



PP

PP - PowerPoint**I. Evaluation Description**

Jobs in the PP Unit are designed to evaluate the Employee's ability to use Microsoft PowerPoint software. The use of six Jobs sequenced from simple to complex enables the evaluator to identify the Employee's skills and instructional level.

PP1 Add text to slides and view slide show

PP2 Add text to slides, view slide show, save and print slides

PP3 Add a slide, insert a picture, and resize to fit the slide

PP4 Add slides, insert pictures, and resize pictures

PP5 Add background and Word Art

PP6 Use slide transition and text animation features

II. Instructions to the Evaluator

The Evaluator needs to have a basic working knowledge of Windows Explorer and Microsoft PowerPoint software installed on the student computer. When necessary, the Evaluator assists the Employee in navigating Windows and the Microsoft PowerPoint software and assigns the amount of Assistance provided.

A. Prerequisites

PP3 - Before attempting PP3, Employee MUST correctly perform DP1 Digital Photos.

B. Employee Responsibilities

The Employee is responsible for locating the correct Job Card, needed materials and equipment, and returning all materials and equipment to the proper places when finished working on the Job.

III. Equipment, Materials and Consumables**A. Equipment**

Computer with Microsoft PowerPoint software
Printer

EMPLOYEE FOLDERS created on the Computer **Desktop***

PP Power Point folder created on the Computer **Desktop***

*To download PP folder and Employee Folders: Log in to the PAES Scan website at app.paesscan.com and press the 3 dots next to the lab facility name. Press the download arrow next to CT Setup Files and save to desktop.

B. Laminated Materials

PP1 Instruction Card
PP2 Instruction Card
PP2 Text Options Card
PP3 Instruction Card
PP4 Instruction Card
PP5 Instruction Card
PP6 Instruction Card

C. Consumables

Photo Permission Form
Paper for the printer

E. Job Cards

Job Cards are located in the Computer Technology Job Card Box.

JOB: **PP 1**

UNIT: **POWERPOINT**

MATERIALS: Computer with Microsoft PowerPoint software
PP Power Point folder on the computer **Desktop**
PP1 Instruction Card

PROCEDURE: You are going to add text to slides and view the slide show.

1. Locate and open the **PP Power Point folder** on the computer **Desktop**.
2. Double click on **PP1 Template** in the PP Power Point folder.
The PP1 Template will open in the PowerPoint software.
3. Follow the steps on the **PP1 Instruction Card** to add text to each slide.
4. **Click** on **Slide Show**.
5. **Click** on **From the Beginning**.
6. **Click** on a slide to move to the next slide.
7. **Click** on the black screen to end the show.

STOP YOUR WATCH
CALL YOUR SUPERVISOR to watch your slide show.

PP1 - SET UP * Confirm Job was disassembled per instructions.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Locate and open PP1 Template in PP Power Point folder on Desktop.
2. Click in text boxes and add text.
3. Locate and view slide show.

PP1 - SCORING CRITERIA

1. Check Employee's slides against the [PP1 Answer Key](#).

PP1 - DISASSEMBLY

1. Close PowerPoint software. **DO NOT SAVE** if asked if you want to save.
2. **If you are NOT asked to save**, Employee saved their PP1 work on computer. **Locate saved file and DELETE it.**

JOB: **PP2**

UNIT: **POWERPOINT**

MATERIALS: Computer with Microsoft PowerPoint software
PP Power Point folder on the computer **Desktop**
EMPLOYEE FOLDERS on the computer **Desktop**
PP2 Instruction Card
PP2 Text Options Card

PROCEDURE: You are going to add text to slides, view the slide show, and print the slides.

1. Locate and double click on the **PP Power Point** folder on the computer **Desktop**.
2. Double click on **PP2 Template** in the **PP Power Point folder**.
The PP2 Template will open in the PowerPoint software.
3. **Select** and **Delete** the words “First and Last Name” in the first slide, then **Type** your first and last name in that box.
4. **Add text** to the slides by following the steps on the **PP2 Instruction Card** and the **PP2 Text Options Card**.
5. **View the slides** by following the steps on the **PP2 Instruction Card**.
6. Save and **Print** your slides by following the steps on the **PP2 Instruction Card**.

PP2 - SET UP * Confirm Job was disassembled per instructions.

REMOVE printed copies and place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Locate and open **PP2 Template** in **PP Power Point** folder on **Desktop**
2. Click in text boxes and add text.
3. Locate and view slide show.
4. Save **PP2 slides** in their folder located in **EMPLOYEE FOLDERS**.
5. Locate **Preview** and **Print** slides on one page.

PP2 - SCORING CRITERIA

1. Check titles and text on employee's slides against [PP2 Answer Key](#).
2. Titles for each slide are the same.
3. There are 3 lines of text in each slide.
4. **Employee's Folder** located in **EMPLOYEE FOLDERS** on Desktop contains their **PP2 slides**.
5. Close PowerPoint software.

PP2 - DISASSEMBLY

1. **REMOVE** printed copies and place in **MT Recycle LETTERS** box.

JOB: **PP3**

UNIT: **POWERPOINT**

MATERIALS: Computer with Microsoft PowerPoint software
EMPLOYEE FOLDERS on the computer **Desktop**
PP3 Instruction Card

PROCEDURE: You are going to add a slide, insert a picture, and save your slides.

1. **Locate** EMPLOYEE FOLDERS on the **Desktop**.
2. **Double click** on **EMPLOYEE FOLDERS**.
3. **Double click** on the folder with **Your Name**.
4. **Double click** on your **PP3 slides**.
5. **Add text** to the slides and **add a picture** by following the steps on the PP3 Instruction Card.
6. **View the slides** by following the steps on the **PP3 Instruction Card**.
7. **Save** and **Print** your slides by following the steps on the **PP3 Instruction Card**.

Employee MUST take pictures in DP1 BEFORE attempting PP3.

PP3 - SET UP * Confirm Job was disassembled per instructions.

REMOVE printed copies and place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. **Locate their picture folder** inside **EMPLOYEE FOLDERS** on **Desktop**.
2. Open their **PP3 Slides**.
3. Insert a picture from their folder in **EMPLOYEE FOLDERS**.
4. **Resize** picture if necessary.
5. Locate and view slide show.
6. Save **PP3 slides** in their folder located in **EMPLOYEE FOLDERS**.

PP3 - SCORING CRITERIA

1. Picture in slide 6 fills the box below the Title.
2. **Employee's Folder** located in **EMPLOYEE FOLDERS** on Desktop contains their **PP3 slides**.
3. Close PowerPoint software.

PP3 - DISASSEMBLY

1. **REMOVE** printed copies and place in **MT Recycle LETTERS** box.

JOB: **PP4**

UNIT: **POWERPOINT**

MATERIALS: Computer with Microsoft PowerPoint software
EMPLOYEE FOLDERS on the computer **Desktop**
PP4 Instruction Card

PROCEDURE: You are going to add slides, insert pictures, resize pictures and save.

1. **Open** Microsoft PowerPoint.
2. Click on **Blank Presentation**.
3. Locate the **New Slide** button.
4. **Click** on the **New Slide drop down arrow** and click on the **Blank slide**.
5. **Repeat steps 2 and 3** to add new blank slides until you have 4 Blank slides on the left side of the screen.
6. Follow the instructions on the **PP4 Instruction Card**:
 - Insert pictures.
 - Resize pictures.
 - Move pictures to the right side of the slide.
 - Save your PP4 slides.

PP4 - SET UP * Confirm Job was disassembled per instructions.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open Microsoft PowerPoint software.
2. Open a **blank slide** from **New Slide** window.
3. **Insert a picture** from their folder on Desktop.
4. **Resize** a picture to fill half of slide.
5. **Move** a picture to lower right corner of slide.
6. Locate and view slide show.
7. Save **PP4** slides in their folder in **EMPLOYEE FOLDERS**.

PP4 - SCORING CRITERIA

1. **View Employee's slides** with pictures of **4 PAES Employees**.
2. **Position** – pictures are located on lower right side of slide so there is room on left for a text box with employee's name in PP5.
3. Open **Employee's Folder** located in **EMPLOYEE FOLDERS** on Desktop.
4. Employee's Folder contains their **PP4 slides**.
5. Close PowerPoint software.

PP4 - DISASSEMBLY

1. There is no disassembly for this Job.

JOB: **PP5**

UNIT: **POWERPOINT**

MATERIALS: Computer with Microsoft PowerPoint software
EMPLOYEE FOLDERS on computer **Desktop**
PP5 Instruction Card

PROCEDURE: You are going to add background and Word Art to your PP4 slides.

1. **Locate** EMPLOYEE FOLDERS on the **Desktop**.
2. **Double click** on **EMPLOYEE FOLDERS**.
3. **Double click** on the folder with **Your Name**.
4. **Double click** on your **PP4 slides**.
5. Follow the instructions on the **PP5 Instruction Card**:
 - Add background.
 - Add WordArt.
 - Save your PP4 slides as PP5 slides.

PP5 - SET UP * Confirm Job was disassembled per instructions.

Optional checks of understanding - Assist **ONLY** if needed and record!

1. Locate **Employee's folder** in **EMPLOYEE FOLDERS** on **Desktop**.
2. Open their **PP4 slides**.
3. Save their PP4 slides as **PP5 slides**.
4. Add **background** to slides.
5. Add **WordArt** to each slide.
6. Add employee names to slides.
7. Save their **PP5 slides** in their folder located in **EMPLOYEE FOLDERS**.

PP5 - SCORING CRITERIA

1. View Employee's PP5 slides.
2. **Each slide** has a **different background**.
3. Each slide has first name of Employee in **Word Art** form.
4. Open **Employee's Folder** located in **EMPLOYEE FOLDERS** on Desktop.
5. **Employee's Folder contains** their **PP5 slides**.
6. Close PowerPoint software.

PP5 - DISASSEMBLY

1. There is no disassembly for this Job.

JOB: **PP6**

UNIT: **POWERPOINT**

MATERIALS: Computer with Microsoft PowerPoint software
EMPLOYEE FOLDERS on computer **Desktop**
PP6 Instruction Card

PROCEDURE: You are going to use the slide transition and text animation features.

1. **Locate** EMPLOYEE FOLDERS on the **Desktop**.
2. **Double click** on **EMPLOYEE FOLDERS**.
3. **Double click** on the folder with **Your Name**.
4. **Double click** on your **PP5 slides**.
5. Follow the instructions on the **PP6 Instruction Card**:
 - Add animation.
 - Add transitions from one slide to another.
 - Save your PP5 slides as PP6 slides.

PP6 - SET UP * Confirm Job was disassembled per instructions.

Optional checks of understanding - Assist **ONLY** if needed and record!

1. Locate their folder in **EMPLOYEE FOLDERS** on **Desktop**.
2. Open their **PP5 slides** from their folder in **EMPLOYEE FOLDERS**.
3. Save their PP5 slides as PP6 slides.
4. Add **Animation** to slides.
5. Add **Transitions** from one slide to the next.
6. Save **PP6 slides** in their folder located in **EMPLOYEE FOLDERS**.

PP6 - SCORING CRITERIA

1. View Employee's PP6 slides.
2. **Slides 7-10** have **Animation**.
3. Each slide has **Transitions**.
4. Open **Employee's Folder** located in **EMPLOYEE FOLDERS** on Desktop.
5. **Employee folder contains** their **PP6 slides**.
6. Close PowerPoint software.

PP6 - DISASSEMBLY

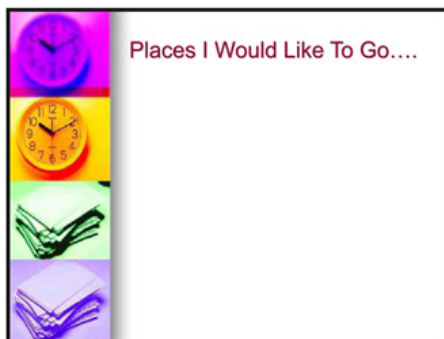
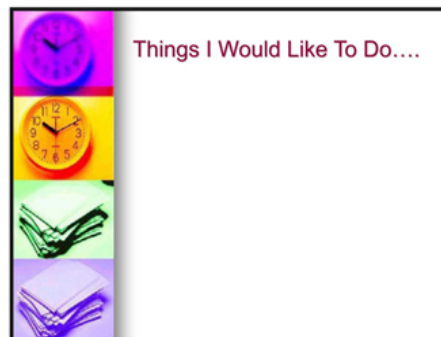
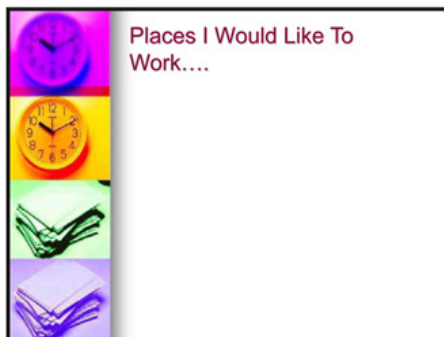
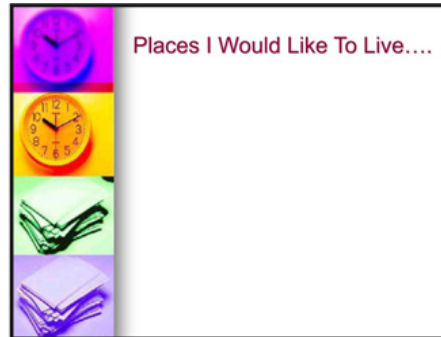
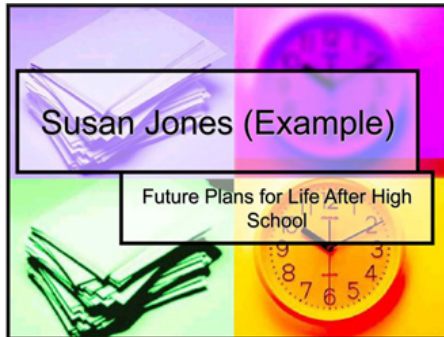
1. There is no disassembly for this Job.



ANSWER KEY

PP1 - Key

The following slides are examples only.
The actual content in the Employee's slides will be different.



PP2 - Key

The following slides are examples only.
The actual content in the Employee's slides will be different.





LAMINATED ITEMS

PP1 Instruction Card

Slide 1 should automatically appear on the screen when you open the PP Template.

1. Click on **Enable Editing** button and then click in the box that says “Click to Add Title”.
2. Type your **First and Last Name** in the box.
3. Click in the box that says “Click to Add Subtitle”.
4. Type the following words in the box:

Future Plans for Life After High School

Click on slide 2 located on the left side of the screen.

5. Type the words below in the box that says “Click to Add Title”.

Places I Would Like To Live...

Click on slide 3 located on the left side of the screen.

6. Type the words below in the box that says “Click to Add Title”.

Places I Would Like To Work...

Click on slide 4 located on the left side of the screen.

7. Type the words below in the box that says “Click to Add Title”.

Things I Would Like to Do...

Click on slide 5 located on the left side of the screen.

8. Type the words below in the box that says “Click to Add Title”.

Places I Would Like to Go...

PP2 Instruction Card

Click on slide 2 located on the left side of the screen.

1. Click on **Enable Editing** button and then in the box that says **Click to Add Text**.
2. Choose an item listed on PP2 Text Options for **Places I Would Like To Live**.
3. Type your choice in the box that says **Click to Add Text**.
4. Press **Enter** and add at least two more choices to this slide.

Click on slide 3 located on the left side of the screen.

5. Click in the box that says **Click to Add Text**.
6. Choose an item listed on the **PP2 Text Options** card for **Places I Would Like To Work**.
7. Type your choice in the box that says **Click to Add Text**.
8. Press **Enter** and add at least two more choices to this slide.

Click on slide 4 located on the left side of the screen.

9. Click in the box that says **Click to Add Text**.
10. Choose an item listed on the **PP2 Text Options** card for **Things I Would Like To Do**.
11. Type your choice in the box that says **Click to Add Text**.
12. Press **Enter** and add at least two more choices to this slide.

Click on slide 5 located on the left side of the screen.

13. Click in the box that says **Click to Add Text**.
14. Choose an item listed on the PP2 Text Options card for **Places I Would Like To Go**.
15. Type your choice in the box that says **Click to Add Text**.
16. Press **Enter** and add at least two more choices to this slide.

View Your Slide Show

17. Click on the word **Slide Show** in the top menu bar.
18. Click on **From the Beginning** on the far left of the menu. View Show.
19. Click on the screen to move from one slide to the next slide.
20. Click on the black screen to end the show.

Save Your Slides

21. Locate and click on **Save As then click Browse**.
22. Locate and click on **DESKTOP**.
23. Double click on **EMPLOYEE FOLDERS** on the right side of the screen.
24. **Double click** on the folder with Your Name.
25. In **File Name** type **Your Name** and **PP2 slides**. For example: **Kay PP2 slides**.
26. Click on **Save**.

Print Your Slides

27. Locate and click on **Print**.
28. In the Print screen, **select an option that includes all 6 slides on one page**.
29. View the page with 5 slides in Preview.
30. **Print** the page.

PP2 Text Options

Places I Would Like to Live...

In the city
In the country
Near the ocean
Near the mountains
Close to friends and family
On a quiet street
On a busy street
(Other ideas?)

Places I Would Like to Work...

Restaurant
Grocery Store
Department Store
Pet Store
Hospital
Hair Salon
Gas Station
(Other ideas?)

Things I Would Like to Do...

Spend time with my family
Spend time with my friends
Live in my own place
Drive my own car
Go to movies
Plant a garden
Draw or paint pictures
(Other ideas?)

Places I Would Like to Go...

Yellowstone National Park
Pacific Ocean
Washington DC
Hawaii
Alaska
New York City
The Alamo
(Other ideas?)

PP3 Instruction Card

Insert a New Slide

1. Click on **slide number 5**.
2. Locate and click on **New Slide**.
3. If you are offered a selection of slides, click on **Title and Content**.
4. Click in the **“Click to add title”** box and type: **Thinking About My Future!**

Insert a Picture

5. Locate and click on **Insert**.
6. In the Insert menu, click on **Pictures and This Device**.
7. Scroll to locate **Desktop**.
8. Double click on the **EMPLOYEE FOLDERS**.
9. Double click on **Your Folder** then double click on **Your Picture Folder**.
10. Locate and click on the **picture of yourself**.
11. Click on **Insert** at the bottom of the window.

If the picture does not fill the box below the Title, Resize Your Picture to fill the box, follow these steps:

12. **Click** on the picture and **notice the dots** in each corner of the picture.
13. Move the mouse arrow over the dot in the upper left corner of the picture until the single arrow turns into a **double arrow**.
14. When you click and hold the double arrow, it will turn into a **plus + sign**.
15. **Click and hold the plus + sign** on the lower right corner of the picture and move the mouse to **enlarge or reduce** the size of the picture to fill the box.
16. Click in center of the picture and **drag the picture to fill the box below Title**.

View Your Slide Show

17. Locate and click on **Slide Show**.
18. Click on **From the Beginning**.
19. Click on the screen to move from one slide to the next slide.
20. Click on the black screen to end the show.

Save Your Slides

21. Locate and click on **Save As**.
22. On the left side of the screen, either double click on **DESKTOP**, or click browse and select **DESKTOP** from the drop down menu.
23. Double click on **EMPLOYEE FOLDERS** on the right side of the screen.
24. **Double click** on the folder with Your Name.
25. In **File Name** type **Your Name** and **PP3 slides**. For example: **Kay PP3 slides** .
26. Click on **Save**.

Print Your Slides

27. Locate and click on **Print**.
28. In the Print screen, **select an option that includes all 6 slides on one page**.
29. View the page with 6 slides in **Preview**.
30. **Print** the page.

PP4 Instruction Card

Insert a Picture to Each of the four Blank Slides

1. Click on slide 1.
2. Locate and click on **Insert**.
3. In the **Insert** menu, click on **Pictures and This Device**
4. Double click on **Desktop**.
5. Double click on the **EMPLOYEE FOLDERS**.
6. Double click on **Your Folder** then double click on **Your Picture** folder.
7. Click on a picture of one of the PAES Employees.
8. Click on **Insert** at the bottom of the window.

Resize and Move the Picture to the Lower Right Corner of the Slide

9. Click on the picture and **notice the dots** in each corner of the picture.
10. Move the mouse arrow over the dot in the lower right corner of the picture until the single arrow turns into a **double arrow**.
11. When you click and hold the double arrow, it will turn into a **plus + sign**.
12. **Click and hold the plus + sign** on the lower right corner of the picture and move the mouse to **enlarge or reduce** the size of the picture to fill **half of the box**.
13. Click in the center of the picture and **drag it to the lower right corner of the slide**.

Add a Picture to Each of the Other Three Slides

14. Click on the next slide.
15. Repeat Steps 2 through 13 to Insert a Picture.
16. Add a picture to each slide.

View Your Slide Show

17. Locate and click on **Slide Show**.
18. Click on **From Beginning**.
19. Click on the screen to move from one slide to the next slide.
20. Click on the black screen to end the slide show.

Save Your Slides

21. Locate and click on **Save As**.
22. Locate and click **Browse** and then on **DESKTOP**.
23. Double click on **EMPLOYEE FOLDERS** on the right side of the screen.
24. **Double click** on the folder with Your Name.
25. In **File Name** type **Your Name** and **PP4 slides**. For example: **Kay PP4 slides** .
26. Click on **Save**.

PP5 Instruction Card

Save your PP4 slides as your PP5 slides

1. Locate and click on **Save As** and then **Browse**.
2. Double click on **Desktop**.
3. Double click on the **EMPLOYEE FOLDERS**.
4. **Double click** on the folder with your name.
5. In **File Name** type **Your Name** and **PP5 slides**. For example: **Kay PP5 slides** .
6. Click on **Save**.

Add a Background to Each Slide

7. Right click on **slide 1** and click on **Format Background**.
8. Click on the circle beside **Solid fill** in the Format Background window.
9. Click on the **menu arrow beside Color** and select the color you want to use.
10. Right click on **slide 2** and click on Format Background.
11. Click on **Gradient fill** in the Format Background window.
12. Click on the **menu arrow** beside **Preset gradients**.
13. Click on the **example color pattern** that you want to use.
14. Right click on **slide 3** and click on Format Background.
15. Click on **Picture or texture fill**.
16. Click on the **menu beside Texture** and click on the texture you want to use.
17. Right click on **slide 4** and click on Format Background.
18. Click on **Pattern fill** in the Format Background window.
19. Click on the example pattern of the one you would like to use

Add Word Art to Each Slide

20. Click on **slide 1**.
21. Click on **Insert**. Click on **WordArt**. Click on a **letter**.
22. Delete the words **Your Text Here** and type your first name.
23. Move the mouse over the text box until the mouse point become a **diamond**.
24. Click and hold the diamond to drag the name to a place outside of the picture.
25. Click and drag the white dots on the border of the name to **make the name larger or smaller**.
26. Repeat steps 21 through 26 to **add Employee first names to the other slides**.

Save Your Slides

27. Locate and click on **Save As** and then **Browse**
28. On the left side of the screen, either double click on **DESKTOP**, or click browse and select **DESKTOP** from the drop down menu.
29. Double click on **EMPLOYEE FOLDERS** on the right side of the screen.
30. **Double click** on the folder with Your Name.
31. In **File Name** type **Your Name** and **PP5 slides**. For example: **Kay PP5 slides** .
30. Click on **Save**.
33. Click on **Yes: "PP5 Slides already exists. Do you want to replace it?"**

PP6 Instruction Card

Save your PP5 slides as PP6 slides

1. Locate and click on **Save As** and then **Browse**.
2. Locate and click on **DESKTOP**.
3. Double click on **EMPLOYEE FOLDERS**.
4. **Double click** on folder with your name.
5. In **File Name** type **Your Name** and **PP6 slides**. For example: **Kay PP6 slides** .
6. Click on **Save**.

Animate the Employee Names

7. Click on **slide 1**.
8. Click on **Employee's name**.
9. Click on **Animations**.
10. Select and click on type of Animation you want to use.
11. Repeat steps 7 through 10 for each of the remaining slides and choose animation options for each Employee's name.

Choose How the Slides Transition from One Slide to the Next

12. Click on **slide 1**.
13. Locate and click on **Transitions**.
14. Locate and click on one of the **Transition to this slide** options.
15. Select and click on type of **Transition Sound** you want to use.
16. Select and click on type of **Transition Duration/Speed** you want to use.
17. Repeat steps 12 through 16 for each slide.

Save Your Slides

18. Locate and click on **Save As**.
19. On the left side of the screen, click browse and select **DESKTOP** from the drop down menu.
20. Double click on **EMPLOYEE FOLDERS** on right side of screen.
21. **Double click** on folder with Your Name.
22. In **File Name** type **Your Name** and **PP6 slides**. For example: **Kay PP6 slides** .
23. Click on **Save**.
24. Click on **Yes** when asked: **PP6 Slides already exists. Do you want to replace it?**