



DigiTech Scheme of Work

Unit 3.9 -

**Presenting With
Microsoft PowerPoint**

Contents

Prerequisites	4
Version of PowerPoint and device type	4
Saving work	4
Printing.....	4
Typing.....	4
Medium-Term Plan – Desktop Version	6
Lesson 1 – Making a Presentation from a Blank Page.....	7
Aim.....	7
Success Criteria	7
Resources.....	7
Activities	7
Lesson 2 – Adding Media	9
Aim.....	9
Success Criteria	9
Resources.....	9
Activities	9
Lesson 3 – Adding Animation	11
Aim.....	11
Success Criteria	11
Resources.....	11
Activities	11
Lesson 4 – Presenting with Timings.....	12
Aim.....	12
Success Criteria	12
Resources.....	12
Activities	12
Lesson 5 and 6 – Create a Presentation	14
Aim.....	14
Success Criteria	14
Resources.....	14
Activities	14

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: @2simpleAus

Medium-Term Plan – Online Version	16
Lesson 1 – Making a Presentation from a Blank Page.....	17
Aim.....	17
Success Criteria	17
Resources.....	17
Activities	17
Lesson 2 – Adding Media	19
Aim.....	19
Success Criteria	19
Resources.....	19
Activities	19
Lesson 3 – Adding Animation	21
Aim.....	21
Success Criteria	21
Resources.....	21
Activities	21
Lesson 4 and 5 – Create a Presentation	22
Aim.....	22
Success Criteria	22
Resources.....	22
Activities	22
Assessment Guidance.....	23

Prerequisites

Version of PowerPoint and device type

Identify which version of PowerPoint you are using: There are two separate series of lessons – one for the desktop version and one for the online version. Some features are not available on the different versions of PowerPoint. You can see an up-to-date comparison of the features available in the different versions of PowerPoint in this [Microsoft weblink](#).

Saving work

Have a clear idea about where children should save their work. If you are using the online version, use cloud storage, otherwise ensure that children save to a sensible folder. The lessons assume that children know about folders and files on whichever network they are using. If they do not, it might be worth spending some time teaching about files and folders and the difference between saving in the cloud, saving on the school server or saving on the device itself. It would be useful for children to know how to create folders so that they can organise their files. They should know how to rename, copy, cut and paste folders, how to delete a folder and how to use the trash bin to retrieve work that they have accidentally deleted. They should be able to move work from one folder to another. These skills are not used much within the lesson plans but will be important for children's ongoing work with the files that they produce.

Printing

Children will not be routinely required to print during these lessons.

Typing

Children who cannot type efficiently, will find having to finish all writing\typing frustrating. Finishing all the writing\typing is not required to complete the lessons. Children might need extra time to complete their documents and include all the text that they wish to include. If you want to improve children' typing speed, then make use of the Purple Mash Tool [2Type](#). See here for [the User Manual](#). Learning to type is also covered in the Purple Mash DigiTech Scheme of Work for Year 3 (unit 3.4)



Unit 3.9 - Presenting with Microsoft PowerPoint – DESKTOP VERSION

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: [@2simpleAus](https://twitter.com/2simpleAus)

Medium-Term Plan - Desktop Version

Lesson	Title	Success Criteria
<u>1</u>	Making a Presentation from a Blank Page	<ul style="list-style-type: none"> Children know what PowerPoint is. Children can open PowerPoint. Children can add text to a page and format it. Children can add shapes to a page.
<u>2</u>	Adding Media	<ul style="list-style-type: none"> Children can change the design of the slides. Children can insert a new slide. Children can insert pictures. Children can edit pictures. Children can insert video and audio.
<u>3</u>	Adding Animation	<ul style="list-style-type: none"> Children can use animations in a presentation. Children can use transitions in a presentation.
<u>4</u>	Presenting with Timings	<ul style="list-style-type: none"> Children can add timings to a presentation. Children can present effectively using PowerPoint.
<u>5</u> <u>and</u> <u>6</u>	Create a Presentation	<ul style="list-style-type: none"> Children can create a presentation including formatted text. Children can include different media. Children can add transitions and animations. Children can add timings to the presentation. Children can present effectively.

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: @2simpleAus

MICROSOFT POWERPOINT - DESKTOP VERSION

Lesson 1 – Making a Presentation from a Blank Page

Aim

- To create a page in a presentation.

Success Criteria

- Children know what PowerPoint is.
- Children can open PowerPoint.
- Children can add text to a page and format it.

Resources

- Microsoft PowerPoint – Desktop version

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
PowerPoint	Use slide 4 to discuss what PowerPoint is and what it is used for.
Microsoft PowerPoint 'Home' Screen	As shown on slide 5 , show children how to locate and open PowerPoint and look at the Home screen, pointing out the different sections. Also explain that you can pin files by right-clicking on them and they will appear in the Pinned area. If you use shared documents such as office 365, they will appear in the shared tab.
Blank Presentation	As shown on slide 6 , open up a blank presentation and point out the features. Delete the text boxes on this first slide by clicking on them and then pressing 'delete' on the keyboard. (If the design ideas section is not showing, click on 'Design Ideas' in the top right of the tool bar to open it up.)
Text Boxes	With slides 7 and 8 , explain and demonstrate how to add a text box and change the font, colour and size of the text.

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: @2simpleAus

Activity 1: Adding Text Boxes	<p>With slide 9, introduce the first activity where children test out what they have learnt in the lesson so far by creating 5 text boxes with different styled text inside.</p> <p>Remind children to save their work in an appropriate place (with an appropriate name) when they have finished, before bringing the children back together.</p>
WordArt	<p>With slide 10, demonstrate how to locate and use the WordArt function on PowerPoint.</p>
Activity 2: Adding WordArt	<p>Use slide 11 to introduce the second activity where children use WordArt to experiment with making their text more interesting.</p> <p>Remind children to save their work afterwards.</p>
Sharing with the Class	<p>With slide 12 allow some children to share their work and do some peer-assessment.</p>
Plenary	<p>Review the success criteria on slide 13.</p>

MICROSOFT POWERPOINT - DESKTOP VERSION

Lesson 2 – Adding Media

Aim

- To add media to a presentation.

Success Criteria

- Children can change the design of the slides.
- Children can insert a new slide.
- Children can insert pictures.
- Children can edit pictures.
- Children can insert video and audio (extension).

Resources

- Microsoft PowerPoint – Desktop version
- Presentation the children created in the previous lesson.
- **Note:** In this lesson, children insert images. If children will be using the Internet to search for images, a discussion about usage of online images should be incorporated into the lesson. Ensure that you are clear about any school procedures to take if children find any inappropriate images. In the year 5 Word Processing unit, children are led through the process of using an image from Google image search. There are sites such as <https://pixabay.com/> that provide royalty-free images that can be used without considering copyright. There are, however, plenty of stock images available on PowerPoint which might be more appropriate.

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Microsoft PowerPoint	Use slide 4 to recap the previous lesson and introduce today's learning. (NOTE - if there is time, children can look at adding videos and audio as an extension. You may choose this is not necessary for your class and limit the media to pictures only.)

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: @2simpleAus

Activity 1: Presentation Design	Use slide 5 to show children how to explore the 'Design' tab to choose a design that they would like to use for their presentation.
Adding Slides	Bring the children back together to look at slide 6 to show children how to add new slides to their presentation.
Images	With slides 7 and 8 , show children how to add a photo from the stock images on PowerPoint and then edit the format of the image.
Activity 2: Favourite Food Slide	Introduce Activity 2 on slide 9 where children need to add a new page to their presentation all about their favourite food, including images. Remind children to save their work as they go.
Activity 3: Favourite Animal Slide	In the next activity on slide 10 , children should add a new page to their presentation all about their favourite animal, including images and some written text. Remind children to save their work.
Activity 4: Extension Activity	Use slide 11 to introduce an optional extension activity where children can explore adding different types of media.
Plenary	Review the success criteria on slide 12 .

MICROSOFT POWERPOINT - DESKTOP VERSION

Lesson 3 – Adding Animation

Aim

- To add animations into a presentation.

Success Criteria

- Children can use animations in a presentation.
- Children can use transitions in a presentation.

Resources

- Microsoft PowerPoint – Desktop version
- Presentation the children created in the previous lesson.

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Microsoft PowerPoint	Use slide 4 to recap the previous lesson and introduce today's learning where children will be adding animation and transitions to their presentations.
Animation	Use slide 5 to show children how to add animation to pictures and headings.
Activity 1: Adding Animation	Use slide 6 to introduce the first activity where children need to add entrance animation to their pictures and headings. Remind them to save their work and let some children share their work with the class.
Transitions	With slide 7 , talk through what a transition is and how to add them to the slides.
Activity 2: Adding Transitions	Use slide 8 to introduce the second activity where children add transitions to their presentations. They can then go on to add more slides if time allows.
Plenary	Review the success criteria on slide 9 .

Need more support? Contact us:



Tel: +44(0)208 203 1781 | Email: support@2simple.com | Twitter: [@2simplesoftware](https://twitter.com/2simplesoftware)

MICROSOFT POWERPOINT - DESKTOP VERSION

Lesson 4 – Presenting with Timings

Aim

- To add timings to a presentation.

Success Criteria

- Children can add timings to a presentation.
- Children can present effectively using PowerPoint.

Resources

- Microsoft PowerPoint – Desktop version
- Presentation the children created in the previous lesson.

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Microsoft PowerPoint	Use slide 4 to recap the previous lesson and introduce today's learning where children will be adding timings to their transitions and animations and looking at their presentations in 'Slide Show' mode.
Timings	Use slide 5 to discuss why you might want to add timings to a presentation.
Changing the Length of a Transition	Use slide 6 to show children how to change the time length of transition.
Setting a Timer on Animations	Use slide 7 to show children how to set a timer on the animations attached to pictures and headings.
Activity 1: Adding Timers	Use slide 8 to introduce the activity where children add timers to the transitions and animations in their presentations. They can add another page to their presentation if time allows.
Slide Show Mode	With slide 9 , show children how to access slide show mode and give them time to look through their presentations. Explain that in the next lesson they will be creating their own presentations from scratch. This can either be a subject of their own

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: @2simpleAus



	interest or it could be linked to a topic being covered in the wider curriculum.
Plenary	Review the success criteria on slide 10 .

MICROSOFT POWERPOINT - DESKTOP VERSION

Lesson 5 and 6 – Create a Presentation

Aim

- To use the skills learnt in previous weeks to design and present an effective presentation.

Success Criteria

- Children can create a presentation including formatted text.
- Children can include different media.
- Children can add transitions and animations.
- Children can add timings to the presentation.
- Children can present effectively.

Resources

- Microsoft PowerPoint – Desktop version

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Microsoft PowerPoint	Use slide 4 to recap the previous lesson and introduce today's learning where children will be creating their own presentations from scratch.
PowerPoint Skills	Use slide 5 to discuss the skills the children have learnt over the unit. Demonstrate any which children need reminding about.
Activity 1: Create a Presentation	Use slide 6 to introduce the main activity for the next two lessons. As a teacher, decide if their presentation will be on a topic of the children's choice or whether it will link to something being studied in class across the wider curriculum. Stop the children at regular intervals to assess the progress they are making and look out for good examples of work that can be shared with the class as the lessons proceed.
Activity 2: Presenting	At the end of lesson 6, use slide 7 to allow some children to present their work to the class. Discuss what worked well in the presentations and what could be improved, offering constructive criticism.
Plenary	Review the success criteria on slide 8 .

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: @2simpleAus



Unit 3.9 -

Presenting with

Microsoft PowerPoint

- ONLINE VERSION

Medium-Term Plan – Online Version

Lesson	Title	Success Criteria
<u>1</u>	Making a Presentation from a Blank Page	<ul style="list-style-type: none">• Children know what PowerPoint is.• Children can open PowerPoint.• Children can add text to a page and format it.• Children can add shapes to a page.
<u>2</u>	Adding Media	<ul style="list-style-type: none">• Children can change the design of the slides.• Children can insert a new slide.• Children can insert pictures.• Children can edit pictures.• Children can insert video and audio.
<u>3</u>	Adding Animation	<ul style="list-style-type: none">• Children can use animations in a presentation.• Children can use transitions in a presentation.
<u>4</u> <u>and</u> <u>5</u>	Create a Presentation	<ul style="list-style-type: none">• Children can create a presentation including formatted text.• Children can include different media.• Children can add transitions and animations.• Children can add timings to the presentation.• Children can present effectively.

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: [@2simpleAus](https://twitter.com/2simpleAus)

ONLINE VERSION – MICROSOFT POWERPOINT

Lesson 1 – Making a Presentation from a Blank Page

Aim

- To create a page in a presentation.

Success Criteria

- Children know what PowerPoint is.
- Children can open PowerPoint.
- Children can add text to a page and format it.
- Children can add shapes to a page.

Resources

- Microsoft PowerPoint – Online version

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
PowerPoint	Use slide 4 to discuss what PowerPoint is and what it is used for.
Microsoft PowerPoint 'Home' Screen	As shown on slide 5 , show children how to locate and open PowerPoint and look at the Home screen, pointing out the different sections. Also explain that you can pin files by right-clicking on them and they will appear in the Pinned area. If you use shared documents such as office 365, they will appear in the shared tab.
Blank Presentation	As shown on slide 6 , open up a blank presentation and point out the features. Delete the text boxes on this first slide by clicking on them and then pressing 'delete' on the keyboard.

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: @2simpleAus

Text Boxes	With slides 7 and 8 , explain and demonstrate how to add a text box and change the font, colour and size of the text.
Activity 1: Adding Text Boxes	<p>With slide 9, introduce the first activity where children test out what they have learnt in the lesson so far by creating five text boxes with different styled text inside.</p> <p>When working online, the children's work will save automatically. They can change the name of the file to something more appropriate by clicking on the name at the top.</p>
Shapes	With slides 10 and 11 , demonstrate how to add in shapes to form a background to the text.
Activity 2: Adding Shapes	<p>Use slide 12 to introduce the second activity where children add background shapes to experiment with making their text more interesting.</p> <p>Remind children to save their work afterwards.</p>
Sharing with the Class	With slide 13 allow some children to share their work and do some peer-assessment.
Plenary	Review the success criteria on slide 14 .

ONLINE VERSION – MICROSOFT POWERPOINT

Lesson 2 – Adding Media

Aim

- To add media to a presentation.

Success Criteria

- Children can change the design of the slides.
- Children can insert a new slide.
- Children can insert pictures.
- Children can edit pictures.
- Children can insert a video (extension).

Resources

- Microsoft PowerPoint – Online version
- Presentation the children created in the previous lesson.
- **Note:** In Step 11, children insert images. If children will be using the Internet to search for images, a discussion about usage of online images should be incorporated into the lesson. Ensure that you are clear about any school procedures to take if children find any inappropriate images. In the year 5 Word Processing unit, children are led through the process of using an image from Google image search. There are sites such as <https://pixabay.com/> that provide royalty-free images that can be used without considering copyright. There are, however, plenty of stock images available on PowerPoint which might be more appropriate.

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Microsoft PowerPoint	Use slide 4 to recap the previous lesson and introduce today's learning. (NOTE - if there is time, children can look at adding videos as an extension. You may choose this is not necessary for your class and limit the media to pictures only.)

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: @2simpleAus

Purple Mash DigiTech Scheme of Work – Unit 3.9
Presenting with Microsoft PowerPoint – Online Version – Lesson 2

Activity 1: Presentation Design	Use slide 5 to show children how to explore the 'Design' tab to choose a design that they would like to use for their presentation.
Adding Slides	Bring the children back together to look at slide 6 to show children how to add new slides to their presentation.
Images	With slides 7 and 8 , show children how to add a photo from the stock images on PowerPoint and then edit the format of the image.
Activity 2: Favourite Food Slide	Introduce Activity 2 on slide 9 where children need to add a new page to their presentation all about their favourite food, including images.
Activity 3: Favourite Animal Slide	In the next activity on slide 10 , children should add a new page to their presentation all about their favourite animal, including images and some written text.
Activity 4: Extension Activity	Use slide 11 to introduce an optional extension activity where children can explore adding different types of media.
Plenary	Review the success criteria on slide 12 .

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: @2simpleAus



ONLINE VERSION – MICROSOFT POWERPOINT

Lesson 3 – Adding Animation

Aim

- To add animations into a presentation.

Success Criteria

- Children can insert animations in a presentation.
- Children can insert transitions in a presentation.

Resources

- Microsoft PowerPoint – Online version
- Presentation the children created in the previous lesson.

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Microsoft PowerPoint	Use slide 4 to recap the previous lesson and introduce today's learning where children will be adding animation and transitions to their presentations.
Animation	Use slide 5 to show children how to add animation to pictures and headings.
Activity 1: Adding Animation	Use slide 6 to introduce the first activity where children need to add entrance animation to their pictures and headings. Remind them to save their work and let some children share their work with the class.
Transitions	With slide 7 , talk through what a transition is and how to add them to the slides.
Activity 2: Adding Transitions	Use slide 8 to introduce the second activity where children add transitions to their presentations. They can then go on to add more slides if time allows.
Plenary	Review the success criteria on slide 9 .

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: @2simpleAus

ONLINE VERSION – MICROSOFT POWERPOINT

Lesson 4 and 5 – Create a Presentation

Aim

- To use the skills learnt in previous weeks to design and present an effective presentation.

Success Criteria

- Children can create a presentation including formatted text.
- Children can include different media.
- Children can add transitions and animations.
- Children can present effectively.

Resources

- Microsoft PowerPoint – Online version.

Activities

Introduction	Display slide 2 and outline the lesson aims. Display slide 3 and outline the success criteria.
Microsoft PowerPoint	Use slide 4 to recap the previous lesson and introduce today's learning where children will be creating their own presentations from scratch.
PowerPoint Skills	Use slide 5 to discuss the skills the children have learnt over the unit. Demonstrate any which children need reminding about.
Activity 1: Create a Presentation	Use slide 6 to introduce the main activity for the next two lessons. As a teacher, decide if their presentation will be on a topic of the children's choice or whether it will link to something being studied in class across the wider curriculum. Stop the children at regular intervals to assess the progress they are making and look out for good examples of work that can be shared with the class as the lessons proceed.
Activity 2: Presenting	At the end of lesson 6, use slide 7 to allow some children to present their work to the class. Discuss what worked well in the presentations and what could be improved, offering constructive criticism.
Plenary	Review the success criteria on slide 8 .

Need more support? Contact us:

Tel: +61 (0)380 015 024 | Email: support@2simple.com.au | Twitter: @2simpleAus

Assessment Guidance

The following information is an exemplar of what a child at an expected level would be able to demonstrate when completing this unit with additional exemplars to demonstrate how this would vary for a child with emerging or exceeding achievements.

Assessment Guidance	
Emerging	<p>Children know that presentation software allows the user to put together a file made of slides to present. Slides can include text, images, animations and sounds.</p> <p>With support children can add text, pictures and shapes to a slide.</p> <p>Children can insert slides into a presentation though they might not be able to anticipate the order of the slides.</p> <p>Children know that slides can have animations and can add transition animations with support.</p>
Expected	<p>Children can add text, pictures and shapes to a slide and format them with tools such as shadows and borders.</p> <p>Children can insert slides into a presentation.</p> <p>Children can use transition effects between slides and animations of the objects in slides.</p> <p>Children can explore the use of timings to a presentation (version dependant).</p>
Exceeding	<p>Children can incorporate video and audio into slideshows.</p> <p>Children appraise the animation effects available to them and make decisions about what to include and what to leave out for the most effective presentation.</p>