

Templates and Template Manipulation

60 minutes

ICT Specialism 2: The Presentation of ideas

Outcome M2.U3.1

WHAT THIS LESSON DOES

Learn how to take a ready-made presentation template and customise it for your project. Strip out default placeholders and rebuild it to match your brand and audience needs for a professional finish.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Modify a presentation template to match brand, topic, and audience
- Remove telltale template defaults from finished work
- Restart one format from a well-chosen template if it improves quality

BEFORE THE BELL

- Ensure any printed project briefs are available for reference.
- Print or project a one-page default-hunt checklist (Company Name, Click to add text, lorem ipsum, sample logo, leftover icon slides, mixed fonts).
- Prepare one clean template and one messy half-edited template to project.
- Prepare one non-Ciara title-slide transfer example (Work Experience or club project) for the 60-second IP release demo.
- Verify students have Project_Portfolio / 09_specialism / sm2 before the guided path starts.
- Have one clean presentation template and one messy half-edited template ready to project
- Students need cloud storage access and PowerPoint for the web or Google Slides; verify sm2 folders exist; project the five-move demo checklist and the default-hunt checklist
- Students need their existing SM2 format plans or drafts from earlier lessons. Print or project a one-page default-hunt checklist (Company Name, Click to add text, lorem ipsum, sample logo, leftover icon slides, mixed fonts). Have one non-Ciara title-slide example ready to project for the 60-second transfer demo.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
17 min	activity	Step-by-step task
3 min	content	Common issues
20 min	activity	Independent practice
5 min	content	Reflection
4 min	summary	Lesson summary

TEACHING MOVES

- Model only the five-move checklist on the classroom screen before students begin; do not unaided-mirror all platform steps.
- Pace default hunt as a whole-class click-through in the last minutes of guided practice.
- Before IP, show a 60-second swap of Ciara's title for a real student or Work Experience project name.
- Checkpoint mid independent practice: title slide must show the student's own project name (student-facing Stop line on the card).
- If wording is not ready, bank a correctly named deck with title + structure + defaults stripped and finish body copy next lesson.
- Circulate during independent practice to prompt students on hidden defaults and correct filenames.
- Assign reflection pairs in 10 seconds; keep share-back oral.
- Today's required tools are PowerPoint for the web or Google Slides; park Canva transfer for a later lesson unless a student needs a catch-up export into sm2.

WHAT TO WATCH FOR

- Students overwrite practice with portfolio evidence or leave Ciara's deck as the banked file: enforce sm2_template_practice vs sm2_template_adapted.
- Students change only the title and claim completion: direct them to the default hunt checklist.
- Difficulty locating the template gallery: guide to specific menu paths and the concrete pick cues (big title, light background, few columns).
- Leaving subtle defaults like font inconsistencies: review each slide systematically with the class.
- Missing sm2 folder stalls the guided sequence: create it together before New.

DIFFERENTIATION

- Support: Provide a printed checklist of common defaults to hunt.
- Extension: Challenge students to compare two templates and select the best, or export a PDF side-by-side with an earlier draft.
- Support: Allow pair work for the independent practice if needed.
- Non-slide VET formats: use the four-slide support-deck branch on the independent practice card (title / what I made / evidence or audience / what I need next).
- Support: starter prompt card (project name, who for, one ask) before opening the new file.