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This project was supported by the Cybersecurity and IT Pathways grant from the Florida Department of Education through Cyber Florida, project number 291-1231C-2C001, funding authority 84.425C-D CRRSA ACT ESSER II 84.425D & GEER II 84.425C, FAIN#: S425C210052. More information at cyberflorida.org/pathways/

**Activity**

All About Me

MODULE 7: Presentation Applications

This **activity** 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.

# Module 7: Presentation Applications

## Activity: All About Me

The student creates a presentation about themselves using specific elements.

## Standards Assessed

* **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).

## Teacher Notes

Teachers can use whatever presentation software is available for the students such as Microsoft PowerPoint or other presentation applications compatible with .pptx files. Use other online resources to help students learn the details of a specific product.

## Estimated Student Completion Time

* 45 minutes x 1-2 classes to complete the activity

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

Use the table below to make sure students cover all required elements in the assignment.

| **Required Elements** | **Possible Points** | **Points Earned** |
| --- | --- | --- |
| **Title Slide**   * Title is creative * Subtitle contains student name |  |  |
| **Content/ Information**   * Presentation contains at least 10 slides * Slides have detailed information/not just a couple of words |  |  |
| **Background/Appearance**   * Different background on each slide * Does not distract from the readability of text or graphics * Slides are easy to read |  |  |
| **Slide Transition and Slide Animation**   * Present on each slide * Not too distracting |  |  |
| **Graphics/Pictures**   * Each slide has a least one graphic or pictures * Relevant to the topic * Graphics are not larger than the words on the slides |  |  |
| **Spelling/Grammar**   * Presentation has no spelling or grammar errors |  |  |
| **Timing**   * Slide show is timed * Information is not displayed too long or too short |  |  |
| **Total** |  |  |

# Activity: All About Me

**Students Instructions**: Create a presentation about yourself. Be creative. You may use any font style and background you want. You may also use WordArt and clip art. Make sure your presentation contains information such as:

* Your background (full name, date of birth, place of birth, etc.)
* Your family background (number of brothers/sisters, family origin, etc.)
* Things you enjoy doing/do not enjoy doing.
* Your favorites (foods, courses, movies, automobiles, etc.)
* Places you like to travel or would like to travel to one day.
* Your motto is your general attitude about life, success, priorities, achievement, how you live in the world, and the most important things to you.

Complete the following tasks using Microsoft PowerPoint or other presentation application compatible with .pptx files.

1. Create a new presentation.
2. Use the table below to create slides with the required elements.
3. Save your presentation based on the teacher’s instructions.

| **Required Elements** | **Possible Points** | **Points Earned** |
| --- | --- | --- |
| **Title Slide**   * Title is creative * Subtitle contains student name |  |  |
| **Content/ Information**   * Presentation contains at least 10 slides * Slides have detailed information/not just a couple of words |  |  |
| **Background/Appearance**   * Different background on each slide * Does not distract from the readability of text or graphics * Slides are easy to read |  |  |
| **Slide Transition and Slide Animation**   * Present on each slide * Not too distracting |  |  |
| **Graphics/Pictures**   * Each slide has a least one graphic or pictures * Relevant to the topic * Graphics are not larger than the words on the slides |  |  |
| **Spelling/Grammar**   * Presentation has no spelling or grammar errors |  |  |
| **Timing**   * Slide show is timed * Information is not displayed too long or too short |  |  |
| **Total** |  |  |