

# EaD Comprehensive Lesson Plans



or



0248043888

<https://www.TeachersAvenue.net>

<b>Strand:</b>	Productive Software	<b>Sub-Strand:</b>	Introduction to Presentation
----------------	---------------------	--------------------	------------------------------

<https://TrendingGhana.net>

**BASIC 9**

**WEEKLY LESSON PLAN – WEEK 13**

<b>Content Standard:</b>	B9.2.2.1 Demonstrate How to use Microsoft PowerPoint (Multimedia)			
<b>Indicator (s)</b>	B9.2.2.1.3. Demonstrate how to add Multimedia (audios, videos etc.), tables and charts	<b>Performance Indicator:</b> Learners can effectively incorporate multimedia elements (audio, video), tables, and charts into presentations to enhance communication and visualization of information.		
<b>Week Ending</b>	06-12-2024			
<b>Class</b>	B.S.9	<b>Class Size:</b>		<b>Duration:</b>
<b>Subject</b>	Computing			
<b>Reference</b>	Computing Curriculum, Teachers Resource Pack, Learners Resource Pack, Textbook.			
<b>Teaching / Learning Resources</b>	Personal Computer, Microsoft PowerPoint Application, Projector, Poster, Pictures, YouTube videos.	<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Critical Thinking and Problem Solving</li> <li>• Communication and Collaboration.</li> </ul>	
<b>DAY/DATE</b>	<b>PHASE 1 : STARTER</b>	<b>PHASE 2: MAIN</b>		<b>PHASE 3: REFLECTION</b>
<b>MONDAY</b>	Demonstrate on how to add audio recordings (e.g., podcasts, voiceovers) to presentations using tools like Google Slides or PowerPoint.	<ol style="list-style-type: none"> <li>1. Discuss with the Learners on how to embed videos (e.g., YouTube, Vimeo) and adjust settings for optimal playback.</li> <li>2. Assist Learners to Insert audio files (e.g., music, voiceovers) into slides using the “Audio” option under the “Insert” tab.</li> <li>3. Engage Learners in trimming audio clips as needed using the “Audio Tools” tab.</li> <li>4. Play Microsoft support video for the Learners to watch how to insert music into slides.</li> </ol> <p><b>How to insert audio files into slides</b> To add audio files to your slides, follow these steps:</p> <ol style="list-style-type: none"> <li>1. <b>Upload audio files to Google Drive:</b> Ensure your audio files are stored in your Google Drive account. Supported formats are .mp3 and .wav.</li> <li>2. <b>Open your Google Slides presentation:</b> Create a new presentation or open an existing one.</li> <li>3. <b>Select the slide:</b> Choose the slide where you want to add the audio file.</li> <li>4. <b>Insert audio:</b> From the top menu, click <b>Insert &gt; Audio</b>. You can also access this option by right-clicking on the slide and selecting <b>Audio</b>.</li> <li>5. <b>Choose audio source:</b> Select <b>Audio from Google Drive</b> and browse to your uploaded audio file. Alternatively, you can upload a new audio file from your computer.</li> <li>6. <b>Format audio:</b> Adjust audio settings, such as volume, reflection, and shadow, by clicking on the audio icon and using the menu options on the right-hand sidebar.</li> </ol>		<p>Through questions answer, conclude the lesson.</p> <p><b>Exercise;</b> Outline the steps to follow to trim audio clips.</p>



**FRIDAY**

Review Learners knowledge on the previous lesson.

1. Demonstrate on how to insert video files (e.g., MP4, WMV) into slides using the “Video” option under the “Insert” tab.
2. Assist Learners to resize and reposition video clips as needed.
3. Learners in small groups to discuss on how to Insert tables using the “Table” option under the “Insert” tab.
4. Assist Learners to customize table layout, rows, and columns .

**Inserting audios, videos and tables into slides**

To insert audios, videos, and tables into your slides, follow these guidelines:

**Audio:**

- To add an audio file, **go to the slide where you want to insert it and select Insert > Audio.**
- You can also add narration to your slides by selecting **Insert > Audio** and then recording or uploading your audio file.
- Note that if you plan to share your presentation with others, ensure they have access to the audio file separately from Google Drive. You can do this by adjusting the file settings.

**Video:**

- To add a video, **go to the slide where you want to insert it and select Insert > Video.**
- You can embed a YouTube video or add a video from your computer by **selecting Insert > Video and then uploading the file.**
- When adding a video, you can specify the start and end timestamps for the portion you want to use in your presentation.



**Tables:**

- Tables can be inserted directly into your slides **using the Insert menu.**
- You can also copy and paste tables from other sources, such as Google Sheets or Microsoft Excel.

Reflect on steps to follow to insert videos, audios and tables in slides.

**Exercise;**

Write the steps to follow to insert audios, videos and tables in presentations.

		<p><b>Insert Video</b></p> <hr/> <p> <b>YouTube</b> The largest worldwide video-sharing community!</p> <input data-bbox="1003 163 1295 193" type="text" value="Search YouTube"/> <input data-bbox="1247 163 1269 193" type="button" value="x"/> <input data-bbox="1269 163 1295 193" type="button" value="🔍"/> <p> <b>From a Video Embed Code</b> Paste the embed code to insert a video from a web site</p> <input data-bbox="1003 247 1295 277" type="text" value="Paste embed code here"/> <input data-bbox="1269 247 1295 277" type="button" value="➔"/>	
--	--	--	--

**Name of Teacher:**

**School:**

**District:**