



# Lesson Plan

**Supports the MOS  
Certification in PowerPoint  
and Key Applications for IC<sup>3</sup>  
Certification**

Course: Office Occupations CC/CCTE  
 Unit: Microsoft Office Specialist Certifications  
 in POWERPOINT 2002  
 AND/OR  
 IC<sup>3</sup> Certifications: Key Applications  
 Topic: Using PowerPoint to Nudge Text and  
 Objects  
 Timeframe: 3.0 hours

<p><b>ESLR</b></p>	<p>X #1 Communicating Effectively          X #2 Accessing and Managing          Job Related Resources          #3 Setting Career and Life          Goals          #4 Accepting Personal          Responsibility</p>	<p><b>California Career Technical Education Model Curriculum          Standards: Information Support and Services Pathway</b>  <b>A7.1</b> Know common industry-standard software and its applications.</p> <p><b>Academic Standards: Grades Eleven and Twelve</b>  <b>Reading Comprehension E2.5</b> Extend ideas presented in primary          or secondary sources through original analysis, evaluation and          elaboration.</p> <p><b>MOS Certification Standard: PowerPoint</b>          ■ Create presentations (manually and using automated tools); Modify          Presentation Formats</p> <p><b>All Aspects of the Industry:</b>  <b>Management:</b> Proper and effective communication in all formats          including listening, electronic communications, writing, and          presentations is the cornerstone of business</p>
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	40 mins	<p>(Instructor will choose a desired color)</p> <p>16. Next, Instructor will apply a <b>line color</b> by selecting the drawing toolbar feature <b>line color</b>. As well, graphical object will be selected.</p> <p>17. Additionally, Instructor will integrate the Drawing toolbar <b>line style</b>, located right next to the font color feature.</p> <p>18. After that, since the graphical object is still selected, the <b>shadow style and 3-D style</b> will be applied.</p> <p>Now, students will obtain Red Cross logo ideas on the Internet. Students to visit the Microsoft Gallery website. <a href="http://dgl.microsoft.com/">http://dgl.microsoft.com/</a> and as well browse on other search engines such as:</p> <ol style="list-style-type: none"> <li>a. Yahoo.com</li> <li>b. Altavista</li> <li>c. MSN</li> <li>d. AskJeeves</li> </ol> <p>Student to download desired graphical object and commence the reformatting process by using the recent procedure.</p> <p><b>Note:</b> Students have previously been taught how to download a graphical object.</p> <p>Students will explore and practice the new and improved Red Cross sign and will print a final product.</p> <p><i>INSTRUCTOR</i> To walk around the classroom to make sure all students mastered the lesson.</p> <p>Student to print the final product.</p> <p><b>Note:</b> Student have been previously taught the printing process.</p>	
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## Lesson Rubric – Nudge Text and Objects

Introductory	Developing	Proficient	Exceptional
<p>Able to turn on computer. Capable of locating PowerPoint and creating a basic presentation. Needs some supervision to use computer.</p>	<p>Identifies and uses PowerPoint, but needs teacher's supervision to design and organize presentations. Needs assistance with Presentations Application Design.</p>	<p>Able to use PowerPoint Software Application for professional work proficiently. Incorporates visual animations, recordings, graphical objects in present-ations. Able to reformat graphical pictures, edit, spell-check, and changes format of a document. Able to produce a professional document that meets minimum standards. Works mostly without supervision.</p>	<p>Uses and manipulates PowerPoint Software Program without supervision. Able to create and manipulate Presentations Software Program Application with different formats and styles. Able to import outlines to other software applications. Feels very comfortable using a Presentation Software Program. Able to run several programs simultaneously. Feels confident enough to teach others.</p>

\*adequate = satisfies requirements

Based on your examination of the portfolio entries and the dimensional scores, please review the overall (holistic) score levels described above, and give the portfolio a final, overall score. Please provide a justification for the overall score.

Overall Score: \_\_\_\_\_

Justification: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student Name and/or ID Number: \_\_\_\_\_

School: \_\_\_\_\_ Evaluator: \_\_\_\_\_

# AMERICAN RED CROSS

Graphical Object (Sample from the Internet)



## NEWLY CREATED RED CROSS SYMBOL

Student Design

