

- The following is a list of **what you need to be able to use and do within Microsoft PowerPoint**. You are responsible for reviewing the lessons below:
 - Slide Basics
 - Insert
 - Layout
 - Duplicate
 - Delete
 - Move
 - Views
 - Normal
 - Slideshow
 - Notes Page
 - Slide Master
 - Format
 - Themes
 - Styles
 - Positions
 - Slide Content
 - Text
 - Images/Clip Art
 - Sound
 - Video Clips
 - Hyperlinks
 - Timing
 - Automatic versus Manual
 - Inserting other Office Applications
- For this unit, you may work alone or with a partner, including the lessons at GCF Learn Free. If you choose to work with a partner, each person needs to have a copy of the Challenges uploaded to their Google Drive. Do not divide the work. If you choose to work with someone, sit with that person and work through the features and challenges **TOGETHER**.

- **Complete Lessons 5-9,15-19, 20-22, 29-31**
 - [Click Here for a link to the PowerPoint Lessons](#)
- **Complete Challenges for each. Upload Challenges to your PowerPoint folder on Google Drive**
- [Jeopardy Game Assignment 1](#)
 - **I highly recommend working with a partner on this**
 - We'll spend a class playing several of our top Jeopardy games when everyone has the chance to finish.
 - [Download this app, or something similar on your phone](#)
 - If that fails or you do not have a mobile device, you can search youtube for a buzzer noise.
- **Review alternatives to PowerPoint**
 - Create an account for each of the presentation tools listed below. Using the free version, get a feel for how they work. Make a pros/cons or Likes/Dislikes list that compares and contrasts each of the tools to help you determine which one you like best.
 - [Prezi](#)
 - [Emaze](#)
 - [Visme](#)
 - [Slides-](#) Different than Google Slides
 - [A good list of additional platforms can be found here](#)
 - If you're having trouble creating free accounts at the above platforms, simply choose from the link above to complete 4 comparisons.
 - You can set up your comparison chart by using a table like the one shown below.

Web 2.0 Tool	Pros	Cons
Prezi		
Emaze		
Visme		

Slides		
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- Watch: [Life After Death by Powerpoint](#)
 - Journal Entry-How many times do we see these mistakes by peers and teachers? Why do we continue to see and make the same mistake over and over?
- [Padlet Discussion on presenting](#)
 - Respond to the discussion by making a post to the “blackboard”
- Watch The Office Episode “Dwight’s Speech”
 - Why was Dwight so nervous prior to his speech?
 - What are some of the positive things Dwight did once he felt comfortable presenting at the awards ceremony?
- [Present a Colleague Assignment 2](#)
 - You may pick your own partners for this. If you are having trouble finding a partner, please communicate with me and I will assign you a partner
 - [Tips for Presenting](#)
 - [Use this website to help you get started learning about your partner](#)
 - Try using one of the questions as a topic for your presentation
 - Ex: If John could only had a week to live, this is what he would do and why.
 - **Presentations will begin on Wed May 8th**