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| **11. Powerful Presentations QM 5**  |
| [**11. Powerful Presentations**](https://www.remc.org/21Things4Students/21/11-powerful-presentation/) | [**11. QM5 PowerPoint: Present, Publish, and Share**](https://www.remc.org/21Things4Students/21/11-powerful-presentation/qm-powerpoint-quests-3-6/qm5-powerpoint-present--publish/) |
| **Overview of this thing:** During these Quests students are going to learn how to present their ideas creatively with Microsoft PowerPoint. There are two sets of tutorial videos provided, one for users of the Desktop App and for those using Microsoft PowerPoint 365 Online.**This Quest:** Students learn about the different options for practicing their presentation, using rehearse timings or Rehearse with Coach, and about recording it or saving it.**Broken Link or Content Update Report**Please select [this link](https://docs.google.com/forms/d/e/1FAIpQLSeHtZ3wslh0UM4yyNo9zgM-_sS82wrwpq4u5YEeKGF6c3R6wQ/viewform?usp=sf_link) or the broken link icon to report any broken links, or content no longer applicable so that we can quickly update it. Thank you for your help.[**Learning Objectives:**](https://docs.google.com/presentation/d/1IJGD9bDRsAWsjUdU3bjASrvD8E6vBp9_DUnG6VROIz0/edit?usp=sharing)1. know how to use online presentation tools [Empowered Learner]
2. understand the features and attributes of effective presentations [Creative Communicator]
3. know how to use a variety of media to create and collaborate on an effective presentation [Global Collaborator]​
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| **Quizlet and link to pre-check:** [**Vocabulary Quizlet**](https://quizlet.com/612525620/match)**Vocabulary Quizlet Main Link:** [**Vocabulary Quizlet Main Link**](https://quizlet.com/612525620/21-things-thing-11-powerful-presentations-qm5-present-publish-and-share-flash-cards/)**Vocabulary:** **Export:** Under the main file menu you are able to save (export) your presentation in different formats including PDF, MP4 video, images, and animated gif.**Present:** To show a presentation about some topic to an audience (live, online in a web browser, for a meeting, or virtually).**Record Presentation:** This SlideShow feature allows you to create a recording of your presentation and narrate it with your voice when you have a microphone, then export it as a video (.mp4 or .wm4 file), or as a Show (.ppsx) file that will play.**Rehearse with Coach:** A feature that evaluates your pacing (talking speed), use of filler words (um, uh, and...), and provides suggestions to improve your presentation for an audience.**Rehearse with Timings:** You can record the running time for each slide using this feature, and it is helpful when practicing.**Set Up Show**: This feature lets you present at full screen while clicking to advance the slides, or to be browsed by another person. or play at a kiosk.**Share:** You can invite others to view your presentation, or join as editors.**Slide Management:** The duplication, deletion, moving the order, and skipping slides.**View Menu:** This menu includes the ability to view an outline or create handouts and view the notes pages. |
| **Pre-Planning**The teacher can show the class the [short Intro video to build interest](https://www.eduvision.tv/l?eAmRALR) (1 min), or (have students watch it in their groups.)Students will:Select the video that applies to how they use PowerPoint: Desktop app or Online in Office 365.Watch the video and try out the different features demonstrated* + Desktop app: Practice and Rehearse timings, Record the presentation
	+ Online version: Practice, Rehearse with Coach, Record to .mp4 video

Students will check with their teacher when they are done to see how you want this shared, turned in, or presented to the class. |
| ***Helpful tutorial videos or extra resources for the teacher for this Quest******Websites**** [*Work Together on PowerPoint Presentations*](https://support.microsoft.com/en-us/office/work-together-on-powerpoint-presentations-0c30ee3f-8674-4f0e-97be-89cf2892a34d) *- Office Support*

***Microsoft PowerPoint Support**** [*Export*](https://support.microsoft.com/en-us/office/export-a-presentation-6ee4272e-8f64-47f6-bd32-12fe50eef477) *as a PDF,or other format*
* [*Practice and Time your Presentation*](https://support.microsoft.com/en-us/office/practice-and-time-your-presentation%E2%80%8B-83e8f205-08bf-4dc1-b4fc-2fbe46873295)
* [*Present in Real-time with Captions and Subtitles, even Translated*](https://support.microsoft.com/en-us/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f)
* [*Presenter View*](https://support.microsoft.com/en-us/office/use-presenter-view-in-powerpoint-fe7638e4-76fb-4349-8d81-5eb6679f49d7)
* [*Publishing your presentation from OneDrive*](https://support.microsoft.com/en-us/office/publish-your-presentation-to-make-it-public-49e7cb64-e64d-4d45-978a-f2ed04ffc955)
* [*Publish to Make it Public using OneDrive*](https://support.microsoft.com/en-us/office/publish-your-presentation-to-make-it-public-49e7cb64-e64d-4d45-978a-f2ed04ffc955)
* [*Publish to the web*](https://support.microsoft.com/en-us/office/publish-your-presentation-to-the-web-558ae647-9919-4571-86a0-9a4a1ea48938)
* [*Record a Presentation*](https://support.microsoft.com/en-us/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33)
* [*Record with Narration and Timings*](https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c)
* [*Record your Screen in PowerPoint*](https://support.microsoft.com/en-us/office/record-your-screen-in-powerpoint-0b4c3f65-534c-4cf1-9c59-402b6e9d79d0)
* [*Rehearse with Presenter Coach*](https://support.microsoft.com/en-us/office/rehearse-your-slide-show-with-presenter-coach-cd7fc941-5c3b-498c-a225-83ef3f64f07b)
* [*Rehearse with Timings*](https://support.microsoft.com/en-us/office/rehearse-and-time-the-delivery-of-a-presentation-8424270a-d865-4aed-a321-1d2dd656381a)
* [*Setup a Self-running Presentation*](https://support.microsoft.com/en-us/office/create-a-self-running-presentation-57fc41ae-f36a-4fb5-94a3-52d5bc466037)
* [*Share your Presentation*](https://support.microsoft.com/en-us/office/share-your-powerpoint-presentation-with-others-a6308d9d-a0a8-443b-8e1c-0f4983f0afd1)
* [*Share your Presentation and Collaborate with Others*](https://support.microsoft.com/en-us/office/work-together-on-powerpoint-presentations-0c30ee3f-8674-4f0e-97be-89cf2892a34d)
* [*Slide Master*](https://support.microsoft.com/en-us/office/what-is-a-slide-master-b9abb2a0-7aef-4257-a14e-4329c904da54)
* [*View Menu*](https://support.microsoft.com/en-us/office/choose-the-right-view-for-the-task-in-powerpoint-21332d8d-adbc-4717-a2c6-e25a697b40e9)

***Videos from Outside Sources**** [*Recording a PowerPoint Presentation with Voice-over and Saving it as a Movie File (6:42) YouTube*](https://youtu.be/selYsj94RQg)
* [*Favorite Tips and Trick from Microsoft Teams YouTube*](https://youtu.be/zcITARGg3CQ)

***21t4s Videos**** [*Introduction to 11.QM5 Video*](https://www.eduvision.tv/l?eAmRALR)
* [*Practice, Rehearse and Record with the Desktop app of Microsoft PowerPoint Video (10 min)*](https://www.eduvision.tv/l?eARLyLR)
* [*Practice, Rehearse and Present with the Online version of Microsoft PowerPoint 365 Video (7:43)*](https://www.eduvision.tv/l?eAmegAO)

***21t4s Documents & Quizzes**** [*Characteristics of Exceptional Group Participation*](https://docs.google.com/document/d/150jGYAK9-yFoVSOzHGgP9uk1vweCja67tUqTcA20SEA/edit?usp=sharing)
* [*Microsoft PowerPoint Skills*](https://docs.google.com/document/d/1rS1s9sm10gfu-DblvAW1JTkHHBsLSxLY45gRyHtq1fI/edit?usp=sharing)
* [*Vocabulary Quizlet*](https://quizlet.com/612525620/match)
* [*Vocabulary Quizlet Main Link*](https://quizlet.com/612525620/21-things-thing-11-powerful-presentations-qm5-present-publish-and-share-flash-cards/)
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| [**11.QM5 Student Checklist**](https://docs.google.com/document/d/12fdgOvBKOmTSfgpuNYTBrwmRvsNSfgbT9boL1VZKZak/edit?usp=sharing) |

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| **Assessment Options:** *Ideas for assessing student work for this Quest? Link to a rubric you create for this Quest, a quiz, and or a worksheet you create. See* [*Rubric*](https://www.tripleeframework.com/triple-e-printable-rubric-for-lesson-evaluation.html) *by Liz Kolb.* | They demonstrate that they learned how to group, ungroup and rotate an object. Make sure you put notes of what you did in the Slide notes section on your slide.  |
| **Notes:** |  |