

## DATE LESSON & TOPIC

x	Feb 14 & 15	01) rough draft slide text content (handwritten) <i>homework if not completed in class</i>
x	Feb 16 & 17	02) getting started, saving your work, inserting slides & templates, undoing actions, inserting & formatting text <i>video lessons 01, 02, &amp; 05</i>
x	Feb 21 & 22	03) "read only" problem & slide backgrounds <i>video lesson 03</i>
x	Feb 23 & 24	04) advanced text formatting & custom backgrounds <i>video lesson 06 &amp; video lesson extension</i>
x	Feb 27 & 28	05) WordArt, deleting & moving slides <i>video lesson 04 &amp; 07</i>
x	Feb 29 & Mar 1	06) finish text & slide backgrounds, downloading & inserting images, A.U.P.(acceptable use policy) <b>Check Off Sheet – text &amp; background done   video lesson 08 &amp; 09</b>
x	Mar 2 & 5	07) downloading/inserting images, animated images, file structure (name, dot, extension)
x	Mar 6 & 7	08) continue with above & drawing tools/auto shapes
x	Mar 8 & 9	09) slide transitions with ppt sound, internet sound files (wav), "CATCH UP DAY" <i>images &amp; slide transitions with ppt sound should be finished</i>
x	Mar 12 & 13	10) custom animation with ppt sound, zip files & flashkit website <b>Check Off Sheet – pics &amp; slide transitions w/sound done</b>
x	Mar 14 & 15	11) continue with custom animation & sounds, inserting sound files (midi), <i>custom animation should be finished</i>
x	Mar 16 & (23)	12) spell check, "CATCH UP DAY" name origin (genealogy & various web sites) <b>Check Off Sheet – sound &amp; custom animation ...Last Day!!!</b>
	Apr 2 & 3	13) spell check, "CATCH UP DAY" name origin (genealogy & various web sites) <i>Student folders pulled from school server...final grade</i>
	Apr 4 & 5	14) discuss oral presentation, summarize slide content & start making notes, PRE TEST #1
	Apr 6 & 9	15) finish notes & practice oral presentation w/partner & PRE TEST #2
	Apr 10 & 11	16) FINAL TEST & practice oral presentation w/partner
	Apr 12 & 16	17) present project
	Apr 17-26	18) present project (if needed) & share peer comment sheets