

Inserting Text and Images in Slides

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M2.U2.1

WHAT THIS LESSON DOES

In this lesson you will add three content slides to your pitch deck. You will insert and format text boxes, titles and body text, add a budget chart image from your files, and align everything neatly.

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

- Add and format text boxes, titles and body text on slides
- Insert an image from your files (budget chart, sample chart, or screenshot) and align objects
- Reuse a budget chart as slide content
- Add three content slides: what it is, why it matters, what it costs

BEFORE THE BELL

- Confirm students can reach Project Portfolio → 07_pitch → 07_project_pitch.
- Steer Canva users onto PowerPoint for the web or Google Slides for this lesson only.
- Students need cloud access to Project Portfolio → 07_pitch → 07_project_pitch and a chart image. Park sample_budget_chart.png on the shared drive. Steer Canva users to PowerPoint for the web or Google Slides for this lesson.
- Students need PowerPoint for the web or Google Slides and access to Project Portfolio → 07_pitch. Sample chart ready on shared drive.
- Park sample_budget_chart.png on the class shared drive. Ready to demo one live paragraph-to-bullets cut before independent practice.
- Circulate; mid-way check for SnapLocal copy and project name on at least two slides. Verify each student is editing 07_project_pitch in 07_pitch with a chart or sample chart available.

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HOW THE LESSON RUNS

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

TEACHING MOVES

- Demo the costs slide live (insert, caption, align); let students copy sample bullets for the other two slides.
- Read the three key-concept rows aloud with SnapLocal rather than silent reading.
- Before independent practice, cut one long Work Experience or GAA sentence live into three short lines.
- After guided align, run a 30-second hands-up check that two objects are selected, then neighbour show-edge, before releasing to IP.
- At about 8 minutes into independent practice, check who is still on SnapLocal text and that the project name appears on at least two slides.
- Bank must-finish evidence even if align is incomplete.

WHAT TO WATCH FOR

- Images covering titles or hanging off edges: move first, then resize with corner handles.
- Long paragraphs in body text: three short bullets instead.
- Missing chart files: sample_budget_chart.png or platform screenshot into 07_pitch.
- Six content slides after IP: students must delete or overwrite SnapLocal practice slides, not only add new ones.

DIFFERENTIATION

- Support: project a What it is / Why it matters / one cost line planning frame; provide sample chart.
- Extension: add one real photo on What it is, still aligned.
- Support: one-to-one help on multi-select align after the stop-and-show check.