

POWERPOINT UNIT

ESSENTIAL QUESTIONS:

1. Can you describe the purposes for using POWERPOINT?
2. Can you open a new presentation in POWERPOINT and use the DESIGN WIZARD to create a presentation?
3. Can you CUSTOMIZE and REPLACE TEXT in a POWERPOINT presentation?
4. Can you INSERT or REPLACE AN IMAGE in POWERPOINT presentation?
5. Can you customize ANIMATIONS, TRANSITIONS, and SOUNDS in a POWERPOINT presentation?
6. Can you properly PRINT a completed project in POWERPOINT as handouts?

WHAT ARE YOU LEARNING TODAY?:

I am learning how to create a computer presentation using MS POWERPOINT. This includes all of the above skills.

WHY DO YOU THINK THIS IS IMPORTANT?

This is important because POWERPOINT is versatile and can be used for many reasons – both educational and personal. It will be valuable in my future because the World revolves around this technology. This project also gives me the opportunity to be creative and logical.