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| **11. Powerful Presentations Format QM4 (1-2 class periods)** | |
| [**11. Powerful Presentations**](https://www.remc.org/21Things4Students/21/11-powerful-presentation/) | [**Microsoft PowerPoint Quest QM4**](https://www.remc.org/21Things4Students/21/11-powerful-presentation/qm-powerpoint-quests-3-6/qm4-powerpoint-advanced-features/) |
| **Overview of this thing:** Tired of writing all the time? Would you like to express yourself through a presentation instead? During these Quests you are going to learn how to present your ideas creatively through Google Slides or Microsoft PowerPoint. If you would like to try Prezi as an option use the Gold Quests There are two tracks, one for users of Google Slides, and another for Microsoft PowerPoint.  **This Quest:**  This Quest will focus on some more advanced features that include alignment, animation, bullets, grouping objects, slide layout, special effects with images and pictures, and transitions. You will be learning through the tutorials, trying them out, and then sharing what you have learned with others.  **Broken Link or Content Update Report**  Please select [this link](https://docs.google.com/forms/d/e/1FAIpQLSeHtZ3wslh0UM4yyNo9zgM-_sS82wrwpq4u5YEeKGF6c3R6wQ/viewform?usp=sf_link) or the broken link icon to report any broken links, or content no longer applicable so that we can quickly update it. Thank you for your help.  [**Learning Objectives:**](https://docs.google.com/presentation/d/1uyzm-cqaJ6GBAb3Rbl10XZOLYypM3xa4mphZ_IPpnRM/edit?usp=sharing)   1. know how to use online presentation tools [Empowered Learner] 2. understand the features and attributes of effective presentations [Creative Communicator] 3. know how to use a variety of features and media to create (and collaborate if working with a partner or group) on an effective presentation [Global Collaborator]​ | |
| **Quizlet and link to pre-check:** [**Vocabulary Quizlet**](https://quizlet.com/612522884/match)  **Vocabulary Quizlet Main Link:** [**Vocabulary Quizlet Main Link**](https://quizlet.com/612522884/21-things-thing-11-powerful-presentations-qm4-advanced-features-flash-cards/) | |
| **Pre-Planning**   * **We have provided options that you can guide your students to select the option** * Students will find the [Student checklist](https://docs.google.com/document/d/1zrvOJ3JhP6gnhDddEyES50k9hwF9-AByMfpXH9_RTgY/edit?usp=sharing) helpful.   **Options to get started:**   * Download this [11.QM3 Practice PowerPoint file](https://docs.google.com/presentation/d/1oSoGqoUS5ooYtA8gDoGO4HVJgSWL_DJG/edit?usp=sharing&ouid=114297356240078565065&rtpof=true&sd=true) and upload it to your OneDrive folder, or save to use with your PowerPoint Desktop app.   + Then they can follow along with the Practice videos provided. * Open the practice presentation created in Quest 3 or create a new blank one and try applying the effects listed in the [Student checklist](https://docs.google.com/document/d/1zrvOJ3JhP6gnhDddEyES50k9hwF9-AByMfpXH9_RTgY/edit?usp=sharing). * Use the Microsoft and 21t4s Resources in the content box independently or with a partner   *An unlisted option:* Consider asking students to work with a partner or on their own, learn one and two and then demonstrate to others.   * The class might vote on their top 3 features and explain why * Each student should be able to demonstrate some special PowerPoint features. * Consider whether you want them to turn in the practice slide deck. | |
| ***Tools/Apps/Videos to be pre-checked for access by the student****:* | |
| ***Helpful tutorial videos or extra resources for the teacher for this Quest***  **Websites**   * [Microsoft PowerPoint Online](https://office.live.com/start/PowerPoint.aspx)   **Microsoft PowerPoint Tutorials and Resources**   * [Add a background picture](https://support.microsoft.com/en-us/office/add-a-background-picture-to-your-slides-a6875594-f531-4e8b-97ff-cbd05634ab18) * [Add and modify bullets and numbers to text](https://support.microsoft.com/en-us/office/video-add-bullets-to-text-db107d33-95c9-4f8a-b79f-ac774f8838a2) * [Add Speaker Notes to your Slides](https://support.microsoft.com/en-us/office/add-speaker-notes%E2%80%8B-in-powerpoint-65dacbfb-8aec-496e-b9a1-d96cfa86fb52) * [Align and Arrange images, shapes](https://support.microsoft.com/en-us/office/align-and-arrange-objects-on-a-slide-5f961535-a2ae-4914-a24a-94c669903ae3) * [Animating text and objects](https://support.microsoft.com/en-us/office/animate-text-or-objects-305a1c94-83b1-4778-8df5-fcf7a9b7b7c6) * [Apply a slide layout](https://support.microsoft.com/en-us/office/apply-a-slide-layout-158e6dba-e53e-479b-a6fc-caab72609689) * [Arrange, rotate and flip objects](https://support.microsoft.com/en-us/office/rotate-or-flip-an-object-in-powerpoint-41bc6777-3b46-4984-bc5b-615ea7786ab1) * [Group and Ungroup Objects](https://support.microsoft.com/en-us/office/group-or-ungroup-objects-56d8b2d3-2f31-4f50-abae-6154c1f969a9) * [How to use Morph feature in PowerPoint](https://support.microsoft.com/en-us/office/use-the-morph-transition-in-powerpoint-8dd1c7b2-b935-44f5-a74c-741d8d9244ea) * [Layer Objects](https://support.microsoft.com/en-us/office/layer-objects-on-slides-81cccf31-9219-4c89-b7ba-9f25ad429c4a) * [Create a self-running presentation for to run on a monitor](https://support.microsoft.com/en-us/office/create-a-self-running-presentation-57fc41ae-f36a-4fb5-94a3-52d5bc466037) * [Transitions Between Slides](https://support.microsoft.com/en-us/office/add-transitions-between-slides-e89a076e-ed81-404e-9598-021a918fa1ba) * [What is a slide layout?](https://support.microsoft.com/en-us/office/what-is-a-slide-layout-99da5716-92ee-4b6a-a0b5-beea45150f3a)   **21t4s Videos**   * [11.QM4 Practice Video for Microsoft PowerPoint Desktop App](https://www.eduvision.tv/l?eAROmeA) PART 1 * [11.QM4 Practice Video for Microsoft PowerPoint Desktop App](https://www.eduvision.tv/l?eAmmDgm) PART 2 * [11.QM4 Practice Video for Microsoft 365 PowerPoint Online](https://www.eduvision.tv/l?eARORtL) * [Background, Layout, Theme Video](https://eduvision.tv/l?egALAD) (earlier video) * [Add a Border Video](https://www.eduvision.tv/l?eARRAmR) * [Transitions and Animations Video](https://eduvision.tv/l?egAOAA) (earlier video)   **21t4s Documents & Quizzes**   * [11.QM4 Practice PowerPoint](https://docs.google.com/presentation/d/1oSoGqoUS5ooYtA8gDoGO4HVJgSWL_DJG/edit?usp=sharing&ouid=114297356240078565065&rtpof=true&sd=true) * [Adding Transitions PDF](https://www.remc.org/downloads/21t4s_powerful_presentations/11.qm4.3.3880.transition.pdf) * [*Vocabulary Quizlet*](https://quizlet.com/612522884/match) * [*Vocabulary Quizlet Main Link*](https://quizlet.com/612522884/21-things-thing-11-powerful-presentations-qm4-advanced-features-flash-cards/) | |
| **Student Checklist** [**11.QM4 Student Checklist**](https://docs.google.com/document/d/1zrvOJ3JhP6gnhDddEyES50k9hwF9-AByMfpXH9_RTgY/edit?usp=sharing) | |

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| **Assessment Options:**  *Ideas for assessing student work for this Quest? Link to a rubric you create for this Quest, a quiz, and or a worksheet you create. See* [*Rubric*](https://www.tripleeframework.com/triple-e-printable-rubric-for-lesson-evaluation.html) *by Liz Kolb.* |  |
| **Notes:** |  |