

Introduction to Business and Technology

BMA-IBT-1. Demonstrate employability skills required by business and industry.

BMA-IBT-2. Apply technology as a tool to increase productivity to create, edit, and publish industry-appropriate documents.

BMA-IBT-3. Master word processing software to create, edit, and publish professional-appearing business documents.

BMA-IBT-6. Use professional oral, written, and digital communication skills to create, express, interpret information and ideas.

Lesson Title: Microsoft PowerPoint (PPT)

Essential Question(s):

- ✚ What are the major differences between Microsoft PPT 2013 and Microsoft PPT 2016?
- ✚ How can knowing how to use Microsoft PPT help businesses communicate ideas and information effectively?
- ✚ How are PPTs used in business communication? What purpose does a PPT serve for a business?

Learning Target(s)

I Can :

- ✓ Use presentation software, create and deliver simple, clear and compelling presentations effectively to target audiences.

December 4 - 5, 2017

Assignment (s)

✚ [PPT Pre Test](#)

- Take a print screen (Select Print Screen on keyboard then paste in the word document) of your quiz score.

✚ Welcome to the [World of PowerPoint](#)

- Lessons 4 – 8 (Due: 11/30/17)
- Lessons 9 – 12 (Due: 11/30/17)
- Lessons 13 – 16 (Due: 12/1/17)

✚ PowerPoint Quiz

- Take the following quiz: [PowerPoint Knowledge Quiz](#).
- Take a print screen (CTRL + Print Screen) of your quiz score and save it to a Word doc in the PPT folder ***Last Name PPT quiz***

December 6 - 8, 2017

✚ **No Article Summary this Week**

✚ Check for Understanding → [How Well Do You Know PowerPoint](#)

- **Due: Friday December 8, 2017**
- Upload to Google Classroom
 - **3rd Period** → code (rn5gmbv)
 - **4th Period** → code (23xpv)

✚ **PowerPoint Quiz → Friday December 8, 2017**