

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 driven documents using a variety of different features.

Assessment Methods

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

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

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