**Publishing With PowerPoint**

**Lesson format**

**Unit Introduction**

1. Boot Power Point
2. Creating a new presentation
3. Entering text
4. Correcting spelling errors
5. Formatting with backgrounds that compliment the text color
6. Inserting graphics
7. Adding Animations
8. Recording narration
9. Saving to the correct location

**Instructional Analysis**

**1. Boot Power Point**

A. Introduce the *Power Point* icon

a. a white and orange icon on the desk top or in the programs file

B. Double click on icon

C. A new window opens

**2. Creating a New Presentation**

A. Click on “*Create a new presentation*”

B. Click the *OK* button

C. Choose the slide that shows one text box by clicking on it

D. Click the *OK* button

E. Create at least 10 blank slides

a. Introduce the *New Slide* icon

b. Press the *Insert* button, located on the tool bar, and then *New Slide*, located on

the drop down menu

c. Place cursor in the left side box after the number 1 and press *Enter*

**3. Entering Text**

A. Click on slide number 1 in the left pane

B. Place cursor inside the text box and click

C. It is now ready for text to be entered

D. Decide on the style, size, and color of font

E. Add the appropriate text for slide one (This is the title page of the story)

F. Place cursor on the number 2 slide in the left pane

G. Place cursor inside the text box and click (This is the body of the story)

H. Continue this way until the story has been completed

I. The last slide will be the author’s page (a small introduction about the student who wrote the story)

J. Move from slide to slide by clicking on the slide’s text in the left pane view

**4. Correcting Spelling Errors**

A. Go back and click on slide 1

B. Place cursor on any word, excluding names, that is underlined with red

C. Right click

D. A drop down menu appears with a list of possible spelling corrections

a. Click on the word of your choice and it will automatically change the word’s spelling

E. Correct all misspelled words on slide 1

F. Continue correcting spelling on all of the slides in the presentation

**5. Formatting with Backgrounds that Compliment Text Color**

A. Have students experiment with different patterns, textures, and color schemes while creating the presentation in the lab

B. Make sure the text is easy to read on the background chosen

C. Make sure the background does not detract from the content of the slide

**6. Inserting Graphics**

A. Have students click on a slide that they want to place a picture on

B. Go to the top tool bar and click on *Insert*

a. A drop down menu appears, move cursor onto *Picture*

b. Another menu opens, click on *Clip Art* (note: in this lesson we will only be using clip art, but in subsequent lessons we might import graphics from other sources.)

C. In the search text box type a keyword to locate an appropriate picture

a. Click the *Search* button

D. A window opens, it is the gallery, and has a wide variety of pictures

E. Scroll down and look through the pictures until you find one you like

F. Double click the picture you want, it is placed on the slide

G. Close out of the gallery and the picture will be on the slide

H. To reposition the picture

a. Click on the picture, a dash line will appear around the picture

b. Click and hold on the picture, the cursor will become a 4 sided arrow,

move the picture to the desired position

c. Release the button

I. To resize the picture

a. Click on the picture, the dashed lines will appear

b. There are small circles or squares on the dashed line used for resizing, called resizing handles

c. Click and hold on one of the resizing handles and drag out for a bigger

picture, or drag in for a smaller picture

d. Warning! By clicking on the vertical or horizontal resizing handles the picture will be distorted. Dragging the corner handles will maintain the aspect ratio of the picture

J. If you decide that you don’t want the picture, click on it and then press

*Delete*

K. Make sure the pictures chosen match the slide content and enhance the meaning of the story

**7. Adding Animations**

A. Demonstrate various animations

B. Click on the slide that you want to add animation to

C. On the *Slide Show* menu, click *Animation*

D. In the Slide Design Pane, in the *Apply to selected slides* section, click one of the

animation schemes to see a preview of it

E. If you want to apply the scheme to the slide, click the *Apply* button

F. Make sure animation enhances the slide content and does not distract from the story

**8. Recording Narration**

A. On the *Slide Show* menu, on the tool bar, click *Record Narration*

B. Click on the tab *Set Microphone Level*

C. Read the text, into the microphone, that is shown in the Microphone Check box

D. Your voice level should reach into the yellow area

a. If it doesn’t reach the yellow area you are talking too softly, press cancel and try setting the level again

b. If it goes into the red area you are talking too loudly, press cancel and try setting the level again

c. When you are satisfied with the level press *OK*

E. If you are on the first slide, the presentation will begin, read your narration into

the microphone.

a. Wait for about 3 counts after you have finished reading the text on the slide, then click the mouse button

b. Continue the narration on all slides until the presentation finishes

F. If you are not on the first slide, a box will appear and ask where you want the narration to begin. Click on the tab *First Slide* and begin your narration

G. When you come to the black Exit screen, click once to end the narration

H. A box will appear asking if you want to save the timings, click *Save*

**9. Saving to the Correct Location**

A. To save a new presentation that has not been saved before, click on the *File* menu

B. Click *Save As*

C. A window will open. In the *Save in*: text box, click on the arrow, a directory will open. Find the appropriate location in the directory and click on it

D. At the bottom of the window in the *File name*: text box, type the name of the presentation

E. Click *Save*

F. If you are resaving a presentation, click on the *File* menu

G. Click *Save*

**Behavioral Objectives** (6.4)

1. Students will begin to create a new presentation in the Power Point program by choosing the appropriate slide layout and creating at least 10 slides.
2. Students will type their publishable stories onto the slides, making sure to include the title page and the author’s page, with a minimum of 8 and maximum of 40 words per slide.
3. Using spell check, students will correct the spelling in their presentations so that there aren’t any words (excluding names) underlined in red.
4. Choosing from the various background options, students will select a background for their presentations making sure that the paragraph of text is easy to read at a distance of 2 feet from the screen of the computer.
5. From the Microsoft Clipart Library, students will choose appropriate graphics for their presentations, size them so that they are neither too small nor too large, and then make sure they compliment, not overpower, the text.
6. Students will select animations from the animation options in the Power Point software, to enhance the graphics, text, and slide transitions of their slide presentations.
7. Students will read with expression, their narrative of the presentation, making sure that all words spoken can be easily understood.