

Intro to Presentations: PowerPoint, Slides, or Canva

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M2.U2.1

WHAT THIS LESSON DOES

Students recognise PowerPoint for the web, Google Slides and Canva as valid presentation tools, choose one, build practice slides, and begin their own project pitch deck with a title slide and content slide.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U2.1	Use presentation application software to create an effective presentation and promotional materials.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Recognise PowerPoint for the web, Google Slides and Canva as valid presentation tools and choose one for the module
- Create a new presentation from a template and manage slides and layouts
- Create 07_project_pitch with a title slide and a second content slide

BEFORE THE BELL

- Confirm browser access to PowerPoint for the web, Google Slides, and Canva on school accounts.
- Be ready to create Project Portfolio → 07_pitch for any student missing the folder (two minutes at the start).
- Have a one-line placeholder title ready for students without a settled Something Real project (Vocational Specialism or Work Experience).
- Prepare to project the six Canva screenshots (img_canva_create through img_canva_share) for the Canva group.
- Confirm students can reach PowerPoint for the web, Google Slides, or Canva on school accounts; know which suite your school standardises on; be ready to create Project Portfolio → 07_pitch for anyone missing it; have a one-line placeholder title ready for students without a settled Something Real project
- Students need browser access to OneDrive PowerPoint for the web, Google Slides, or Canva; Project Portfolio with 07_pitch folder (create on the spot if missing); project or print the six Canva screenshot placeholders for the Canva group
- Students use their own Something Real project name (or agreed working title); practice file is 07_project_pitch_practice and must not become the KA artefact; real file is only 07_project_pitch; Canva students also need 07_project_pitch_canva_link

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HOW THE LESSON RUNS

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

TEACHING MOVES

- Walk only the three key-concept rows live; keep tool choice to access and comfort (about 60 seconds).
- Practice file is 07_project_pitch_practice; real KA file is only 07_project_pitch, never the same file.
- Canva path is the numbered list in the step-by-step description (not a platform tab). Point Canva choosers there early. Model Share → view link on the practice design before Independent Practice.
- Before Independent Practice, board pins: New file 07_project_pitch only; Folder first, then New.
- Lock tool choice before Independent Practice; force a choice in 60 seconds if needed. Say aloud that finishing two slides in one tool beats sampling all three.
- Circulate to check folder, real project name, and two slides only. For Canva: "Show me the link doc in 07_pitch" before calling the block done.

WHAT TO WATCH FOR

- Looking for New in the wrong place: guide students into 07_pitch first.
- Overwriting the practice sample with the real title: insist on a new 07_project_pitch file.
- Creating more than two slides in practice: prune extras.
- Canva students finishing the pretty design and forgetting 07_project_pitch_canva_link: explicit circulate check.
- Delaying tool choice: short decision time, then proceed.

DIFFERENTIATION

- Support: individual help with folder navigation and Canva share-link note.
- Extension: speaker notes line on the title slide (see Lesson summary).
- Support: pair undecided students briefly with a peer for tool advice.