

Samantha McCracken
Grade 3
Third Grade PowerPoint into Book Reports

Goals: Students will learn to use PowerPoint, and will create a non-fiction book report about an animal, in PowerPoint, using a downloaded template. Students will be engaged and empowered by assimilating technology into creative, artistic communication.

Objectives:

By the end of this unit, students will demonstrate the ability to:

- Create presentation slides in PowerPoint
- Insert text and clip art into PowerPoint
- Format the backgrounds of PowerPoint slides
- Edit text, headings and lists
- Create a non fiction book report about an animal

Standards:

National board Certification Middle Childhood Generalist

Standard II. Knowledge of Content and Curriculum

Standard VII. Multiple Paths to Knowledge

California State Standards

Language Arts

Reading: Vocabulary and Concept Development 1.5

Reading comprehension: Structural Features of Informational Materials 2.1,
Comprehension and Analysis of Grade-Level-Appropriate Text 2.2-2.7

Reading: Structural features of Literature 3.1

Writing: Organization and Focus 1.1a, 1.1b

Writing: Research 1.3

Writing: Evaluation and Revision 1.4

Writing: Written Conventions 1.1-1.8

Science

Life Sciences: 3a, 3b, 3d

Connection to Fellowship:

The fellowship at IBM required creating and editing PowerPoint slides used in presentations, sales meetings, and demonstrations. During the fellowship, a tutorial and online class were necessary to help me become more familiar with PowerPoint.

Resources Needed:

Microsoft PowerPoint software, 1 computer per student, and an LCD projector. Students will need a non fiction book (on reading level and about an animal), worksheets to prepare the report and the downloaded report template from:

<http://office.microsoft.com/en-us/templates/TC010183701033.aspx>

Unit Requirements:

- I. Master a list of tasks in PowerPoint
 - a. Format slide background
 - b. Insert text, clip art, photos
 - c. Edit headings and lists

- II. Create a book report about an animal
 - a. Title page
 - b. Introduction
 - c. Vertebrate or invertebrate
 - d. Habitat
 - e. Herbivore/Carnivore
 - f. Early stages of life
 - g. Adaptations
 - h. Conclusion

- III. Create a PowerPoint slide show, using a template, to present a book report

Pre-Lesson Set-up:

- Install Microsoft PowerPoint on each computer
- Copy and give students the worksheet packet
- Load <http://office.microsoft.com/en-us/templates/TC010183701033.aspx>
- onto each computer
- Students need a non fiction book, on reading level, about an animal

Instruction:

Instruction will take place as whole class lessons in the computer lab. There is a series of five, 30 minute lessons where students will master a list of tasks using PowerPoint. Students will then work to create book reports, about an animal, using downloaded templates on PowerPoint.

Lesson 1: Students experiment with entering a Title and Subtitle, Formatting background, and Saving.

Lesson 2: Students experiment with Insert – New slide, Layouts and adding Clip Art.

Lesson 3: Students experiment with delete and insert new clip art, changing backgrounds and changing slide order.

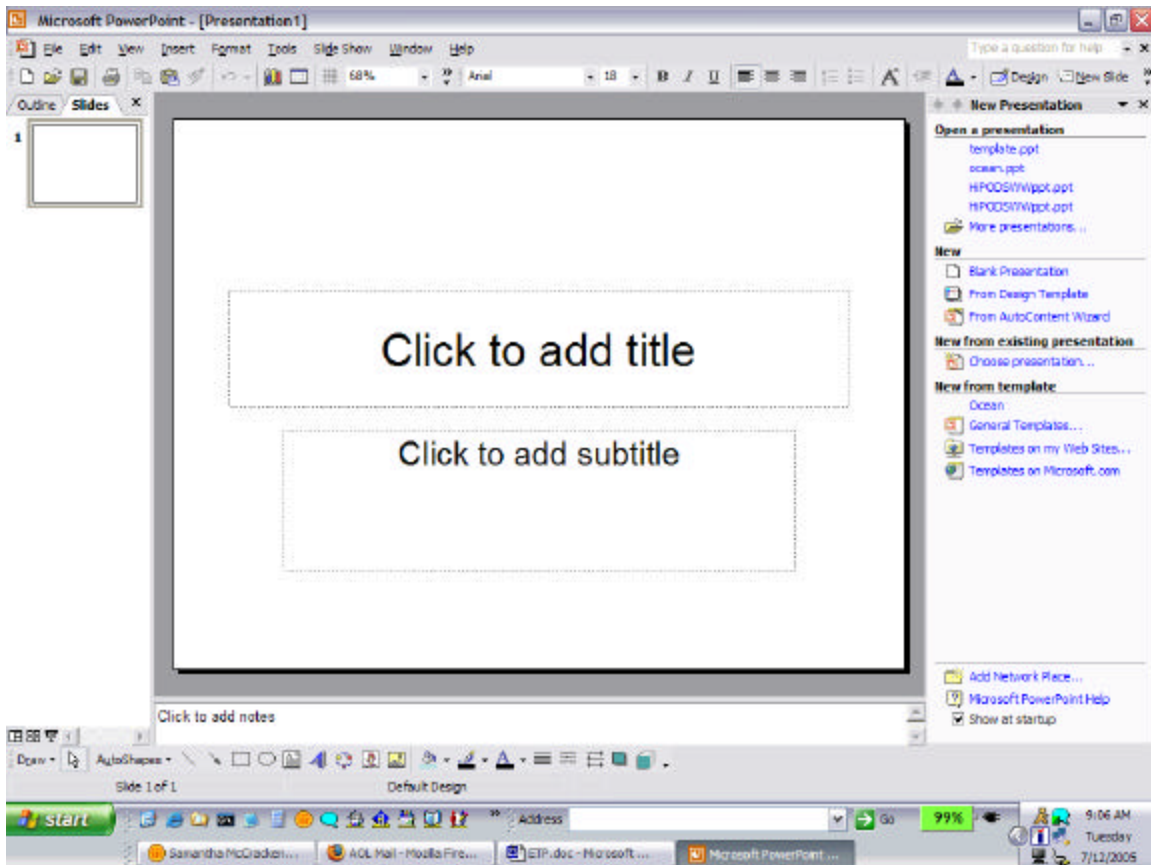
Lesson 4: Assessment: Students create a slide by following a written list of instructions

Lesson 5: Assessment: Students recreate pre designed slide

LESSON 1:

Open the PowerPoint program and this slide will appear.

1. Click “Click to add title”
Type your name.
2. Click “Click to add subtitle”
Type the date.



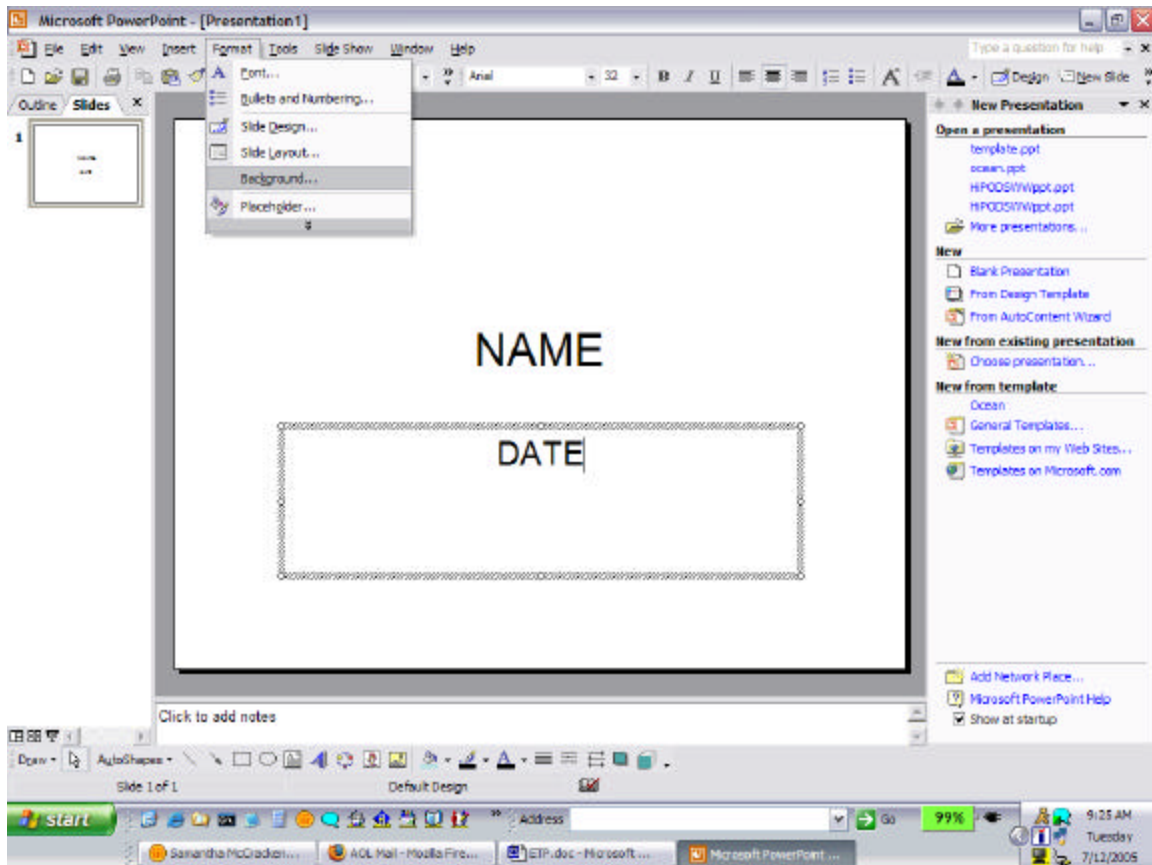
Next page...

LESSON 1 Continued:

On the tool bar –

3. Click “Format”

4. Click “Background”

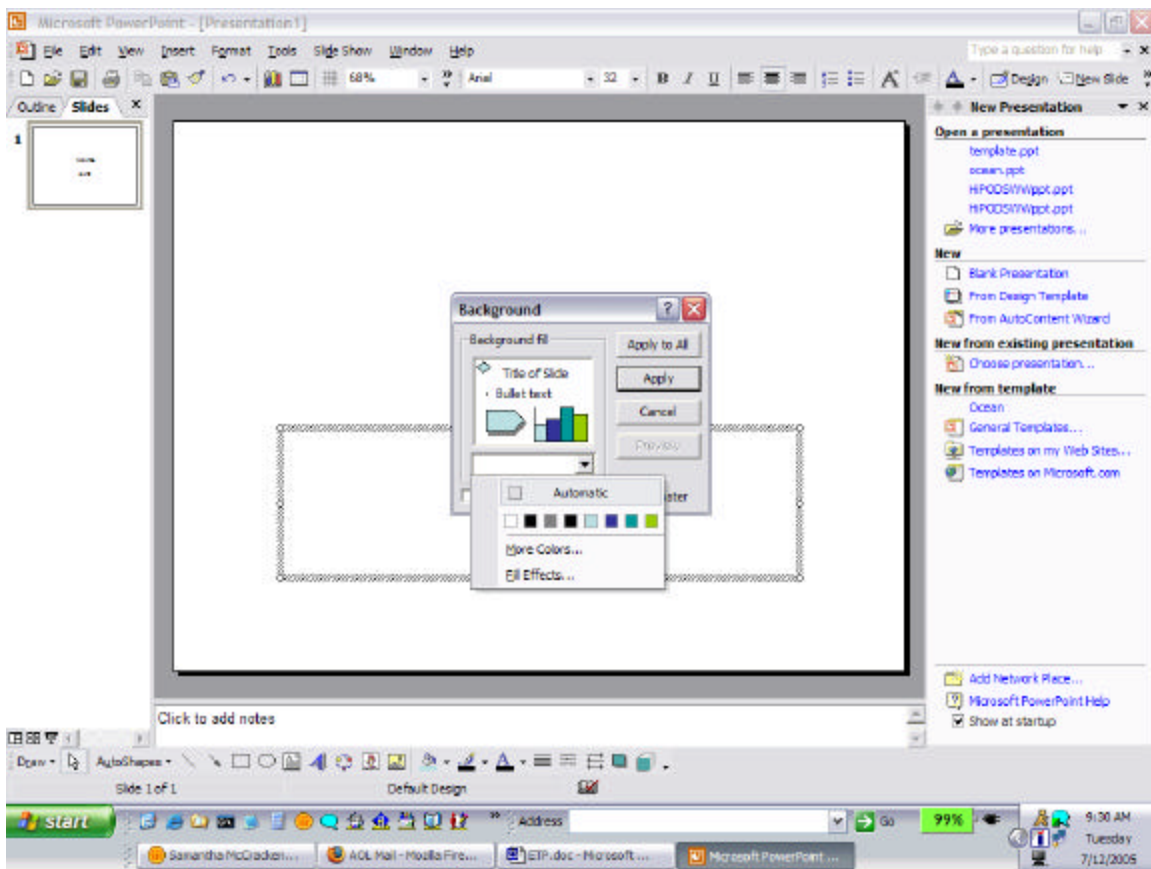


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LESSON 1 Continued:

A small screen will appear.

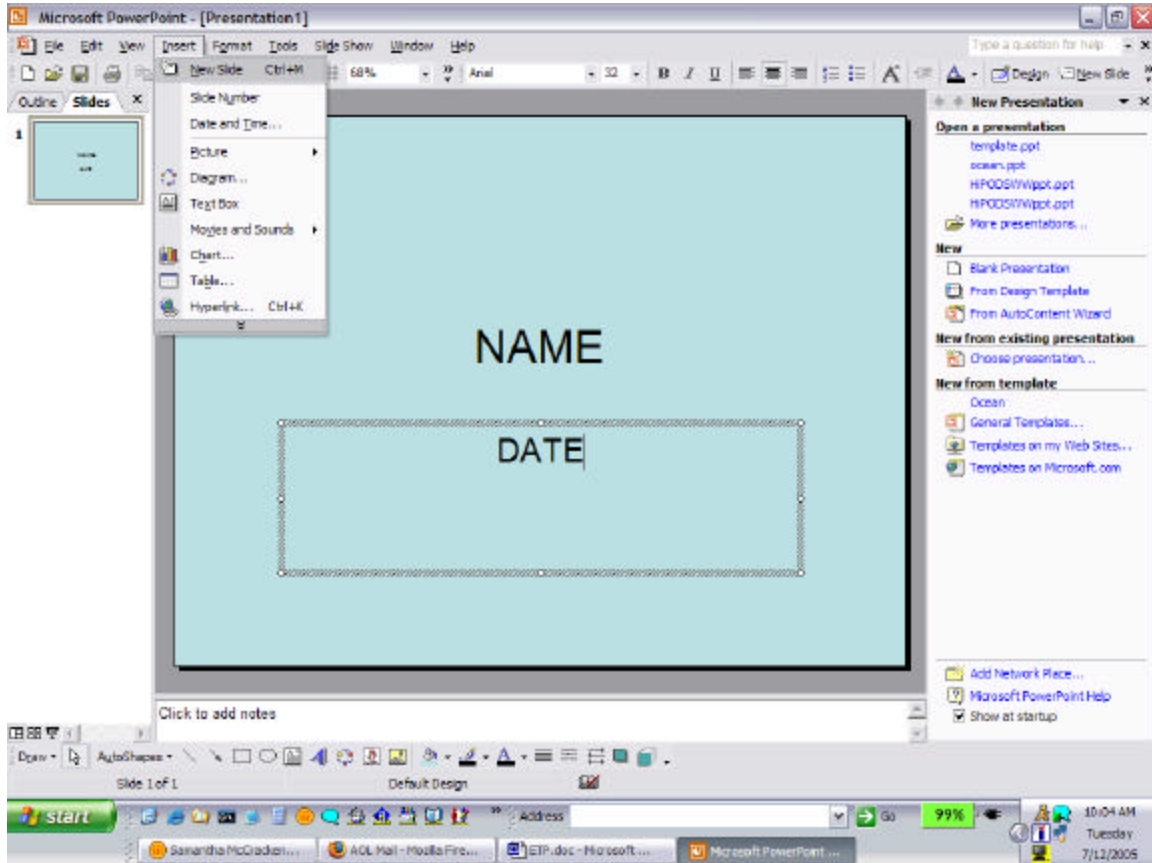
5. Click the arrow on the pull down window
6. Choose the color “light blue”
It is the 5th color choice listed.
7. Click “Apply”
Your background should be blue!



8. Follow teacher instructions to SAVE.

LESSON 2:

1. Open your saved slide show.
2. Click “Insert”
3. Click “New Slide”

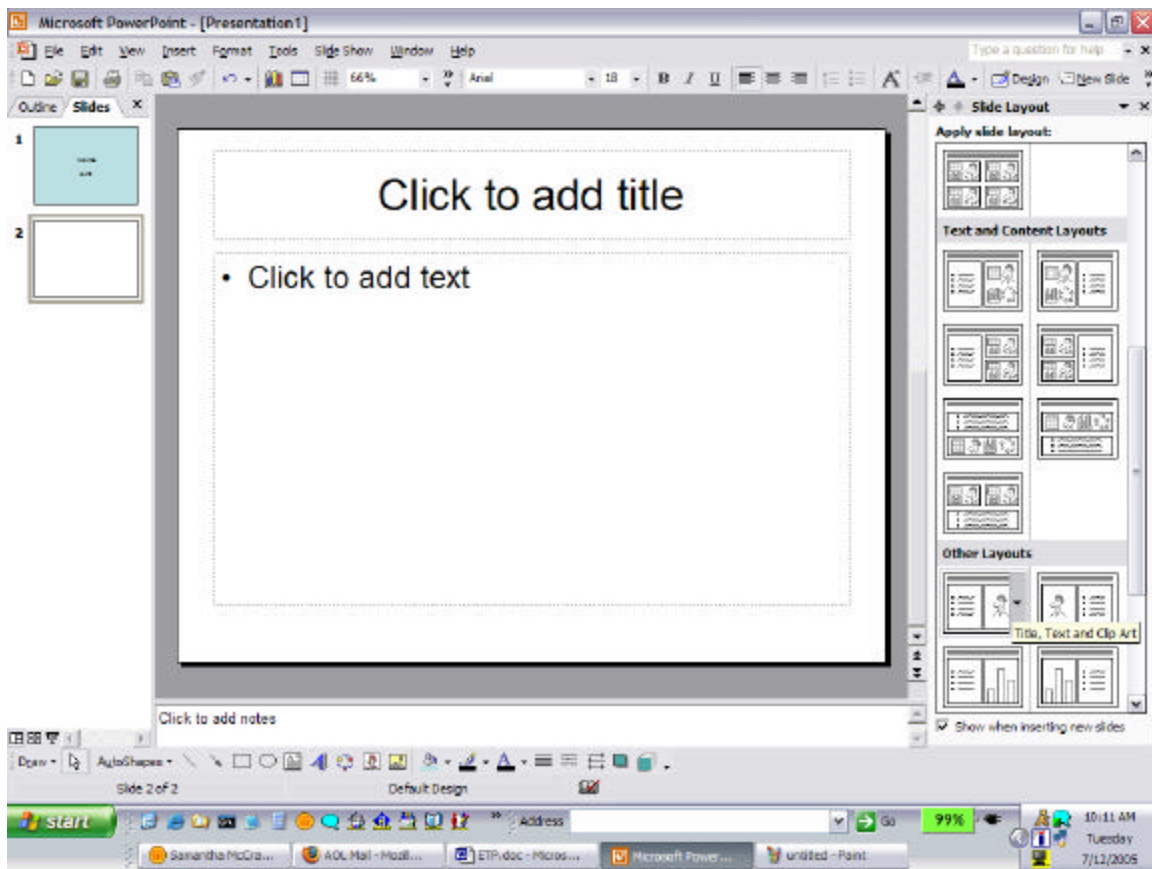


Next page...

LESSON 2 Continued:

A new slide appears and you can see your title page icon in the left margin.

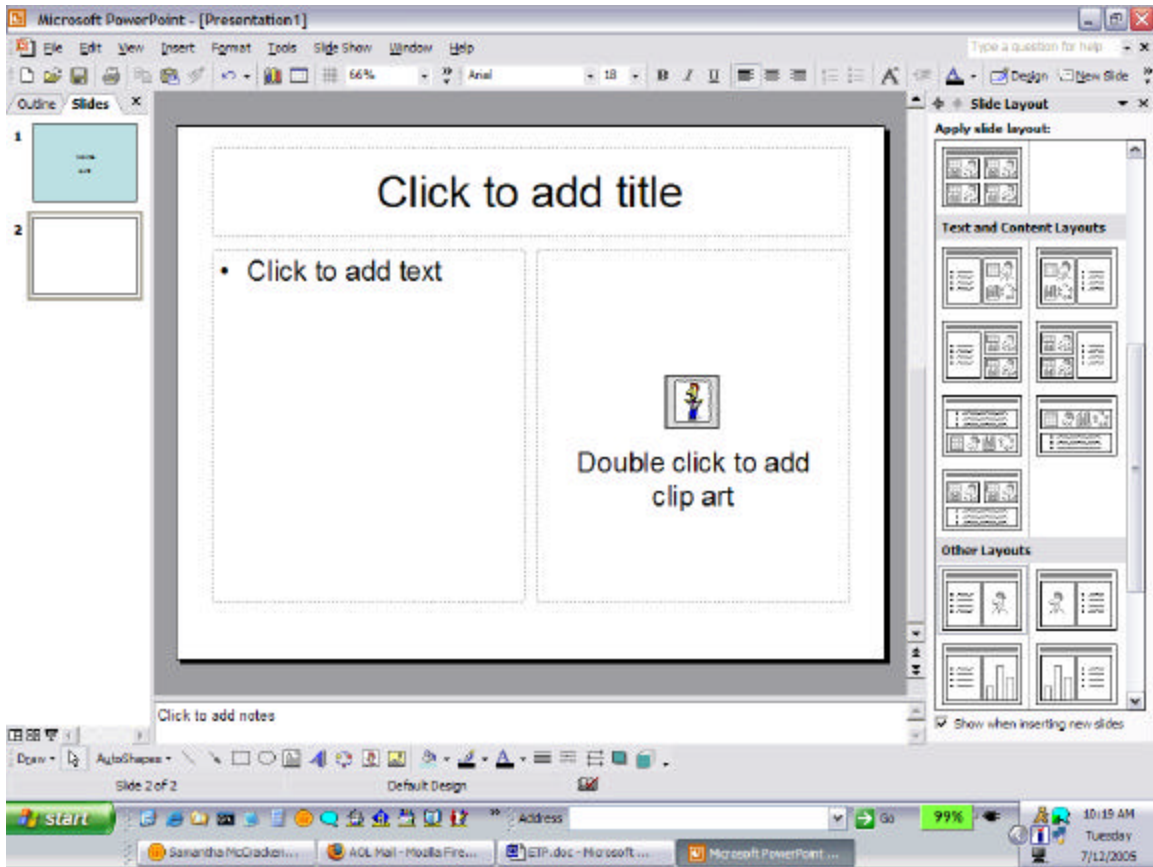
4. Scroll through the Slide Layout menu in the right margin.
5. Find “Other Layouts”
6. Click on the first choice. It’s called “Title, Text and Clip Art”



Next page...

LESSON 2 continued:

7. Click “Click to add title”
8. Type your name.
9. Click “Click to add text”
10. Type the date.

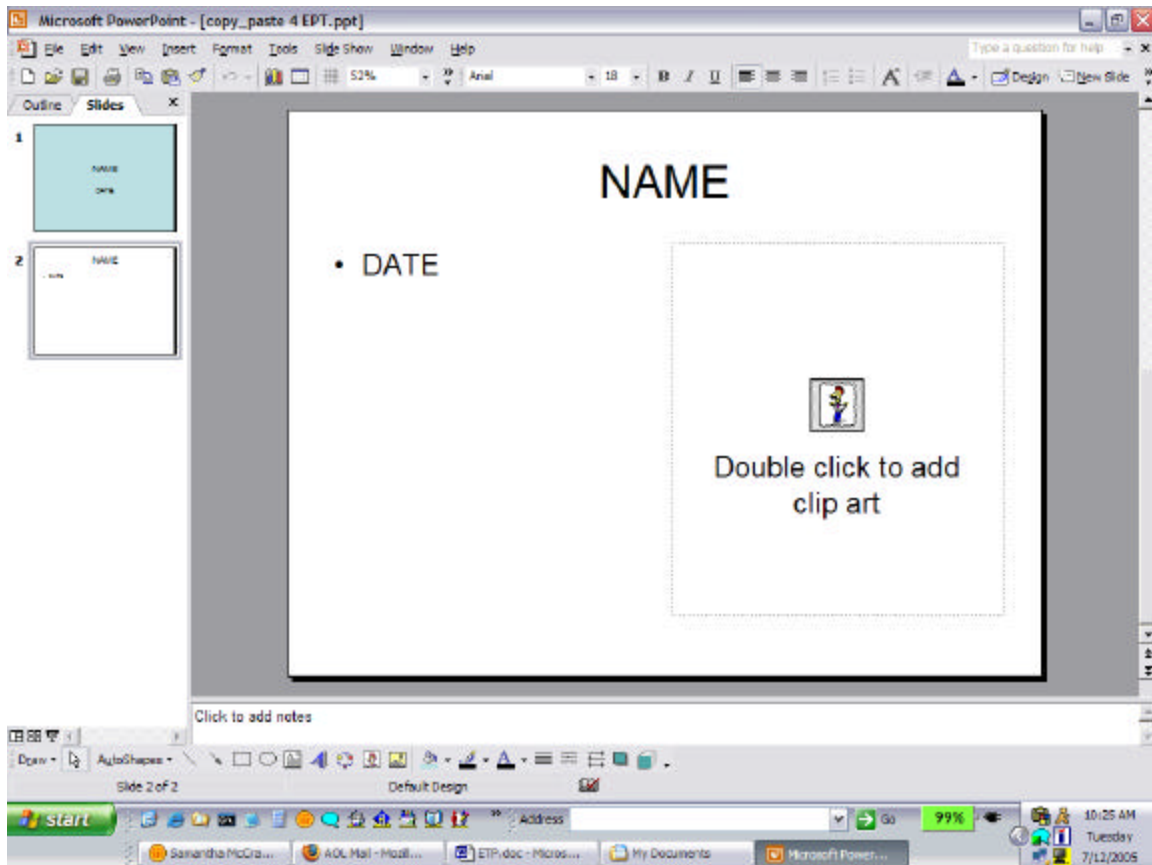


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LESSON 2 continued:

11. Double click “Double click to add clip art”

A “Select Picture” box will appear.



Next page...

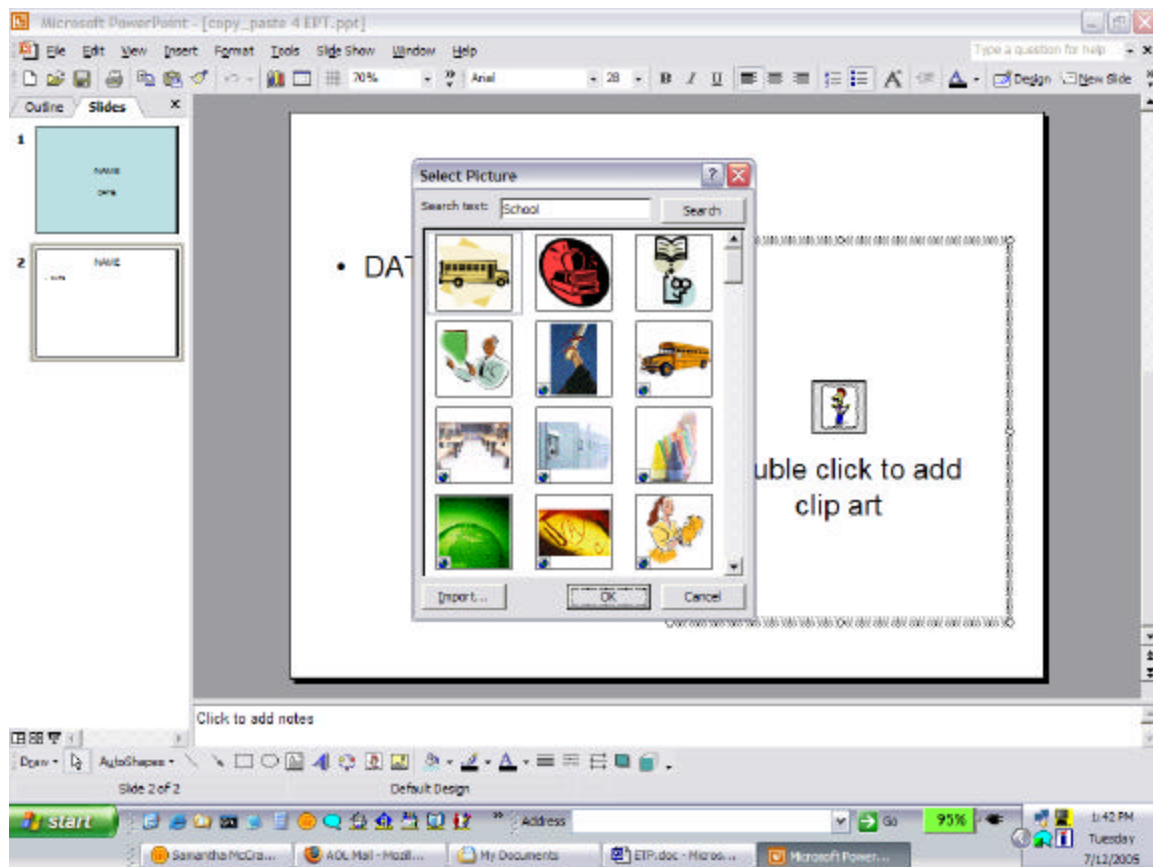
LESSON 2 continued:

12. In the Search Text box, type “School”

13. Click “Search”

14. Click on a picture and click “OK”

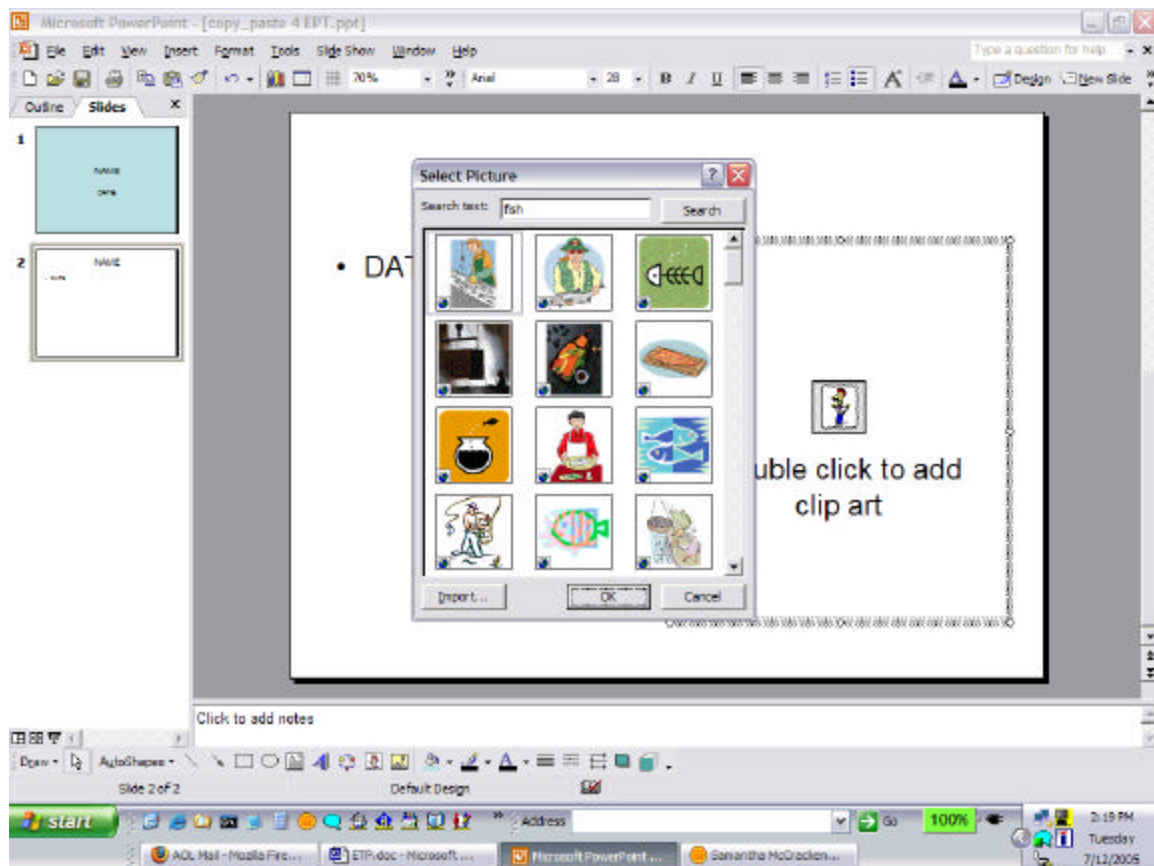
You should see: your name, the date and the picture to chose.



15. SAVE

LESSON 3:

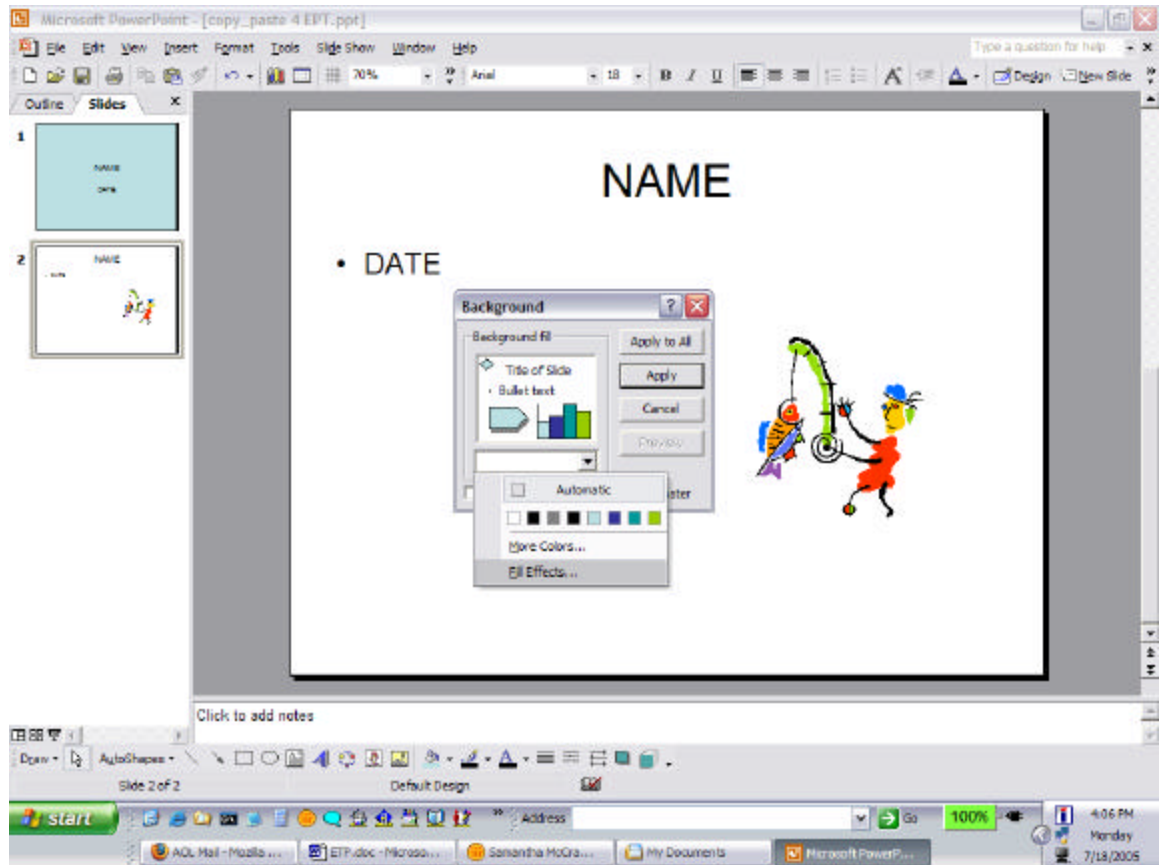
1. Open your saved slide show.
2. In the left margin, click on *Slide 2*
3. Click on the picture and push the “delete” key on the keyboard.
4. Double click on the icon to add clip art
5. Type “fish” in the Search Text box
6. Click “Search”
7. Click on a picture you like and click “OK”



Next page...

LESSON 3 continued:

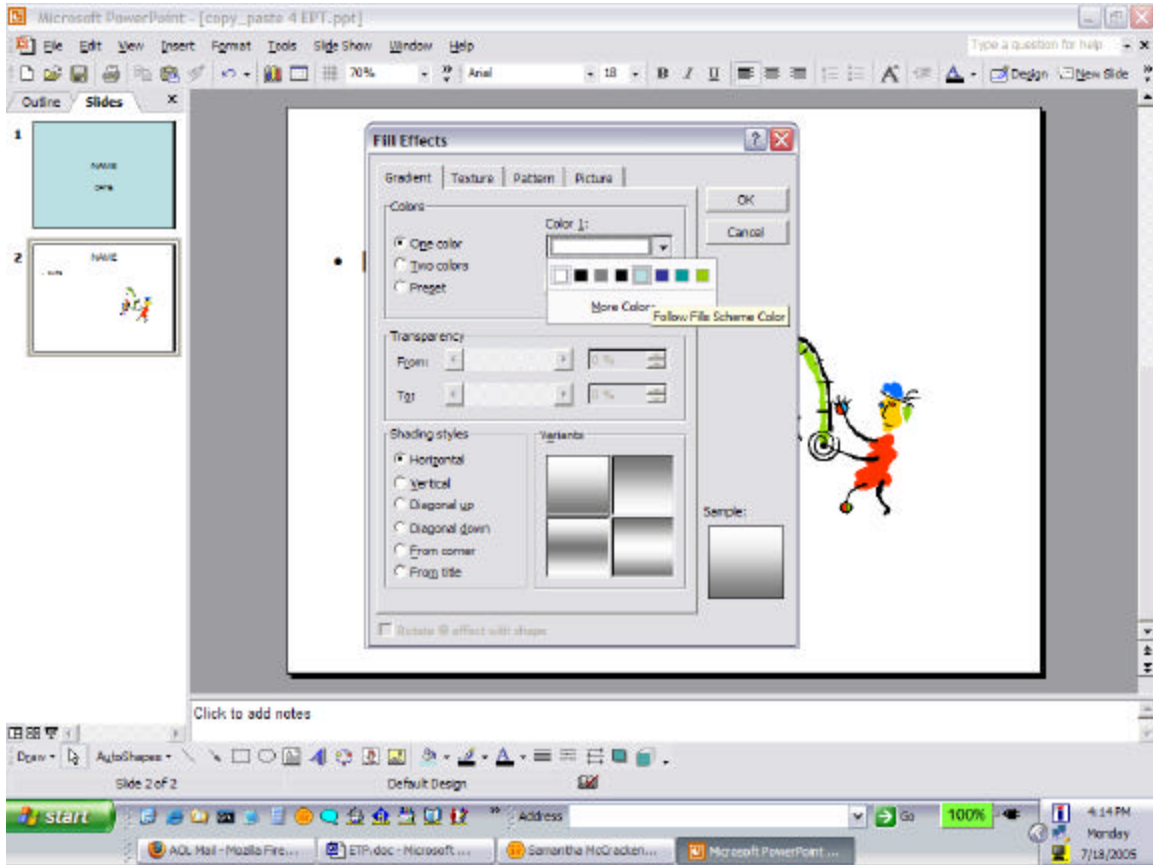
1. Click “Format”. Click “Background”.
2. Click *the pull down menu*. And click “Fill Effects”.



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LESSON 3 continued:

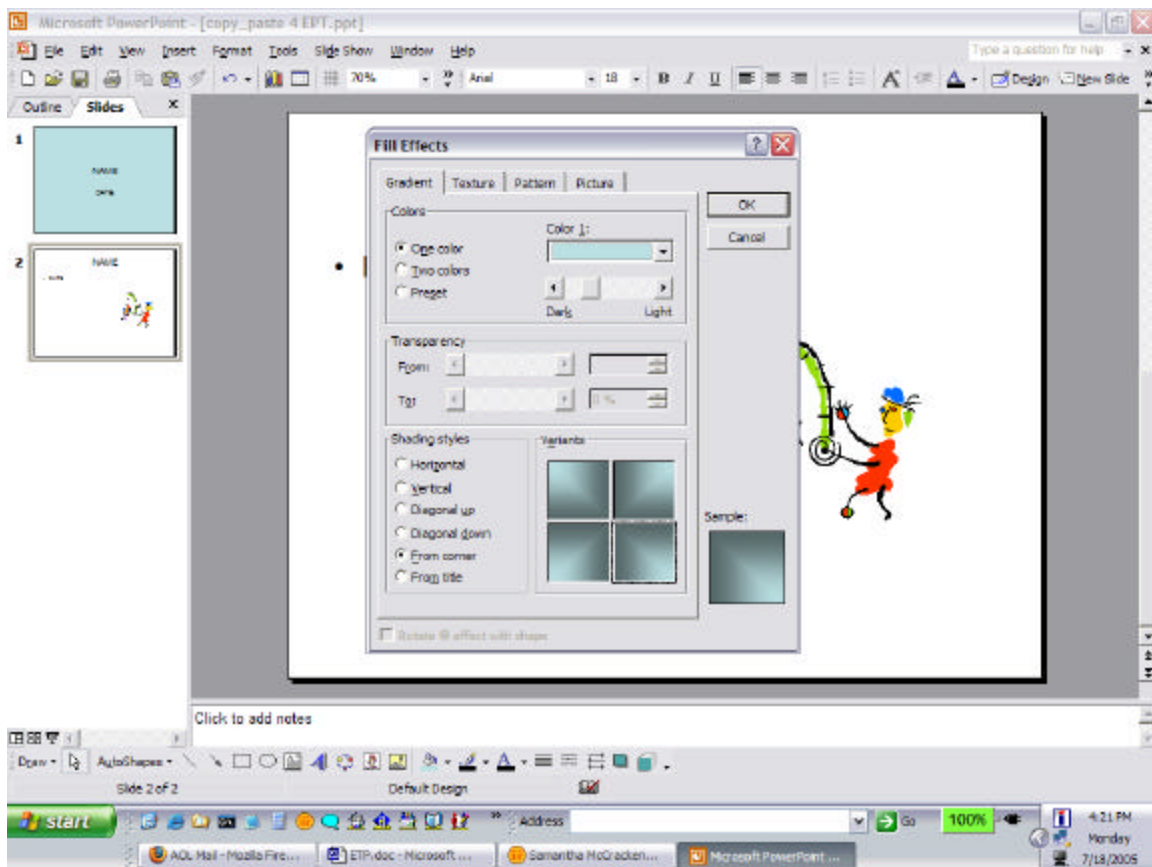
3. Click “One color” and choose *light blue*.
It is the 5th color choice.



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LESSON 3 continued:

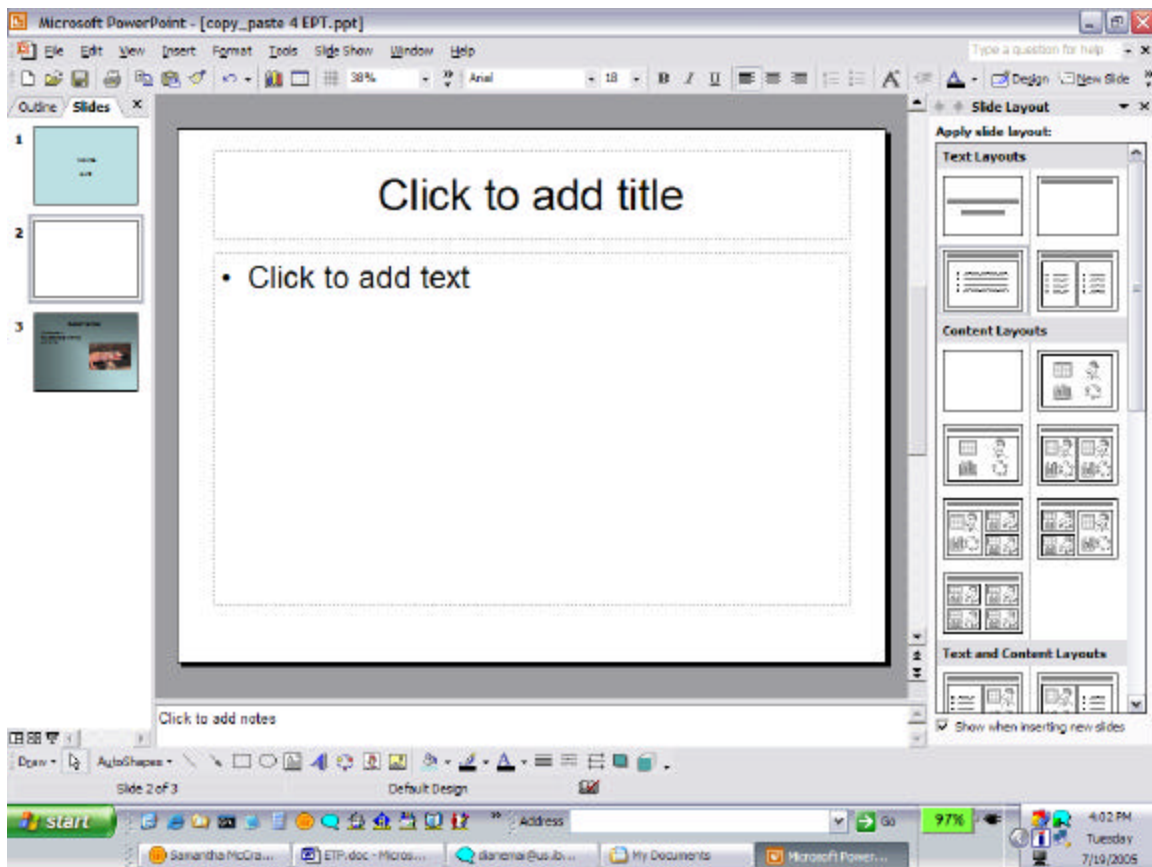
4. In *Shading styles* click “From corner”
5. In *Variants* Click on the *bottom-right* choice
6. Click “OK”
7. Click “Apply”
8. SAVE



Next page...

LESSON 3 continued:

9. Click “Insert” and click “New slide”
10. In left margin, *Click and Hold*, the icon of slide 3 that you just inserted
11. *Drag* slide 3 to space between slide 1 and slide 2 and drop it there
12. You will have changed slide order.
13. Click on your new slide (now slide 2) and drag to the bottom. It will become slide 3 again.



14. SAVE

LESSON 4:

Assessment

1. Open the PowerPoint program to a new slide show
2. Change the slide layout to include a *title* and four *clip art boxes*
3. Add four *clip art pictures*, anything you like.
4. Type your *first and last name* as the title
5. Make the background color *yellow*
6. Make the font (your name) *red*
7. Change the font to *Clarendon*
8. Change the font size to *60*
9. PRINT

LESSON 5:

Assessment:

Create this slide, but use your name as the title and print.

Ms. McCracken

- Money
- Movie
- Candy
- iPod
- PSP
- Puppy
- Pizza
- Hot Dog
- Burrito
- Cookies
- Cake
- Pie

Masters
For
Non-Fiction Book Report
Animal

PowerPoint Outline

Non-fiction Book Report – Animal

Slide 1 – Title Page

All About _____
(Your Animal)

(Picture of your animal)

By _____
(Your Name)

Ms. McCracken
Grade 3

Slide 2 –Introduction

All About _____
(Your Animal)

Although there are many interesting animals that live _____,
(your animal's habitat)
the _____ is an amazing creature. Did you know that it _____
(your animal)

(interesting fact about your animal)

_____?

		PowerPoint: Non Fiction Book Report			
Student Name:					
Category	4	3	2	1	
Amount of information	All topics are addressed and all questions answered with at least 2 sentences about each	All topics are addressed and most questions answered with at least 2 sentences about each	All topics are addressed, and most questions answered with 1 sentence about each	One or more topics were not addressed	
Quality of Information	Information clearly relates to the main topic. It includes several supporting details and/or examples	Information clearly relates to the main topic. It provides 1-2 supporting details and/or examples.	Information clearly relates to the main topic. No details and/or examples given	Information has little or nothing to do with the main topic	
Paragraph Construction	All paragraphs include introductory sentence, explanations or details, and concluding sentence	Most paragraphs include introductory sentence, explanations or details, and concluding sentence	Paragraphs include related information but were typically not constructed well	Paragraphing structure was not clear and sentences were not typically related within the paragraphs	
Mechanics	No grammatical, spelling or punctuation errors	Almost no grammatical, spelling or punctuation errors	A few grammatical spelling or punctuation errors	Many grammatical, spelling, or punctuation errors	
Text - Font Choice & Formatting	Font formats (color, bold, italic) have been carefully planned to enhance readability and content	Font formats have been carefully planned to enhance readability	Font formatting has been carefully planned to compliment the content. It may be a little hard to read	Font formatting makes it very difficult to read the material	