

Table of Contents

Introduction	3
Using This Book	4
Getting Started	5
PowerPoint Tips & Tricks	7
An Internet Mini-Lesson	13
Assessing a Presentation	16
Language Arts	
Postcards	19
Story Sequencing	23
Sell the Book	26
Electronic Yearbook	30
All About Me	35
Social Studies	
National Symbols	38
Native American Report	42
Family Tree	50
The American Government Structure	53
Science	
Touring the Solar System	57
Nutrition	62
Discovering Matter	68
Animal Report	71
Math	
Our Favorite Cookies	78
Geometric Shapes	81
Math with Candies	84
Fine Arts	
My Famous Artist	87
PowerPoint Planning Sheets	93
Glossary	95

Introduction

Simple Projects for PowerPoint is your guidebook to exciting curriculum-centered computer activities. The projects presented in this book use the resources of the computer to augment your curriculum. The activities are based on content in the five major curriculum areas: language arts, social studies, science, math, and art. Each lesson has been assigned a subject area, but do not let that stop you from integrating the lessons into other areas of your curriculum. Use the Language Arts Postcards lesson to teach geography. Teach writing skills within the context of any of the lessons in social studies, language arts, science topics, or art. Transfer the ideas for taking a survey from “Our Favorite Cookies” to a science lesson in which students need to tabulate data. These lessons are flexible enough to use again and again.

Some of you may prefer the format of a cookbook with easy-to-follow instructions listed out step-by-step. This is available in each lesson to use as a demonstration guide or to duplicate and hand out to your students. Once your students have mastered the skills necessary for each activity, the step-by-step instructions will guide them along, leaving you free to work with other students on different activities.

Now that the future is here and computer technology is a part of your classroom, we hope that *Simple Projects for PowerPoint* helps you make a smooth transition as you integrate technology into your curriculum. Allow the computer to work for you, and the resulting products will be fabulous.

Please note that this book was written from the perspective of *PowerPoint 97 for Windows*. If you have another version of the software, you will still be able to use these lessons to create flashy presentations. However, you may need to modify a step or two depending on the version of *Microsoft PowerPoint* that you own.

Understanding the Instructions

As you read through this book, there will be times you are given specific instructions to follow. You might have to select an item from the menu bar. You might have to type in a specific word or name, or you might need to choose a specific button by clicking on the mouse. Use this guide for following the directions that are given to you.

Instruction	What To Do
BOLD CAPITALS	Select this pulldown menu from the Menu Bar.
<i>Bold Italics</i>	Make this selection from the pulldown menu.
Bold	Choose this button, tool, or key.
<i>(filename)</i>	Type this word or sentence, or this is the name of a file.

Getting Started

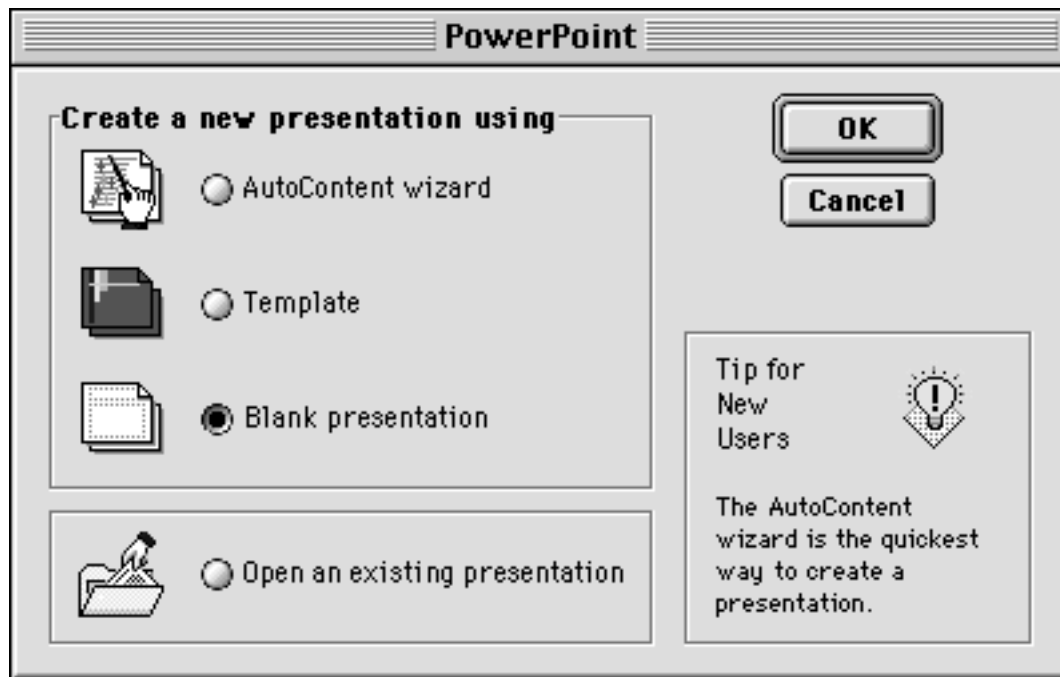
PowerPoint is an exciting and fun program that provides hundreds of opportunities for you and your students. This program provides teachers with a way to create personal teacher presentations for students or for staff development and for student-generated presentations. This book will focus on simple projects that your students can complete on the computer. If you're not as familiar as you'd like to be with the features and capabilities of *PowerPoint*, check out *PowerPoint for Terrified Teachers* (#4300).

This book contains activities from all the major subject areas such as language arts, mathematics, science, social studies, and fine arts. Your students will learn how to take data, turn it into a chart and present it on a slide in the Our Favorite Cookies and Math with Candies activities. They will create slide show reports that provide textual and photographic information on people, places, and historic sites in the My Famous Artist, Native American Report, and Postcards activities. Students will become familiar with how to create their own templates for presentation in such activities as All About Me and My Famous Artist. They will also learn to use *PowerPoint's* AutoLayout templates with graphics, text, and organizational charts in Family Tree and Discovering Matter.

Once these presentations have been created, they can be used in a variety of ways. Students can demonstrate their presentation to other students in the classroom or in the school. Presentations can be saved and used as a learning tool as students explore their peers' reports during computer and free time. The presentations can be saved as HTML files and posted on a school or classroom Web site for parents, teachers, and students to access throughout the world. Providing your students with the opportunity to learn and experiment with *PowerPoint* will give them a head start on the skills necessary in today's working society!

Getting Started *(cont.)*

Let's get started. Open the *PowerPoint* program and the New Presentation dialog box appears.



You have four options at this point. The first one is to select the **AutoContent Wizard**. Check this out when you have a couple of minutes. It provides a good overview of *PowerPoint* as well as ways to utilize the program in your everyday life. This is a great tool to become familiar with so you can explain to students and parents how important learning a presentation slide show program is in the “real world.” It will also give you some ideas on how you can utilize the program in your teaching.

Your second option is to select the **Template**. This option provides you with a variety of formats you can select for a consistent look throughout your presentation. You and your students will not be using these standard format templates for any of the projects in this book, but they are useful when you are creating any *PowerPoint* presentations from scratch.

Your third option is the **Blank Presentation**. You will be using this option throughout the *Simple Projects* book. This provides you with a slide which has no standard format. From there, you are able to add text boxes, graphic boxes, organizational charts, or chart boxes. You will be utilizing many of these elements throughout the book.

Your final option on the opening screen is **Opening an Existing Presentation**. You will be using this option throughout the book. Many of the activities in this book include templates for the students to use. These templates are located on a CD in the back of the book. To access them, you or your students will need to insert the CD into your computer's CD-ROM player, select **Opening an Existing Presentation**, and then choose the appropriate template.

Postcards

This Project

In this project, your students will create a postcard from a place they might have visited over a break or weekend. The emphasis of this lesson will be on designing an exciting picture to entice the postcard recipient to flip the slide and read about the location. Students will be encouraged to write an exciting description full of factual and interesting information about the location.

Computer Skills

- Adding graphics to a slide
- Designing graphics for a slide
- Adding text to a slide

Before Beginning

- Discuss with students some different places they have visited recently. Remind them to choose a place they can describe in great detail and about which they can create a picture. Be sure to tell them that they can write a fun and exciting postcard from a local amusement park or beach if they wish.
- Have each student complete the Student Planning Page on page 22. A good warm-up activity for them would be to watch you fill out information on the Student Planning Sheet about some place you visited over the break. You could either put the planning sheet on an overhead or recreate it on a board to be filled out.
- Show students how to locate the template for this project.

Quick Steps

- Open the *PowerPoint* template called (*Postcard*).
- Use the text, paint, and graphic tools to create a postcard scene inside the box.
- Move to the next slide.
- On the second slide, insert the text from your postcard in the text area.
- Insert the address to which you are sending the postcard in the address area.
- Go to the clip art menu and choose a piece of clip art for your stamp. Resize it so that it fits in the stamp box in the upper right hand corner.
- Save and print your postcard.

Postcards *(cont.)*

Procedure

- Step 1** Open *PowerPoint* and select **Open an Existing Presentation**. Click **OK**.
- Step 2** A pop-up box with all the files will appear on the screen. Select (*Postcard*) and click **Open**.
- Step 3** On the first slide, you will need to design the front of your postcard with a picture that encourages the receiver to read it. Check to make sure that the Drawing toolbar is on the screen. If it is not, pull down the **VIEW** menu, select **Toolbars** and choose the **Drawing** toolbar.
- Step 4** Move your mouse to the rectangle drawn on your slide. Click on the rectangle so that it is selected. Then move your mouse to the **Fill Color** tool on the Drawing tool bar. (*Hint: If you aren't sure which tool is which, slowly move your mouse over the icons and the name of each tool will pop up on the screen.*)
- Step 5** Click on the arrow to the right of the **Fill Color** tool, then click on **More Fill Colors** from the pop-up menu. Choose from the many colors available to select a background for your postcard. Click **OK**.
- Step 6** Pull down the **INSERT** menu, select **Picture**, and choose **Clip Art**. Scroll through the available clip art and select pictures you would like to put on the front of your postcard. Highlight your selection with the mouse and click **Insert**.
- Step 7** To add a picture from another source, pull down the **INSERT** menu, select **Picture**, and choose **From File**. Scroll through the files until you find where you have saved your desired graphic and click **Insert** to add it to your postcard.
- Step 8** Use the mouse pointer to resize the picture if necessary. Move your mouse arrow to the edges (boxes) of the graphic and drag to the size needed.
- Step 9** Pull down the **INSERT** menu and select **Text Box**. A pointer will appear on the screen. Use the mouse to draw a box indicating where you want the text to appear.
- Step 10** Select a size and style of font that you like and type some sort of catchy message that would make the receiver of the postcard want to read more. When you are finished, click outside the box. Use the mouse to move the text if necessary.
- Step 11** Use the scroll bar on the right hand side of the screen to move down to the next screen.
- Step 12** Use the mouse to click on the address section of the postcard and follow the directions in the box.
- Step 13** Use the mouse to click on the letter portion of the postcard. Erase the text in the box and write your letter.
- Step 14** Pull down the **INSERT** menu, select **Picture**, and choose **Clip Art**. Scroll through the available clip art and find the picture you would like for your stamp. Once you have found your graphic, select it with the mouse and click **Insert**.