

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.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U3.1	Demonstrate proficiency in manipulating templates for presentation purposes.

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

- Prepare one clean template and one messy half-edited template to project during the introduction.
- Prepare one title-slide transfer example that is not Ciara's, such as a Work Experience or club project, for the 60-second demo before students build their own file.
- 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, rather than working through all thirteen platform steps at the board, because students pick up the pattern faster once they are clicking themselves.
- Pace the default hunt as a whole-class click-through in the last minutes of guided practice.
- Before students start their own file, show a 60-second swap of Ciara's title for a real student or Work Experience project name.
- Check roughly halfway through independent practice that the title slide shows the student's own project name; their task list asks them to stop and check this themselves first.
- If a student's wording is not ready, have them save a correctly named deck with the title, structure and defaults sorted, and finish the body copy next lesson.
- Circulate during independent practice to prompt students on hidden defaults and correct filenames.
- Assign reflection pairs in about ten seconds and keep the share-back oral, so it actually fits inside five minutes.
- Today's required tools are PowerPoint for the web or Google Slides; leave Canva transfer for a later lesson unless a student needs a catch-up export into sm2.

WHAT TO WATCH FOR

- Students overwrite the practice file with their portfolio evidence, or leave Ciara's deck as the saved file: hold the line between sm2_template_practice and sm2_template_adapted.
- Students change only the title and claim completion: direct them to the default-hunt checklist.
- Difficulty locating the template gallery: guide them to the specific menu paths and the concrete pick cues of big title text, light background, and few columns.
- Leaving subtle defaults such as font inconsistencies: review each slide systematically with the class.
- A missing sm2 folder stalls the guided sequence, so create it together before anyone clicks New.

DIFFERENTIATION

- Support: provide a printed checklist of common defaults to hunt.
- Extension: challenge students to compare two templates and select the better one, or to export a PDF side by side with an earlier draft.
- Support: allow pair work during independent practice if needed.
- Non-slide VET formats: students use the four-slide support-deck route on their task list, covering title, what I made, evidence or audience, and what I need next.
- Support: the starter prompt card on the task list gives project name, who it is for, and one ask, to be filled in before opening the new file.