

Title:	PowerPoint through Hypermedia
Suggested Grade Level:	9 <sup>th</sup> grade
Content Areas:	Computer Skills
Overall Description of Unit:	<p>During the course of each school year, students at EHS are required to create presentations for a number of their different classes. Some new 9<sup>th</sup> grade students already have a vast knowledge of PowerPoint and are able to create exciting and useful presentations; however, some new 9<sup>th</sup> grade students arrive only knowing the basics of PowerPoint, such as creating a slide or using a template. This unit is designed as a refresher course for those students with exceptional PowerPoint knowledge and as a learning tool for those students with limited or no knowledge of PowerPoint. This is the final lesson in a 5 lesson unit.</p>
Overall Objectives:	<p>The overall objective of this unit is to get all new 9<sup>th</sup> grade students on the same page as their elder peers. Because it is quite likely for a new 9<sup>th</sup> grade student to work alongside a 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade student in a class, it is important for new students to possess the same skills as the other students in their classes. This unit makes it possible for younger students to work together with their more knowledgeable classmates to present exciting and effective PowerPoint presentations.</p>
Place of Hypermedia in Overall Unit:	<p>In this particular unit, hypermedia will play a part as one of the skill sets new students will learn. There are times when knowing how to add hypermedia to a presentation can come as a great asset. Students who add hypermedia to a PowerPoint presentation can take the presentation a step further than students who don't use it. Knowing where and when to add hypermedia to a presentation is just as important as knowing how to create it, therefore students will also learn when to use it and when not to use hypermedia in their presentations and projects.</p>

## Description of

### Authentic Problem:

When we were young, we had a lot of different ways to “tell what our future would hold”. Who hasn’t twisted the stem of an apple, while saying the letters in the alphabets, all so we could find out the first letter in the name of the person we were going to marry? Or played with the paper fortune teller, so we would know how many children we would have, or if we were going to marry someone rich. Let’s not forget that good old Magic 8 Ball. Who needed Ms. Cleo, when we had such prognosticators at our disposal? Of course, all those things worked when we were young, but now there is an entire generation of children growing up in the digital age who would never stoop to such antiquated levels as a folded piece of paper or an apple stem. Children today need to rely on something much more high tech to “keep them from marrying for love when they were supposed to have married for money or accidentally having 4 babies when they were only supposed to have 2”. The authentic problem is to design a soothsayer for the digital age student.

### Skills Needed:

Typing, cut and paste, slide design, removing/adding hyperlinks, searching, inserting

### Sequence of Lesson:

Prior to the start of class, the teacher will create a sample Fortune Telling Machine in PowerPoint using hypermedia, so students will have an example. The teacher will also have, on hand, an apple with a stem and a paper fortune teller.

The day of class the teacher will remind students they will be creating a project in PowerPoint which incorporates hypermedia, a topic which was discussed in a previous lesson.

In previous lessons, students learned how to design and create a multiple slide presentation and how to design their own master slide/templates. They also learned how to insert pictures, audio, WordArt and multimedia, as well as how to change backgrounds, colors, fonts and textures. Additionally, they learned how to work with

transitions and automations and how to use “on click” entrances and exits as well as how to set automatic timing for slide transitions and automations.

During this lesson, the teacher will demonstrate how to create a hyperlink in PowerPoint. Students are to open PowerPoint and follow along.

1. To create a presentation with hyperlinks the teacher will open a new blank presentation by select File/New/ Blank presentation/Create. There are two panes available once the presentation is open. On the left side is the Slides/Outline pane, on the right is the Slide Editing pane. On the first slide in the Editing pane, the teacher will go to the Insert tab and, under Shapes, will create 2 circles. The circles do not have to be the same size and can be placed anywhere on the slide. Inside each circle, the teacher will create a textbox, also from the Insert tab. In the first textbox, the teacher will type “slide 2” and in the second text box the teacher will type “slide 3”.
2. In the Slides/Outline pane the teacher will right click on the first slide and select Duplicate slide. This action will need to be done twice. When finished, there should be 3 slides total in the Slide pane. Teacher will then left click Slide one to make it the active slide in the Editing pane.
3. The teacher will right click the circle with the phrase “slide 2” and select Hyperlink. Next the teacher will select Place in this document, under Link to: and under Select a place in this document, select Slide 2 and OK. The teacher will repeat this step for the slide 3 circle, selecting Slide 3 at Select a place in this document. (Hyperlinking the entire circle makes the entire circle active, not just the phrase.)
4. The teacher will need to select Slide 2 in the Slides/Outline pane so it becomes active in the Editing pane. The teacher will need to change

the title in the first circle to “slide 1” then repeat all steps in #3. Slide 1 should link to Slide 1 in Select a place in this document.

5. When finished with Slide 2 the teacher will need to select Slide 3 in the Slides/Outline pane. The second circle should be changed from “slide 3” to “slide 1”; all steps in #3 should be followed.
6. Once all slides have been changed and hyperlinked the document should be saved (File/Save As/Desktop/hyperlinktest)

To test, teacher should click the Slide Show tab and click From Beginning.

Students should have followed along with the teacher and created the exact same PowerPoint with hyperlinks. Now is the time teacher should address questions and concerns. The teacher should let students practice by adding one or two more slides and hyperlinking them to their previous slides. The teacher should tell students that they will need to add more circles to their slides for each additional slide they add so they can hyperlink to all slides.

After addressing questions, the teacher should prepare to show the Future Telling Hypermedia Presentation to students. Prior to showing example, teacher should explain to students that elementary students are looking for a new way to tell the future. Teacher should ask students if they ever used any kind of future telling device when they were in elementary school. Teacher should demonstrate with the apple stem by twisting the stem and reciting the alphabet until the stem breaks. If students have not heard of this device, the teacher should explain the apple stems purpose. The teacher should also demonstrate the paper fortune teller, allowing students to pick the numbers and colors, to allow them to be part of the process. Once students have had a chance to experience these and had a chance to tell their own story, the teacher should now show the sample hypermedia presentation. Allow students to pick colors and numbers, to get to the

reading of their “future”. When the demonstration is over, the teacher needs to tell the students that is now their turn to create their own future telling machine.

Instructions for students are as follows:

1. On a sheet (or sheets) of paper, students should design how they want their Fortune Telling Machines to be (ex: how many slides will there be, what will they look like, how will they link to each other, what should the fortunes be?).
2. Once everything is mapped out, students should begin working the slides up in PowerPoint and putting their Fortune Telling Machines together.
3. The machine needs to start with an opening slide that links to a minimum of 3 slides.
4. The machine must follow a sequence of 3 options before getting to the fortune.
5. There should be at least 3 fortunes to choose from.
6. The fortune slide must link back to the beginning slide so the user has the chance to start over if they don't like their fortune.
7. After the second time through, there should be an end option or the chance to start over again.

If students are not able to finish their Fortune Telling Machine by the end of class, they will be permitted to finish it as homework; however it will be due at the start of the next class.

Students will need to email it to the teacher so it can be placed in a central location. At the beginning of the next class, students will have an opportunity to show their machines on the overhead projector.

Evaluation Strategy:

Students receive a maximum of 20 points for completion of this lesson.

- 5 points: Opening slide has minimum of 3 choices
- 5 points: Fortune seekers are given a minimum of 3 options to choose from before getting to the fortune

- 5 points: Fortune slide links back to beginning slide to give fortune seekers another chance at fortune
- 5 points: Fortune seekers are given the option to end or continue after their second time through