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**Lesson Plan**

Presentation Applications

MODULE 7

This **lesson plan** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

**Digital Information Technology (8207310)**

This Lesson Plan is designed to aid high-quality instruction through the identification of components that support learning and teaching. Each section of this Lesson Plan is modeled after 2022-2023 CTE Standards and Benchmarks for Digital Information Technology (8207310) as published by the Florida Department of Education Student Performance Standards.

Presentation Applications

# Module Overview

This module will teach students how to create digital presentations using presentation software. Upon completing this module, students will be able to create and edit a presentation. Students will be able to explain and demonstrate how to add and modify slide elements, add slide animations, slide transitions, and other features of presentation software.

## DIT Textbook Chapter Overview

The *Productivity Applications* and *Introduction to* *Presentation Applications* chapter in the accompanying DIT textbook support the conceptual understanding of the content covered in this module*.*

## CTE Standard and Benchmark

**Standard 05.0:** Use presentation applications to enhance communication skills. The student will be able to:

* **05.01** Manage and configure the presentation software environment (e.g., adjusting views, manipulating slide settings, configuring toolbar and file options).
* **05.02** Use presentation software to format and edit slides (e.g., adding and removing slides, slide layouts, format slide design, insert or format placeholders).
* **05.03** Locate, create and incorporate graphical and multimedia elements, including: shapes, graphics, images, bullets, hyperlinks, video, and audio into a slide presentation.
* **05.04** Enhance overall visual presentation by applying font selection, design themes, color schemes, templates, etc.
* **05.05** Create and manipulate graphical and multimedia elements using additional styles and effects (e.g., color selections, tone, contrast, shadows, picture styles).
* **05.06** Demonstrate various business-related elements that can be created, embedded and manipulated in a slide presentation, including: charts, graphs, tables, media, spreadsheets, and illustrations.
* **05.07** Customize presentation settings by using appropriate slide transitions and animations (e.g., on click, rehearsed timings).

# Continuity

Students will have read all content in the textbook chapters *Productivity Applications* and *Introduction to* *Presentation Applications* to prepare for the lessons in this module.

Table 1 Continuity

| **Standard** | **Recommended Previous Lesson/Knowledge** | **This Lesson** | **Recommended Upcoming Lessons** |
| --- | --- | --- | --- |
| 05.01 | Students should read the *Presentations* sectionof the *Productivity Applications* chapter.  Students know how to locate and open presentation software. | Students will use presentation software to learn the purpose of various command buttons located on the ribbon tabs, command buttons, or other menu options depending on the software product. | Students will use the knowledge from this lesson to learn future DIT modules. |
| 05.02 | Students should read the *Introduction to* *Presentation Applications* chapter.  Students should be familiar with how to navigate presentation software. | Students will create a presentation, edit, add, and delete slides, change slide layouts, and format slide designs and placeholders. | Students will use the knowledge from this lesson to learn future DIT modules. |
| 05.03 | Students should read the *Introduction to* *Presentation Applications* chapter.  Students should be familiar with basic commands. | Students will insert and manipulate graphics, images, audio, etc., in a presentation. This includes organizing information that is visually appealing. | Students will use the knowledge from this lesson to learn future DIT modules. |
| 05.04 | Students should read the *Introduction to* *Presentation Applications* chapter.  Students should be familiar with basic commands. | Students will enhance the appearance of a presentation with colors. This includes choosing colors and fonts for themes and color schemes. | Students will use the knowledge from this lesson to learn future DIT modules. |
| 05.05 | Students should read the *Introduction to* *Presentation Applications* chapter.  Students should be familiar with basic commands. | Students will format graphical and multimedia elements on a slide. This includes the functions of the various commands located under the Format Picture and Drawing Tabs. | Students will use the knowledge from this lesson to learn future DIT modules. |
| 05.06 | Students should read the *Introduction to* *Presentation Applications* chapter.  Students should be familiar with basic commands. | Students will embed and edit elements in a presentation. | Students will use the knowledge from this lesson to learn future DIT modules. |
| 05.07 | Students should read the *Introduction to* *Presentation Applications* chapter.  Students should be familiar with basic commands. | Students will use animation and transitions in a slideshow. This includes customizing a slideshow with timings. | Students will use the knowledge from this lesson to learn future DIT modules. |

# Student Learning Outcomes

**Standard 05.01, 05.02**

Students will be able to add and format slides in a presentation. Students will be able to change the layout of a slide.

**Standard 05.03**

Students will be able to insert and format graphical/multimedia elements in a slide presentation.

**Standard 05.04**

Students will be able to format a presentation background using templates, themes, and other color features.

**Standard** **05.05**

Students will be able to create and format graphical elements in a presentation using various themes, styles, and formatting tools.

**Standard** **05.06**

Students will be able to create and embed various graphical elements to a presentation.

**Standard** **05.07**

Students will be able to customize a presentation with slide transitions, slide animations, and timings.

# Materials Needed

**Standard 05.01, 05.02, 05.03, 05.04, 05.05, 05.06, 05.07**

All standards are best met with each student having access to a computing device (personal computer, laptop, smart phone, or tablet) with presentation software.

# Use of Space

Activities associated with all standards will require a classroom space that includes computing devices. If the space does not have computing devices, the teacher can consider the use of student personal devices (ex. smart phones, tablets, laptops). If the student does not have a computing device, the teacher can consider using a device for class demonstration purposes. For instance, the teacher could use their own school-supplied or personal computing device to demonstrate to all students. Consideration should also be given to where furniture and students are placed within the classroom to accommodate diverse needs.

# Prepare for the Lesson

Table 2 shows how the teacher and students should prepare for this lesson.

Table 2 Preparations

| **Teacher** | **Student** | **Assessment/Assignment** |
| --- | --- | --- |
| The teacher should read the *Introduction to* *Presentation Applications* chapter and the *Presentations* sectionof the *Productivity Applications* chapter.  The teacher should be proficient in using and explaining the features of presentation software.  The teacher should consider if a computing device should be used for instruction if computer devices are not available for all students.  The teacher should read the chapter cases and consider how to receive feedback from the students. | The student should read the *Introduction to* *Presentation Applications* chapter and study all terms.  The student should read the *Presentations* section of the *Productivity Applications* chapter.  Additionally, the student should read the case at the end of the chapter. | Standard 05.01, 05.02, 05.03, 05.04, 05.05, 05.06, 05.07: In-class activities are designed to familiarize students with presentation software.  Worksheets will assess the student’s ability to perform the activities in class.  The teacher will review both chapter cases in class. The teacher will conduct a verbal discussion to solicit student responses and participation. Students will be assessed on the chapter case based on their written responses to the chapter case questions and in-class discussion.  An answer key and/or rubric is provided for all student activities. |

# Activities

Table 3 shows the student workload effort for each activity in this module.

Table 3 Student Activities and Workload

| **Activity** | **Description** | **Estimated Student Completion Time** | **DIT Standard Alignment** |
| --- | --- | --- | --- |
| Career Research | Student uses the Internet to research a career of their choice, then creates a presentation using specific elements. | 45 minutes in-class x 3-4 classes | 05.01, 05.02, 05.03, 05.04, 05.05, 05.06, 05.07 |
| My Feelings | Student creates a presentation based on their feelings about various topics using specific elements. | 45 minutes in-class x 1-2 classes | 05.01, 05.02, 05.03, 05.04, 05.05, 05.06, 05.07 |
| Harvest Time | Student creates a presentation based on harvest time information using specific elements. | 45 minutes in-class x 1-2 classes | 05.02, 05.03, 05.04, 05.05, 05.06, 05.07 |
| Types of Technology | Student uses the Internet to research careers related to technology, then creates a presentation using specific elements. | 45 minutes in-class x 1-2 classes | 05.02, 05.03, 05.04, 05.05, 05.06, 05.07 |
| All About Me | Student creates a presentation about themselves using specific elements. | 45 minutes in-class x 1-2 classes | 05.02, 05.03, 05.04, 05.05, 05.06, 05.07 |
| Chapter Case: Amber’s Business Presentation | Student reviews the case from the *Introduction to* *Presentation Applications* chapter and answers critical thinking questions. | 45 minutes in-class | 05.01 |
| Chapter Case: A Teacher's Work is Never Done | Student reviews the case from the *Productivity Applications* chapter and answers critical thinking questions. | 45 minutes in-class | 05.01 |

# Assessments

The teacher will evaluate a student’s performance using the various features of a presentation by measuring the accuracy of the student’s documentation.

Additionally, the teacher will evaluate the student’s critical thinking ability as they work in the chapter case. The teacher will use the assessment for formative purposes and will provide feedback on the accuracy of the student’s response and on means to promote student success.

The teacher will score assignments on a scale of 1-4 measuring the level of understanding the student is able to communicate about the subject.

# Accommodations

Please adhere to the [Florida Department of Education (2018) Accommodations Assisting Students with Disability Guidelines](https://www.fldoe.org/core/fileparse.php/7690/urlt/0070069-accomm-educator.pdf).

To reduce anxiety while completing activities, provide students with support while completing their assignments and sufficient time to complete their assignments in class.

Students can be encouraged to work with a peer to identify appropriate responses for the case scenario.