

Lesson Plan: Create a Presentation “All About a Topic”

Overview

In *Create a Presentation “All About a Topic,”* students create a presentation in Google Slides to communicate to an audience about a topic.



Lesson Objectives

By the end of this lesson, students should be able to:

Achieve the following objective:

- Create a slide presentation that includes text, images, and animations to communicate information about a specific topic.

Answer the following essential question:

- How do I introduce a topic and express my personality and interests in an engaging, compelling way to an audience?

Internalize the following enduring understandings:

- There are different ways to convey information to entertain, engage, and inform your audience.
- Making a presentation is one way to share information about yourself or a topic.
- How you add to and customize a presentation gets your message across in different ways.



Digital Skills

As they complete this lesson, students will learn and practice the following digital skills:

- Create a new presentation in Google Slides
- Choose a theme
- Add and move slides
- Insert, resize, and reposition an image
- Add text to slides
- Format text (color, font, size)
- Add and resize text boxes
- Add animations and transitions
- Preview in “present” mode
- Digitally share slides with a classmate
- Digitally enter comments in a classmate’s presentation



Terms and Concepts

As they complete this lesson, students will learn and use the following terms and concepts:

- Digital presentation
- Transitions
- Animations



Total Duration

- 45 minutes (can be extended to 50-90 minutes with [extensions](#), which are 5-10 minute videos that teach additional skills and add on to the main lesson.)



Materials

- Computer with internet access (per student)
- g.co/applieddigitalskills

Lesson Outline: Main Videos Plus Extensions

Video	Duration	Description
1 Introduction to Create a Presentation "All About a Topic"	5 min	Students are introduced to the lesson, create a new slide presentation, and give it a title.
2 Choose a Theme, Insert Slides, and Add a Title	5 min	Students choose a theme for their slides and add three blank slides to their presentation, then add text to their title slide.
3 Add Images and Text	10 min	Students add text about their topic to their presentation and add images that they upload or find through an internet search.
4 Add Animations and Transitions	10 min	Students add transitions between slides and animate individual elements on each slide with different effects. They test how their presentation will look to an audience in "presenter view."
5 Digitally Share and Comment	10 min	Students digitally share their presentation with a classmate over email or by using a link. They comment digitally on their classmate's presentation and review comments left in their own slides.

Middle and High School

6	Create a Presentation “All About a Topic” Wrap-Up	5 min	Students wrap up this lesson and discover how the skills they learned can apply to other tasks.
*	Extension: Edit the Master Slide	5 min	Students use the master slide to apply changes to the entire presentation.
*	Extension: Customize with Word Art	5 min	Students use word art to make text stand out.
*	Extension: Add Video	5 min	Students add a video to their slides.
*	Extension: Publish to the Web	10 min	Students publish their presentation to the web to make it available to a wider audience.
*	Extension: Add Effects to Text and Images	10 min	Students add effects to their presentation to further engage audience attention.
*	Extension: Organize Your Slide Presentation with Speaker Notes	10 min	Students add speaker notes to add extra information for the presenter.



Resources

- [Example project](#)
- [Project Evaluation Rubric](#)
- [Appendix](#)

Tip: This lesson is designed to be completed in a single class period. It has multiple videos for students to watch, which vary in duration and guide students through building a main project around a central theme. Also included are six optional “extension” videos, which are 5-10 minute lessons you can add to the main lesson to extend instructional time and allow students to “add on” to their projects and reinforce or practice additional skills.

Tip: Use the rubric to evaluate student work. Rubrics are linked in each lesson plan to evaluate student work. Share a copy of the rubric with students before they turn in their projects.

Middle and High School

Example Student Outcome

The screenshot displays the Google Slides interface for a presentation titled "All About Ning". The title bar at the top shows the file name, a menu (File, Edit, View, Insert, Format, Slide, Arrange, Tools, Add-ons, Help), and a status message "Last edit was on March 29". The main editing area shows a slide with a blue background and the text "All About Ning!!" and "This is your basic guide to who I am and what I care about". The left sidebar shows a list of five slides: 1 (blue), 2 (blue with text), 3 (pink with text), 4 (white with images), and 5 (pink with text). The right sidebar shows a "Themes" panel with several theme options: "Click to add title", "Click to add subtitle", "Modern Writer", "Geometric", and "Pop".

Annotations in red text and arrows are present:

- "Presentation is titled." with an arrow pointing to the title bar.
- "Add 3 slides." with an arrow pointing to the slide list on the left.
- "Choose your theme." with an arrow pointing to the "Themes" panel on the right.
- "Add text to each slide." with an arrow pointing to the text box on the main slide.

Example Student Outcome

The screenshot shows a Google Slides presentation titled "All About Ning" with a menu bar (File, Edit, View, Insert, Format, Slide, Arrange, Tools, Add-ons, Help) and a toolbar. The slide being edited is titled "Pets are Like Family to Me". It features a large image of a cat on the left and two guinea pigs on the right. Text boxes are present: "Peanut Butter and Zipper, my guinea pigs. The guinea pigs do not get along with the cat." and "My cat, Finn. He is not snuggly, but he is super talkative." Red annotations with arrows point to the text boxes and images, stating "Add text boxes and text." and "Add images to slides." respectively. A footer note says "*Arrange slide elements to fit on the slide." The left sidebar shows a thumbnail of the current slide and four other slides in the presentation.

All About Ning ☆

File Edit View Insert Format Slide Arrange Tools Add-ons Help Last edit was on March 29

PRESENT SHARE

Pets are Like Family to Me

Add text boxes and text.

Peanut Butter and Zipper, my guinea pigs. The guinea pigs do not get along with the cat.

Add images to slides.

My cat, Finn. He is not snuggly, but he is super talkative.

*Arrange slide elements to fit on the slide.

1
2 All About Ning!
3 Pets are Like Family to Me
4 My Interests
5 Think Positive!

Example Student Outcome

The screenshot displays the Google Slides interface for a presentation titled "All About Ning". The presentation has five slides. The current slide, titled "My Interests", features a collage of images including two theater masks, a microscope, a soccer ball, and a pink geometric shape. The text on the slide reads: "School play! Soccer! Science is my favorite class." The interface includes a top menu bar with options like File, Edit, View, Insert, Format, Slide, Arrange, Tools, Add-ons, and Help. A red box highlights the "SHARE" button in the top right corner, with an annotation: "Digitally share your file with a classmate and leave a comment." Another red box highlights the "Transition..." button in the top menu bar, with an annotation: "Add slide transitions to increase attention." A third red box highlights the "Animations" panel on the right side of the screen, with an annotation: "Add animations to the slide elements for visual interest." The "Animations" panel shows a list of animation options: "Slide: Dissolve", "Dissolve", "Slow", "Medium", "Fast", "Apply to all slides", "Fade in (After previous)", "Fly in from bottom (After previous)", and "Spin (After previous)".

Digitally share your file with a classmate and leave a comment.

SHARE

Transition...

Add slide transitions to increase attention.

My Interests

School play! Soccer! Science is my favorite class.

Animations

Slide: Dissolve

Dissolve

Slow Medium Fast

Apply to all slides

Fade in (After previous)

Fade in (After previous)

Fade in (After previous)

Spin (After previous)

Fly in from bottom (After previous)

+ Select an object to animate

Play

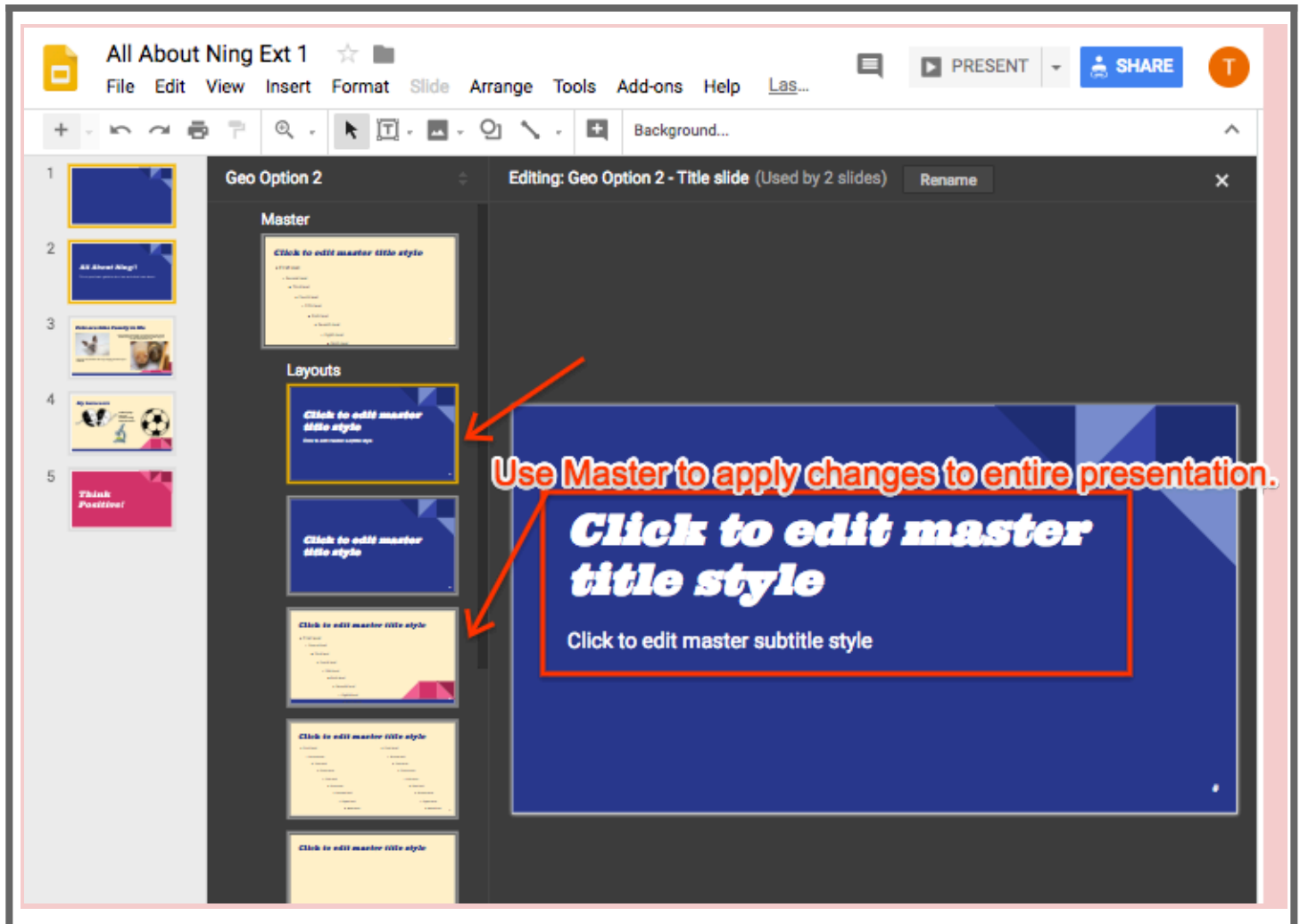
Add animations to the slide elements for visual interest.

Extensions: Create a Presentation “All About a Topic”

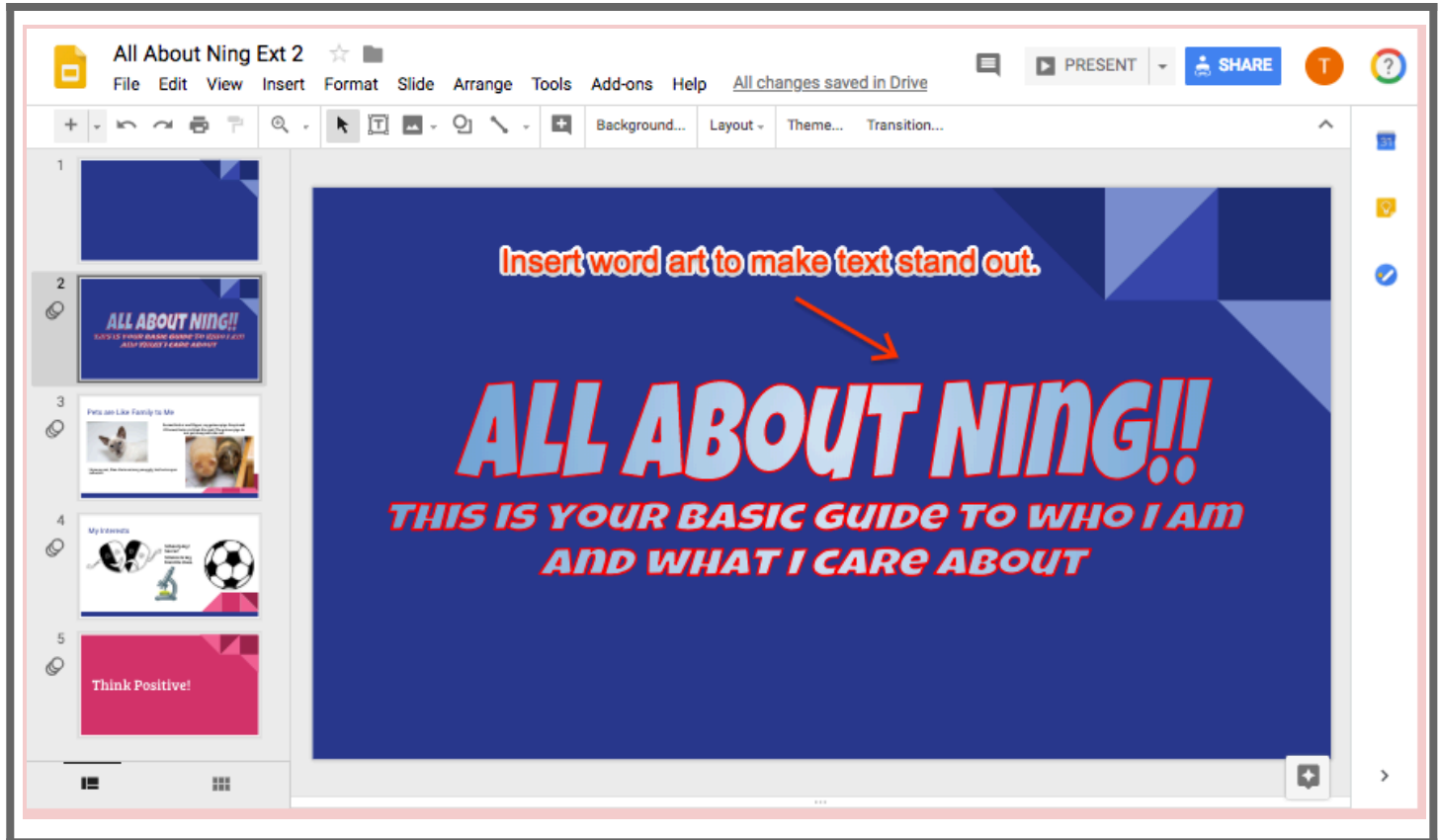
Use these optional extensions to lengthen class duration to 60-90 minutes and allow students to add on to their projects and reinforce or practice additional skills.

Extensions		
Extension	Duration	Description
Edit the Master Slide	5 min	Students use the master slide to apply changes to the entire presentation.
Customize with Word Art	5 min	Students use word art to make text stand out.
Add Video	5 min	Students add a video to their slides.
Publish to the Web	10 min	Students publish their presentation to the web to make it available to a wider audience.
Add Effects to Text and Images	10 min	Students add effects to their presentation to further engage audience attention.
Organize Your Slide Presentation with Speaker Notes	10 min	Students add speaker notes to add extra information for the presenter.

Example Student Outcome: Extension 1 (Edit the Master Slide)



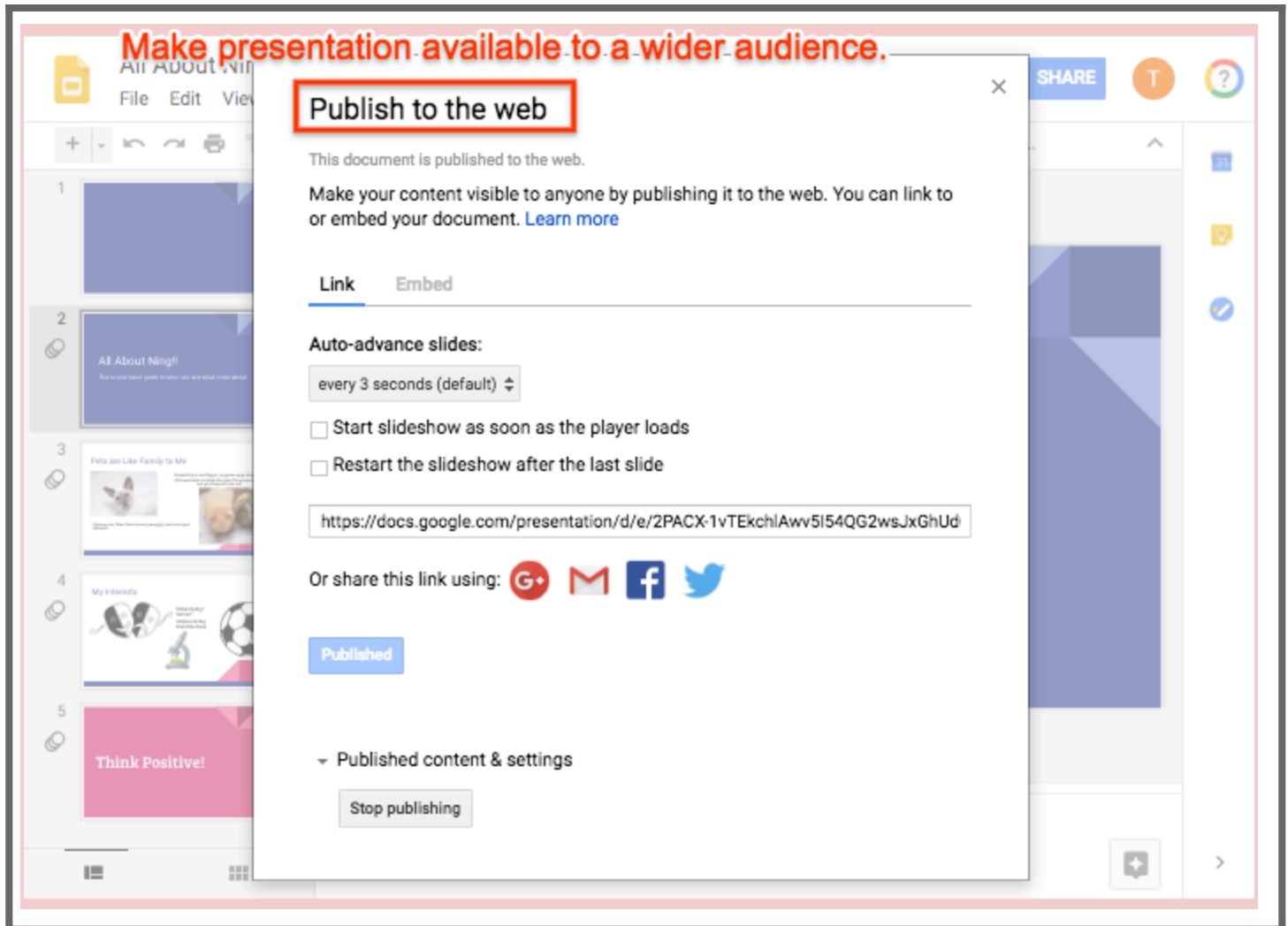
Example Student Outcome: Extension 2 (Customize with Word Art)



Example Student Outcome: Extension 3 (Add Video)



Example Student Outcome: Extension 4 (Publish to the Web)



Example Student Outcome: Extension 5 (Add Effects to Text and Images)

Pets are Like Family to Me ← Add effects to text to change how it looks.

Click to add text

Peanut Butter and Zipper, my guinea pigs. People ask if Peanut Butter is blind. She isn't! The guinea pigs do not get along with the cat.

I love my cat, Finn. He is not very snuggly, but he is super talkative.

← Add effects to images to change their look.

The slide features a title 'Pets are Like Family to Me' with a blue shadow effect. Below it, there are two text boxes. The first box contains the text 'Click to add text' and a placeholder image of a cat's face. The second box contains the text 'I love my cat, Finn. He is not very snuggly, but he is super talkative.' and a placeholder image of two guinea pigs. Red arrows point from the text boxes to the title and the placeholder images, with the annotation 'Add effects to text to change how it looks.' pointing to the title and 'Add effects to images to change their look.' pointing to the placeholder images. The slide has a blue and pink decorative border at the bottom.

Example Student Outcome: Extension 6 (Organize Your Slide Presentation with Speaker Notes)

Pets are Like Family to Me

Finn

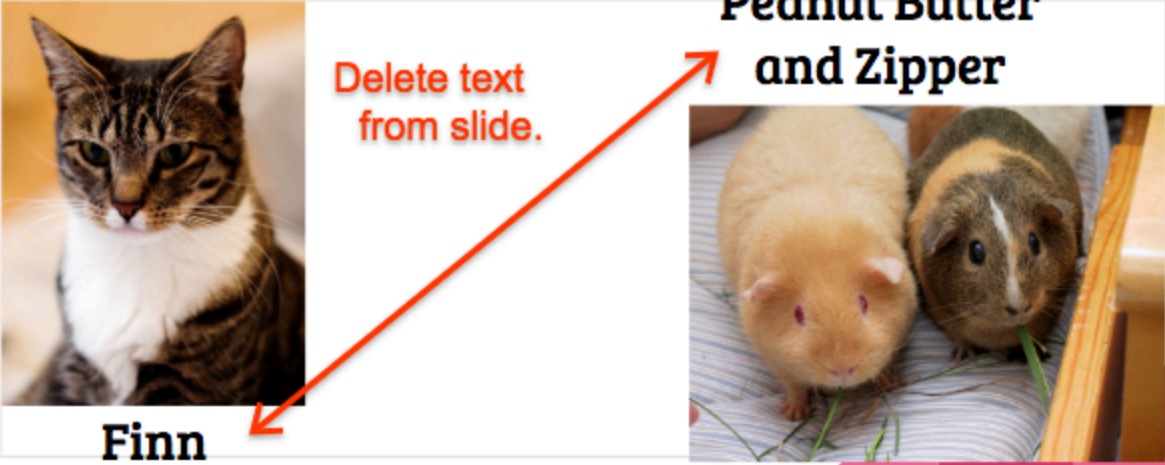
Peanut Butter and Zipper

Delete text from slide.

Add speaker notes to help guide the presentation and organize info.

Peanut Butter and Zipper, my guinea pigs. The guinea pigs do not get along with the cat.

My cat, Finn. He is not snuggly, but he is super talkative.



Appendix

Create a Presentation “All About a Topic”

Introduce the lesson and prompt students to think about different ways they might communicate about a topic to an audience.

Say *To get started and join our class, go to g.co/applieddigitalskills and select “Sign In.” Click on your Google account (or create one), choose “I am a student” and enter our class code. (Teacher note: locate your class code on your dashboard.) After you join our class, proceed to Video 1 and begin watching.*

Ask

- *What are some situations where you might have to present about a topic?*
- *How does having visuals help you present or explain something?*

Describe the lessons and their outcomes.

Say *In this lesson, you will create a Google Slides presentation with text, images, and effects to communicate about a topic.*

Say *Go to g.co/applieddigitalskills and select “Sign In” to log into your profile. If you see “Wait,” click it and move onto the next lesson. If you already see “Introduction to Create a Presentation “All About a Topic,”” then you are ready to begin watching the first video. Watch the first video, and complete the steps described.*

Teacher Note	If students need help accessing the lessons, have them navigate the curriculum menu by clicking on Curriculum at the top of the page, then scrolling down and selecting the correct lesson.
---------------------	--

Intro & Closing Questions

- *Have you ever created a digital presentation or slides before?*
- *What topic do you think you might like to create a presentation about?*

Engage

- *Which slide from your presentation is your favorite? Why?*

Wrap up the lesson.

Wrap-Up Summarize the lesson and celebrate that, as a result of the skills students learned, they created an exciting project.

Say *In this lesson, you created a presentation in Google Slides about a topic. You added images and text and even used some animations and transitions to make it more exciting and engaging.*

Ask

- *What topic did you choose? Why?*

- *What else might you use a presentation like this for?*

Reflection Answer Key

1. B
2. A
3. A
4. C
5. D
6. D
7. B
8. D
9. A
10. B