

Unit 5 Computer Applications

Chapter Review Activities

Note that activities provided at the end of each chapter in this unit will help students:

- Review the concepts they have learned;
- Apply the software skills they have learned;
- Improve their keyboarding skills;
- Learn about business trends and issues;
- Improve math and communication skills;
- Develop career-related skills.

Chapter 14 Presentations with Graphics and Multimedia

Chapter Objectives

Discuss the Chapter 14 objectives with students:

- Identify the purpose of a presentation.
- Profile the audience for a presentation.
- Develop the content for a presentation.
- Create visual aids using *PowerPoint* software.
- Create electronic slides that have graphics and sound effects.
- Deliver a presentation.

Web Resources

Review the activities for Chapter 14 that are found on the Web site. Decide whether you wish to have students complete the games and activities.

- Data Files
- Vocabulary Flash Cards
- Sort It Out, Presentation Dos and Don'ts
- *PowerPoint* Reviews
- More Activities
 - Chapter 14 Supplementary Activity, Create a Slide Show

Slides

Preview the *PowerPoint* slides for Chapter 14 found on the IRCD. Decide which ones you will use for your presentations and demonstrations.

Assessment

ExamView test for Chapter 14

Lesson 85 Planning Oral Presentations

Lesson Objectives

Discuss the Lesson 85 objectives with students:

- Learn points to consider when planning a presentation.
- List goals for presentations.
- Create an audience profile.

Data Files

- *DF 85 Purpose*
- *DF 85 Profile*
- *DF 85 Madison*

Software Features

No software features are introduced in this lesson.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary terms from Lesson 85 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

presentation	A talk or speech given to inform, persuade, and/or entertain
audience	People who will listen to a presentation
profile	A description
introduction	Opening remarks that tell listeners what your talk will be about
body	Main and supporting points of a presentation
conclusion	A summary of points you presented and the action you want the listeners to take

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 85.
2. Discuss the *Determining the Purpose* section with students. Have students complete activity *85A Learn: Determine the Purpose of a Presentation*. Make the data files needed for this activity available to students.

3. Discuss the *Learning about the Audience* section with students. Have students complete activity *85B Learn: Develop an Audience Profile*. Make the data files needed for this activity available to students.
4. Discuss the *Developing the Content* section with students. Have students complete activity *85C Learn: Create an Outline*. Make the data files needed for this activity available to students. Students should ask a classmate to review their outlines for format and correct spelling.

Lesson 86 Developing Visual Aids

Lesson Objectives

Discuss the Lesson 86 objectives with students:

- Learn about using visual aids in a presentation.
- Learn to open and navigate through slides for a presentation.
- Create a title slide.

Data Files

- *DF 86 American*

Software Features

The following software features are introduced in Lesson 86:

- Create a new blank presentation
- Create a title slide
- Play a slide show

Document Formats

The following document format is introduced in Lesson 86:

- Electronic slides

Vocabulary Terms

The vocabulary terms from Lesson 86 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

visual aid	Something you show the audience to help them understand your message
Outline tab	Displays the number of each slide and the text that is included on each slide
Slides tab	Displays small images of the slides that have been created

Slide pane	Displays the current slide or the slide that you click on in the Slides tab
placeholders	Boxes with dotted borders that are part of most slide layouts and hold title and body text or objects such as charts, tables, and pictures
Notes pane	A pane that allows you to key notes about the slide

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 86.
2. Discuss the *Visual Aids, Developing Slides Using PowerPoint, and PowerPoint Views* sections with students. Have them complete activity *86A Learn: View a PowerPoint Presentation*. Make the data files needed for this activity available to students.
3. Have students complete activity *86B Learn: Create a Title Slide*. Then have them complete activity *86C Practice: Create a Title Slide*.

Lesson 87 Enhancing Slides

Lesson Objectives

Discuss the Lesson 87 objectives with students:

- Apply a theme.
- Enhance the appearance of a slide with clip art.

Data Files

None

Software Features

The following software features are introduced in Lesson 87:

- Apply a theme to slides
- Add clip art to a slide

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary terms from Lesson 87 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

theme	A set of design elements you can apply to slides
graphic	A drawn picture, a photo, or a chart

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 87.
2. Discuss the *Applying Themes* section with students. Have students complete the activities in this order:
87A Learn: Select a Theme
87B Practice: Select a Theme.
3. Discuss the *Adding Graphics to Slides* and *Clip Art on Office Online* sections with students. Have students complete the activities in this order:
87C Learn: Insert Clip Art
87D Practice: Insert Clip Art.
4. Have students complete *87E Apply: Plan Presentation and Create Title Slide*. Students are to work in a team. Assign or let them choose teammates.

Lesson 88 Inserting and Formatting Slides

Lesson Objectives

Discuss the Lesson 88 objectives with students:

- Insert new slides and use different slide layouts.
- Create a slide with a bulleted list.
- Create a slide with a table.

Data Files

- *DF 86 American*
- *DF 88 Effective Slides*

Software Features

The following software features are introduced in Lesson 88:

- Insert new slides
- Select a slide layout
- Create a slide with a bulleted list
- Create a slide with a table

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 88.
2. Discuss the *Slide Layouts* section with students. Have students complete the activities in this order:
88A Learn: Insert Slides and Choose Layouts
88B Practice: Add Slides to Presentation.
Make the data files needed for these activities available to students.
3. Have students complete activity *88C Learn: Create a Slide with a Table.*
4. Have students complete activity *88D Practice: Create Presidents Presentation.* Students need access to the Internet to complete this activity.
5. Have students complete activity *88E Apply: Continue Work on School Presentation.* Students are to work in a team. Assign or let them choose teammates.

Lesson 89 Adding Graphics to Slides

Lesson Objectives

Discuss the Lesson 89 objectives with students:

- Use PowerPoint features to create graphics.
- Change the background color for slides.
- Rearrange the order of slides.
- Add sound to slides.

Data Files

None

Software Features

The following software features are introduced in Lesson 89:

- Use the Shapes feature to create and format graphics
- Change the background for slides
- Rearrange the order of slides
- Add sound to slides.

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary term from Lesson 89 and its definition is listed below. Explain the meaning of this term to students as you discuss the appropriate sections of the lesson.

Slide Sorter view	A view that shows small images of the slides and allows the user to easily rearrange slides
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Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 89.
2. Discuss the *Creating Graphics* section with students. Have students complete activity *89A Practice: Create Graphics Using the Shapes Feature*. Then have them complete activity *89B Apply: Create a Slide with Clip Art, Shapes, and Text Box*.
3. Discuss the *Rearranging Slide Order* section with students. Have students complete the activities in this order:
89C Learn: Rearrange Slide Order
89D Apply: Add Content and Rearrange Slides.
Students need access to the Internet to complete activity 89D.
4. Discuss the *Adding Sound to Slides* section with students. Have students complete activity *89E Learn: Add Sound to Slides*. Then have them complete activity *89F Practice: Add Sound to Slides*.

Lesson 90 Delivering a Presentation

Lesson Objectives

Discuss the Lesson 90 objectives with students:

- Add notes to a presentation.
- Print slide notes pages.
- Practice and deliver a presentation.

Data Files

- *DF 90 National League Script*
- *DF 90 Feedback*

Software Features

The following software features are introduced in Lesson 90:

- Add notes to slides
- Print notes pages
- Check spelling of slides

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 90.
2. Discuss the *Slide Notes* section with students. Have students complete activity *90A Learn: Create Notes and Print Notes Pages*. Make the data files needed for this activity available to students.
3. Discuss the *Presentation Delivery* section with students. Have students complete activity *90B Apply: Add Notes and Deliver the School Presentation*. Make the data files needed for this activity available to students. Students are to work in a team. Assign or let them choose teammates.

Chapter Review

Data Files

- *DF 90 Feedback*
- *DF C14 States*
- *DF C14 Competition*
- *DF C04 Art and Music*
- *DF C14 Career Plan*

Vocabulary Terms

The vocabulary term from the *Across the Curriculum* activities and its definition is listed below. Explain the meaning of this word to students as you discuss the appropriate sections.

employee benefits	Payments made to workers in the form of cash, goods, or services in addition to basic wages or salaries
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Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students complete the *Reviewing What You Have Learned* questions.
2. Have students complete the activity *Planets Presentation*. Make the data files needed for this activity available to students. Students need access to the Internet to complete this activity.
3. Have students complete the activity *States Presentation*. Make the data files needed for this activity available to students.
4. Have students complete the activities in *Keyboarding Skillbuilding*.
5. Discuss the *Academic Connections, Student Organizations: Presentation Competition* section with students. Have them follow the steps provided to complete the activity.
6. Discuss the *About Business, Employee Benefits* section with students. Have them follow the steps provided to complete the activity. Students need access to the Internet to complete this activity.
7. Discuss the *Life Success Builder, Developing Your Career Plan* section with students. Have them follow the steps provided to complete the activity. Make the data files needed for this activity available to students. Students need access to the Internet to complete this activity.
8. Discuss the *Career Exploration Portfolio* activity with students. Have students follow the steps provided to complete the activity. They will need Internet access for this activity. Students will work with a classmate to complete this activity.