

# LESSON PLAN

**Trainer:** \_\_\_\_\_ **Course:** PowerPoint Introduction Workshop

**Modules:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Number of Learners** \_\_\_\_\_ **Week Number:** 1

**Previous Knowledge of the Topic:** None Required

**Aims of the Lesson:**

*To introduce the learner to the basic features of PowerPoint Presentations*

**Objectives and Learning Outcomes:**

*By the end of the session the learner will be able to use certain features available in the PowerPoint Presentation application that will enable them to create simple professional presentations using a variety of different features.*

**Assessment Methods**

*Hands-On Practice, exercises and assignments*

**Promotion of Equality, Diversity and Every Learner Matters**

**Additional notes:**

# TEACHING AND LEARNING STRATEGIES

<i>Modules / Units</i>	<i>Learning / Teaching Outcomes</i>	<i>Learners Activities</i>	<i>Trainer Activities / Notes</i>
<p><b>Introduction to Session</b></p>	<ul style="list-style-type: none"> <li>• <b>Explanation of the content that will be covered in the session</b> <ul style="list-style-type: none"> <li>➤ <b>Overview of PowerPoint screen</b></li> <li>➤ <b>Selection Techniques</b></li> <li>➤ <b>Entering and Editing Techniques</b></li> <li>➤ <b>Formatting Features</b></li> <li>➤ <b>Building a Presentation</b></li> <li>➤ <b>Enhancing a Presentation</b></li> <li>➤ <b>Delivering a Presentation</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Listening</b></li> <li>• <b>Watching</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>General overview of the content of the course</b></li> </ul>
<p><b>Section 1 Entering and Editing Text</b></p>	<ul style="list-style-type: none"> <li>• <b>Understand how to Enter and Edit Text</b></li> <li>• <b>Understand how to Select text if different ways</b></li> <li>• <b>Understand how to Format text</b></li> <li>• <b>Understand how to Save presentations</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Start up laptop</b></li> <li>• <b>Activate PowerPoint Application</b></li> <li>• <b>Complete exercise one – Entering and Editing Text</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstration one – Entering and Editing Text</b></li> </ul>

<p><b>Section 2</b> <b>Adding Slide and Slide Design</b></p>	<ul style="list-style-type: none"> <li>• <b>Learn how to view the slide designs</b></li> <li>• <b>Learn how to apply slide designs</b></li> <li>• <b>Understand how to add new slides to the presentation</b></li> <li>• <b>Appreciate the different type of slide layout</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Complete Exercise two – Adding slides and slide design</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstration two – Adding slides and slide design</b></li> </ul>
<p><b>Section 3</b> <b>Adding WordArt, ClipArt Pictures and Images</b></p>	<ul style="list-style-type: none"> <li>• <b>Understand how to add WordArt</b></li> <li>• <b>Understand how to add ClipArt</b></li> <li>• <b>Understand how to add Pictures</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Complete Exercise three – Adding WordArt, ClipArt, Pictures and Images</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstration three – Adding WordArt, ClipArt, Pictures and Images</b></li> </ul>

<p><b>Section 4 Enhancing Presentations with Special Effects</b></p>	<ul style="list-style-type: none"> <li>• <b>Learn how to add Transition effect to slides</b></li> <li>• <b>Learn how to add Animation effect to text</b></li> <li>• <b>Learn how to add Animation effect to images and pictures</b></li> <li>• <b>Learn how to deliver a Slide Show</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Complete Exercise four – Enhancing Presentations with Special Effects</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Demonstration four – Enhancing Presentations with Special Effects</b></li> </ul>
<p><b>Session Recap</b></p>	<ul style="list-style-type: none"> <li>• <b>Recap of what has been covered during session</b></li> <li>• <b>Question and answer session</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Answering Questions</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Questions</b> <ul style="list-style-type: none"> <li>➤ <b>Entering and editing text</b></li> <li>➤ <b>Inserting pictures and images</b></li> <li>➤ <b>Adding transition and animation</b></li> </ul> </li> </ul>