





*St. Joseph's Institute, Inc.*  
Candon City, Ilocos Sur

**GRADE SCHOOL DEPARTMENT**  
School Year 2021-2022

QUARTER 1  
**SELF-LEARNING MODULE 2**  
2 Weeks



**COMPUTER 4**

*Providing Alternative Uninterrupted Learning Instruction in the New Normal Education*



*Microsoft Powerpoint*

\_\_\_\_\_  
*Learner's Name*

\_\_\_\_\_  
*Grade Level and Section*

**MR. ROLAND TOQUERO**  
*Writer/Teacher*





### CURRICULUM CONNECTIONS

<b>Life Performance Outcome (LPO):</b>	<b>LPO1: Mindful, Self-directed LEARNERS and ROLE MODELS</b>  I am a mindful, self-directed learner and role model, consciously expressing my Faith.
<b>Program Outcome (PO):</b>	<i>PO1: Implement and maintain the basic technical, communication, interpersonal, and teamwork skills required for stable employment and advancement in the modern workplace</i>
<b>Essential Performance Outcome (EPO):</b>	EPO1: Describe their unique personal qualities and thinking processes, and explain how improving them can help them choose their specialized TLE program and open doors for learning and personal fulfillment. (LPO1)
<b>Content:</b>	Describing their unique personal qualities and thinking processes of the <b>interface of Microsoft Powerpoint</b> and explain how improving them can help them choose their specialized TLE program and open doors for learning and personal fulfillment.
<b>Performance Standards:</b>	Each Paulinian describes their unique personal qualities and thinking processes of the <b>interface of Microsoft Powerpoint</b> and explain how improving them can help them choose their specialized TLE program and open doors for learning and personal fulfillment.
<b>Learning Outcomes/MELC:</b>	<b>Acquisition:</b> Identify the parts of MS Powerpoint  <b>Making Meaning:</b> Explain the importance of the parts of Microsoft Powerpoint.  <b>Transfer:</b>  Explain how improving the process of identifying the parts of MS powerpoint can help them choose their specialized TLE program and open doors for learning and personal fulfillment.

### INTRODUCTION

We are in the digital world. Technology is everywhere. It is now part of our living.

In this module, you will explore the interface of Microsoft Powerpoint, its parts, icons and the use of each icon in creating a slideshow presentation.

Carefully read all instructions. Answer first the pre-assessment part. Understand well the discussions in the module.

### PRE-ASSESSMENT (EXPLORE)

Encircle the letter of the correct answer.

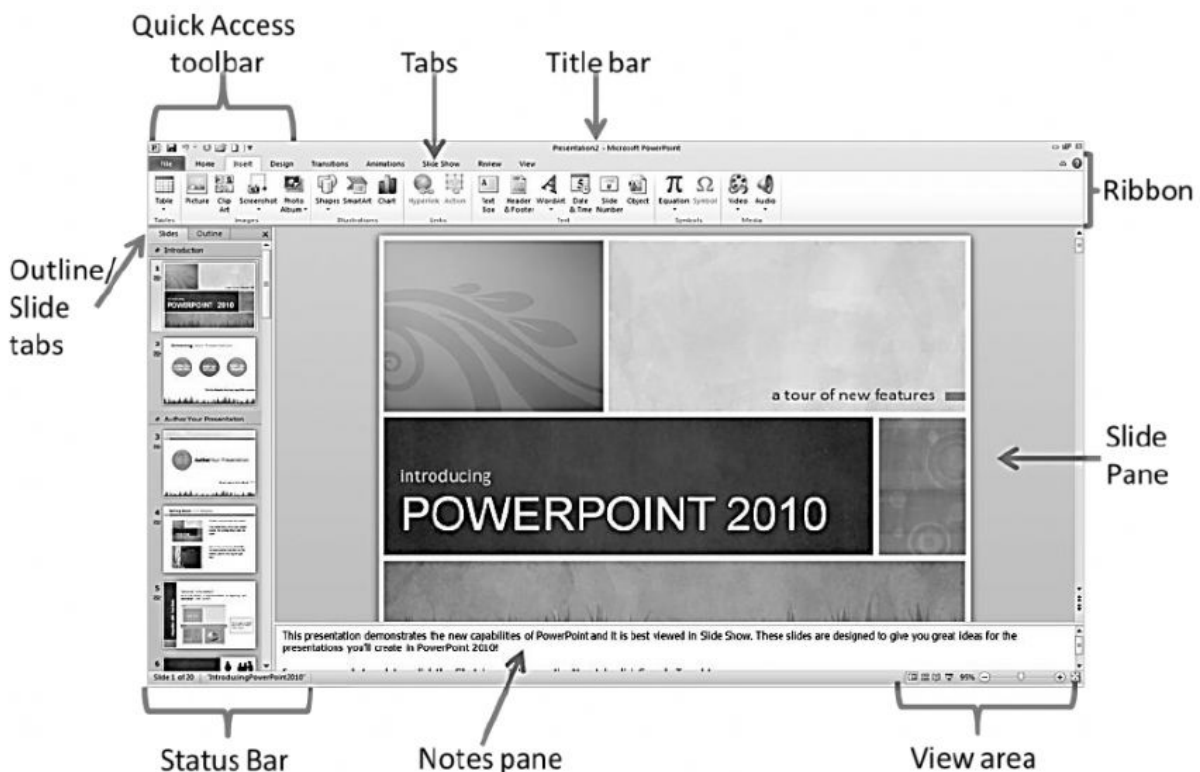
- In this tab, you can locate font, font size, text alignment, text highlight color, font color, paste option and other icons about modifying texts.
  - Home Tab
  - Insert Tab
  - Design Tab
- In this tab, you can locate tables, pictures, shapes and other multimedia that you want to insert to your slide.
  - Home Tab
  - Insert Tab
  - Design Tab





3. If you want to change the background and slide size of your presentation, what tab will you click?  
a. Insert Tab                      b. Design Tab                      c. Transition Tab
4. If you want to put faded transition of your slideshow presentation, what tab will you click?  
a. Insert Tab                      b. Design Tab                      c. Transition Tab
5. If you want to put motions or animations to your texts and images in your slideshow presentation, what tab will you click?

### (FIRM UP) DISCUSSION



**Quick access toolbar** contains buttons for commonly-used commands.

**Title bar** indicates the software, the name of the presentation that is open, minimize, maximize, and close buttons.

**Tabs** contain commands that are piled into related tasks called groups.

**Ribbon** is the area containing the tabs.

**Outline/Slides tab** displays the presentation text in the form of an outline. Outline tab is used to organize and develop the content of your presentation. This tab enables you to move slides and text by dragging selected material. Slide tab displays the slides of your presentation as small images. This view allows easy navigation through slides.

**Slide pane** contains the current slide in your presentation. You can use the vertical scroll bar to view other slides in the presentation.






**Notes pane** is located below the slide pane and is used to type reference notes. The notes can be printed, then referenced when making the presentation.

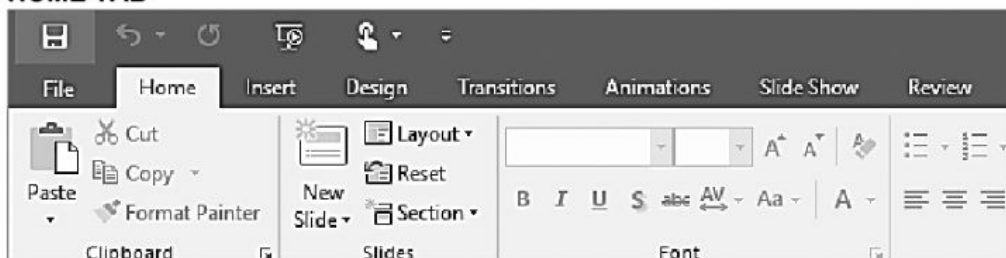
**View area** is located at the right hand bottom of the screen. It contains buttons that allow the ability to switch between PowerPoint views. The first view button allows you to view slides in normal view, the second is called the slide sorter view, the third is called the reader view and the fourth is called the slide show view. This area also contains the zoom feature.



**Status bar** is located at the bottom of the PowerPoint window, it shows messages and information about the view, such as the slide number and the current theme template used. The **Help** feature displays information on PowerPoint commands and features. You can activate the help menu by clicking the Help  button or by pressing F1 on the keyboard.

## RIBBON TABS

### HOME TAB

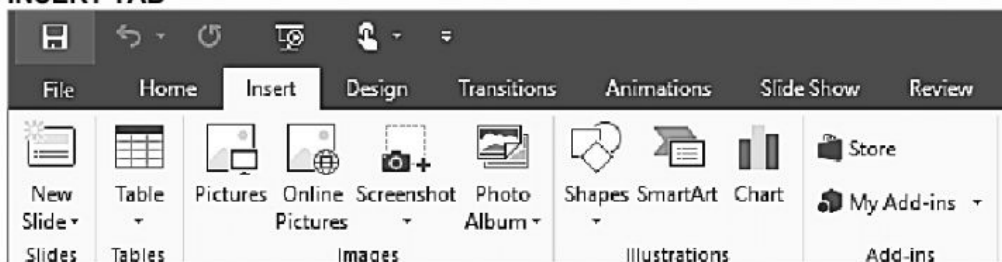


What do you see on the Home Tab? Kindly write 5 icons.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

The Home Tab displays the most commonly used commands. These include Copy, Cut, and Paste, Bold, Italic, Underscore etc. The commands are arranged in groups: Clipboard, Font, Paragraph, Styles and Editing.

### INSERT TAB









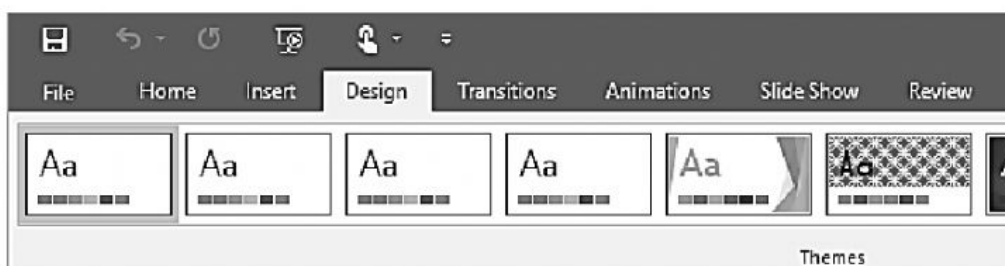
What do you see on the Insert Tab? Kindly write 5 icons.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Insert Tab gives a collection of multimedia elements to be inserted on the slide pane.

Insert Tab: Insert tables, pictures, diagrams, charts, text boxes, sounds, hyperlinks, headers, and footers.

## DESIGN TAB



**Design tab** is a collection of backgrounds, color schemes, designs that can give decorations to your slide show presentation.

Why is there a need to design a powerpoint slide show?

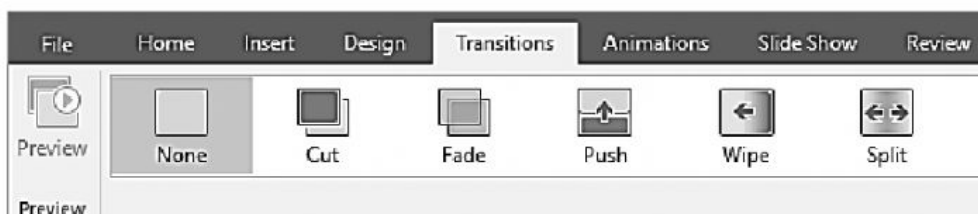
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It is not only making your Powerpoint presentation good to see but its main purpose is to get attention and to encourage listeners / audience to listen to you.

## TRANSITIONS



Transitions Tab contains set of transitions that gives artistic movement of slides to another slides.

**ANIMATIONS TAB** -contains different entrance, emphasis and exit motions for pictures, texts, shapes etc.

**SLIDE SHOW TAB** – contains icons on how to present slides, record narrations and timings

**REVIEW TAB**- contains icons that check spellings, translations, language and compose comments





### DEEPEN (Enrichment Activities)

#### Encircle the answer of the given questions:

1. I want to increase the font size of the text in my slide show presentation. What tab should I click?
  - a. Home Tab
  - b. Insert Tab
  - c. Animations
2. I want to insert a table to my presentation. What tab should I click?
  - a. Home Tab
  - b. Insert Tab
  - c. Animations
3. I want to change the background of my slide. What tab should I click?
  - a. Animation Tab
  - b. Transition Tab
  - c. Design tab
4. I want to put motion transfer of my slide to another slide. What tab should I click?
  - a. Design Tab
  - b. Transition Tab
  - c. Home Tab
5. I want to insert a shape to my slide. What tab should I click?
  - a. Home Tab
  - b. Insert Tab
  - c. Design Tab

### TRANSFER/POST-ASSESSMENT

Why is there a need to make powerpoint slides creative?

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Give 3 icons that you see on the following tabs:

1. Home Tab      \_\_\_\_\_
2. Insert Tab      \_\_\_\_\_

#### Performance Task

Create a simple slide about promoting reading as a good habit. Make it creative. You can insert pictures and other designs.