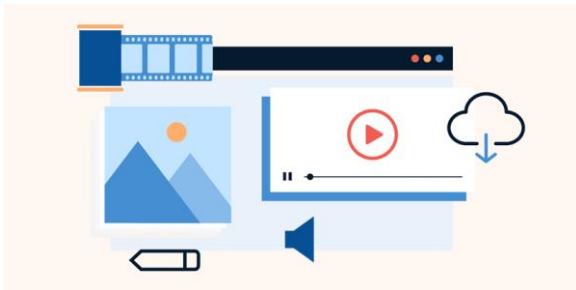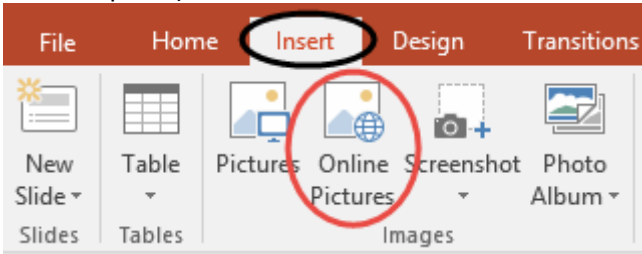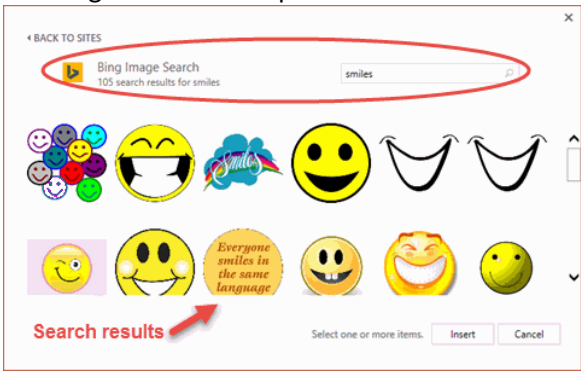# EaD Comprehensive Lesson Plans

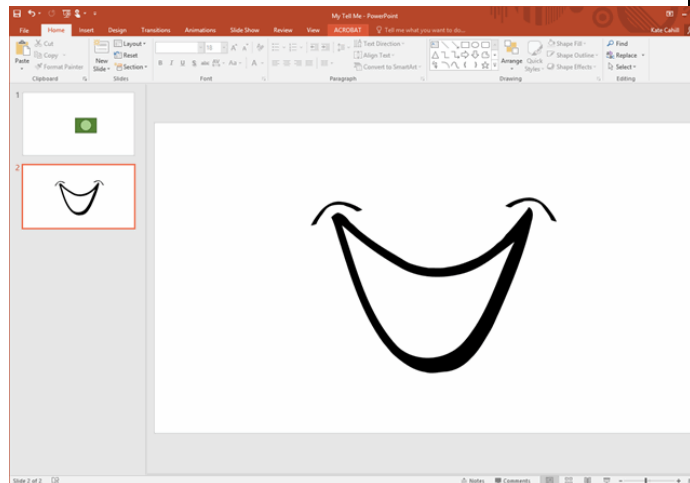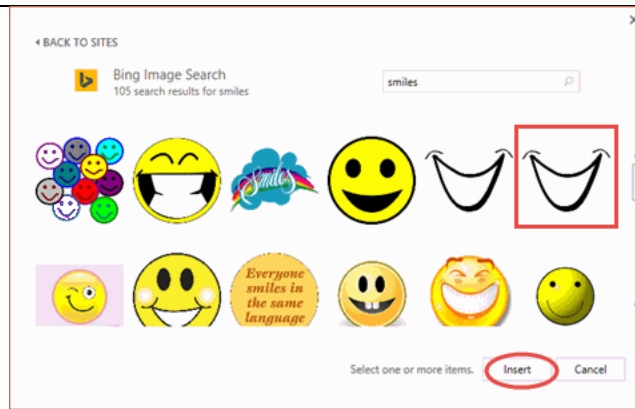| Strand:	Productive Software	Sub-Strand:	Introduction to Presentation

BASIC 9

WEEKLY LESSON PLAN – WEEK 11

	B9.2.2.1 Demonstrate How to use Microsoft PowerPoint (Multimedia)					
Content Standard:						
Indicator (s)	B9.2.2.1.1. Demonstrate how to add pictures and insert screenshots			**Performance Indicator:** Learners can create slides.		
Week Ending	22-11-2024					
Class	B.S.9	**Class Size:**			**Duration:**	
Subject	Computing					
Reference	Computing Curriculum, Teachers Resource Pack, Learners Resource Pack, Textbook.					
Teaching / Learning Resources	Personal Computer, Microsoft PowerPoint Application, Projector, Poster, Pictures, YouTube videos		**Core Competencies:**		• Critical Thinking and Problem Solving Communication and Collaboration.	
DAY/DATE	**PHASE 1 : STARTER**	**PHASE 2: MAIN**			**PHASE 3: REFLECTION**	
MONDAY	Discuss with the Learners about the meanings of keywords and terminologies in the lesson. **Terminologies;** • Multimedia • Presentation • Slides • Slideshow • Thumbnail • Animation • Template	1. Learners brainstorm to launch or open the "Microsoft PowerPoint Application". 2. Engage Learners in watching a YouTube video showing the features of the Microsoft PowerPoint Application. 3. Demonstrate on how to create slides with the PowerPoint Application. 4. Assist Learners to practice creating slides. **What is a Multimedia Presentation?** A multimedia presentation is a type of presentation that uses several different forms of digital communication, such as video, interactive slides, audio clips, music and more, to get the message across.			Through questions and answers, conclude the lesson. **Exercise;** Explain the following; i. Template ii. Animation iii. Slide iv. Thumbnail v. Slideshow	

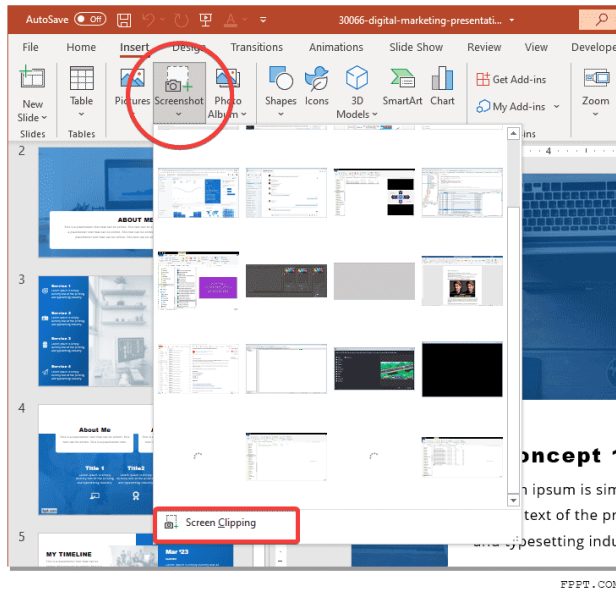|			
FRIDAY	Learners brainstorm to identify the "Insert" ribbon.	1. Assist Learners to compare the "insert" ribbon of Microsoft Word and that of PowerPoint Presentation. 2. Discuss with the Learners about the features of the "insert" ribbon. 3. Demonstrate on how to use clip art and screenshot in the Insert Ribbon. 4. Engage Learners in inserting "clip arts" in PowerPoint Presentation slides. **How to Insert Clip Art on a Microsoft PowerPoint Slide** Clip Art is a collection of media files (images, videos, audio, and animation files) that Microsoft includes with the PowerPoint application. If your computer has an Internet connection, then you can also access Bing.com to search for images. To insert clip art on a PowerPoint slide, follow the steps below. 1. Click in the slide where you want to insert a clip art file. 2. On the Insert tab, in the Images group, click Online Pictures. (In PowerPoint 2007/2010, this option is called Clip Art.) 3. In the Insert Pictures dialog box (Clip Art task pane in PowerPoint 2007/2010), enter your search terms in the Bing.com field and press Enter. 4. Your search results load in the task pane. 5. Locate the clip art you want to insert in your slide and double-click on it or click the item and select Insert.	Reflect on how to use the features of the "insert' ribbon. **Exercise;** 1. State the steps to follow to insert "Clip arts in slides. 2. Write 3 features of the PowerPoint Application.

Screen Capture in PowerPoint – The easiest way

By using the Screenshot feature in PowerPoint, you can take screenshots and save a computer screen image into your slides. The screenshot functionality is available under the Insert menu, in the PowerPoint Ribbon. When you click this option, a popup will appear showing the current Windows in your computer. You may choose to grab a screenshot from an existing Window, or use the Screen Clipping option instead to select an area.

- Take a screenshot in PowerPoint of any Window opened in your system. This option will be the easiest way to grab a screenshot from the current opened Windows.
- Use Screen Clipping tool to select a custom area in your screen. This option will let you define an area or region

in your screen and PowerPoint will take a screenshot only of the portion of the screen you have selected.

The following screenshot shows where the Screenshot functionality is available in Microsoft PowerPoint interface. Let's see how to screenshot on Windows with the help of Microsoft PowerPoint's Screenshot tool.