OALCF Task Cover Sheet

Task Title: Making a special occasion slide show

<table>
<tr><td colspan="2">

Learner Name:

</td></tr>
<tr><td>

Date Started:

</td><td>

Date Completed:

</td></tr>
<tr><td colspan="2">

Successful Completion: Yes___   No___

</td></tr>
</table>

Goal Path: Employment ✓   Apprenticeship___   Secondary School___   Post Secondary___   Independence✓

Task Description:

The learner will use Microsoft PowerPoint to create a special occasion slideshow. They will independently use word art and other functions from the toolbar.

Competency:	Task Group(s):
A. Find and Use Information	A1 Read continuous text
B. Communicate Ideas and Information	B2. Write continuous text
D. Use Digital Technology	B3. Complete and create documents
	B4. Express oneself creatively
	D. (No task groups for this competency)

Level Indicators:

A1.1:   Read brief texts to locate specific details

B2.2:   Write texts to explain and describe information and ideas

B3.2.b: Create simple documents to sort, display and organize information

B4:   Express oneself creatively, such as by creating art (this competency not leveled for complexity)

D.3:   Experiment and problem-solve to perform multi-step digital tasks

Performance Descriptors: see chart on last page

Materials Required:

- Computer with PowerPoint installed

Instructor Preparation:

This activity should take no more than 60 minutes once the instructions have been read and reviewed for understanding. Please allow extra time if student has physical limitations that may affect the speed of their typing or writing. Go over the Learner instructions with the learner so that they are clear about the tasks, it is important to relay that the learner can be creative in this task. Review the learner instructions with the learner. Ask the learner to repeat back what they are required to do to ensure understanding. Ensure that the following skills have been taught in PowerPoint:

• Opening the program	• Inserting clip art	• Inserting an auto shape
• Saving a slide show	• Inserting Word art	• Changing a font style
• Printing a slide show	• Adding a border	• Changing a font colour
• Inserting a picture	• Using a background	

Task Title: Making a special occasion slide show

People will sometimes create slide shows to present at special occasions such as birthday or anniversary parties. These slide shows will use pictures and words to tell a story about a person. These slide shows are usually fun and creative.

In this activity you will be creating a slide show for a family member's 45th birthday party.

Here is some information you can use for your slide show:
- The family member's name is June Robbins
- Her birthday is January 3rd
- She enjoys reading, flower arranging, and hiking
- She hopes to start travelling more now that she is 45

You may make up extra information if you would like.

Task 1:   Open Microsoft PowerPoint

Task 2:   Make a slideshow of at least 5 slides using 5 of the following tools

- Insert a picture or clip art

- Insert Word art

- Add a border

- Use a background

- Insert an auto shape

- Change a font colour

- Change a font style

Be sure to save your slide show as you are working on it.

Task 3:   Print out your completed slide show

Task Title: Making a special occasion slide show

	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	• Follows the sequence of events in straightforward chronological texts			
	• Reads short texts to locate a single piece of information			
	• Decodes words and makes meaning of sentences in a single text			
	• identifies the main idea in brief texts			
B2.2	• Writes texts to explain or describe			
	• Conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	• Begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
	• Uses limited range of vocabulary and punctuation appropriate to the task			
	• Begins to select words and tone appropriate to the task			
	• Begins to organize writing to communicate effectively			
B3.2b	• Follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists)			
	• Sorts entries into categories			
	• Displays one or two categories of information organized according to content to be presented			
	• Identifies parts of documents using titles			
B4	• Expresses oneself creatively, such as by creating art			
D.3	• Experiments and problem-solves to achieve the desired results			
	• Manages unfamiliar elements (e.g. vocabulary, context, topic)to complete tasks			
	• Makes inferences to interpret icons and text			
	• Selects appropriate software when required by the task			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____
Instructor (print)   **Learner Signature**