

Project Title: Creating a Simple Educational PowerPoint Presentation for Middle School Students

1. General Information

- Subject Area: Educational Technology / Computer Skills
- Grade Level: Middle School Students
- Duration: 20–30 Minutes
- Instructional Method: Demonstration and Guided Practice
- Delivery Method: Overhead Projector Presentation with Student Computer Practice
- Learning Environment: Computer Lab or Classroom with Internet Access

2. Instructional Goal

Learners will be able to create a simple 6–8 slide educational PowerPoint presentation using organized content, multimedia elements, readable formatting, and simple presentation design principles.

3. Lesson Objectives

By the end of the lesson, students will be able to:

- Open Microsoft PowerPoint
- Create a title slide
- Add bullet points to slides
- Apply a design theme
- Insert images and a short video
- Apply transitions and animations
- Save and preview a PowerPoint presentation

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4. Required Materials and Resources

- Computer or laptop
- Microsoft PowerPoint software
- Internet connection
- Overhead projector/display screen
- Storyboard screenshots
- Guided instructional video
- Student computers
- Observation checklist and rubric

5. Teacher Guidance

- Support struggling learners
- Provide immediate feedback
- Troubleshoot technical problems
- Monitor pacing and participation
- Use visual demonstrations for diverse learners

6. Student Guidance

- The teacher provides learners with clear directions and expectations during instruction. This section helps learners navigate the lesson materials, understand assignment expectations, and complete activities successfully.
 - Step-by-step instructions for each PowerPoint task
 - Navigation guidance for locating PowerPoint tools
 - Assignment expectations and grading criteria
 - Recommended slide sequence and organization
 - Multimedia integration instructions
 - Presentation practice guidance

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LESSON PLAN

Time (Minutes)	Lesson Segment	Teacher Activity	Student Activity	Remarks/More Details
5	Introduction	<ul style="list-style-type: none"> • Greet students and introduce the lesson topic • Explain why PowerPoint presentations are important for communication and school projects • Show a sample PowerPoint presentation • Play the motivational video: "I Love PowerPoint" https://www.youtube.com/watch?v=-GTlit0fyfE <p>Key Introduction Statement</p> <p>"Today you will learn how to create a simple and organized PowerPoint presentation by adding titles, bullet points, pictures, videos, transitions, and animations."</p>	<ul style="list-style-type: none"> • Observe the sample presentation • Listen to lesson expectations • Prepare computers and materials 	Prepare computers, watch video
15–18	Presentation	<p>Activity 1 — Open PowerPoint (2 Minutes)</p> <ul style="list-style-type: none"> • Display Storyboard 1 and Storyboard 2 screenshots using overhead projector • Demonstrate: <ul style="list-style-type: none"> ○ Opening PowerPoint ○ Selecting "Blank Presentation" 	<p>Student Practice</p> <ul style="list-style-type: none"> • Students repeat the steps on their computers 	<p>Teaching Materials and Storyboards</p> <p><i>(Refer Appendix for details)</i></p> <p>The lesson uses storyboard screenshots , circle tools in menus and visual demonstrations included in the appendices of IU3. These screenshots guide students step-by-step through PowerPoint menus and tools.</p>


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Time (Minutes)	Lesson Segment	Teacher Activity	Student Activity	Remarks/More Details
		<p>Activity 2 — Create Title Slide (3 Minutes)</p> <ul style="list-style-type: none"> • Display title slide screenshot • Demonstrate: • Typing presentation title • Typing student name • Adjusting font size and alignment <p>Activity 3 — Organize Information with Bullet Points (3 Minutes)</p> <ul style="list-style-type: none"> • Show bullet point menu screenshot • Demonstrate: <ul style="list-style-type: none"> ○ Adding new slide ○ Selecting bullet format ○ Typing short key ideas ○ <p>Activity 4 — Apply Design Theme (2 Minutes)</p> <p>Teacher Demonstration</p> <ul style="list-style-type: none"> • Show DESIGN tab screenshot • Demonstrate selecting the “Wisp” theme 	<p>Student Practice</p> <ul style="list-style-type: none"> • Students create their own title slide <p>Student Practice</p> <ul style="list-style-type: none"> • Students create one bullet point slide <p>Student Practice</p> <ul style="list-style-type: none"> • Students apply a design theme 	<p>Storyboard 1: Open PowerPoint [Insert screenshot here]</p> <p>Instruction: [double click the Microsoft icon to open the application]</p> <p>Storyboard 2: Select Blank Presentation [Insert screenshot here]</p> <p>Instruction: [On Home window, click “New”, Left click the “Blank Presentation” icon to open a blank slide]</p> <p>Storyboard 3: Create Title Slide [Insert screenshot here]</p> <p>Instruction: [Click on the slide where it says “Click To Add Title and type “My power point Presentation”, in bold, 16 size, brown color,.]</p> <p>Storyboard 4: Add Bullet Points [Insert screenshot here]</p>

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Time (Minutes)	Lesson Segment	Teacher Activity	Student Activity	Remarks/More Details
		<p>Activity 5 — Insert Multimedia (4 Minutes)</p> <p>Teacher Demonstration</p> <ul style="list-style-type: none"> • Show INSERT tab screenshots • Demonstrate: <ul style="list-style-type: none"> ○ Inserting image ○ Inserting YouTube video ○ Resizing multimedia <p>Activity 6 — Apply Transitions and Animations (2 Minutes)</p> <p>Teacher Demonstration</p> <ul style="list-style-type: none"> • Show TRANSITIONS and ANIMATIONS screenshots • Demonstrate: <ul style="list-style-type: none"> ○ “Peel Off” transition ○ “Color Pulse” animation <p>Activity 7 — Preview and Save Presentation (1 Minute)</p> <p>Teacher Demonstration</p>	<p>Student Practice</p> <ul style="list-style-type: none"> • Students insert one image and one short video <p>Student Practice</p> <ul style="list-style-type: none"> • Students apply simple effects <p>Student Practice</p> <ul style="list-style-type: none"> • Students preview and save work 	<p>Instruction: [click under the title free space, Select “Bullets” menu, select first icon in the list, type “Bullet One” , then hit enter , type “Bullet Two”, then hit enter , type “Bullet three”, Enter]</p> <p>Storyboard 5: Apply Design Theme [Insert screenshot here]</p> <p>Instruction: [on The main menu , click DESIGN, select “wisp” design,]</p> <p>Storyboard 6: Insert Images [Insert screenshot here]</p> <p>Instruction: [download the picture from the link and save it on desktop, or copy from here then INSERT it to the slide: https://www.freepptbackgrounds.net/love/i-love-you-presentation]</p>

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Time (Minutes)	Lesson Segment	Teacher Activity	Student Activity	Remarks/More Details
		<ul style="list-style-type: none"> • Show Slide Show and Save screenshots • Demonstrate: <ul style="list-style-type: none"> ○ Running slideshow ○ Saving presentation 		 <p>Storyboard 7: Insert Video [Insert screenshot here]</p> <p>Instruction: [] Copy the Link: Go to the YouTube video, click Share, and copy the video URL.</p> <p>[] Insert the Video: In PowerPoint, go to the Insert tab, click Video, and select Online Videos. Paste the URL into the box and click Insert.</p> <p>[] Set to Autoplay: Click on the video placeholder on your slide. Go to the Playback tab that appears at the top, and change the Start dropdown to Automatically https://www.youtube.com/watch?v=-GTlit0fyfE</p> <p>Storyboard 8: Apply Transitions [Insert screenshot here]</p> <p>Instruction: [on The main menu , click TRANSITION, select “Peel Off” mode]</p>

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Time (Minutes)	Lesson Segment	Teacher Activity	Student Activity	Remarks/More Details
				<p>Storyboard 9: Apply Animations [Insert screenshot here]</p> <p>Instruction: [on The main menu , click ANIMATION, select “Color Pulse” mode]</p> <p>Storyboard 10: Preview and Save Presentation [Insert screenshot here]</p> <p>Instruction: [on The main menu , click FILE , select “Save”]</p>
2-3	Conclusion	<p>Summarize main points of lesson</p> <p>Review the main skills learned:</p> <ul style="list-style-type: none"> • Creating slides • Organizing information • Applying design themes • Adding multimedia • Using transitions and animations • Saving presentations 	<p>Student Reflection</p> <p>Reflect on what they learned</p> <p>Students briefly explain:</p> <ul style="list-style-type: none"> • What they learned • Which activity they enjoyed most 	Encourage brief responses

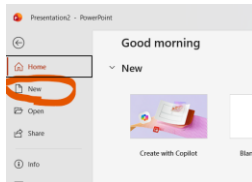
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Time (Minutes)	Lesson Segment	Teacher Activity	Student Activity	Remarks/More Details
3-5	Evaluation/Assessment	<p>Use observation checklist during practice Review completed presentations with rubric Ask review questions on organization, multimedia use</p> <p>Presentation Rubric</p> <p>Evaluate:</p> <ul style="list-style-type: none"> • Organization • Multimedia use • Readability • Design consistency <p>Review Questions</p> <ul style="list-style-type: none"> • Did the presentation include a title slide? • Was an image added? • Were transitions used? • Was the presentation saved successfully? 	<p>Answer review questions, share presentations</p>	<p>Provide rubric-based feedback (Check Appendix for Details)</p> <p>Observation Checklist</p> <p>Teacher observes whether students can:</p> <ul style="list-style-type: none"> • Open PowerPoint • Create slides • Add multimedia • Apply design features • Save presentation properly
2	Feedback	<p>Share link to Google feedback form, explain its importance</p> <p>a Google Form feedback survey</p> <ul style="list-style-type: none"> • Confidence level after training • Difficulties experienced • Suggestions for improvement 	<p>Fill out feedback form</p>	<p>Feedback Questions: (Refer Appendix)</p>

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Appendices -Storyboard items

Storyboard 1



Storyboard 2



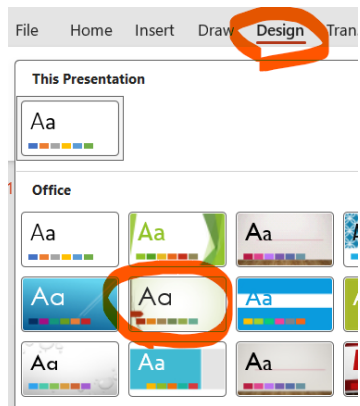
Storyboard 3



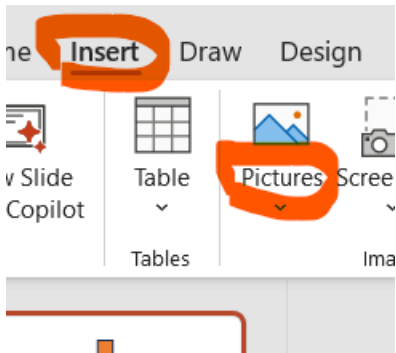
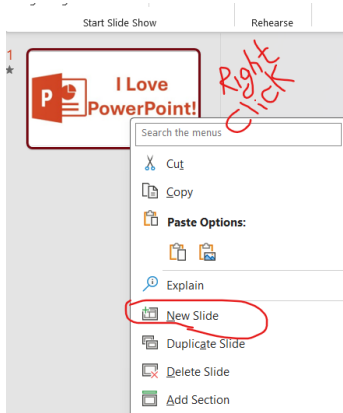
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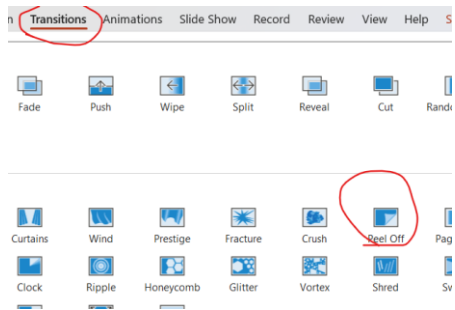
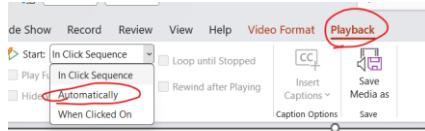
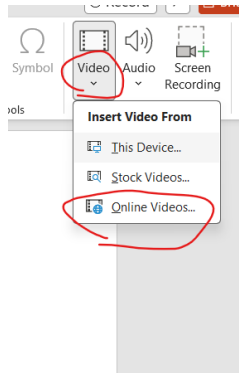
Size and bullets/



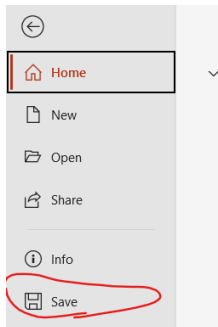
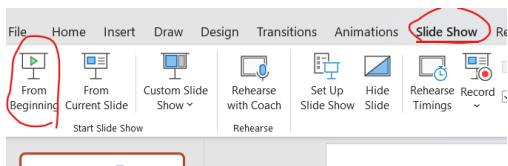
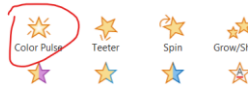
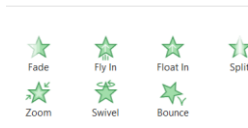
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I love PowerPoint Video

<https://www.youtube.com/watch?v=-GTlit0fyfE>

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Image insertion



Appendices - Assessment

Observation Checklist

The instructor will observe whether the student can:

- Open Microsoft PowerPoint independently
- Create a title slide
- Add bullet points correctly
- Insert at least one image
- Apply a design theme
- Use a transition or animation
- Save the presentation properly

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Presentation Rubric

Criteria	Excellent	Good	Needs Improvement
Organization	Slides are clear and organized	Mostly organized	Difficult to follow
Multimedia	Images/video support content well	Some multimedia used	Little or no multimedia
Readability	Text is easy to read	Mostly readable	Hard to read
Design Consistency	Theme/fonts consistent	Minor inconsistencies	Inconsistent design

Review Questions for Completed Presentation

1. Did the presentation include a title slide?
2. Did the slides use bullet points clearly?
3. Was at least one image included?
4. Did the presentation include transitions or animations?
5. Was the presentation saved successfully?

Evaluation Questions: Organization, Multimedia, and Readability

1. Was the information organized clearly on each slide?
2. Did the images or video help explain the content?
3. Was the font size easy to read?
4. Were the colors and design consistent throughout the slides?
5. Did the presentation communicate ideas clearly?

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Appendices – Feedback Questions (google form)

Link : <https://forms.gle/sbYwvpv2RZycBCb6Y7>

1. Do you feel confident creating a PowerPoint presentation after this lesson?
 - Yes
 - A little
 - No
2. Was the lesson easy to follow?
 - Yes
 - Somewhat
 - No
3. Which part of the lesson did you enjoy the most?
(Short answer)
4. Which part was difficult for you?
(Short answer)
5. Did the screenshots and demonstrations help you understand the lesson?
 - Yes
 - A little
 - No
6. What can be improved to make the lesson better?
(Short answer)

References

Branch, R. M. (2009). Instructional design: The ADDIE approach. Springer.
Reiser, R. A., & Dempsey, J. V. (2018). Trends and issues in instructional design and technology (4th ed.). Pearson.
OpenAI. (2026). ChatGPT (GPT-5.5) [Large language model]. <https://chat.openai.com/>

AI Use Declaration

This project used ChatGPT (OpenAI GPT-5.5) to support brainstorming, organization of ideas, grammar refinement, formatting, and instructional planning. All final editing, analysis, and submission decisions were reviewed and approved by the student author.

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PREPARED BY FESSEHAYE YEHDEGO ,
UTRGV
EDTC 6321

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