

LEARNING STRAND 6 DIGITAL CITIZENSHIP

SESSION GUIDES FOR MODULE 4: DIGITAL APPLICATIONS – PRESENTATION SOFTWARE

ALS Accreditation and Equivalency Program: Junior High School



SESSION GUIDES

Alternative Learning System - Accreditation and Equivalency (ALS-A&E)

JUNIOR HIGH SCHOOL: DIGITAL CITIZENSHIP

SESSION GUIDES FOR MODULE 4 (DIGITAL APPLICATIONS – PRESENTATION SOFTWARE)

ALS Accreditation and Equivalency Program: Junior High School
Learning Strand 6: Digital Citizenship
Session Guides for Module 4 (Digital Applications – Presentation Software)

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User's Guide

For the ALS Teacher/Instructional Managers/Learning Facilitator:

Welcome to the session guide of this module entitled Digital Applications – Presentation Software under Learning Strand 6 Digital Citizenship of the ALS K to 12 Basic Education Curriculum (BEC).

The module and the session guides were collaboratively designed, developed, and reviewed by select DepEd field officials and teachers from formal school and ALS, and private institutions to assist in helping the ALS learners meet the standards set by the ALS K to 12 Basic Education Curriculum (BEC) while overcoming their personal, social, and economic constraints in attending ALS learning interventions.

This learning resource hopes to engage the learners in guided and independent learning activities at their own pace and time. Furthermore, this also aims to help learners acquire the needed 21st Century skills while taking into consideration their needs and circumstances.

As an ALS Teacher/Instructional Manager/Learning Facilitator, you are expected to orient the learners on how to use this module. You also need to keep track of the learners' progress while allowing them to manage their learning. Moreover, you are expected to encourage and assist the learners as they do the tasks included in the module.

DIGITAL APPLICATIONS: PRESENTATION SOFTWARE Module 4 Session Guide

Before, our teachers used blackboards, manila paper, overhead projectors, and slide projectors to teach their lessons properly. Now, the most common presentation tool today is the computer.

At present, we use presentation software that help make dynamic presentations—a quality absent in traditional presentation tools.

This module will give you the basic steps in using presentation software. The following are the three lessons in this module:

Lesson 1 – Understanding Presentation Software

Lesson 2 – Formatting a Presentation File

Lesson 3 – Inserting Graphics and Animation

Introductory Activity (optional)

1. Welcome the learners to Module 4, and discuss the lessons covered, the key concepts, and the learning objectives.
2. Let the learners answer the pre-assessment for Module 4 to test their prior knowledge in presentation software.

UNDERSTANDING PRESENTATION SOFTWARE **Session Guide No. 1**

I. Key Understandings to Be Developed

- Presentation tools are helpful when dealing with a large audience, such as learners in a classroom. Most of the time teachers use blackboards to help them clearly explain their lesson.
- Presentation software can help people capture their ideas in an outline form and convert those ideas into a multimedia presentation.

II. Learning Objectives

1. Use presentation software to produce different documents to present information.
2. Create a new presentation based on the default templates.
3. Demonstrate how to save a presentation under another name, as another file type, and to a location in a drive.
4. Determine the use of the different toolbars.
5. Demonstrate how to create a new presentation.
6. Distinguish different view modes.
7. Manage a slide.

III. Resources

- Module 4
- Slideshow presentation
- Computer unit for demonstration

IV. Activity

Begin Lesson 1 by letting the learners think about the question in *Trying This Out*.

V. Analysis

1. After the activity, ask the learners the following question:
 - What do you think about the fast changing of technology?

2. Have the learners understand what presentation tools are and their uses.
3. Let the learners familiarize with presentation software using a computer unit.
4. Demonstrate how to create a new presentation based on the available themes or templates and how to save files.
5. Show how to use different slide views.
6. Show how to manage slides.

VI. Generalization

Stress that presentation software such as MS PowerPoint is an important aid to share ideas to an audience. With this, people can be dynamic in presenting information.

VII. Application

Let the learners answer the activity in *Sharpening Your Skills*.

VIII. Concluding Activity

1. Ask the learners to do the hands-on exercise in *Treading the Road to Mastery* by creating a five-slide presentation based on what they have learned.
2. End the session by reviewing key understandings.

FORMATTING A PRESENTATION FILE **Session Guide No. 2**

I. Key Understandings to Be Developed

- MS PowerPoint has many features that can be used to create a more presentable and creative presentation.

II. Learning Objectives

1. Demonstrate understanding of formatting in a presentation file.
2. Apply different practices in creating slide content.
3. Customize text in a presentation.
4. Demonstrate good practices in lists and tables in a presentation.
5. Edit charts in a presentation.

III. Resources

- Module 4
- Slideshow presentation
- Computer unit for demonstration

IV. Activity

1. Review the previous lesson about the basics of presentation software.
2. Let the learners think about the activity in *Trying This Out* as an introduction for Lesson 2.

V. Analysis

1. Group the learners into five then let them share their thoughts on the characteristics of an excellent presentation.
2. Discuss presentation formatting.
3. Introduce themes in presentation software and their elements.
4. Demonstrate how to do the following:
 - Applying themes
 - Changing font and applying color
 - Adding lists and tables

VI. Generalization

Emphasize the importance of formatting a presentation. Say that one must be creative to achieve a professional presentation.

VII. Application

Let the learners answer the activity in *Sharpening Your Skills* by determining the formula needed.

VIII. Concluding Activity

1. Let the learners continue to format the activity they started in Lesson 1 and follow the instructions in *Treading the Road to Mastery*.
2. End the session by reviewing key understandings.

INSERTING GRAPHICS AND ANIMATION **Session Guide No. 3**

I. Key Understandings to Be Developed

- Presentation should be logical.
- Slides are considered frames with different scenes.
- Information can be presented through images.

II. Learning Objectives

1. Insert a graphical object.
2. Use tools to customize graphical objects in a presentation.
3. Demonstrate the finalization of outputs in presentation software in terms of preparing, checking, and presenting slides.
4. Demonstrate how to save a presentation in various multimedia presentation formats.
5. Apply animations on each slide.

III. Resources

- Module 4
- Slideshow presentation
- Computer unit for demonstration

IV. Activity

1. Review the previous lesson about formatting a presentation file.
2. Begin Lesson 3 by allowing learners to think about the word *creativity* in *Trying This Out*.

V. Analysis

1. Process the activity by asking the following questions:
 - What is your opinion on being creative?
 - How will you apply being creative in your life?
2. Explain how important creativity is in creating presentations.
3. Proceed with the lesson by demonstrating how to insert and manipulate graphics.
4. Show how animations and transitions are applied on slides.

5. Discuss about the important points when adding animations.
6. Demonstrate how to save a presentation in various multimedia presentation formats.

VI. Generalization

Emphasize that graphics, transitions, and animations are fun to use, but when overdone, they could potentially lose the audience's attention.

Saving in a different file format preserves the presentation that they have created, and other people cannot simply edit your work without your permission.

VII. Application

Let the learners answer the activity in *Sharpening Your Skills* by comparing transitions and animations using a Venn diagram.

VIII. Concluding Activity

1. Let the learners update the file they created in *Treading the Road to Mastery* of Lessons 1 and 2.
2. End the session by reviewing key understandings.
3. Ask the learners to answer the questions in *Reach the Top*.

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