

Lesson Plan - 1
Computer Science
MS PowerPoint Views

Class:		Period:		Mode:	Classroom/Lab
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Teacher: _____

Learning Support Assistant: _____

S.M.A.R.T. Learning Objectives

By the end of this session, students will be able to:

1. Use slide master for formatting slides in PowerPoint.
2. Use note master and handout master.
3. Use 5 slide views in PowerPoint.

Resources

- video <https://youtu.be/26GiuBaPato> (4.20)

Session Conduction

Engage: By now students must be knowing how to use PowerPoint and do basic formatting. Teachers can have a question and answers for a quick recap.

Tell students that they can also use Slide Master to do formatting. When we want all slides to contain the same fonts and images (such as logos), we can use Slide Master to make changes to all slides in the presentation instead of doing it in every single slide

Concept introduction: Explain slide master as a tool used in Microsoft PowerPoint to create slide templates. Slide Master can save slide layouts, including the background, colour, fonts, effects, positioning, etc.

Use the handout master in PowerPoint to change the appearance of a presentation's printed handout. The notes master allows you to customize how your presentation looks when printed out with notes.

Next, tell them about the views. Like we wear uniforms for school, casuals at home, party wear for weddings. We dress up differently for occasions. PowerPoint has a different view based on what we need. Some views can be used when creating a presentation, and some are used for delivering a presentation.

Concept Demo/Explanation: Use the steps given in the book to use slide master for applying apply themes, pictures, font colour, shapes, etc. Show them how to use different views.

Concept Practice: Ask students to create a PowerPoint format using slide master. Apply a theme and in the footer text “My Presentation “should appear.

Optional Activity: Teachers can play <https://youtu.be/26GiuBaPato> (4.20) in the classroom.

Practical Application: Complete the activity given under the lab activity section of the chapter.

Home Assignments

1)Revise the topic covered.

Guided Assignment

Students can visit

<https://www.simonsezit.com/article/overview-of-the-desktop-screen-and-views-in-powerpoint-2016/> for more information.

Evaluation

After completing the lesson solve the exercises given in the book.