

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**PowerPoint**

**PowerPoint Lessons 01 and 02 – Unit A: Getting Started with PowerPoint; Skills Review and Practice**

PowerPoint - Lesson 01 - Unit A Getting Started With PowerPoint

Standard Benchmark and Indicator
S04. Standard 4:
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)

PowerPoint - Lesson 02 - Unit A Skills Review and Practice

Standard Benchmark and Indicator
S04. Standard 4:
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)

**PowerPoint Lessons 03 and 04 – Unit B: Creating a Presentation; Skills Review and Practice**

PowerPoint - Lesson 03 - Unit B Creating a Presentation

Standard Benchmark and Indicator
S04. Standard 4:
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**PowerPoint**

PowerPoint - Lesson 04 - Unit B Skills Review and Practice

Standard Benchmark and Indicator
S04. Standard 4:
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)

**PowerPoint Lessons 05 and 06 – Unit C: Modifying a Presentation; Skills Review and Practice**

PowerPoint - Lesson 05 - Unit C Modifying a Presentation

Standard Benchmark and Indicator
S04. Standard 4:
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)
S05. Standard 5:
B. Apply a research process model to conduct research and meet information needs. (09-12)
01. Determine the essential questions and plan research strategies. (09)
01. Select the essential question to be examined by the research. (10)
04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
04. Organize and analyze information, finding connections that lead to a final product. (10)
C. Formulate advanced search strategies, demonstrating an understanding of the strengths and limitations of the Internet, and evaluate the quality and appropriate use of Internet resources. (09-12)
03. Compare and chart the search results from multiple Web sites to check for consistency of information (e.g., compare data on acid rain from more than one site). (09)
04. Examine the information retrieved through Internet searching for authenticity of information, bias, currency, relevance and appropriateness. (10)

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**PowerPoint**

PowerPoint - Lesson 06 - Unit C Skills Review and Practice

Standard Benchmark and Indicator
S04. Standard 4:
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)
S05. Standard 5:
B. Apply a research process model to conduct research and meet information needs. (09-12)
01. Determine the essential questions and plan research strategies. (09)
01. Select the essential question to be examined by the research. (10)
04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
04. Organize and analyze information, finding connections that lead to a final product. (10)
C. Formulate advanced search strategies, demonstrating an understanding of the strengths and limitations of the Internet, and evaluate the quality and appropriate use of Internet resources. (09-12)
03. Compare and chart the search results from multiple Web sites to check for consistency of information (e.g., compare data on acid rain from more than one site). (09)
04. Examine the information retrieved through Internet searching for authenticity of information, bias, currency, relevance and appropriateness. (10)

**PowerPoint Lesson 07 and 08 – Unit D: Enhancing a Presentation; Skills Review and Practice**

PowerPoint - Lesson 07 - Unit D Enhancing a Presentation

Standard Benchmark and Indicator
S02. Standard 2:
E. Forecast the impact of technological products and systems. (09-12)
02. Produce graphs and/or charts to describe trends and visualize data. (10)
S04. Standard 4:
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**PowerPoint**

03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)
<b>S05. Standard 5:</b>
<b>B. Apply a research process model to conduct research and meet information needs. (09-12)</b>
01. Determine the essential questions and plan research strategies. (09)
01. Select the essential question to be examined by the research. (10)
04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
04. Organize and analyze information, finding connections that lead to a final product. (10)
<b>C. Formulate advanced search strategies, demonstrating an understanding of the strengths and limitations of the Internet, and evaluate the quality and appropriate use of Internet resources. (09-12)</b>
03. Compare and chart the search results from multiple Web sites to check for consistency of information (e.g., compare data on acid rain from more than one site). (09)
04. Examine the information retrieved through Internet searching for authenticity of information, bias, currency, relevance and appropriateness. (10)

**PowerPoint - Lesson 08 - Unit D Skills Review and Practice**

**Standard Benchmark and Indicator**

<b>E. Forecast the impact of technological products and systems. (09-12)</b>
02. Produce graphs and/or charts to describe trends and visualize data. (10)
<b>S04. Standard 4:</b>
<b>A. Apply appropriate communication design principles in published and presented projects. (09-12)</b>
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)
<b>S05. Standard 5:</b>
<b>B. Apply a research process model to conduct research and meet information needs.</b>

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**PowerPoint**

03. Compare and chart the search results from multiple Web sites to check for consistency of information (e.g., compare data on acid rain from more than one site). (09)
04. Examine the information retrieved through Internet searching for authenticity of information, bias, currency, relevance and appropriateness. (10)

**PowerPoint Lesson 09 – Midterm Exam**

**PowerPoint Lessons 10 and 11 – Unit E: Customizing Your Presentation; Skills Review and Practice**

PowerPoint - Lesson 10 - Unit E Creating a Presentation

Standard Benchmark and Indicator
S04. Standard 4:
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)
S05. Standard 5:
B. Apply a research process model to conduct research and meet information needs. (09-12)
01. Determine the essential questions and plan research strategies. (09)
01. Select the essential question to be examined by the research. (10)
04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
04. Organize and analyze information, finding connections that lead to a final product. (10)
C. Formulate advanced search strategies, demonstrating an understanding of the strengths and limitations of the Internet, and evaluate the quality and appropriate use of Internet resources. (09-12)
03. Compare and chart the search results from multiple Web sites to check for consistency of information (e.g., compare data on acid rain from more than one site). (09)
04. Examine the information retrieved through Internet searching for authenticity of information, bias, currency, relevance and appropriateness. (10)

PowerPoint - Lesson 11 - Unit E Skills Review and Practice

Standard Benchmark and Indicator

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**PowerPoint**

01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)
<b>S05. Standard 5:</b>
<b>B. Apply a research process model to conduct research and meet information needs. (09-12)</b>
01. Determine the essential questions and plan research strategies. (09)
01. Select the essential question to be examined by the research. (10)
04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
04. Organize and analyze information, finding connections that lead to a final product. (10)
<b>C. Formulate advanced search strategies, demonstrating an understanding of the strengths and limitations of the Internet, and evaluate the quality and appropriate use of Internet resources. (09-12)</b>
03. Compare and chart the search results from multiple Web sites to check for consistency of information (e.g., compare data on acid rain from more than one site). (09)
04. Examine the information retrieved through Internet searching for authenticity of information, bias, currency, relevance and appropriateness. (10)

**PowerPoint Lessons 12 and 13 – Unit F: Enhancing Charts; Skills Review and Practice**

PowerPoint - Lesson 12 - Unit F Enhancing Charts

**Standard Benchmark and Indicator**

01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)
<b>S05. Standard 5:</b>
<b>B. Apply a research process model to conduct research and meet information needs. (09-12)</b>
01. Determine the essential questions and plan research strategies. (09)

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**PowerPoint**

04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
04. Organize and analyze information, finding connections that lead to a final product. (10)
C. Formulate advanced search strategies, demonstrating an understanding of the strengths and limitations of the Internet, and evaluate the quality and appropriate use of Internet resources. (09-12)
03. Compare and chart the search results from multiple Web sites to check for consistency of information (e.g., compare data on acid rain from more than one site). (09)
04. Examine the information retrieved through Internet searching for authenticity of information, bias, currency, relevance and appropriateness. (10)

PowerPoint - Lesson 13 - Unit F Skills Review and Practice

Standard Benchmark and Indicator
S02. Standard 2:
E. Forecast the impact of technological products and systems. (09-12)
02. Produce graphs and/or charts to describe trends and visualize data. (10)
S04. Standard 4:
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)
S05. Standard 5:
B. Apply a research process model to conduct research and meet information needs. (09-12)
01. Determine the essential questions and plan research strategies. (09)
01. Select the essential question to be examined by the research. (10)
04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
04. Organize and analyze information, finding connections that lead to a final product. (10)
C. Formulate advanced search strategies, demonstrating an understanding of the strengths and limitations of the Internet, and evaluate the quality and appropriate use of Internet resources. (09-12)
03. Compare and chart the search results from multiple Web sites to check for consistency of information (e.g., compare data on acid rain from more than one site). (09)
04. Examine the information retrieved through Internet searching for authenticity of information, bias, currency, relevance and appropriateness. (10)

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**PowerPoint**

**PowerPoint Lessons 14 and 15 – Unit G: Working with Embedded and Linked Objects and Hyperlinks; Skills Review and Practice**

PowerPoint - Lesson 14 - Unit G Working with Embedded and Linked Objects and Hyperlinks

<b>Standard Benchmark and Indicator</b>
<b>S02. Standard 2:</b>
E. Forecast the impact of technological products and systems. (09-12)
02. Produce graphs and/or charts to describe trends and visualize data. (10)
<b>S03. Standard 3:</b>
B. Identify, select and apply appropriate technology tools and resources to produce creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
<b>S04. Standard 4:</b>
A. Apply appropriate communication design principles in published and presented projects. (09-12)
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)
<b>S05. Standard 5:</b>
B. Apply a research process model to conduct research and meet information needs. (09-12)
01. Determine the essential questions and plan research strategies. (09)
01. Select the essential question to be examined by the research. (10)
04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
C. Formulate advanced search strategies, demonstrating an understanding of the strengths and limitations of the Internet, and evaluate the quality and appropriate use of Internet resources. (09-12)
03. Compare and chart the search results from multiple Web sites to check for consistency of information (e.g., compare data on acid rain from more than one site). (09)
04. Examine the information retrieved through Internet searching for authenticity of information, bias, currency, relevance and appropriateness. (10)

PowerPoint - Lesson 15 - Unit G Skills Review and Practice

<b>Standard Benchmark and Indicator</b>
<b>S02. Standard 2:</b>
E. Forecast the impact of technological products and systems. (09-12)
02. Produce graphs and/or charts to describe trends and visualize data. (10)
<b>S03. Standard 3:</b>
B. Identify, select and apply appropriate technology tools and resources to produce

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**PowerPoint**

creative works and to construct technology-enhanced models. (09-12)
02. Demonstrate proficiency in all productivity tools (e.g., word processing, spreadsheet, database, desktop publishing). (09)
03. Identify/recognize state-of-the-art technology tools for solving problems and managing personal/professional information. (10)
<b>S04. Standard 4:</b>
<b>A. Apply appropriate communication design principles in published and presented projects. (09-12)</b>
01. Format text, select color, insert graphics and include multimedia components in student-created media/communication products. (09)
02. Manipulate communication design elements (image, language, sound and motion) based on intent of the message (e.g., inform or persuade). (10)
03. Examine how and why image, language, sound and motion convey specific messages designed to influence the audience. (09)
04. Assess the accuracy of the communication product. (09)
<b>S05. Standard 5:</b>
<b>B. Apply a research process model to conduct research and meet information needs. (09-12)</b>
01. Determine the essential questions and plan research strategies. (09)
01. Select the essential question to be examined by the research. (10)
04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
04. Organize and analyze information, finding connections that lead to a final product. (10)
<b>C. Formulate advanced search strategies, demonstrating an understanding of the strengths and limitations of the Internet, and evaluate the quality and appropriate use of Internet resources. (09-12)</b>
03. Compare and chart the search results from multiple Web sites to check for consistency of information (e.g., compare data on acid rain from more than one site). (09)
04. Examine the information retrieved through Internet searching for authenticity of information, bias, currency, relevance and appropriateness. (10)

**PowerPoint Lessons 16 and 17 – Unit H: Using Advanced Features; Skills Review and Practice**

PowerPoint - Lesson 16 - Unit H Using Advanced Features

**Standard Benchmark and Indicator**

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**PowerPoint**

04. Assess the accuracy of the communication product. (09)
B. Create, publish and present information, utilizing formats appropriate to the content and audience. (09-12)
01. Publish information in printed and electronic version, and select appropriate publication format (e.g., paper, Web, video). (10)
02. Use technology to publish information in electronic form (e.g., Web, multimedia, digital video, electronic portfolio). (09)
S05. Standard 5:
B. Apply a research process model to conduct research and meet information needs. (09-12)
01. Determine the essential questions and plan research strategies. (09)
01. Select the essential question to be examined by the research. (10)
04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
04. Organize and analyze information, finding connections that lead to a final product. (10)
C. Formulate advanced search strategies, demonstrating an understanding of the strengths and limitations of the Internet, and evaluate the quality and appropriate use of Internet resources. (09-12)
03. Compare and chart the search results from multiple Web sites to check for consistency of information (e.g., compare data on acid rain from more than one site). (09)
04. Examine the information retrieved through Internet searching for authenticity of information, bias, currency, relevance and appropriateness. (10)

PowerPoint - Lesson 17 - Unit H Skills Review and Practice

**Standard Benchmark and Indicator**

04. Assess the accuracy of the communication product. (09)
B. Create, publish and present information, utilizing formats appropriate to the content and audience. (09-12)
01. Publish information in printed and electronic version, and select appropriate publication format (e.g., paper, Web, video). (10)
02. Use technology to publish information in electronic form (e.g., Web, multimedia, digital video, electronic portfolio). (09)
S05. Standard 5:
B. Apply a research process model to conduct research and meet information needs. (09-12)
01. Determine the essential questions and plan research strategies. (09)
01. Select the essential question to be examined by the research. (10)
04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)

**Virtual Learning Academy**  
**Jefferson County Educational Service Center**  
**Academic Content Standards**  
**PowerPoint**

04. Identify relevant facts, check facts for accuracy and record appropriate information. (09)
04. Organize and analyze information, finding connections that lead to a final product. (10)
C. Formulate advanced search strategies, demonstrating an understanding of the strengths and limitations of the Internet, and evaluate the quality and appropriate use of Internet resources. (09-12)
03. Compare and chart the search results from multiple Web sites to check for consistency of information (e.g., compare data on acid rain from more than one site). (09)
04. Examine the information retrieved through Internet searching for authenticity of information, bias, currency, relevance and appropriateness. (10)

**PowerPoint Lesson 18 – Exam**