



POWERPOINT IN MICROSOFT OFFICE 365

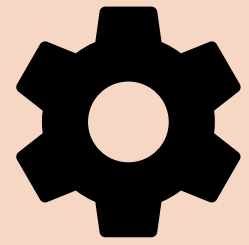
STUDENT LESSONS

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LINKS TO APPLIED DESIGN, SKILLS & TECHNOLOGIES CURRICULUM



Having our students become proficient in the use of technology is an important aspect to helping all students become successful.

Microsoft Office 365 contains many useful features to help our students with their learning. It is not simply just a way to make writing neater or to publish an assignment.

Teaching our students about the learning tools that technology offers us can help make learning accessible for all.

BRITISH COLUMBIA ADST CURRICULAR COMPETENCIES

The lessons that are included in this unit cover the following ADST Competencies (Applied Skills)

Grade 4-5	Grade 6-9
Use familiar tools and technologies to extend their capabilities when completing a task	Select, and as needed learn about, appropriate tools and technologies to extend their capability to complete a task
Choose appropriate technologies to use for specific tasks	Identify and evaluate the skills and skill levels needed, individually or as a group, in relation to a specific task, and develop them as needed
Demonstrate a willingness to learn about new technologies as needed	Identify the personal, social, and environmental impacts, including unintended negative consequences, of the choices they make about technology use
	Effective and efficient keyboarding techniques

These lessons are designed to be student self-directed.

MAKING A NEW POWERPOINT SD57

Name: _____

Teacher: _____

Date: _____

To protect your information in Office 365, School District 57 has not placed PowerPoint on the Home Page of your account. Log in to your Office 365 account.

TEAMS

1 On the Home Page, click the "TEAMS" app, found on the left side of the page.

2 On the left side of the TEAMS window, click "Files" (You may need to click the ... below to find files)

3 In the "Files" pane, click "OneDrive"

4 In "OneDrive", click "+New"

PowerPoint presentation ×

Enter your new name .pptx

Create

Name and Create your document

5

INTRODUCTION TO POWERPOINT

Name: _____

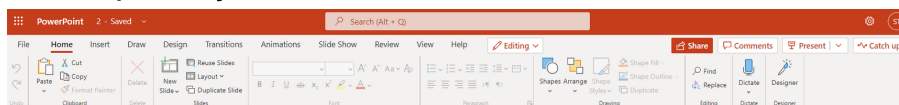
Teacher: _____

Date: _____

PowerPoint for the web (included in Office 365 accounts, is a powerful tool to help you with your learning. Log into your Office 365 account and open up a PowerPoint document.

KEY VOCABULARY

1. The **Ribbon** is at the top of your page and allows you to use different commands to complete your task.



2. There are 11 **tabs** at the top of the ribbon. Each tab has a specific group of related commands. Write the names of the tabs below.



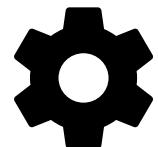
-----/-----/-----/-----/-----/

-----/-----/-----/-----/-----/

-----/-----/-----

3. Within each tab, there are different **sections** that group commands together. The names of the sections are written at the bottom of the ribbon and are separated by vertical lines.

In the "Home" tab, there are 10 sections. Write the names of the sections below.



-----/-----/-----/-----/-----/

-----/-----/-----/-----/-----/

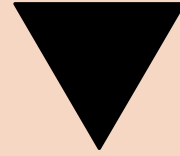
4. In each section, there are buttons that do specific tasks. If you hover your mouse over the button, a pop up will tell you what each button does.



Sometimes, there are arrows beside the button. This brings up a drop down list of more specific tasks.

In the "Home" tab, "Slides" section, list the 4 buttons.

-----/-----/-----/-----/



Which buttons in the "Home" tab, "Slides" section have drop down lists?

-----/-----

CHECKIN

☐

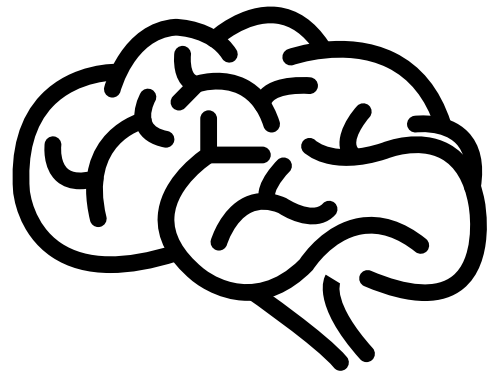
I can identify a tab

☐

I can identify a section

☐

I can identify a drop down list



SETTING UP A POWERPOINT DOCUMENT

Name: _____

Teacher: _____

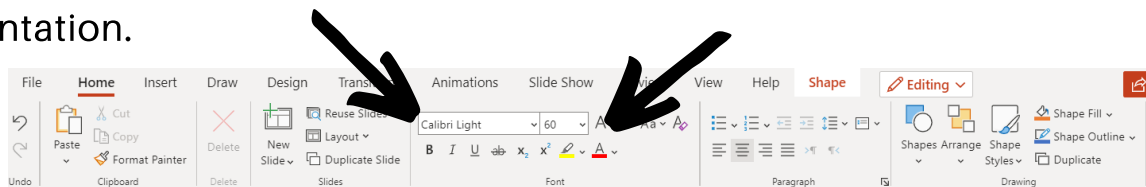
Date: _____

After opening a new document, the first thing you should do is to set up your page.

FONT AND SIZE

Font is the style of letters and **size** is the size your words will print on the page.

Select a font that works for the theme of your document and use it for the entire document. A title should have a larger font size than the content of your presentation.



Insert a text box by doubling clicking your mouse or click on the text box that is on the page by default.

Set your font for your title:

"Home" tab, "Font" section, "Font Size" button.

Set your font as "Impact", size 54. Type the title "Practice".

Set your font and size for your content:

Set your font as "Impact", size 18.

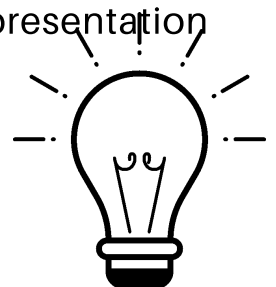


CHANGING THE BACKGROUND

Adding a background to the typing on your page can make your presentation more impactful. The background should match the theme of your presentation and not distract from it.

There are 3 ways to change the background:

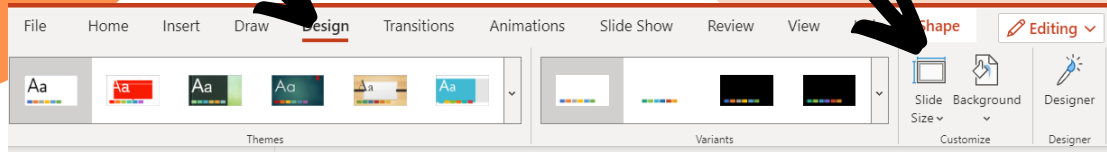
1. Colour/Picture
2. Theme
3. Designer



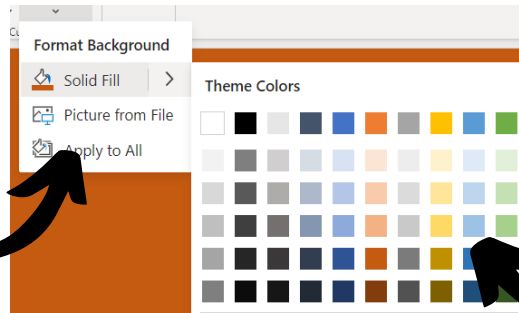
CHANGING THE BACKGROUND COLOUR/PICTURE

You can change the background colour of your slide to a solid colour or a picture.

Click the "Design" tab, "Background" button.



If you want to add a picture, you will have to have the picture saved to your desktop or a file. Select it, and click insert.



If you want to change your slide to a solid colour, select the colour from the menu.

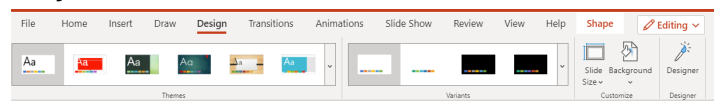
Change the background of your slide to your favourite colour.

Try changing the background of your slide to a picture of a forest.

TRY THIS

CHANGING THE BACKGROUND THEME

Another way to change the background of your slide is to set the theme. These are preset graphic and colour designs.



Click the "Design" tab, "Themes" section.

TRY THIS

Change the theme of your slide to "Parallax"

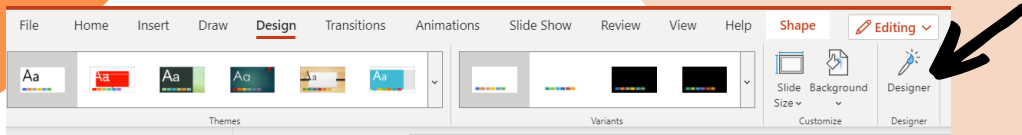
PRACTICE

This is my practice text

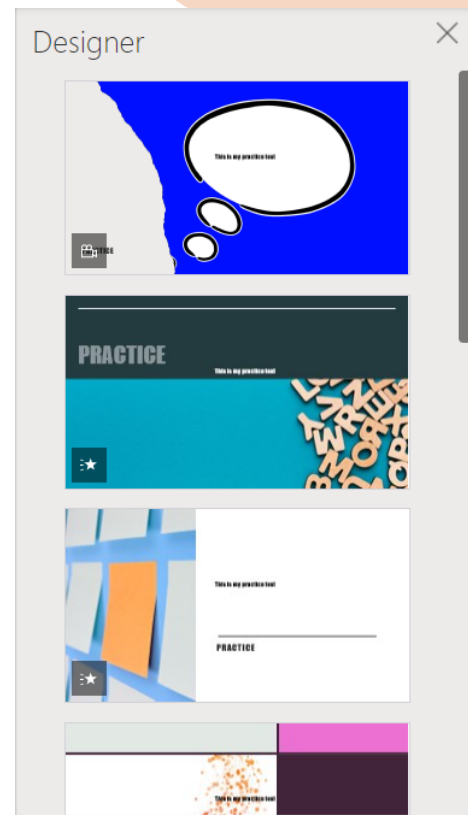
CHANGING THE BACKGROUND THEME

Another way to change the background of your slide is to set the theme. These are preset graphic and colour designs.

Click the "Design" tab, "Designer" section.



Depending on what you have typed, the Designer will suggest themes for you. The more you write, the more closely the Designer can match suggestions to your theme.

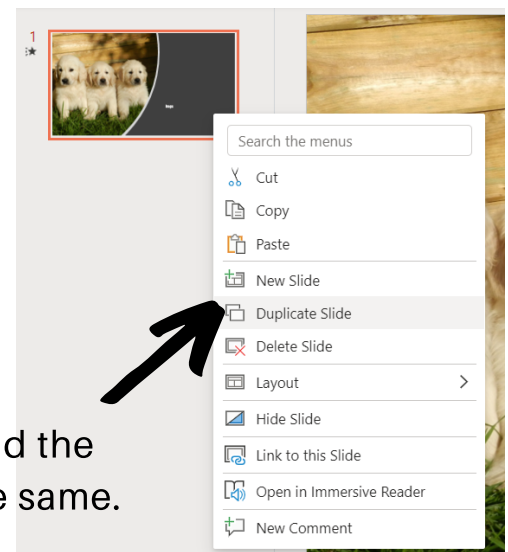


DUPLICATING A SLIDE

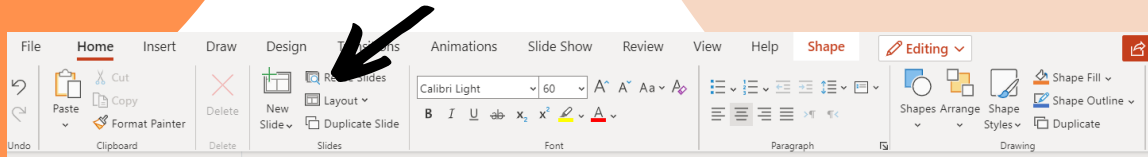
Once you have decided on a slide background, text and size, it is a good idea to copy that formatting to each of your new slides.

In the slide sorter on the left, hover your mouse over the slide and click the right mouse button.

Click "Duplicate Slide" and the slide will copy exactly the same.



Another way to add a new slide is to click "Home" tab, "Slides" section
You can insert a new slide with different text boxes in it, a blank slide.
Remember to change your font and background to match your theme.



CHECKIN

☐

I can change the font and size

☐

I can change the background colour and theme

☐

I can use the "Designer"

☐

I can duplicate slides



USING DICTATE IN A POWERPOINT DOCUMENT

Name: _____

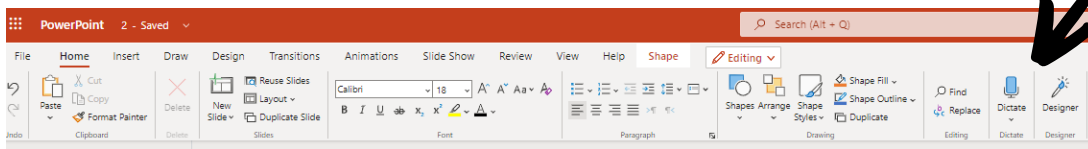
Teacher: _____

Date: _____

Dictate is an app built into PowerPoint for the web. It will type out anything that is spoken onto the page. Log into your Office 365 account and open up an existing or new PowerPoint document.

DICTATE

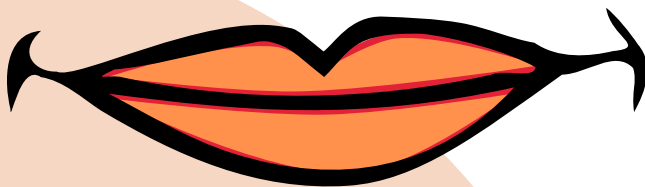
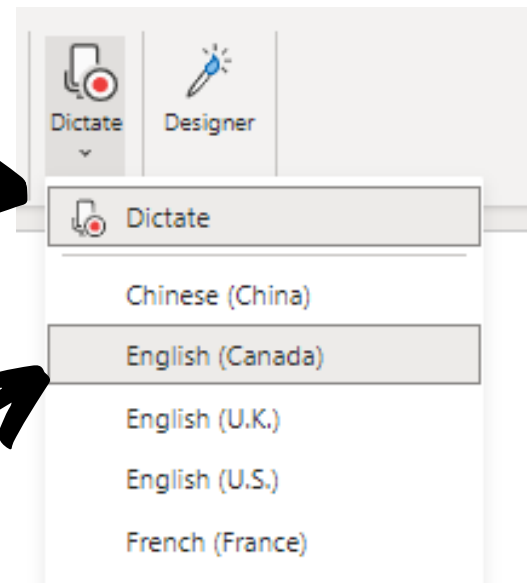
Dictate is found in the "Home" tab, "Dictate" section. Click into the text box you want to write in. Click on the microphone button.



The microphone will turn red and begin writing what you say.

To pause the microphone, click it again and it will go blue again.

You can change the language that you are speaking, so that the computer will predict your words correctly.



You will need to speak clearly so the computer will be able to understand your words.

Sometimes, if your speech isn't very clear or there is lots of noise, it will write the wrong word or words!

You may have to allow your computer to access the microphone

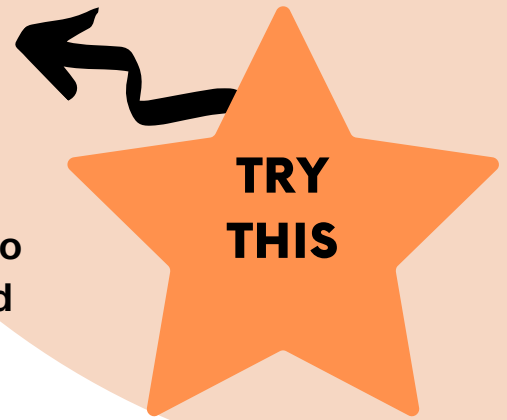


Click into "Dictate". Be sure your language is set to English (Canada).

Speak the following words into the microphone.

"Once upon a time there were three little pigs who lived with their mother. One day their mother told them they were old enough to go out into the world and make a living for themselves."

Try to get dictate to write out exactly what is written, complete with punctuation.



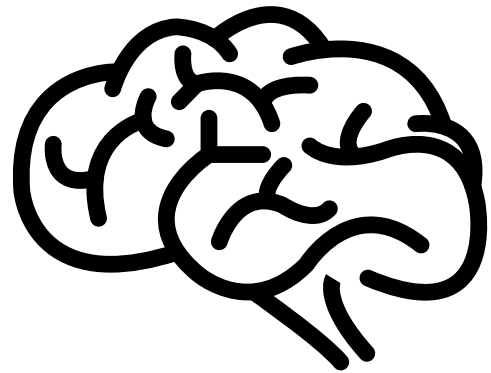
CHECKIN

☐

I can open Dictate

☐

I can change the language



USING IMMERSIVE READER IN POWERPOINT

Name: _____

Teacher: _____

Date: _____

Immersive Reader is an app built into PowerPoint for the web. It will read aloud anything that is written on the page. Log into your Office 365 account and open up an existing or new PowerPoint document.

IMMERSIVE READER

Immersive Reader is found in the "View" tab, "Presentation Views" section. Click on the "Immersive Reader" button.



A pop up window will appear with all of the words in the presentation, starting with the first slide.

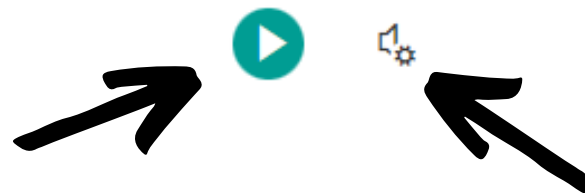


Immersive Reader

My bunny wearing an elf hat.

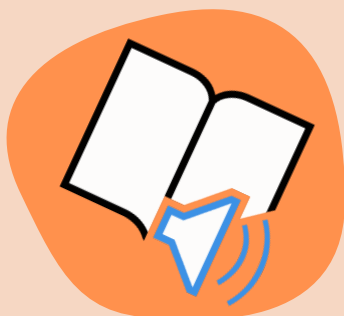
My bunny wearing an elf hat.

To have it read just one text box, click into that text box.



Press the "Play" button at the bottom to have Immersive Reader begin reading to you

Change the Voice
Speed and Voice
Selection (Male or
Female)



PREFERENCES

Within Immersive Reader, there are 3 "Preferences" in the top right of the page. These buttons allow you to customize how Immersive Reader works for you.

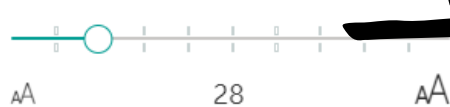


TEXT PREFERENCES

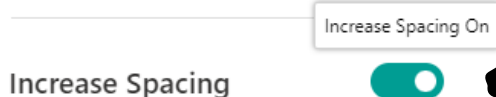
Text Preferences allows you to change how the text appears in the Immersive Reader window.



Text Size



You can increase or decrease the size of the letters (font)



You can increase or decrease the spacing of the lines to make it easier to read

Font

- ☒ Calibri
- ☐ Sitka
- ☐ Comic Sans

You can change the font to one of 3 fonts

Themes



More colors ▾

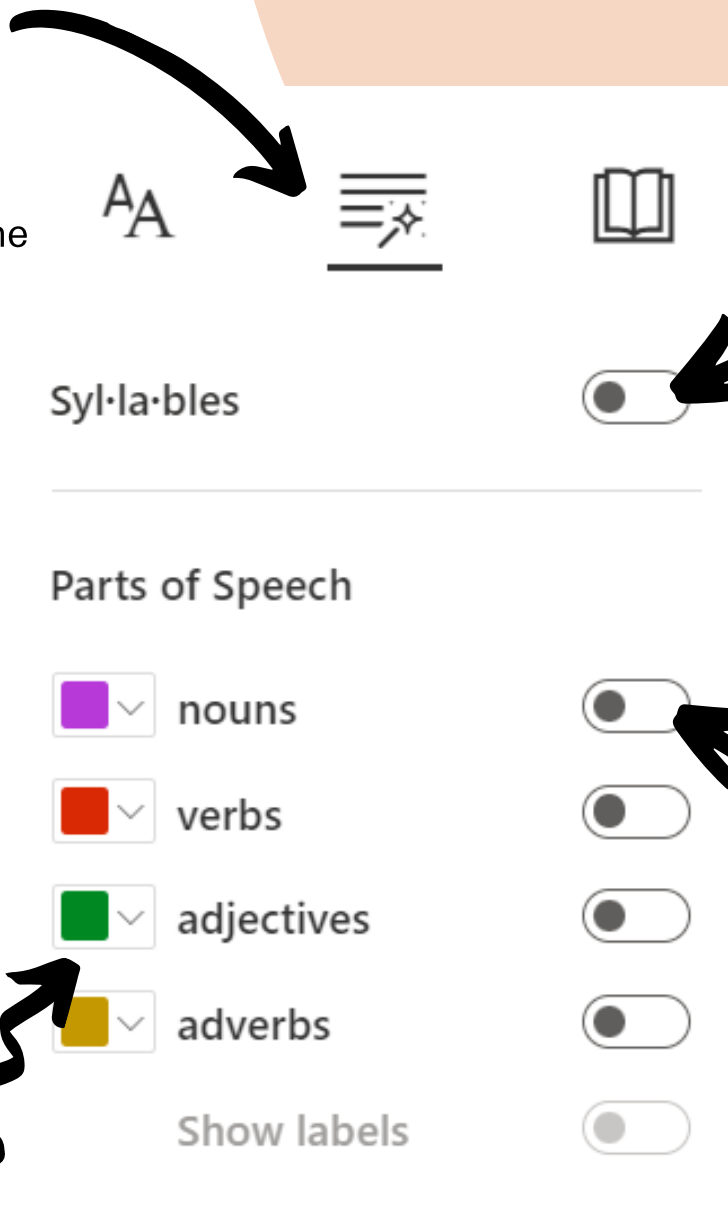
You can change the Theme. This changes the background colour and the colour of the font to make it easier to read.

The three little pig
saw a man stacking



GRAMMAR OPTIONS

Grammar Options allows you to have different parts of speech shown in the Immersive Reader window.



You can have words broken up into syllables to have them easier to read

You can change colours. This will change the colour of the font for each part of speech to that colour. This allows you to easily identify different types of words.

You can toggle parts of speech on or off.

Once upon a time there were three lit·tle pigs who lived with their moth·er. One day their moth·er told them they were old e·nough to go out in·to the world and make a liv·ing for them·selves. She said "Watch out for the big bad wolf, be·cause he will eat you." She al·so told them Build your hou·ses nice and strong so that you will be safe from the

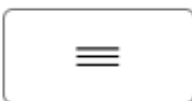
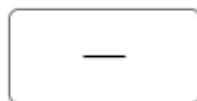
AA



READING PREFERENCES

Reading Preferences allows you to customize the way the print appears to you in the Immersive Reader window.

Line Focus



You can toggle line focus on or off and then select the number of lines that appear on the page at a time. This helps your eyes track from line to line more easily.

Picture Dictionary

© Boardmaker



Picture dictionary shows a picture when you click on a word to help you understand that word.

Translate

Choose a language



By word



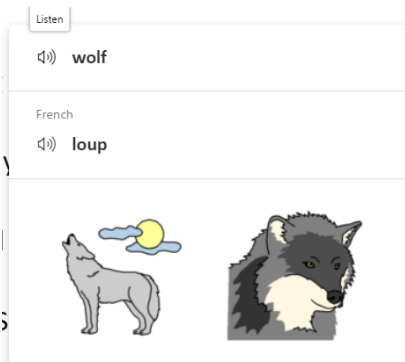
Document



You can have the words translated into 100's of languages. This only changes it in the Immersive Reader window.

If you click on a word, the translation for that word will appear, and you can have it read to you.

The entire document will be translated, and you can have it read to you.



be safe from the wolf. 1



Use Immersive Reader. You may type sentences into a new document or use a document you have already typed in.

Experiment with the different features to determine what works best for you.

**TRY
THIS**

1. Change the text size to 48.
2. Change the theme to black print with a yellow background.
3. Change the line focus to single line.
4. Experiment with translate into another language, with word and document options.
5. Change the voice to female

When using Immersive Reader, these are the preferences that work best for me:

Voice Selection: _____

Voice Speed: _____

Text Size: _____

Theme: _____

Line Focus _____

CHECKIN

☐

I can open Immersive Reader

☐

I can set the preferences that work best for me

☐

I can use the translate feature



PICTURES AND GRAPHICS IN POWERPOINT

Name: _____

Teacher: _____

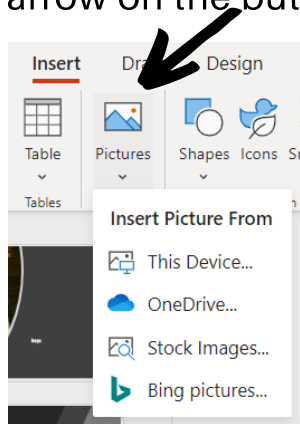
Date: _____

Adding pictures and graphics to your projects is a great way to make them more visually appealing.

Log into your Office 365 account and open up a PowerPoint document.

INSERTING PICTURES

To add a picture to a slide, go to the "Insert" tab, "Images" section, "Picture" button and click the arrow on the button.



You can insert a picture from your device (one that you may have saved before), from your OneDrive (cloud-based storage in Office 365), stock images (from PowerPoint) or search for one on the internet.

**TRY
THIS**

Search for pictures of dogs on the internet using "Bing Pictures".

When you find one that you like, select the picture by clicking on it, and then click "Insert". Your picture will appear on the slide where your cursor is.

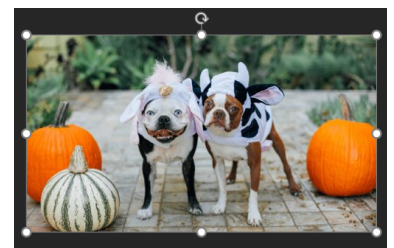
Your picture may not be in the place where you want it to be.

Select your picture by clicking on it.

A box with dots will appear around your picture.

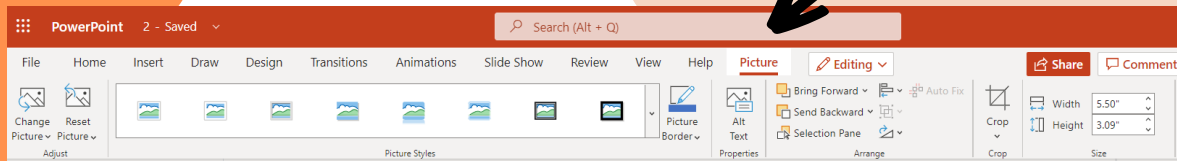
You can now click and drag on the dots to resize the picture.

You can click and drag the picture to wherever you want your picture to be.



FORMATTING A PICTURE

Select the picture you want to format by clicking on it. In the "Picture" tab, the sections allow you to change your picture.



You can:

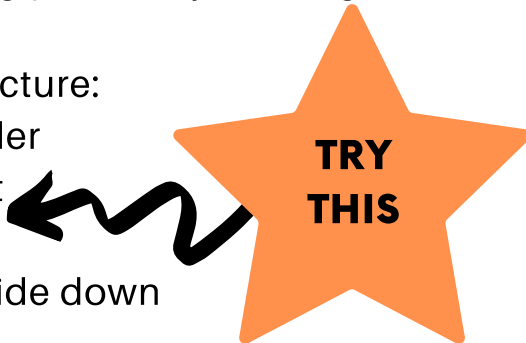
- Put a frame around the picture
- Put a border around the picture (can change the colour of the line, the thickness (weight) of the line, and the style (solid, dashed etc)
- Rotate the picture
- Crop the picture (cut out parts of the picture)
- Change the size of the picture



Select your dog picture by clicking on it. Go to the "Picture" tab

Format your picture:

- Green border
- 3 pt weight
- dotted line
- Rotate upside down

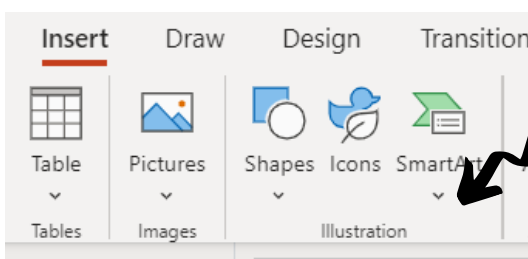


You can add a variety of other graphics to your slides, such as:

Shapes

Icons (clip art)

Smart Art (graphs)



Click "Insert" tab, "Illustration" section

Insert a triangle onto your slide. Change the colour to purple.

Insert a sad looking child from the icons onto your slide.
Click on the graphic tab. Change the colour of the outline to blue.

**TRY
THIS**



CHECK IN

- ☐ I can insert a picture
- ☐ I can put a border around my picture and change the colour and line style
- ☐ I can rotate my picture and resize my picture
- ☐ I can insert shapes and graphics and change their colour

LAYERING AND GROUPING IN POWERPOINT

Name: _____

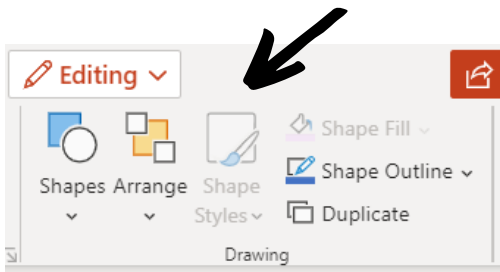
Teacher: _____

Date: _____

Sometimes you will want to have text or another image overlap. This is called layering. This allows you to make your presentation more visually appealing. Log into your Office 365 account and open up a PowerPoint document.

LAYERING IMAGES AND TEXT

To have text appear over top of an image, sometimes you will need to adjust the order that they appear.



Click the image, graphic, or text box you want to layer.

Click the "Picture" or "Shape" tab, "Drawing" section.

Click the "Arrange" button.



You can move the object you have selected forwards, if you want it to be on top, or backwards if you want it to be underneath.

If you have multiple objects to layer, you can move them forward and back until they are in the right order.

Order Objects

- Bring to Front
- Send to Back
- Bring Forward
- Send Backward

Group Objects

- Group
- Ungroup

Position Objects

- Auto Fix
- Align >
- Rotate >
- Selection Pane

This picture was made by layering an elf hat over the bunny, and then layer the text over the bunny.

HINT: To get an image with no background, type "transparent" behind your search. For example, I searched "Bunny transparent", "Elf hat transparent" to find the two pictures to layer together.

Insert a picture of a cat, and a hat (with no background = transparent)

Insert a text box with a description of the cat wearing the hat.

Layer your pictures and text so that the hat sits on the cat's head and the description is on top of the cat picture. (Like the example)

**TRY
THIS**

GROUPING IMAGES AND TEXT

Sometimes after you have layered images and text, you will want to resize or move them together. You can do this by grouping the elements together.

Select all of the elements that you want to group by "multi-selecting" them. Press and hold shift on the keyboard and then click with your mouse all of the elements. You will see the elements selected will have the dot frame around them.



Order Objects

Bring to Front

Send to Back

Bring Forward

Send Backward

Group Objects

Group

Ungroup

Position Objects

Auto Fix

Align

Rotate

Selection Pane

When all elements have been selected, click "Home" tab, "Drawing" section, "Arrange" button.

Click "Group"



Your elements will now be one, and you can resize, rotate and move the image.

Multi-select your cat, hat and text box description from the previous try this.

Group them together.

Rotate them so the hat is to the right of the slide.

Resize your new picture to fill about 1/2 of the slide.



CHECK IN

☐

I can layer a picture / text

☐

I can group multiple elements together



ANIMATIONS IN POWERPOINT

Name: _____

Teacher: _____

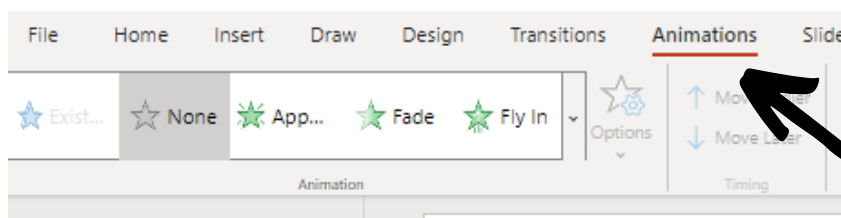
Date: _____

Animations add movement to your text or pictures. Animations can make your presentation more visually appealing and interactive.

Log into your Office 365 account and open up a PowerPoint document.

ANIMATIONS WITH TEXT AND OBJECTS

To have text appear on your slide, you can "animate" it. This means, for example, that it can fly in from the left, fade in, spin etc onto the slide.



Click the image, graphic, or text box you want to animate.

Click the "Animations" tab, "Animation" section.

Click the drop down list and select the effect that you wish your object to have.

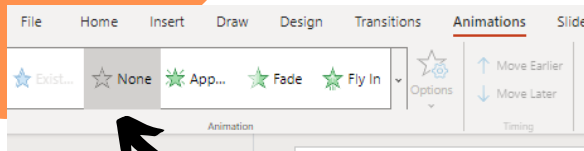


Be sure to choose an animation that matches the theme of your presentation.

If you are animating multiple objects, choose one or two animation styles and keep them for the entire presentation.

Too many crazy animations can distract your audience from the message of your presentation.

When an animation has been added to an object, a number will appear in the corner. This number refers to the order that the object will appear on your page.



To remove an animation, select the object, and click "None" in the "Animation" section.



Insert a picture or shape and a text box describing it.

Click the picture / shape and add a fly in animation to it.

Click the text box and add a spin animation to it.

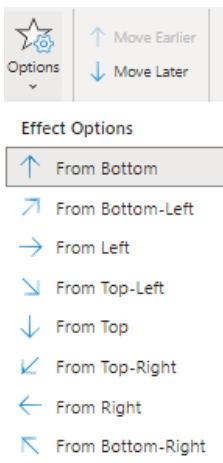
**TRY
THIS**



You should see a 1 beside your picture / shape and a 2 beside your text.

CUSTOMIZING ANIMATIONS

Some animations allow you to customize them by changing the direction, speed or intensity.



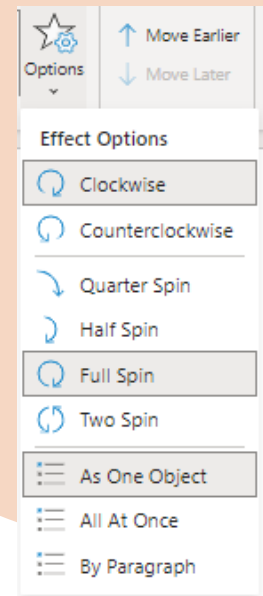
Click on the object you wish to customize the animation for. In the "Animations" tab, "Animation" section, click the "Options" button. If the animation has the ability to be customized, the options will appear.

"Fly-in" for a picture has the following options.

When animating a text box, you can customize if you want the text to appear all at once or line by line.

Spin for a text box has the following options.

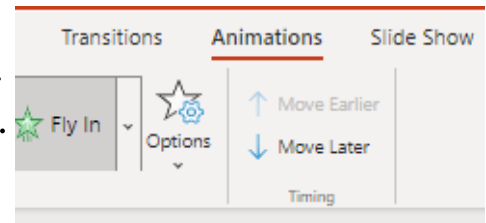
Using your animations from the last try this, customize your picture / shape to fly in from the top left and your text to do two spins counterclockwise.



REORDERING ANIMATIONS

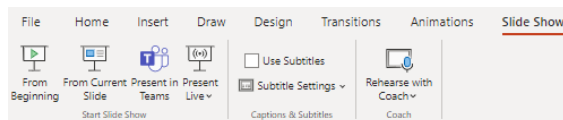
You can change the order that your animations appear on the slide by clicking the object you wish to change and clicking "Animations" tab, "Timing" section.

Click move earlier or move later to reorder.
The numbers will change.



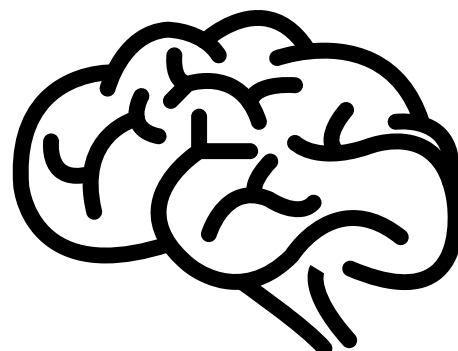
PREVIEW ANIMATIONS IN A SLIDE

You can see how your slide will look with your animations by clicking "Slideshow" tab, "Start Slide Show" section, "From Current Slide" button.



CHECK IN

- ☐ I can add an animation
- ☐ I can customize my animations and reorder them



TRANSITIONS IN POWERPOINT

Name: _____

Teacher: _____

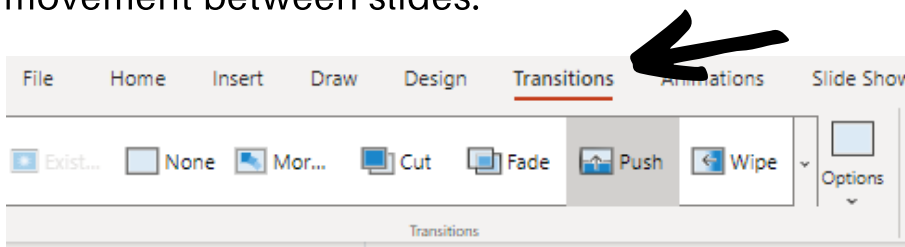
Date: _____

Transitions add movement when you click to the next slide. Transitions can make your presentation more visually appealing and interactive.

Log into your Office 365 account and open up a PowerPoint document.

ADDING TRANSITIONS

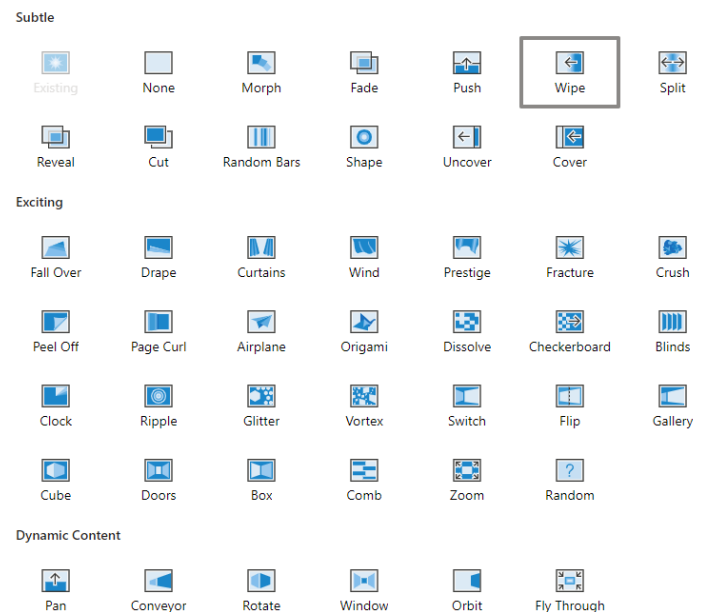
After you have finished making all of your slides, you can add transitions. This is movement between slides.



Click the slide you wish to add a transition to.

Click the "Transitions" tab, "Transitions" section.

Click the drop down list and select the transition that you wish your slide to have.

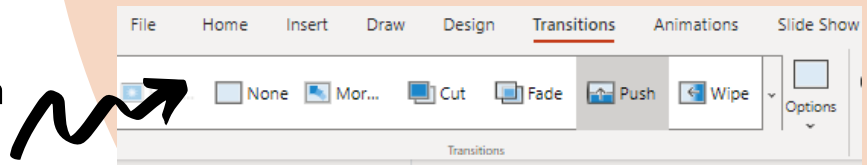


Be sure to choose a transition that matches the theme of your presentation.

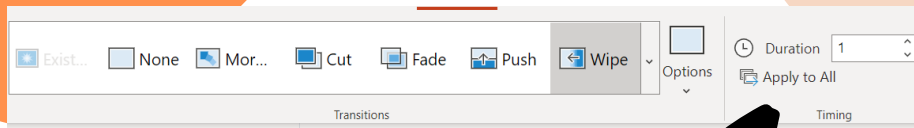
If you are wanting to add transitions between each slide in your presentation, choose one or two transition styles and keep them for the entire presentation.

Too many crazy transitions can distract your audience from the message of your presentation.

To remove a transition, select the object, and click "None" in the "Animation" section.



TIMING OF TRANSITIONS

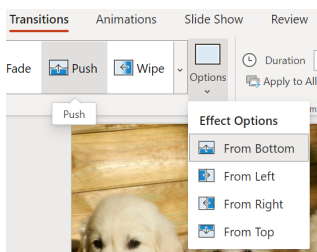


Once you have selected your transition you can apply it to all slides by clicking here.

You can change how long it will take your transition to complete by changing the duration (number of seconds)

CUSTOMIZING TRANSITIONS

Some transitions allow you to customize them by changing the direction, speed or intensity.



Click on the slide you wish to customize the transition for. In the "Transitions" tab, "Transition" section, click the "Options" button. If the transition has the ability to be customized, the options will appear.

"Push" has the following options.

Have at least 4 slides in a presentation. The content on them does not matter.

Click the first slide. Add a "Wipe" transition to it.
Apply to all slides.
Change the duration to 2.25 seconds

Customize the transition by having the wipe change directions for each slide.



CHECK IN

☐

I can add a transition and copy it to all slides

☐

I can customize my transitions



SHARING IN POWERPOINT

Name: _____

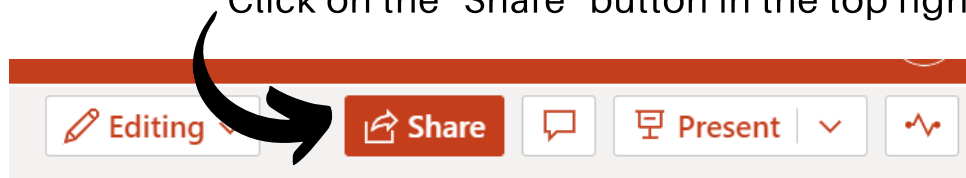
Teacher: _____

Date: _____

PowerPoint allows you to share a document with other Office 365 users. This is a great way to collaborate with a classmate or to share a document with someone to read. Log into your Office 365 account and open up a PowerPoint document.

You can share your Word document easily with others.

Click on the "Share" button in the top right of the ribbon.



Send link

Document7.docx

People you specify can view >

To: Name, group or email

Message...



Send

You can decide who will be able to see your document and if they will be able to just view it or if they will be able to edit (change) it.

Click the arrow beside "People you specify can view". The default setting is "Specific People" which means that only those who you name can see the document.

If you want the person or people you specify to be able to edit or change the document, then click allow editing.

Click Apply.

Link settings

Document7.docx

Who would you like this link to work for? [Learn more](#)

- ☐ Anyone with the link
- ☐ People in schdist57 with the link
- ☐ People with existing access
- ☒ Specific people

Other settings

☒ Allow editing

☐ Open in review mode only

☐ Block download

Apply

Cancel

You can type the name of the people who you want to share the document with.

Send link

Document7.docx

People you specify can view >

Student2 Test2  Add another

We are working on this project together!



Send

Click Send and PowerPoint will send a message to their email in Outlook



Share

In my document, I can see who it is shared with. The initials of the person will appear in a bubble beside the "Share" button on the ribbon. If it is shared with more than one person, there will be more than one bubble.

This is my sample text

ST

I can also see who is typing. A coloured symbol will appear as their cursor.

Share a document with a friend by typing their name into the "Share" screen. Allow them to edit it. Together, try writing a few sentences to see how collaborating on a document might look.

**TRY
THIS**

CHECK IN

☐

I can Share a document with a specific person

☐

I can allow a specific person to edit a document

☐

I can collaborate on a document



PRESENTING IN POWERPOINT

Name: _____

Teacher: _____

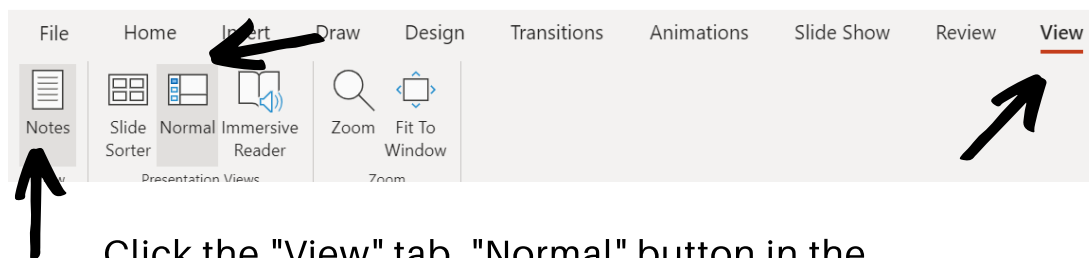
Date: _____

A PowerPoint presentation is a great way to show your learning about a topic. Log into your Office 365 account and open up a PowerPoint document.

ADDING NOTES

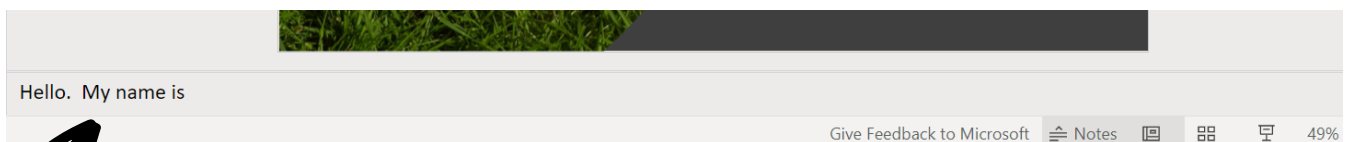
The most effective PowerPoint presentations are those that have an image and a few key words or phrases to represent a topic. Be careful to not write too much information on a page as this can make it difficult for your audience to read it all.

A presentation is different than a written paragraph or essay. The majority of the information in a presentation should be spoken orally, with pictures, graphics and key words to support your message.



Click the "View" tab, "Normal" button in the "Presentation Views" section. Click the "Notes" button in the "Show" section.

PowerPoint has a notes section that will allow you to write out what you want to say. Only you will be able to see these notes, not your audience!

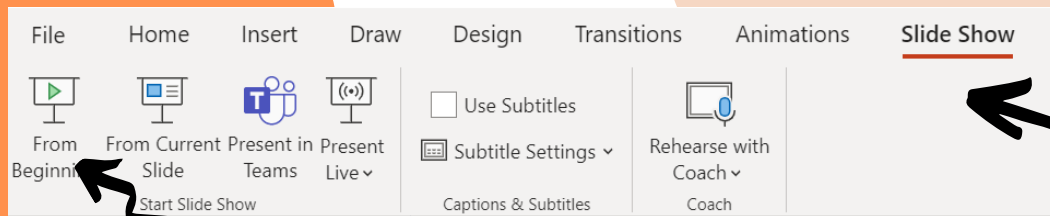


A notes section that you can type in will appear at the bottom of your slide.

You can also click the "Notes" button in the bottom right corner of the screen.



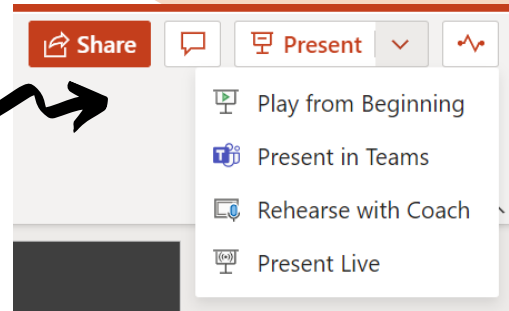
PRESENTING



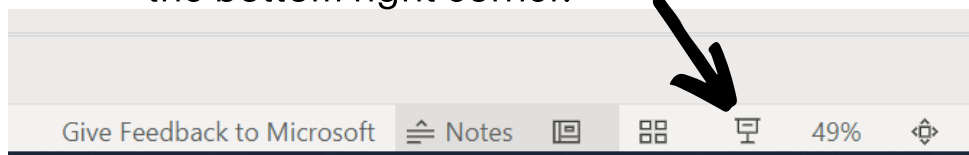
To present your PowerPoint, you can click "Slide Show" tab

You can then choose how you want to present. Usually, from the beginning is where you will start.

You can also click the "Present" button on the top right and choose from the options in the drop down menu.



Or, you can click the icon on the bottom right corner.



Advance through the slides by clicking the mouse button or the forward and back arrows on the keyboard.

CHECK IN

- ☐ I can add notes to my slides
- ☐ I can play my presentation

