

HOW TO PLAN A PRESENTATION FROM BEGINNING TO END

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HOW TO PLAN A PRESENTATION FROM BEGINNING TO END USING TECHNOLOGY AND COMPUTER APPLICATION SKILLS CURRICULUM UNIT OVERVIEW

SUMMARY

This unit was significant to the Greater Dayton African American Chamber of Commerce because they were in need of office equipment. The equipment needed for this project included computers with Microsoft applications such as Word, Excel, PowerPoint and Access, a scanner, digital camera, LCD projector and quality copier. To successfully complete, this project it was essential to have all equipment listed.

This unit can be adaptable to any industry or occupational field because most, if not all must have some way of communicating with their customers. The limitations of course, would be to not have the proper equipment or training needed to accomplish various jobs that have to be performed.

The prerequisite for this unit is basic keyboarding I & II. The grade level (s) recommended is 10, 11 and 12. This curriculum can take 3 to 4 weeks to complete depending on the skill level of the students. This curriculum can be adapted in any class. However it will work best in Keyboarding, English and Math classes.

BIG PICTURE

My hook activity will involve individuals and groups. The hook question is “What does it take to plan a meeting”? Each student will write down what they think it involves. Then I will have them to count off 1, 2, 3, 4 and then get into groups of four according to their number. Once in groups, they are to share their answers and come up with one list of what they think it takes. They will select one person to write down the answers and one person to speak for the group.

After each group has shared what they think it takes to plan a meeting. I explain that it’s not the meeting that is important with this project, but the computer application and technology skills that are being used, that’s important. Having computer application skills and knowing how to use various forms of technology is the key to success on any job. In the real world employers are looking for employees with these basic skills. They feel that if you know the basics you save them money and time.

The final outcome will be that each group will have developed a PowerPoint presentation that they will present in class. Also, this will be a competition and the best presentation will be presented at a staff meeting and the group will win a pizza party. Each group will be allowed to select any department in the building to focus their project on. The goal will be to have a PowerPoint presentation for each department student created.

PREPARATION FOR THE UNIT

The primary instructor will need to coordinate with other teachers about their part in the project. Each teacher will be encouraged to participate and will be given an overview on what skills will be used from their content area and how it relates to this project.

- * The Keyboarding teachers will review or introduce Word, Excel, Access and PowerPoint
- * The English teachers will review or introduce public speaking, reading and writing skills
- * The Math teachers will review or introduce budgeting and problem solving
- * All teachers will incorporate and encourage reading, writing, teamwork, planning, brainstorming, being creative and social skills

The equipment needed for this project will include several computers with Microsoft Word, Excel, PowerPoint and Access, a scanner, digital camera, LCD projector and quality copier. Other items needed include; disk, CD's, color printer, various types of paper, plates, forks, spoons, table clothes, and various other decorations. Each group will need a large room to hold their presentation.

PLANNING A PRESENTATION CURRICULUM UNIT SUMMARY

KEYBOARDING I & II	ENGLISH	MATH
ALT 1-Word Students will learn the functions used in Word. Students will learn by using the Word software on their computers.	ALT 1-Writing Students will learn writing skills needed to develop their speeches. Students will learn by writing impromptu speeches.	ALT 1 Problem Solving Students will learn skills needed to problem solve. Students will learn by solving various problems present in class.
ALT 2- PowerPoint Students will learn the functions used in PowerPoint. Students will learn by creating a PowerPoint presentation on their computers.	ALT 2-Public Speaking Students will learn proper skills need to speak in the public. Students will learn by giving oral speeches in class.	ALT 2-Excel Students will learn the functions used in the Excel. Students will learn by creating mathematical charts on their computers.
ALT 3-Access Students will learn the functions used in Access. Students will learn creating a database on their Computers.	ALT 3-Reading Students will learn to read their speeches properly. Students will learn by reading in small groups.	ALT 3-Budgeting Students will learn skills used to budget. Students learn by creating a budget for their project.

TRANSFER ACTIVITY

KEYBOARDING

As students learn and develop their computer skills (Word, Access and PowerPoint) they will be able to create letters, memos, various data base projects and visual presentations.

ENGLISH

As students learn and develop their communication skills (writing, public speaking and Reading) they will be able to communicate at various levels and present themselves in any setting.

MATH

As students learn and develop their basic math skills (problem solving, excel and budgeting) they will be able to problem solve, create mathematical charts and budget time and money.

The list above are all essential components to this project and a perfect example of cross-curriculum because each student will have to use all skills listed.

ICEBREAKER ACTIVITY

Students will play musical keyboards. Students will start at their keyboard and complete this phrase: I was walking down the street and (fill in the blank), when the music stops change keyboards, when the music starts the students are to now complete the line that the other students started. When the music stops change keyboards and complete the line. Students will continue changing keyboards until they return to their keyboard. Have the students to read their stories, it should be fun.

SECTION ONE: KEYBOARDING

ALT One: WORD

Summary

Students will learn to create and print documents, open and edit documents, text alignments and enhancements, format and edit documents, additional formatting and editing, work with multiple-page documents, work with multiple documents; macros, clip art and templates, envelopes and labels.

Competencies

1. Create and print documents – beginner – 100%
2. Open and edit documents – beginner – 100%
3. Text alignments and enhancements – beginner – 100%
4. Format and edit documents – pre-advanced – 80%
5. Additional formatting and editing – pre-advanced – 80%
6. Work with multiple-page documents – advanced – 80%
7. Work with multiple documents – advanced – 75%
8. Macros, clip art and templates – advanced – 75%
9. Envelopes and labels – advanced – 75%

Time

This section will take 40 hours

Materials/Equipment

Microsoft Word software
Century 21 Keyboarding Text
Pen/Pencil
Paper
Keyboard
Computer
Printer
Computer paper

Instructions

Creating, Saving and Closing a New Document

1. Class look at your desktop and double click the Word icon. When you start Word, a blank screen appears, ready for you to begin keyboarding text. Word assigns "Document1" in the title bar as the document name (until you provide a name).
2. As you type, the **Col** (Column) indicator in the Status bar changes. As text advances to another line, the **Ln** (Line) indicator also changes. If you move the insertion point, the **Col** and **Ln** indicators display the new location of the insertion point.
3. The **At** indicator displays the vertical position of the insertion point as measured in inches from the top edge of the page.
4. As text is typed, the insertion point automatically advances to the next line. This is called **word wrap** or **wraparound**. It is only necessary to use the Enter key at the end of a short line or to begin a new paragraph.
5. The document must be given a name for identification. A **filename** may contain a maximum of 255 characters, can include spaces, and is automatically assign the file extension **.doc**.
6. Files are displayed in the case in which you type them. You cannot, however, save one filename in uppercase and save another using the same name in lowercase.
7. When saving a file, you must indicate the location where you wish to save it. Documents may be save on a removable disk or on an internal hard drive. If you save a file to a removable disk, you must indicate that you are saving to the **A** or **B** drive. The hard drive is usually designated as the **C** drive.
8. When saving for the first time, select Save from the file menu or click the Save button on the Standard toolbar. If you wish to save your file to a removable disk, click the list arrow next to the Save in box and double-click 3 ½ " Floppy (A:).
9. Once your document is named, the filename appears in the title bar. After saving your document for the first time, you can save the document again. Save often to prevent losing data.
10. Documents may also be saved by selecting Save As from the File menu or double-clicking the document control button.

11. When a document has been saved, it remains on your screen. If you wish to clear the screen, you may close the document window by selecting Close from the File menu or double-clicking the document control button.
12. If you attempt to close a document before saving it, Word will prompt you to save it before exiting. You may respond **Y** for Yes or **N** for No.

Exercise

1. Create a new document
2. Keyboard the paragraphs below, allowing the text to word wrap to the next line. Ignore the red and green wavy lines if they appear.
3. Begin the exercise at the top of your screen. Press the Enter key twice to start a new paragraph.
4. Correct immediately detected errors using backspace key.
5. Save the document; name it **TRY**.
6. Close the document window.

As you type, notice the Col indicator on your status bar changes as the position of your Insertion point changes.

The wraparound feature allows the operator to decide on line endings, making the use of Enter unnecessary except at the end of a paragraph or short line. Each file is saved on a disk or hard drive for recall. Documents must be given a name for identification.

Evaluation/Assessment of Student's Competency

Students will complete various progress checks at different levels during the course
Students will create letters, memos, reports and tables
Students will be able to key a minimum of 30 gross words per minute

Closure

Class lets review what we have learned today. How do you create a document, How do you save a document and how do you close a document? This is good turn in your papers. You have learned to create, save and close a document in Word. Are there any questions? You are ready to apply the skills learned using the PowerPoint software.

