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Lesson: iCev- Microsoft PowerPoint 2016 Units 1-4

Duty: Duty J- be able to Start & Exit a Windows Application, utilize sources of Help/ Duty K- Identify Common On-Screen Elements of Windows Applications, Change Application Settings, and Manage Files Within an Application/ Duty L- Perform Common Editing and Formatting Functions

Directions: Tasks are listed from easiest/most simple to more complicated. Complete tasks in order. Each task completed earns you points for the Weekly Project Grade

0.0 Skill (50 Points)	<i>I have little understanding of or can't demonstrate all of the Simple Learning Goals.</i>
1	Go to unit 1
2	Complete the "Label the PowerPoint Window" & write score here: _____
3	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 1 Creating Professional Presentations Student Notes" & write score here: _____
4	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 1 Layout & Inside the Ribbon & Backstage View Student Notes" & write score here: _____
5	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 1 Keyboard Shortcuts Student Notes" & write score here: _____
6	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 1 Presentation Views Student Notes" & write score here: _____
7	Go to unit 2
	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 2 Slide Layouts & Adding Slides Student Notes" & write score here: _____
	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 2 Removing & Hiding Slides Student Notes" & write score here: _____
	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 2 Slide Order Student Notes" & write score here: _____
	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 2 Footers & Slide Numbers Student Notes" & write score here: _____
7	Move to the next section of work

1.0 Skill (60 Points)	<i>I know all of the Simple Learning Goals plus some of the Complex Learning Goals.</i>
1	Go to unit 3
2	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 3 Entering Text Student Notes" & write score here: _____
3	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 3 Formatting Text Student Notes" & write score here: _____
4	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 3 Word Art Student Notes" & write score here: _____
5	Go to unit 4
6	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 4 Slide Masters Student Notes" and write score here: _____
7	Complete the "Microsoft® PowerPoint® 2016 Basics – Unit 4 Themes Student Notes" and write score here: _____
8	Keep the work and move to the next section

Turn page over for the rest of the work

2.0 Skill (70 Points)	<i>I understand or can do all of the simple and complex learning goals. I've learned what the teacher wanted me to learn - I've got it!</i>
1	Go to unit 1
2	Open & read "Project - Career Cluster Intent Presentation"
3	You will also need the "Project - Career Cluster Intent Student File" & "Project - Career Cluster Intent Views Student File" to complete the project
4	Save often to your Named Drive!
5	Print on 1 page using "6 Slides Horizontal"
6	Go to unit 2
7	Open & read "Project - Business Intent Presentation"
8	You will also need "Project - Business Intent Presentation Student File" to complete the project
9	Save often to your Named Drive!
10	Print on 1 page using "6 Slides Horizontal"
11	Keep the work and move to the next section

3.0 Skill (85 Points)	<i>My understanding goes beyond some of the Complex Learning Goals.</i>
1	Go to unit 3
2	Open & read "Project - Business Partnership Proposal"
3	You will also need the "Project - Business Partnership Proposal Student File" to complete the project
4	Save often to your Named Drive!
5	Print on 1 page using "6 Slides Horizontal"
6	Go to unit 4
	Open & read "Project - Business Partnership Proposal Expansion"
	You will also need the "Project - Business Partnership Proposal Expansion Student File" to complete the project
	Save often to your Named Drive!
	Print on 1 page using "6 Slides Horizontal"
9	Print the work, but KEEP it and move to the next section

4.0 Skill (100 Points)	<i>My understanding goes beyond all of the Complex Learning Goals. I made some connections, came to some conclusions or had some ideas beyond what the teacher taught me.</i>
1	Open a new blank PowerPoint
2	Create a 5 slide presentation about "how to play a game" (you select the game & if it is board, card, sports...)
3	Your slides should look like...
	Slide 1= Title slide, Slide 2= Content slide (60 words MAX), Slide 3= Content slide (60 words MAX), Slide 4= Content & Summary slide (60 words MAX), Slide 5= Works cited
4	Apply a theme that is similar to the game you selected to explain
5	Save often to your Named Drive!
6	Print on 1 page using "6 Slides Horizontal"
7	Gather all papers to turn in

Study	Review videos, vocabulary and work before taking the "Quiz"
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