide a real-life scenario or example of when you would choose to save a presentation in that particular format. Consider factors like sharing, editing, and compatibility in your explanations.

Extension Activities

1. Create a portfolio for the course. Portfolios should include evidence of work, reflect on learned skills and how you can incorporate the skills in a current or future project. This is an ongoing extension activity. Continue to add to the portfolio throughout the course.
2. Select one topic learned throughout the unit then create an instructional video, tutorial, lecture, or hands on activity to teach others about the skill.
3. Analyze a well-designed PowerPoint presentation that you find online or in your course materials. Identify what makes it effective in terms of layout, visuals, text, and slide transitions. Create a brief report explaining the elements that contribute to its success.
4. Explore the customization options for the PowerPoint window. Change the color scheme, background, or other elements to personalize your PowerPoint environment. Share what you customized and explain why you made those changes.
5. Create a new Ribbon tab for a specific theme or topic (e.g., 'Research' tab for academic presentations). Decide which groups and commands to include and present the rationale for your choices.

Unit Evaluation and Reflection

What went well

What needs to change

Unit 1 Introduction to PowerPoint

Learn Tasks

PowerPoint Overview

1) Why is PowerPoint a helpful tool for creating presentations?

- a) It helps you write essays faster.
- b) **It allows you to share information in a clear and interesting way. (correct)**
- c) It adds random images to your slides automatically.
- d) It removes all videos and pictures from your presentation.

2) Fill in the blank with the correct word.

PowerPoint allows you to use pictures, charts, and **videos (correct)** to make your presentation more fun and quickly understood.

- Videos
- Essays
- Homework
- Bookmarks

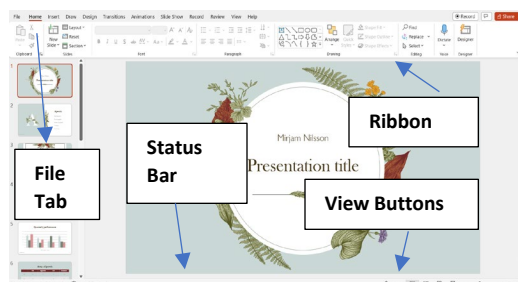
3) You should add as many pictures and videos as possible to every slide to make your presentation have an exciting appearance.

- True
- **False (correct)**

PowerPoint Window

Identify the following in the PowerPoint Window

- File Tab
- Status bar
- Ribbon
- Slide Pane
- View Buttons



Ribbon

Match the following terms:

- a) Galleries
- b) Ribbon
- c) Dialog Box Launcher
- d) Contextual Tabs

Ribbon (correct) Located at the top of the window and contains tabs, groups, and commands to help you build your presentation.

Contextual Tabs (correct) Appears when you select specific objects like pictures or charts and offer additional tools.

Galleries (correct) Displays visual style options, such as Themes, in a preview format so you can view the effect before applying it.

Dialog Box Launcher (correct) Opens a window with more advanced settings and controls for certain commands.

Ribbon Tabs

Review the following terms and descriptions and match the terms to correctly identify when you would use the Ribbon tabs.

- a) Design
- b) Insert
- c) Review
- d) Animations

Design (correct) Helps you improve the appearance of your presentation by inserting different colors and designs.

Animations (correct) Helps you make objects on your slides move, like showing text or moving images.

Insert (correct) Helps you add pictures, shapes, charts, and more to your slides.

Review (correct) Helps you check spelling, leave comments, and make changes.

Customize Ribbon

Place the steps into the correct order to successfully customize the Ribbon in PowerPoint.

- 1) **Open PowerPoint and go to the File tab at the top left corner of the window. (correct)**
- 2) **In the menu that appears, choose Options. (correct)**
- 3) **In the PowerPoint Options dialog box, select the Customize Ribbon option. (correct)**
- 4) **Choose the tab where you want to add or remove a tool from the right column. (correct)**
- 5) **Use the Add or Remove button between the two columns to make changes. (correct)**
- 6) **Select the OK button to save your changes. (correct)**

Developer Tab

Why would you enable the Developer tab in PowerPoint?

- a) To change the theme of your presentation
- b) **To access tools for adding interactive buttons, forms, and special commands (correct)**
- c) To insert pictures and videos
- d) To apply transitions between slides

Quick Access Toolbar

- 1) What is the main benefit of customizing the Quick Access Toolbar in PowerPoint?
 - a) It changes the background color of your slides.
 - b) It allows you to add animations quickly.
 - c) **It gives you quick access to commands you use most often. (correct)**
 - d) It adds new design themes to your presentation.
- 2) You can remove commands from the Quick Access Toolbar if you don't use them.
 - **True (correct)**
 - False

Navigation Pane

If the Navigation bar is not displayed make sure you are in the normal view.

- **True (correct)**
- False

Unit 1 Introduction to PowerPoint

Practice Exercise

Add a section, update the Quick Access Toolbar, and insert a new slide.

- 1) Open U1 L1 Practice Exercise.pptx
- 2) Add the New Slide command to the Quick Access Toolbar
 - File tab > Options > Quick Access Toolbar > Choose commands from: Popular Commands > New Slide > Add>> > OK
- 3) Add a new blank slide after the final slide using the Quick Access Toolbar
 - Slide 15 > Quick Access Toolbar > New Slide > Blank
- 4) Save to your course files

This feature is only available in the desktop version.

Unit 1 Introduction to PowerPoint Practice Questions

- 1) The title Bar is located at the bottom of the window.
- True
 - **False (correct)**
- 2) Review the following terms and descriptions and match the terms to correctly identify when you would use the Ribbon tabs.
- a) Galleries
 - b) Groups
 - c) Contextual Tabs

Galleries (correct) – It has similar commands to help you with different tasks.

Groups (correct) – It has different visual options and styles.

Contextual Tabs (correct) – It has special tools just for working with pictures or charts.

- 3) Match the following words into the correct category.
- a) Design
 - b) Themes
 - c) Draw
 - d) Stencils

Ribbon Tabs	Non-Ribbon Tabs
Design (correct)	Themes (correct)
Draw (correct)	Stencils (correct)

- 4) Which of the following is not an option inside the Ribbon?
- a) Merge
 - b) Slide Master
 - c) Add Table (correct)**
 - d) Record
- 5) Which of the following is not a group inside the Developer Tab?
- a) Code
 - b) Comments (correct)**
 - c) Add-ins
 - d) Controls
- 6) The Quick Access Toolbar is great because it saves you time. Instead of looking for commands in different places, you can have them organized in one spot.
- **True (correct)**
 - False
- 7) The Navigation Pane in PowerPoint is a helpful tool that helps you move around and organize your slides.
- **True (correct)**
 - False

A photograph of students in a classroom or computer lab. In the foreground, a young woman with long brown hair, wearing a blue and white plaid shirt, is focused on her laptop. Her hands are on the keyboard, and she is wearing a gold ring and a gold bracelet. To her right, a young man with dark curly hair is also working on a laptop, slightly out of focus. In the background, another student is visible, and the room has large windows with a grid pattern. An orange semi-transparent banner is overlaid across the middle of the image, containing the text 'Microsoft PowerPoint' and a logo.

Microsoft PowerPoint

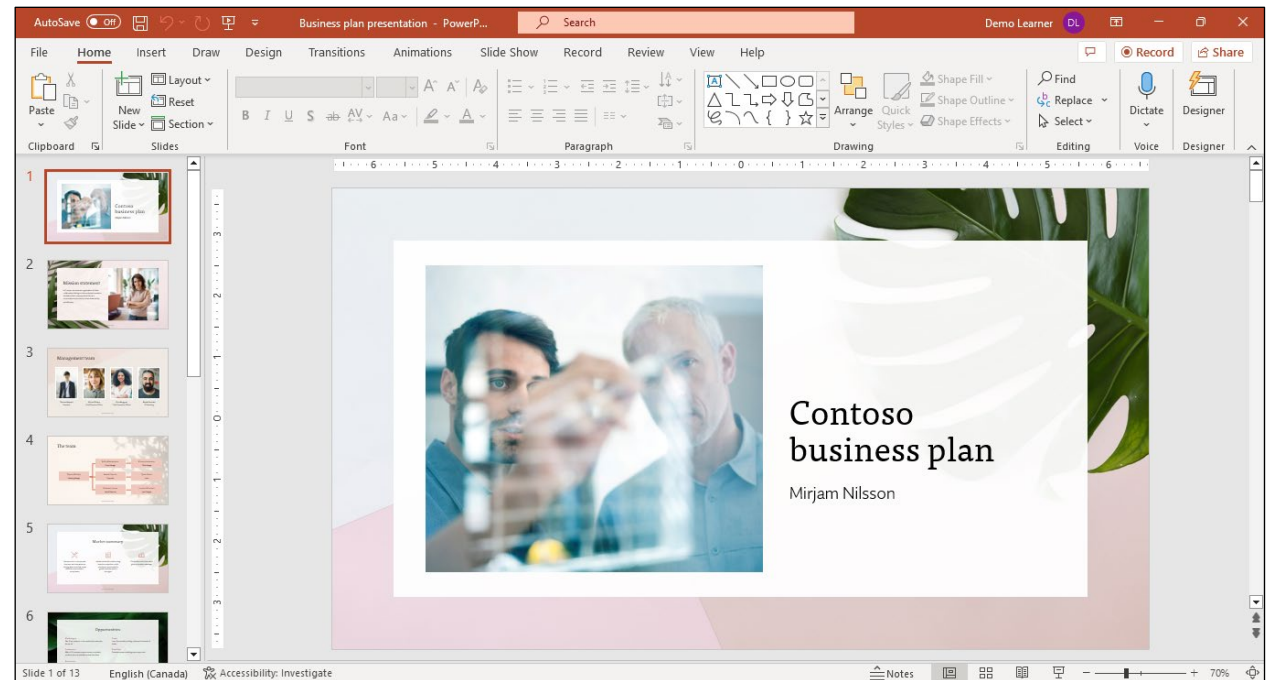
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Introduction to PowerPoint

Unit 1: Getting Started

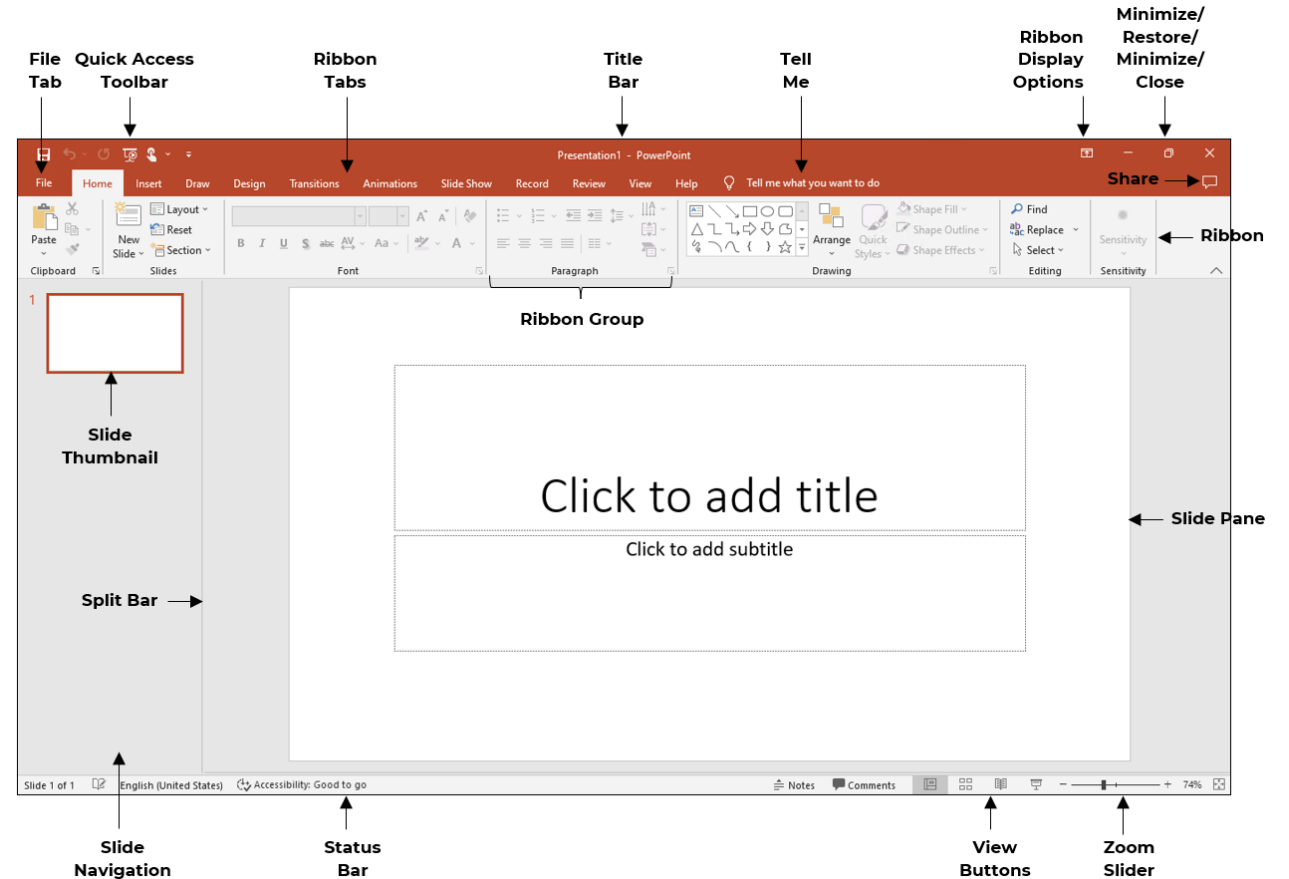
PowerPoint Overview

- Presentation software
- Include pictures, charts, videos, special effects



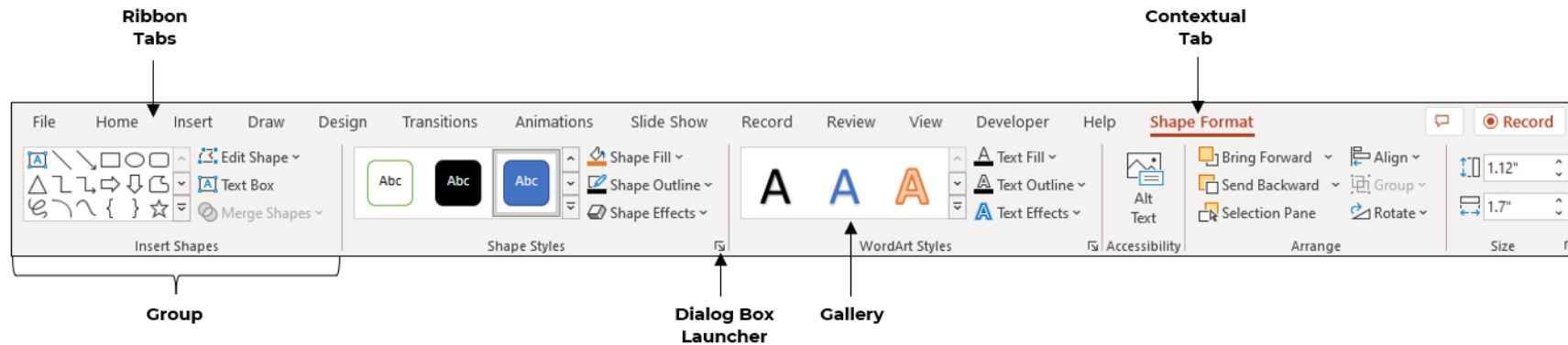
PowerPoint Window

- Ribbon like other Microsoft Office programs
- Contains additional features



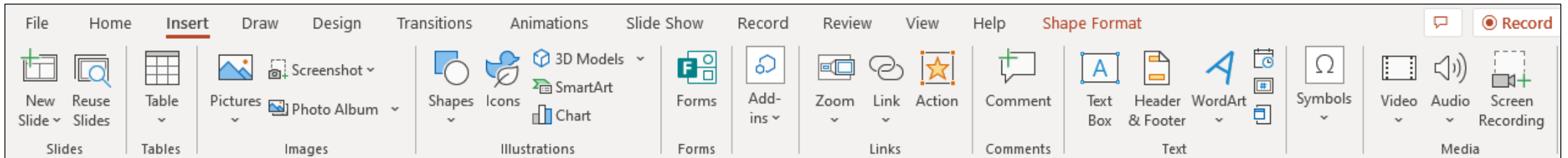
Ribbon

- **Contextual tabs** – Pictures and charts
- **Groups** – Task buttons
- **Galleries** – Themes, options, styles
- **Dialog box launcher** – More options



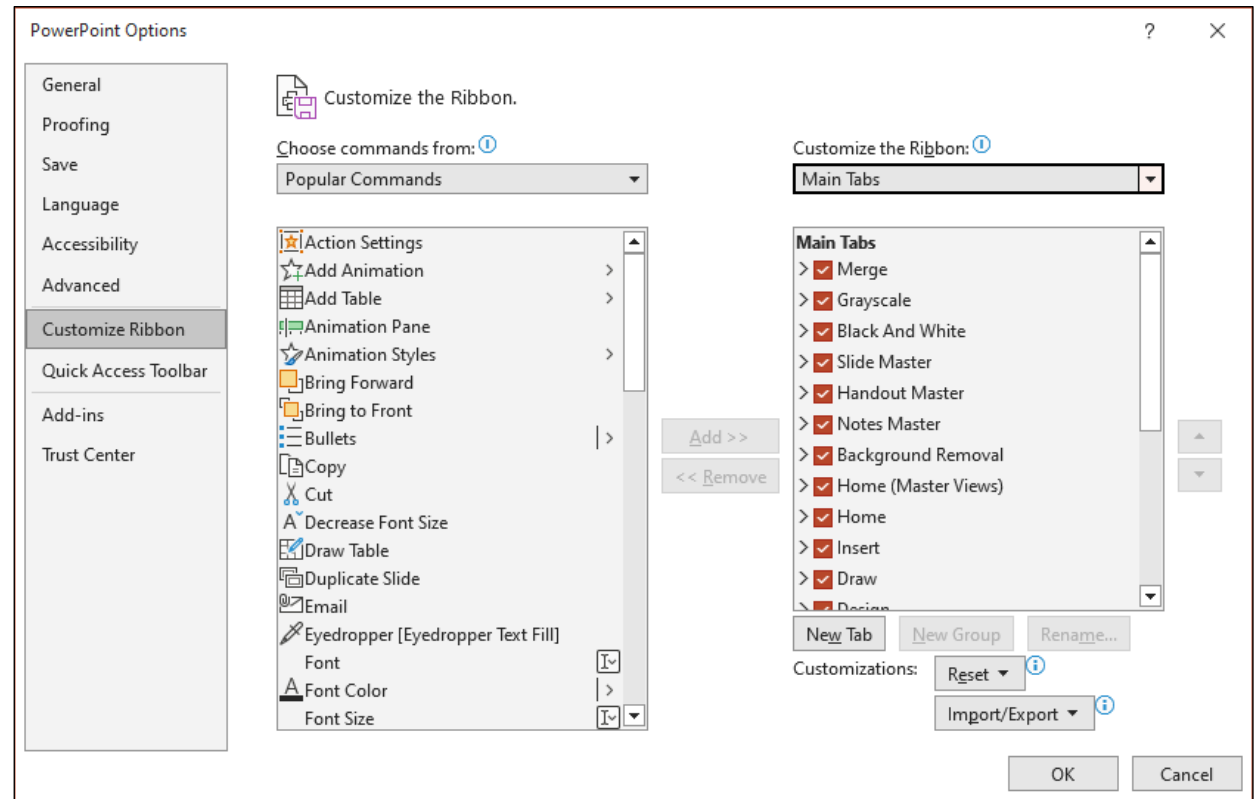
Ribbon Tabs

- Each tab has different tools to create and customize a presentation
- Includes Home, Draw, Design etc.



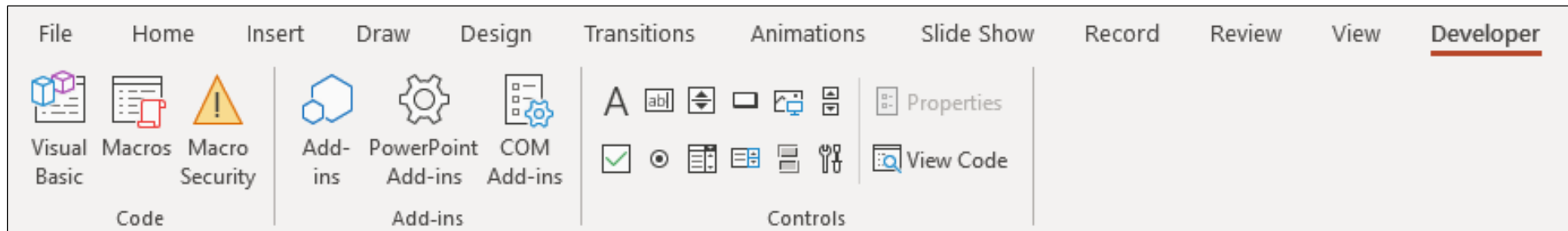
Customize Ribbon

File > Options >
PowerPoint Options
dialog box >
Customize Ribbon
option



Developer Tab

- Special commands, interactive buttons, forms, advanced programming tools
- **File** tab > **Options** > **Customize Ribbon** > **Developer**



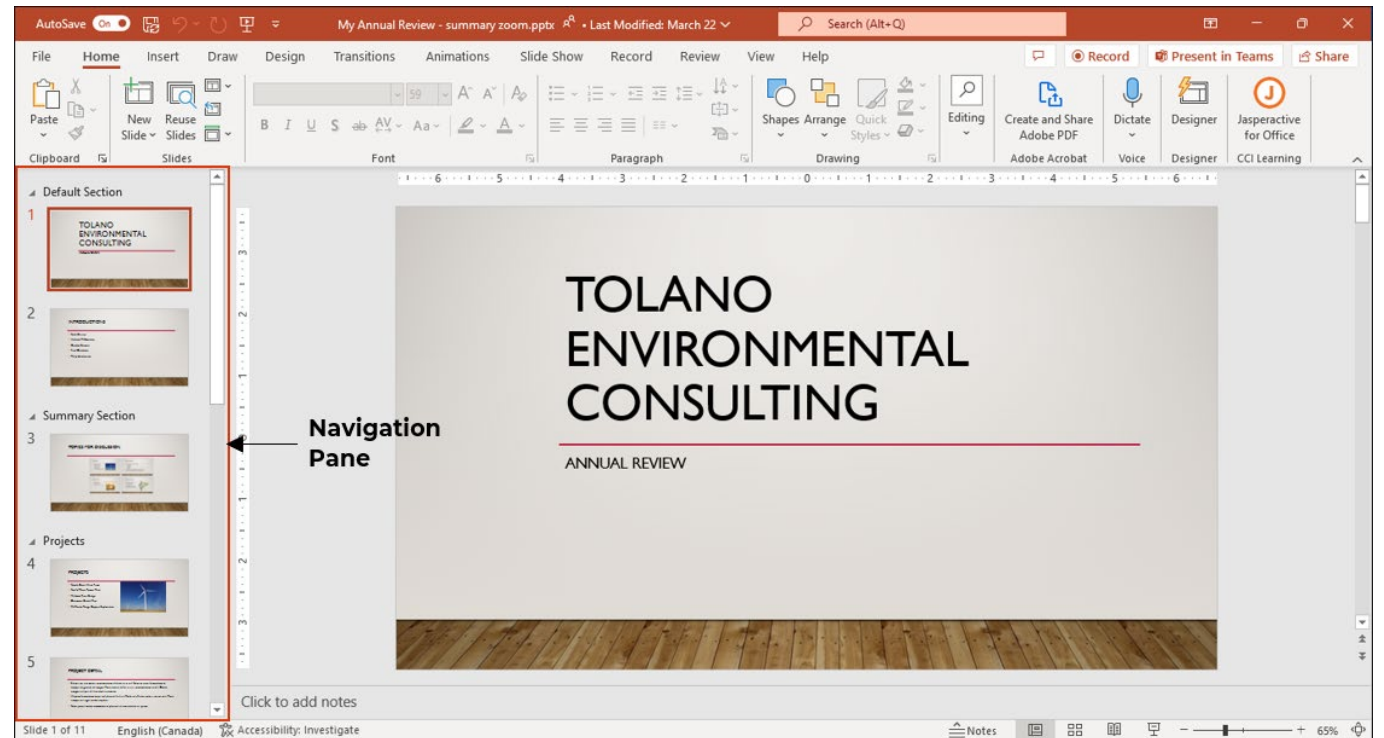
Quick Access Toolbar

- Top left corner of window
- Save and Undo
- Customizable



Navigation Pane

- **View** tab > Presentation Views group > **Normal**
- Thumbnail preview of slides



Unit 1 Introduction to PowerPoint

Study Guide Complete

Topic	Explanation
PowerPoint Overview	
PowerPoint	Create and share presentations.
Benefits	<ul style="list-style-type: none"> • Share information in a concise way. • Presentations are organized and creative. • Integrate images, charts, videos, and special effects.
Slides	Individual pages in a presentation.
Overview Tip	<ul style="list-style-type: none"> • Use pictures and videos widely. • Avoid overcrowding slides. • Practice your presentation before presenting it to others.
PowerPoint Window	
PowerPoint Window	Contains the Ribbon interface of other Microsoft Office programs.
Quick Access Toolbar	Provides quick access to frequently used commands.
Ribbon	Interface at the top of the window with tabs and groups for accessing commands and tools.
Title Bar	Displays the name of the open presentation.
Min/Restore/Max/Close Buttons	Control the size and closure of the PowerPoint application window.
Slide Navigation Pane	Displays thumbnail views of each slide for organization and navigation.
Slide Pane	Main workspace for viewing and editing the selected slide.
Split Bar	Adjusts the size of the Slide Navigation or Outline View pane.
Status Bar	Displays presentation information and includes buttons for Notes and viewing options.
View Buttons	Allows switching between different views of the presentation.
Zoom Slider	Adjusts the zoom level of slides in the presentation.
Ribbon	
Ribbon	Tool at the top of the PowerPoint window with tabs for accessing different commands and tools.
Contextual Tabs	Tabs that appear when working with specific objects like pictures or charts, offering tools specific to those tasks.
Groups	Organized sections within the Ribbon that contain related commands for performing different tasks.
Galleries	Visual displays of options or styles, allowing users to choose from different designs or formats.
Dialog Box Launcher	Special button in the Ribbon that opens a dialog box with advanced options and controls for a specific command.
Ribbon Elements	Tabs, contextual tabs, groups, dialog box launcher, and galleries within the Ribbon interface.
Themes	Designs that can be applied to the entire presentation, accessed through the gallery in the Design tab.
Dialog Boxes	Windows that provide additional options and controls for specific commands, accessed through the dialog box launcher.
Ribbon Tabs	

Home	Tab with tools for changing the appearance of text and slides, including fonts and colors.
Insert	Adding pictures, shapes, charts, and other elements to slides.
Draw	Drawing items on slides and converting them to text or shapes.
Design	Enhancing the visual appeal of slides by selecting colors and designs.
Transitions	Adding special effects when transitioning from one slide to another.
Animations	Making objects on slides move, such as text or images.
Slide Show	Starting and controlling the presentation slideshow.
Review	Checking and editing the presentation, including spelling checks, comments, and changes.
View	Displaying slides in different formats, such as list or full screen, and for zooming in or out.
Format (Contextual)	Tab that appears when specific elements, like pictures, are selected, providing options to modify their appearance.
Customize Ribbon	
Customize Ribbon	Process of personalizing the Ribbon in PowerPoint for maximum efficiency by adding or removing frequently used tools.
Steps to Customize Ribbon	<ol style="list-style-type: none"> 1. Go to File tab at the top left corner of the window. 2. In the menu that appears, choose Options. This will open the PowerPoint Options dialog box. 3. In the PowerPoint Options dialog box, select the Customize Ribbon option on the left side. 4. There are two main columns: one for the tabs; another for tools within each tab.
Steps to Customize Ribbon	<ol style="list-style-type: none"> 5. Select the tab where you want to add it from the list on the right side. 6. Choose the specific tool you want to add or remove from the left side. Use the Add button between the two columns to add it. 7. Select the OK button to save your changes.
Developer Tab	
Developer Tab	Provides additional tools for creating interactive and unique presentations.
Steps to Turn on Developer Tab	<ol style="list-style-type: none"> 1. On the File tab > Options > Customize Ribbon. 2. In the Customize Ribbon Section select Developer by putting a checkmark next to it. 3. Select OK to save your changes.
Benefits	<ul style="list-style-type: none"> • Make and edit special commands. • Add interactive buttons and forms. • Add more advanced programming tools.
Quick Access Toolbar	
Quick Access Toolbar (QAT)	Toolbar located above the Ribbon, providing quick access to commonly used commands.
Benefits	<ul style="list-style-type: none"> • Saves time and enhances efficiency. • Organize commands in one spot. • Customizable.
Steps to Customize the QAT	<ol style="list-style-type: none"> 1. Right-Click on the Quick Access Toolbar at the top left corner of the window – a window will appear. 2. Choose commands to add to the toolbar. 3. If the command you want is not in the menu, select More Commands at the bottom. This will open a new window called PowerPoint Options.

	4. Find the Quick Access Toolbar section in the PowerPoint Options window.
Steps to Customize the QAT	5. There are two lists: one with the commands currently on the toolbar and another with commands you can add. 6. To add a command, choose it from the list on the left then select Add button in the middle. It will be added to the toolbar. 7. To remove a command, select it from the list on the right and then Remove button in the middle. 8. You can also change the order of the commands by using the arrows on the right side. 9. Select OK to save your changes.
Navigation Pane	
Navigation Pane	Tool located on the left side of the PowerPoint window, displaying thumbnail images of slides.
Benefits	<ul style="list-style-type: none"> • Navigate and organize slides. • Thumbnail images and search maintain efficiency and organization.
Thumbnail Images	Small previews of each slide's content illustrated in the Navigation Pane
Steps to Use the Navigation Pane	1. Locate the Navigation Pane on the left side of the window. 2. If the Navigation bar is not displayed make sure you are in the normal view by going to the View tab > Presentation Views group > Normal . 3. Scroll through the list in the Navigation Pane and find the slide you want to view or edit.
Steps to Use the Navigation Pane	4. Select its thumbnail image to make it the active slide. The active slide will be displayed in the main slide area of the PowerPoint window. 5. Rearrange the order of the slides by selecting and dragging a slide's thumbnail image to a new position in the list.
Active Slide	Slide that is currently selected and displayed in the main slide area of the PowerPoint window.
Normal View	View that displays the Navigation Pane on the left side of the window.

Unit 1 Introduction to PowerPoint

Study Guide Fill-In Explanation

Topic	Explanation
PowerPoint Overview	
PowerPoint	
Benefits	
Slides	
Overview Tip	
PowerPoint Window	
PowerPoint Window	
Quick Access Toolbar	
Ribbon	
Title Bar	
Min/Restore/Max/Close Buttons	
Slide Navigation Pane	
Slide Pane	
Split Bar	
Status Bar	
View Buttons	
Zoom Slider	
Ribbon	
Ribbon	
Contextual Tabs	
Groups	
Galleries	
Dialog Box Launcher	
Ribbon Elements	
Themes	
Dialog Boxes	
Ribbon Tabs	
Home	
Insert	
Draw	
Design	
Transitions	
Animations	
Slide Show	
Review	
View	

Format (Contextual)	
Customize Ribbon	
Customize Ribbon	
Steps to Customize Ribbon	
Steps to Customize Ribbon	
Developer Tab	
Developer Tab	
Steps to Turn on Developer Tab	
Benefits	
Quick Access Toolbar	
Quick Access Toolbar (QAT)	
Benefits	
Steps to Customize the QAT	
Steps to Customize the QAT	
Navigation Pane	
Navigation Pane	
Benefits	
Thumbnail images	
Steps to Use the Navigation Pane	
Steps to Use the Navigation Pane	
Active Slide	
Normal View	

Unit 1 Introduction to PowerPoint

Study Guide Fill-In Topic

Topic	Explanation
PowerPoint Overview	
	Create and share presentations.
	<ul style="list-style-type: none"> • Share information in a concise way. • Presentations are organized and creative. • Integrate images, charts, videos, and special effects.
	Individual pages in a presentation.
	<ul style="list-style-type: none"> • Use pictures and videos widely. • Avoid overcrowding slides. • Practice your presentation before presenting it to others.
PowerPoint Window	
	Contains the Ribbon interface of other Microsoft Office programs.
	Provides quick access to frequently used commands.
	Interface at the top of the window with tabs and groups for accessing commands and tools.
	Displays the name of the open presentation.
	Control the size and closure of the PowerPoint application window.
	Displays thumbnail views of each slide for organization and navigation.
	Main workspace for viewing and editing the selected slide.
	Adjusts the size of the Slide Navigation or Outline View pane.
	Displays presentation information and includes buttons for Notes and viewing options.
	Allows switching between different views of the presentation.
	Adjusts the zoom level of slides in the presentation.
Ribbon	
	Tool at the top of the PowerPoint window with tabs for accessing different commands and tools.
	Tabs that appear when working with specific objects like pictures or charts, offering tools specific to those tasks.
	Organized sections within the Ribbon that contain related commands for performing different tasks.
	Visual displays of options or styles, allowing users to choose from different designs or formats.
	Special button in the Ribbon that opens a dialog box with advanced options and controls for a specific command.
	Tabs, contextual tabs, groups, dialog box launcher, and galleries within the Ribbon interface.
	Designs that can be applied to the entire presentation, accessed through the gallery in the Design tab.
	Windows that provide additional options and controls for specific commands, accessed through the dialog box launcher.
Ribbon Tabs	

	Tab with tools for changing the appearance of text and slides, including fonts and colors.
	Adding pictures, shapes, charts, and other elements to slides.
	Drawing items on slides and converting them to text or shapes.
	Enhancing the visual appeal of slides by selecting colors and designs.
	Adding special effects when transitioning from one slide to another.
	Making objects on slides move, such as text or images.
	Starting and controlling the presentation slideshow.
	Checking and editing the presentation, including spelling checks, comments, and changes.
	Displaying slides in different formats, such as list or full screen, and for zooming in or out.
	Tab that appears when specific elements, like pictures, are selected, providing options to modify their appearance.
Customize Ribbon	
	Process of personalizing the Ribbon in PowerPoint for maximum efficiency by adding or removing frequently used tools.
	<ol style="list-style-type: none"> 1. Go to File tab at the top left corner of the window. 2. In the menu that appears, choose Options. This will open the PowerPoint Options dialog box. 3. In the PowerPoint Options dialog box, select the Customize Ribbon option on the left side. 4. There are two main columns: one for the tabs; another for tools within each tab.
	<ol style="list-style-type: none"> 5. Select the tab where you want to add it from the list on the right side. 6. Choose the specific tool you want to add or remove from the left side. Use the Add button between the two columns to add it. 7. Select the OK button to save your changes.
Developer Tab	
	Provides additional tools for creating interactive and unique presentations.
	<ol style="list-style-type: none"> 1. On the File tab > Options > Customize Ribbon. 2. In the Customize Ribbon Section select Developer by putting a checkmark next to it. 3. Select OK to save your changes.
	<ul style="list-style-type: none"> • Make and edit special commands. • Add interactive buttons and forms. • Add more advanced programming tools.
Quick Access Toolbar	
	Toolbar located above the Ribbon, providing quick access to commonly used commands.
	<ul style="list-style-type: none"> • Saves time and enhances efficiency. • Organize commands in one spot. • Customizable.
	<ol style="list-style-type: none"> 1. Right-Click on the Quick Access Toolbar at the top left corner of the window – a window will appear. 2. Choose commands to add to the toolbar. 3. If the command you want is not in the menu, select More Commands at the bottom. This will open a new window called PowerPoint Options.

	4. Find the Quick Access Toolbar section in the PowerPoint Options window.
	5. There are two lists: one with the commands currently on the toolbar and another with commands you can add. 6. To add a command, choose it from the list on the left then select Add button in the middle. It will be added to the toolbar. 7. To remove a command, select it from the list on the right and then Remove button in the middle. 8. You can also change the order of the commands by using the arrows on the right side. 9. Select OK to save your changes.
Navigation Pane	
	Tool located on the left side of the PowerPoint window, displaying thumbnail images of slides.
	<ul style="list-style-type: none"> • Navigate and organize slides. • Thumbnail images and search maintain efficiency and organization.
	Small previews of each slide's content illustrated in the Navigation Pane
	1. Locate the Navigation Pane on the left side of the window. 2. If the Navigation bar is not displayed make sure you are in the normal view by going to the View tab > Presentation Views group > Normal . 3. Scroll through the list in the Navigation Pane and find the slide you want to view or edit.
	4. Select its thumbnail image to make it the active slide. The active slide will be displayed in the main slide area of the PowerPoint window. 5. Rearrange the order of the slides by selecting and dragging a slide's thumbnail image to a new position in the list.
	Slide that is currently selected and displayed in the main slide area of the PowerPoint window.
	View that displays the Navigation Pane on the left side of the window.

Unit 1: Create Project

The Create project is designed to allow the application and demonstration of new knowledge, skills, and personal creativity to produce a project-based result while integrating rubric requirements using a checklist.

Tip: While working on your project, remember to save your progress regularly. This will allow you to come back to it later. To continue working, open the document, then launch the platform using the Add-in whenever you're ready.

To begin, review the Project Specifications.

Choose from one of the projects below:

- Event Planning Presentation: Create a presentation to plan and outline the details of an upcoming event.
- Project Proposal Presentation: Develop a presentation for a project proposal.
- Educational Lesson Plan: Design a presentation to support an educational lesson plan.
- Marketing Campaign Presentation: Prepare a presentation to outline a marketing campaign.
- Your Own Project Proposal: Propose a project idea of your choice to your instructor for approval. The goal is to develop a creative and feasible project idea that aligns with the course objectives and your interests.

Required:

- ☐ Add at least five slides with text
- ☐ Check for Compatibility
- ☐ Inspect the Presentation
- ☐ Add Presentation Properties
- ☐ Set the Presentation Properties
- ☐ Set the Presentation to Print Notes Pages
- ☐ Set the presentation as Read-Only or Mark as Final

Practice:

- ☐ Customizing the Ribbon
- ☐ Customizing the Quick Access Toolbar

Unit 1: Objective Assessment

- 1) PowerPoint helps you organize your information, like using bullet points or numbers to illustrate important facts.
 - **True (correct)**
 - False
- 2) The title Bar is located at the bottom of the window.
 - True
 - **False (correct)**
- 3) Which of the following options helps you fix/adjust the size of slide navigation or outline view pane?
 - a) Title Bar
 - b) Split Bar (correct)**
 - c) Status Bar
 - d) Slide Pane
- 4) Review the following terms and descriptions and match the terms to correctly identify when you would use the Ribbon tabs.
 - Galleries
 - Groups
 - Contextual Tabs

Galleries (correct) It has similar commands to help you with different tasks.

Groups (correct) It has different visual options and styles.

Contextual Tab (correct) It has special tools just for working with pictures or charts.

- 5) Match the following words into the correct category.
 - a) Design
 - b) Illustrations
 - c) Draw
 - d) Images

Ribbon Tabs	Non-Ribbon Tabs
Design (correct)	Illustrations (correct)
Draw (correct)	Images (correct)

- 6) Which of the following tabs helps with “checking and editing your presentation”?
 - a) View
 - b) Review (correct)**
 - c) Developer
 - d) Design
- 7) Which of the following is not an option inside the Ribbon?
 - a) Merge
 - b) Slide Master
 - c) Add Table (correct)**
 - d) Record

- 8) Which of the following is not a group inside the Developer Tab?
- a) Code
 - b) Comments (correct)**
 - c) Add-ins
 - d) Controls
- 9) The Developer Tab is a default option in the Ribbon.
- True
 - **False (correct)**
- 10) The Quick Access Toolbar is great because it saves you time. Instead of searching for commands in different places, you can have them organized in one spot.
- **True (correct)**
 - False
- 11) The Navigation Pane in PowerPoint is a helpful tool that helps you move around and organize your slides.
- **True (correct)**
 - False
- 12) A thumbnail image of the first slide can give you a preview of how the slides will appear with that particular theme or template.
- **True (correct)**
 - False
- 13) It is not possible to open the PowerPoint files shared with the user.
- True
 - **False (correct)**
- 14) What is the shortcut key used to save the PowerPoint file?
- a) Ctrl + A
 - b) Ctrl + S (correct)**
 - c) Ctrl + D
 - d) Ctrl + O
- 15) The Save option is located in which of the following tabs?
- a) Home
 - b) File (correct)**
 - c) Insert
 - d) View
- 16) Which of the following tabs has the themes group/option?
- a) Draw
 - b) Review
 - c) Design (correct)**
 - d) View

17) Which of the following is a file extension for the PowerPoint Template File?

- a) .pttx
- b) .pptm
- c) .potx (correct)**
- d) .potm

18) It is possible to save the select number of slides when saving the PPT as a PDF file.

- True (correct)**
- False

19) Which of the following is a publishing option when saving the PPT as a PDF file?

- a) Outline View (correct)**
- b) Videos
- c) Images
- d) URLs

20) Match the following words into the correct category.

- a) WMV
- a) PNG
- b) MP3
- c) JPEG

Non-Image Formats	Image Formats
WMV (correct)	JPEG (correct)
MP3 (correct)	PNG (correct)

21) Which of the following formats helps you save the PPT file as a video file?

- a) MP3
- b) MP5
- c) MP7
- d) MP4 (correct)**

22) It is possible to print custom slides from a PPT.

- True (correct)**
- False

23) Which of the following is not an option in the Print Layout Options?

- a) Full Page Slides
- b) Comments (correct)**
- c) Notes Pages
- d) Outline

24) Outline View includes slide titles and text to help you focus on the main points and structure.

- True (correct)**
- False

25) Printing handouts in PowerPoint allows you to make copies of your presentation with a single slide on each page.

- True
- False (correct)**

26) Printing in grayscale is helpful when saving ink or printing documents that don't need colors.

- **True (correct)**
- False

27) Which of the following is not an option inside the "Advanced Properties" Dialog Box?

- a) Custom
- b) Summary
- c) Numbers (correct)**
- d) Contents

28) Match the following words into the correct category.

- a) Subject
- b) Categories
- c) Print
- d) Share

Non-Properties Elements	Properties Elements
Print (correct)	Subject (correct)
Share (correct)	Categories (correct)

29) Setting a presentation as read-only is helpful when you want to keep the content the same.

- **True (correct)**
- False

30) Which of the following tabs has the Password Protect option?

- a) Password
- b) Privacy
- c) Protect
- d) File (correct)**

31) When you mark a presentation as final, you declare it as finished and ready for others to view.

- **True (correct)**
- False

32) If there are compatibility issues in the new PPT, then there might be issues when it is opened in an older PowerPoint Version.

- **True (correct)**
- False

33) Which of the following is not an option inside Document Inspector?

- a) Comments
- b) Tags (correct)**
- c) Ink
- d) Embedded Documents

PowerPoint Unit 1 Key Terms

Term	Definition
Compatibility	Ensure your presentation works well on different devices and software versions.
Contextual Tabs	Tabs that appear in the Ribbon when certain objects or elements, such as images or charts, are selected.
Developer Tab	A specialized tab in PowerPoint that provides advanced tools and features for creating interactive and customized presentations.
Dialog Box Launcher	A small icon or button within a group in the Ribbon, represented by a small arrow or ellipsis.
Galleries	Visual displays within the Ribbon that present different options or styles in a graphical format.
Groups	Within each Ribbon tab, groups are clusters of related commands and tools that serve a specific function or purpose.
Handouts	Make copies of your presentation with several slides on each page to distribute to others.
JPEG	Joint Photographic Experts Group, a standard image file format commonly used for photographs and realistic images.
Min/Restore/Max/Close Buttons	These buttons control the size and closure of the PowerPoint application window.
Navigation Pane	A pane located on the left side of the PowerPoint window that displays a list of thumbnail images representing the slides in a presentation.
PDF	Portable Document Format, a file format commonly used for sharing and distributing documents, including presentations.
PNG	Portable Network Graphics, a common image file format that supports lossless compression.
PowerPoint	A computer program that helps you make presentations.
Quick Access Toolbar	Positioned above or below the Ribbon, it offers quick access to frequently used commands, and you can customize it to add or remove commands according to your preference.
Read-only	Use this feature to share presentations with others to view only and not make changes in the file.
Ribbon	The main interface in PowerPoint that provides access to commands categorized into groups for clear navigation and execution.

Ribbon Tab	The interface at the top of the window that includes tabs and groups to organize a range of commands and tools, serving as the main control center to access different features and functions within the application.
Slide Navigation Pane	It displays thumbnail views of each slide, helping you organize and navigate through slides in your presentation.
Slide Pane	This is the main workspace where you view and edit the selected slide.
Split Bar	By dragging this bar left or right, you can adjust the size of the Slide Navigation or Outline View pane.
Status Bar	It shows presentation information, such as the current slide number and total number of slides, and includes buttons for Notes and various viewing options.
Template	A pre-designed and formatted file that serves as a starting point for creating new presentations.
Theme	A predefined set of design elements and formatting styles that determine the overall appearance and visual consistency of a presentation.
Title Bar	Located at the top of the window, it displays the name of the open presentation.
View Buttons	These buttons allow you to switch between different views of your presentation, such as Normal, Slide Sorter, Reading, and Slide Show.
Zoom Slider	Positioned on the status bar, it enables you to adjust the zoom level of your slides, either by using the minus and plus buttons or by dragging the slider.

Unit 1: Unplugged Activities

Instructor Guide

Instructions

Below are a variety of offline activities to choose from to support learning in the unit. Choose activities to enhance learning in the classroom.

Activity 1: Word Search

Distribute pages 2-4 to the learners.

With Words - Use this word search to reinforce the key terms in the unit. An answer key is provided.

With Clues - Use this word search to challenge learners to find key terms in the unit using clues. An answer key is provided.

Activity 2: Crossword Puzzle

Distribute pages 2-3 to the learners.

Have learners solve the crossword puzzle by reading clues and filling in the answer with key terms from the unit.

An answer key is provided.

Activity 3: Presenting Properties Sorting

The object of this activity is to help learners understand and categorize different presentation properties in PowerPoint.

Activity 4: Ribbon Tab Sequencing

The object of this activity is to help learners understand the organization of Ribbon Tabs in PowerPoint.

Unit 1: Unplugged Activity

Activity 1: Word Search

With Words - Use this word search to reinforce the key terms in the unit. An answer key is provided.

With Clues – Use this word search to challenge learners to find key terms in the unit using clues. An answer key is provided.

Unit 1 Word Search with Words

Complete the following word search by finding and circling all the words in the box below the puzzle. Words can be in any direction.

Q	Y	N	D	I	A	L	O	G	B	O	X	L	A	U	N	C	H	E	R	Z
M	O	G	S	D	T	N	A	V	I	G	A	T	I	O	N	B	B	T	D	X
V	O	K	Z	X	W	I	O	G	T	R	L	Y	O	C	A	T	G	M	K	Y
K	Q	Y	J	R	A	X	L	O	A	E	X	J	I	T	K	S	T	V	L	G
T	Z	G	A	L	L	E	R	I	E	S	W	P	N	I	B	R	G	N	W	A
V	S	O	S	Q	E	F	S	K	Y	E	R	O	I	X	A	J	O	O	C	O
D	P	N	O	S	S	T	K	P	I	S	B	Y	M	B	Q	D	L	J	A	I
I	B	O	N	M	U	U	R	N	N	B	T	S	S	S	A	D	K	D	D	W
O	L	F	W	O	S	D	K	O	I	I	Y	U	B	E	G	R	O	U	P	S
W	E	D	D	E	O	L	T	R	L	E	T	V	R	W	C	C	V	N	C	L
O	H	N	B	Y	R	T	I	I	B	A	Z	O	O	Q	Y	J	Q	Q	Q	T
D	A	Z	V	C	U	P	B	D	T	P	P	E	T	O	J	P	E	G	J	E
H	T	N	J	B	T	I	O	S	E	F	S	C	E	I	U	W	Q	P	T	M
Z	L	J	W	S	T	Q	R	I	G	R	B	L	Z	Q	T	R	T	D	H	P
F	X	E	F	A	X	A	R	P	N	G	U	T	I	T	Y	L	Z	F	E	L
K	I	P	P	L	B	R	H	E	H	T	N	P	Q	D	B	Z	E	L	M	A
V	N	M	J	T	W	W	C	D	E	V	E	L	O	P	E	R	M	B	E	T
L	O	G	I	I	H	D	V	E	C	S	T	D	B	Y	U	P	I	F	A	E
C	J	L	M	M	F	E	R	F	C	O	N	T	E	X	T	U	A	L	K	R
W	P	G	Y	O	S	O	K	Z	M	Y	Z	C	U	V	M	V	W	N	H	R
S	Q	U	I	C	K	A	C	C	E	S	S	T	O	O	L	B	A	R	E	E

CONTEXTUAL
DEVELOPER
HANDOUTS
NAVIGATION
RIBBONTAB
STATUSBAR

GALLERIES
READONLY
SLIDEPANE
SPLITBAR
TEMPLATE
TITLEBAR

COMPATIBILITY
DIALOGBOXLAUNCHER
POWERPOINT
QUICKACCESSTOOLBAR
VIEWBUTTONS
ZOOMSLIDER

GROUPS
JPEG
PDF
PNG
THEME

Unit 1 Word Search Solution Key

Q	Y	N	(D	I	A	L	O	G	B	O	X	L	A	U	N	C	H	E	R)	Z
M	O	G	S	D	T	(N	A	V	I	G	A	T	I	O	N)	(B	B	T	D	X
V	O	K	Z	X	W	I	O	G	T	R	L	Y	O	C	A	T	G	M	K	(Y)
K	Q	Y	J	R	A	X	L	O	A	E	X	J	I	T	K	S	T	V	L	G
T	(Z	(G	A	L	L	E	R	I	E	S)	W	P	N	I	B	(R)	G	N	W	A
V	S	O	S	Q	E	F	(S)	K	Y	E	R	O	I	X	A	J	O	O	C	O
D	(P	N	O	S	S	T	K	P	I	(S)	B	(Y)	M	B	Q	D	L	J	A	I
I	B	O	N	M	U	U	R	N	N	B	T	S	S	S	A	D	K	D	D	W
O	L	F	W	O	S	D	K	O	I	I	Y	U	B	E	(G	R	O	U	P	(S)
W	E	D	D	E	O	L	T	(R	L	E	T	V	(R	W	C	C	V	N	C	L
O	H	N	B	Y	R	T	I	I	B	A	Z	O	O	Q	Y	J	Q	Q	Q	(T)
D	A	Z	V	C	U	P	B	D	T	P	P	E	(T	O	(J	P	E	(G)	J	E
(H	T	N	J	B	T	I	O	(S	E	F	(S	C	E	I	U	W	Q	(P	(T	M
Z	L	J	W	S	T	Q	(R)	I	G	(R)	B	L	Z	Q	T	R	T	D	H	P
F	X	E	F	A	X	A	R	(P	N	(G)	U	T	I	T	Y	L	Z	(F	E	L
K	I	P	P	L	B	R	H	E	H	(T)	N	P	Q	D	B	Z	E	L	M	A
(V	N	M	J	T	W	W	C	(D	E	V	E	L	O	P	E	R)	M	B	(E	T
L	O	G	I	I	H	D	V	E	C	S	T	D	B	Y	U	P	I	F	A	(E)
(C	J	L	M	M	F	E	R	F	(C	O	N	T	E	X	T	U	A	L)	K	(R)
W	P	G	Y	O	S	O	K	Z	M	Y	Z	C	U	V	M	V	W	N	H	R
(S	(Q	U	I	C	K	A	C	C	E	S	S	T	O	O	L	B	A	R)	(E)	E

Unit 1 Word Search with Clues

Complete the following word search by finding and circling the words that fit the clues below. Words can be in any direction.

Q	Y	N	D	I	A	L	O	G	B	O	X	L	A	U	N	C	H	E	R	Z
M	O	G	S	D	T	N	A	V	I	G	A	T	I	O	N	B	B	T	D	X
V	O	K	Z	X	W	I	O	G	T	R	L	Y	O	C	A	T	G	M	K	Y
K	Q	Y	J	R	A	X	L	O	A	E	X	J	I	T	K	S	T	V	L	G
T	Z	G	A	L	L	E	R	I	E	S	W	P	N	I	B	R	G	N	W	A
V	S	O	S	Q	E	F	S	K	Y	E	R	O	I	X	A	J	O	O	C	O
D	P	N	O	S	S	T	K	P	I	S	B	Y	M	B	Q	D	L	J	A	I
I	B	O	N	M	U	U	R	N	N	B	T	S	S	S	A	D	K	D	D	W
O	L	F	W	O	S	D	K	O	I	I	Y	U	B	E	G	R	O	U	P	S
W	E	D	D	E	O	L	T	R	L	E	T	V	R	W	C	C	V	N	C	L
O	H	N	B	Y	R	T	I	I	B	A	Z	O	O	Q	Y	J	Q	Q	Q	T
D	A	Z	V	C	U	P	B	D	T	P	P	E	T	O	J	P	E	G	J	E
H	T	N	J	B	T	I	O	S	E	F	S	C	E	I	U	W	Q	P	T	M
Z	L	J	W	S	T	Q	R	I	G	R	B	L	Z	Q	T	R	T	D	H	P
F	X	E	F	A	X	A	R	P	N	G	U	T	I	T	Y	L	Z	F	E	L
K	I	P	P	L	B	R	H	E	H	T	N	P	Q	D	B	Z	E	L	M	A
V	N	M	J	T	W	W	C	D	E	V	E	L	O	P	E	R	M	B	E	T
L	O	G	I	I	H	D	V	E	C	S	T	D	B	Y	U	P	I	F	A	E
C	J	L	M	M	F	E	R	F	C	O	N	T	E	X	T	U	A	L	K	R
W	P	G	Y	O	S	O	K	Z	M	Y	Z	C	U	V	M	V	W	N	H	R
S	Q	U	I	C	K	A	C	C	E	S	S	T	O	O	L	B	A	R	E	E

Unit 1 Word Search Clues

ANSWER KEY	CLUE
	Ensure your presentation works well on different devices and software versions.
	These tabs appear in the Ribbon when certain objects or elements (e.g., charts) are selected.
	This tab provides advanced tools and features for creating interactive and customized presentations.
	Small icon or button within a group in the Ribbon, represented by a small arrow or ellipsis.
	Visual displays within the Ribbon that present different options or styles in a graphical format.
	Within the Ribbon, clusters of related commands and tools with a specific function or purpose.
	Make copies of your presentation with several slides on each page to distribute to others.
	A standard image file format used for photographs and realistic images.
	This pane displays thumbnail images and helps to organize slides and move through a presentation.
	A file format used for sharing and distributing documents.
	A common image file format that supports lossless compression.
	A computer program that helps you make presentations.
	Positioned above or below the Ribbon, it offers frequently used commands that you can add or remove.
	Use this feature to share presentations with others to view only and not make changes in the file.
	The main control center providing navigation and execution, giving access to commands, tools, features and functions through groups.
	The main workspace where you view and edit the selected slide.
	Drag left or right to adjust the size of the Slide Navigation or Outline View pane.
	Shows presentation information (e.g., the total number of slides) and includes buttons for Notes and various viewing options.
	A pre-designed and formatted file that serves as a starting point for creating new presentations.
	A predefined set of design elements and formatting styles that determine the overall appearance and visual consistency.
	At the top of the window, it displays the name of the open presentation.
	Allows switching between different views of the presentation, such as Slide Sorter.
	Enables focus adjustments to your slides by using the - and + buttons.

Unit 1 Word Search with Clues Answer Key

ANSWER KEY	CLUE
COMPATIBILITY	Ensure your presentation works well on different devices and software versions.
CONTEXTUAL	These tabs appear in the Ribbon when certain objects or elements (e.g., charts) are selected.
DEVELOPER	This tab provides advanced tools and features for creating interactive and customized presentations.
DIALOG BOX LAUNCHER	Small icon or button within a group in the Ribbon, represented by a small arrow or ellipsis.
GALLERIES	Visual displays within the Ribbon that present different options or styles in a graphical format.
GROUPS	Within the Ribbon, clusters of related commands and tools with a specific function or purpose.
HANDOUTS	Make copies of your presentation with several slides on each page to distribute to others.
JPEG	Joint Photographic Experts Group, a standard image file format used for photographs and realistic images.
NAVIGATION	This pane displays thumbnail images and helps to organize slides and move through a presentation.
PDF	Portable Document Format, a file format used for sharing and distributing documents.
PNG	Portable Network Graphics, a common image file format that supports lossless compression.
POWERPOINT	A computer program that helps you make presentations.
QUICK ACCESS TOOLBAR	Positioned above or below the Ribbon, it offers frequently used commands that you can add or remove.
READ ONLY	Use this feature to share presentations with others to view only and not make changes in the file.
RIBBON TAB	The main control center providing navigation and execution, giving access to commands, tools, features and functions through groups.
SLIDE PANE	The main workspace where you view and edit the selected slide.
SPLIT BAR	Drag left or right to adjust the size of the Slide Navigation or Outline View pane.
STATUS BAR	Shows presentation information (e.g., the total number of slides) and includes buttons for Notes and various viewing options.
TEMPLATE	A pre-designed and formatted file that serves as a starting point for creating new presentations.
THEME	A predefined set of design elements and formatting styles that determine the overall appearance and visual consistency.
TITLE BAR	At the top of the window, it displays the name of the open presentation.
VIEW BUTTONS	Allows switching between different views of the presentation, such as Slide Sorter.
ZOOM SLIDER	Enables focus adjustments to your slides by using the - and + buttons.

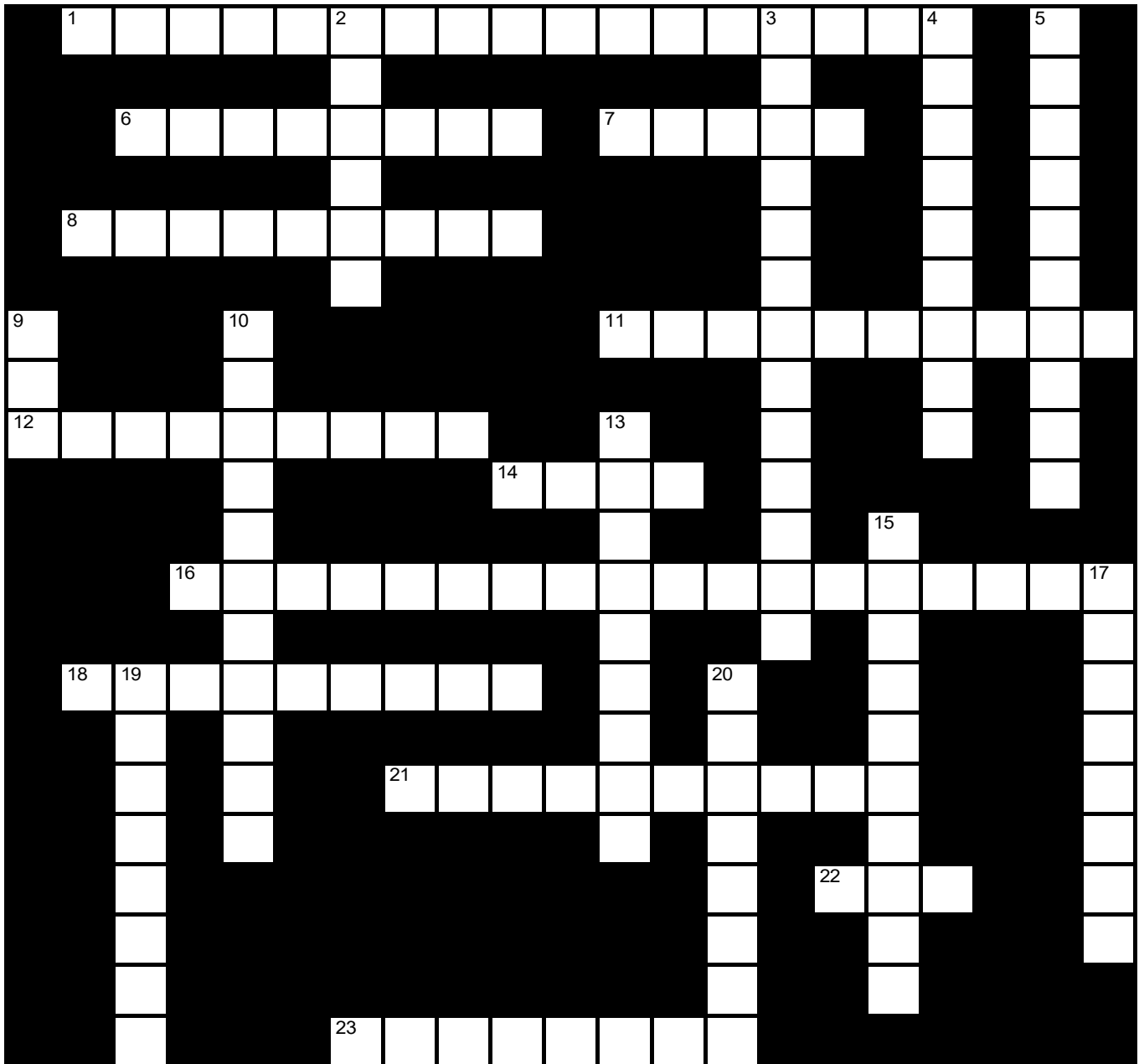
Unit 1: Unplugged Activity

Activity 2: Crossword Puzzle

Solve the crossword puzzle by reading clues and filling in the answer with key terms from the unit. An answer key is provided.

Unit 1 Crossword Puzzle

Use the clues to solve the crossword puzzle.



Unit 1 Crossword Clues

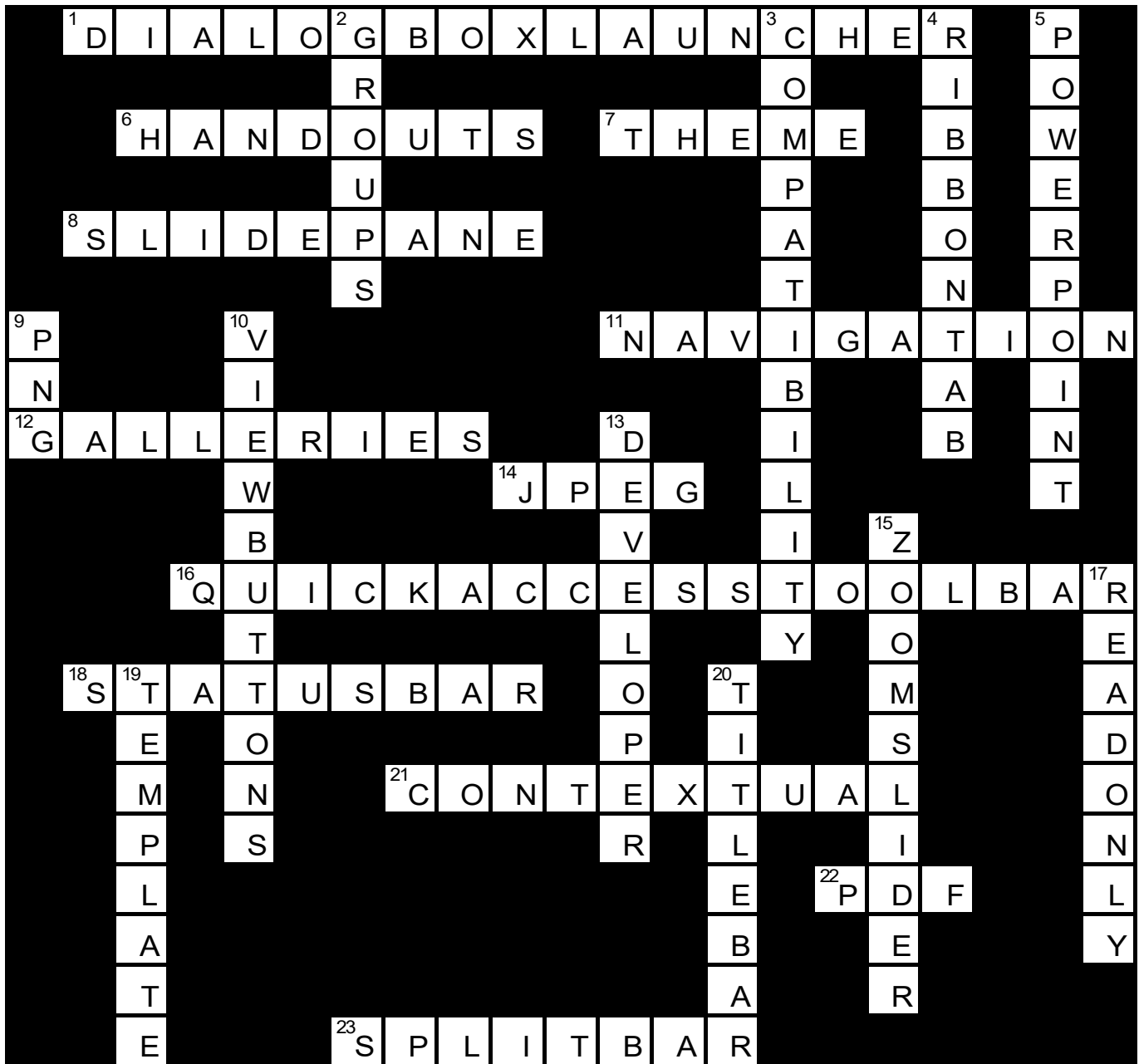
Across

- 1** Small icon or button within a group in the Ribbon, represented by a small arrow or ellipsis. (17)
- 6** Make copies of your presentation with several slides on each page to distribute to others. (8)
- 7** A predefined set of design elements and formatting styles that determine the overall appearance and visual consistency. (5)
- 8** The main workspace where you view and edit the selected slide. (9)
- 11** This pane displays thumbnail images and helps to organize slides and move through a presentation. (10)
- 12** Visual displays within the Ribbon that present different options or styles in a graphical format. (9)
- 14** A standard image file format used for photographs and realistic images. (4)
- 16** Positioned above or below the Ribbon, it offers frequently used commands that you can add or remove. (18)
- 18** Shows presentation information (e.g., the total number of slides) and includes buttons for Notes and various viewing options. (9)
- 21** These tabs appear in the Ribbon when certain objects or elements (e.g., charts) are selected. (10)
- 22** A file format used for sharing and distributing documents. (3)
- 23** Drag left or right to adjust the size of the Slide Navigation or Outline View pane. (8)

Down

- 2** Within the Ribbon, clusters of related commands and tools with a specific function or purpose. (6)
- 3** Ensure your presentation works well on different devices and software versions. (13)
- 4** The main control center providing navigation and execution, giving access to commands, tools, features and functions through groups. (9)
- 5** A computer program that helps you make presentations. (10)
- 9** A common image file format that supports lossless compression. (3)
- 10** Allows switching between different views of the presentation, such as Slide Sorter. (11)
- 13** This tab provides advanced tools and features for creating interactive and customized presentations. (9)
- 15** Enables focus adjustments to your slides by using the - and + buttons. (10)
- 17** Use this feature to share presentations with others to view only and not make changes in the file. (8)
- 19** A pre-designed and formatted file that serves as a starting point for creating new presentations. (8)
- 20** At the top of the window, it displays the name of the open presentation. (8)

Unit 1 Crossword Puzzle Answer Key



Across: 1 DIALOGBOXLAUNCHER, 6 HANDOUTS, 7 THEME, 8 SLIDEPANE, 11 NAVIGATION, 12 GALLERIES, 14 JPEG, 16 QUICKACCESSTOOLBAR, 18 STATUSBAR, 21 CONTEXTUAL, 22 PDF, 23 SPLITBAR.

Down: 2 GROUPS, 3 COMPATIBILITY, 4 RIBBONTAB, 5 POWERPOINT, 9 PNG, 10 VIEWBUTTONS, 13 DEVELOPER, 15 ZOOMSLIDER, 17 READONLY, 19 TEMPLATE, 20 TITLEBAR.

Unit 1: Unplugged Activity

Activity 3: Presentation Properties Sorting

Objective: To help learners understand and categorize different presentation properties in PowerPoint.

Materials:

- Cards or paper squares, each labeled with a presentation property (e.g., Set as Read-Only, Password Protect, Compatibility).

Instructions:

- Before the activity, prepare cards or paper squares, each labeled with one of the presentation properties. You can use different colors or symbols to represent various categories.
- Divide the class into small groups or pairs, depending on your class size.
- Distribute the cards or paper squares randomly, ensuring each group receives a mix of properties.
- Instruct each group to categorize the properties into three groups: "Security Features," "File Options," and "Presentation Inspection."
- Encourage learners to discuss and justify why they placed each property in a particular category.
- After a set time (e.g., 10 minutes), have each group share their categorization and reasoning with the class.
- Facilitate a class discussion about the correct categorization of these properties and explain their respective functions and purposes in PowerPoint.

Example Presentation Cards

Set as Read-Only
Password Protect
Mark as Final
Compatibility
Inspect a Presentation
Document Properties
Encrypt with Password
Optimize for Compatibility
Personal Information Removal
Metadata Removal
Mark as Final with Comments
Digital Signatures
Document Inspector
Accessibility Checker
Protect Presentation for Sharing
Restrict Permissions
Permission Password
Digital Rights Management (DRM)
Redact Personal Information
Manage Document Properties

Unit 1: Unplugged Activity

Activity 4: Ribbon Tab Sequencing

Objective: To help learners understand the organization of Ribbon Tabs in PowerPoint.

Materials: Colored cards or paper strips, each representing a Ribbon Tab in PowerPoint (e.g., Home, Insert, Design, Transitions).

Instructions:

- Before the activity, prepare colored cards or paper strips, each labeled with the name of a Ribbon Tab in PowerPoint. For example, use red for "Home," blue for "Insert," and so on.
- Distribute these cards or paper strips randomly to the learners. Ensure that each learner or group has one.
- Instruct learners to stand in a circle, holding their assigned Ribbon Tab card.
- Explain that their task is to arrange themselves in the correct sequence as they appear in the PowerPoint Ribbon. They should do this without speaking and by coordinating visually with their peers.
- Allow learners to move around and collaborate to find their proper position in the Ribbon sequence.
- Once they believe they are in the correct order, discuss as a group and make adjustments if needed.
- Reinforce the concept of the Ribbon Tabs, their order, and the functions they contain.

PowerPoint Course Key Terms

Term	Definition
3D Models	Help in presenting complex structures, concepts, and designs in a more understandable manner.
Adjust Pictures	It includes moving, resizing, rotating, and cropping features.
Adjust Shapes	Adjusting shapes involves changing the size, position, and appearance of the shape.
Align Shapes	It involves arranging and positioning shapes on slides.
Align Text Vertically	Refers to positioning the text at the top, middle, or bottom of the box.
Alignment Tools	These tools help to achieve consistent, balanced, and visually appealing layouts.
Alt Text	A written description of an image's content and function, helping people who are visually impaired to understand the meaning conveyed by the image.
Animations	These are visual effects that add movement and interactivity to objects.
Annotations	These are notes, comments, or remarks added to a document.
Antonyms	Words that have the opposite meaning to the selected word.
Arrange Shapes	Arranging shapes allows you to change or control the shape's position on the slide.
Auditory Cues	These are signals used to convey information.
Autocorrect	Settings that allow you to automatically correct common spelling mistakes, typos, and formatting errors as you enter words.
Built-in	It refers to something that is an integral part of a system.
Bullets	Little symbols that appear next to each point in a list, making it clear and organized.
Change Chart	Change the chart type to display your data in different ways.
Change Text Case	Switch between uppercase, lowercase, sentence case, or other capitalization styles to help emphasize certain words or make the text clearer to read.
Chart Elements	These are different parts of a chart that provide extra information.
Charts	Charts are visual representations of data that help organize and display information.
Clear Formatting	Eliminates any unwanted styling and ensures a cohesive and consistent design for your slides.

Clipboard	A feature that allows you to temporarily store and manage copied or cut content.
Collaboration	It is a process in which individuals or groups work together to achieve a common goal.
Columns	Refer to the division of a slide into multiple vertical sections, allowing you to organize and present your content in a structured manner.
Compatibility	Ensure your presentation works well on different devices and software versions.
Contextual Tabs	Tabs that appear in the Ribbon when certain objects or elements, such as images or charts, are selected.
Convert Shapes	Users can convert a shape to a different type without losing any formatting.
Copyright ©	The © symbol indicates ownership and exclusive rights to creative works, protecting them from unauthorized use or reproduction.
Crop Pictures	Eliminate unnecessary parts of an image.
Custom Shapes	These shapes are created by users to meet specific design requirements.
Custom Slide Show	It involves specific slides to play in a different order.
Custom Styles	It refers to a unique set of design elements.
Cut, Copy, Paste	Essential features that allow you to move or duplicate text, images, or other elements within your presentation.
Developer Tab	A specialized tab in PowerPoint that provides advanced tools and features for creating interactive and customized presentations.
Dialog Box Launcher	A small icon or button within a group in the Ribbon, represented by a small arrow or ellipsis.
Duplicate Slides	Creating exact copies of slides within a presentation.
Duration	It is typically referring to the length of time.
Effects	It highlights specific key points.
Embedding	It means placing a file within a webpage.
Explanatory Content	It is designed to make complex or unfamiliar subjects more understandable.
Find	A feature that allows you to search for specific words or phrases within your presentation.
Font Sets	A collection of fonts that are designed to work well together and create a consistent and visually pleasing appearance for your slides.
Format Painter	Quickly apply formatting from one element of your presentation to another.

Format Paragraphs	Control the layout, alignment, indentation, and spacing of your text to enhance readability and visual appeal.
Format Shapes	By using formatting features, users can change the shape's color, size, and other properties.
Format Text	Enhances the overall appearance and feel of your presentation, making the text stand out, emphasizes important points, and improves readability.
Galleries	Visual displays within the Ribbon that present different options or styles in a graphical format.
Grouped Shapes	Move on the slide as a single entity.
Groups	Within each Ribbon tab, groups are clusters of related commands and tools that serve a specific function or purpose.
Handouts	Make copies of your presentation with several slides on each page to distribute to others.
Hide Slides	The action of concealing specific slides from a presentation.
Highlight Text	Emphasizes key information, allowing your audience to quickly identify and understand the most significant points.
JPEG	Joint Photographic Experts Group, a standard image file format commonly used for photographs and realistic images.
Merge Cells	By merging cells, you can create larger cells.
Min/Restore/Max/Close Buttons	These buttons control the size and closure of the PowerPoint application window.
Modify 3D Models	Change the color, size, appearance and rotation of 3D models.
Move Text	Rearrange the order of text within each slide without affecting the slide order.
Multimedia Experience	It involves the use of various types of media, such as text, images, audio, and video, to engage an audience.
Navigation	It is the process of moving through and interacting with software, websites, or digital interfaces to access content.
Navigation Pane	A pane located on the left side of the PowerPoint window that displays a list of thumbnail images representing the slides in a presentation.
Numbering	A useful way to present information in a structured and organized manner, that helps to establish a sequential order and hierarchy within your content.
Outline Pane	Provides a structured view of your presentation's text, allowing you to reposition paragraphs, sentences, or individual words.
Paragraph Dialog Launcher	A tool that provides additional more advanced settings and fine-tune the appearance of your text when formatting paragraphs.

Paste Special	A powerful feature that provides additional options for pasting content from the clipboard.
PDF	Portable Document Format, a file format commonly used for sharing and distributing documents, including presentations.
Picture Align	Select the align button to Align the selected picture horizontally and vertically.
Picture Order	The order button lets you bring pictures forward or send them backward.
Pictures	A visual representation of ideas, concepts, and data.
PNG	Portable Network Graphics, a common image file format that supports lossless compression.
PowerPoint	A computer program that helps you make presentations.
PowerPoint Shows	Allow you to organize content into visual slides.
Preset Animations	These are pre-designed animation effects.
Promote and Demote Lists	Shows how ideas are connected and more organized to help your audience understand the relationship between different points.
Quick Access Toolbar	Positioned above or below the Ribbon, it offers quick access to frequently used commands, and you can customize it to add or remove commands according to your preference.
Quick Styles	Collection of pre-designed formatting options.
Read-only	Use this feature to share presentations with others to view only and not make changes in the file.
Rearrange Slide	Changing the order or sequence of slides within a presentation.
Registered Trademark ®	The ® symbol signifies that a word, phrase, logo, or design has been officially registered as a trademark, providing legal protection against unauthorized use or imitation.
Rehearsing	It is the act of practicing.
Replace	A feature that allows you to find specific words or phrases and replace them with different ones throughout your presentation.
Resize Pictures	It ensures that the pictures are not stretched.
Reuse Slides	Inserting slides from one presentation into another for reuse.
Ribbon	The main interface in PowerPoint that provides access to commands categorized into groups for clear navigation and execution.
Ribbon Tab	The interface at the top of the window that includes tabs and groups to organize a range of commands and tools, serving as the main control center to access different features and functions within the application.
Screenshots And Screen Clippings	Capture and insert images of specific content.

Shading	Adding a background color or pattern to cells or an entire table.
Shape Styles	They consist of preset colors and effects that change the appearance of your text boxes and shapes.
Shapes	These can be different things like rectangles, circles, or arrows that you can use to display information.
Simultaneously	It means doing two or more things at the exact same time.
Slide Background	The visual elements behind the content on a slide.
Slide Layout	Templates for arranging content and design elements on slides.
Slide Master	A master template for consistent formatting across all slides.
Slide Navigation Pane	It displays thumbnail views of each slide, helping you organize and navigate through slides in your presentation.
Slide Pane	This is the main workspace where you view and edit the selected slide.
Slide Sections	Dividing a presentation into segments for organization.
Slide Size	The dimensions and shape of individual slides in a presentation.
Slides Pane	The panel displaying slide thumbnails for easy navigation.
SmartArt	Create visually appealing diagrams and graphics.
Special Characters	Symbols or icons that you can't find on your regular keyboard and can help emphasize ideas, add creativity, and make slides more interesting.
Spell Check	A useful tool that helps you identify and correct spelling errors in your presentation.
Spell Check Options	Customize and control how the Spell Check feature works.
Split Bar	By dragging this bar left or right, you can adjust the size of the Slide Navigation or Outline View pane.
Split Cells	By splitting cells, you can divide a single cell into multiple smaller cells.
Status Bar	It shows presentation information, such as the current slide number and total number of slides, and includes buttons for Notes and various viewing options.
Synonyms	Words with a similar meaning to the selected word.
Table Borders	Table borders refer to the lines surrounding the cells in a table.
Table Shading	Shading in a table refers to adding a background color to the cells.
Table Styles	Table styles consist of combinations of colors, borders, shading, and font formatting that can be applied to tables.
Tables	Tables have rows and columns that create a grid-like structure.
Tabs	Setting tabs refers to defining the precise positions where the text aligns within a text box or placeholder.

Template	A pre-designed and formatted file that serves as a starting point for creating new presentations.
Text Alignment	Refers to the positioning of text within a text box or placeholder to determine how the text is horizontally aligned, whether it's aligned to the left, center, right, or justified.
Text Color	Helps create contrast, highlight important information, or match the color scheme of your presentation.
Text Direction	Refers to the orientation or angle at which the text appears on a slide. It determines whether the text is displayed horizontally or vertically.
Text Effects	Add visual enhancements to your text, making it more captivating and engaging for your audience.
Theme	A predefined set of design elements and formatting styles that determine the overall appearance and visual consistency of a presentation.
Themes	Design packages that provide consistent colors, fonts, and styles.
Thesaurus	A valuable tool for finding synonyms, antonyms, and related words to enhance the variety and richness of your vocabulary.
Title Bar	Located at the top of the window, it displays the name of the open presentation.
Trademark TM	The TM symbol indicates that a word, phrase, logo, or design is being used as a trademark, although it may not have official registration, still offering some level of legal recognition and protection.
Transitions	Transition effects occur when you move from one slide to another.
Trim	It is the process of cutting or removing specific parts of a video to shorten its duration.
Versatile	It refers to a flexible or adaptable method or approach that can be applied in various situations.
Video Dimensions	It refers to the physical size of a video in terms of its width and height.
View Buttons	These buttons allow you to switch between different views of your presentation, such as Normal, Slide Sorter, Reading, and Slide Show.
Webpage	It is a document on the internet.
Word Document Outlines	A Word document that can be imported onto a PowerPoint slide to save time and effort when creating presentations.
WordArt	Create stylized and decorative text.
Zoom Slider	Positioned on the status bar, it enables you to adjust the zoom level of your slides, either by using the minus and plus buttons or by dragging the slider.