7

Lesson Exemplar for TLE

Quarter 1

Lesson

6

Lesson Exemplar for TLE Grade 7
Quarter 1: Lesson 6 (Week 6)
SY 2024-2025

Development Team

Writer:
- Jean A. Arellano, MSME (Mariano Marcos State University)

Validators:
- Emilio Aguinaldo, MTE (Philippine Normal University — Manila)
- Regie Boy B. Fabro, PhD (Mariano Marcos State University)

Management Team

Philippine Normal University
Research Institute for Teacher Quality
SiMERR National Research Centre

TLE /QUARTER 1/ GRADE 7

I. CURRICULUM CONTENT, STANDARDS, AND LESSON COMPETENCIES	
A. Content Standards	The learners demonstrate an understanding of using productivity software
B. Performance Standards	The learners perform the utilization of productivity tools in a safe and responsible manner
C. Learning Competencies and Objectives	**Learning Competency** The learners shall be able to create presentations with a master slide, and motion paths. **Learning Objectives** At the end of the lesson, the learners shall be able to: 1. discuss the rules in creating a presentation 2. create a presentation using master slide, motion path and animation pane
D. Content	Presentation Software ● rules in creating presentations ● master slide ● animation (motion path) ● animation pane
E. Integration	**SDG 4:** Quality Education **SGD 9:** Industry, Innovation and Infrastructure

II. LEARNING RESOURCES
6. simple rules to help you create effective PowerPoint presentations. (n.d.). https://www.prezent.ai/zenpedia/presentation-rules PowerPoint: Slide Master View. (n.d.). GCFGlobal.org. https://edu.gcfglobal.org/en/powerpoint/slide-master-view/1/ Writtenhouse, S. (2022b, May 3). How to use Motion Path animations in Microsoft PowerPoint. How-To Geek. https://www.howtogeek.com/798590/how-to-use-motion-path-animations-in-microsoft-powerpoint/

Put objects or text on a custom motion path. (n.d.). https://support.microsoft.com/en-us/office/add-a-motion-path-animation-effect-f3174300-0d24-4671-a1c2-e286b41efba6

PowerPoint 2016: Animating Text and Objects. (n.d.-b). GCFGlobal.org. https://edu.gcfglobal.org/en/powerpoint2016/animating-text-and-objects/1/

III. TEACHING AND LEARNING PROCEDURE		NOTES TO TEACHERS

A. Activating Prior Knowledge	**DAY 1**
	1. Short Review
	   Ask the following students?
	    1. What have you learned using Word Processing software?
	    2. Were these learnings helpful to you?
	    3. Do you think you can also apply them using Presentation Software?
	
	Feedback (Optional)	

B. Establishing Lesson Purpose	**1. Lesson Purpose**
	   Ask the students the following questions:
	    1. What can you say with the presentation carrying a good design?
	    2. What about this poorly designed presentation?
	    3. What could be done to improve the presentation?
	    4. Are you familiar with the basic rules in creating a presentation?
	       Using presentation software is an effective way of sharing information while also keeping the audience hooked and helping them remember what was told to them. A good presentation design is crucial in making your audience engaged in your presentation.
	
	2. Unlocking Content Vocabulary
	   • **Master Slide**- it has built-in layouts, designs and background graphics.
	   • **Motion Path**- the technique of customizing the animation of an object in order to follow a certain path.
	   • **Animation Pane**- command enables a user enables to control and view every effect on the active slide.
		Show to the students a poorly designed presentation and show them also a presentation with a good design. Ask them the questions.

C. Developing and Deepening Understanding	**SUB-TOPIC: 1 - Rules in Creating Presentations** **1. Explicitation** Creating an engaging PowerPoint presentation requires following certain rules. In this lesson, we will explore the key principles to help you create presentations that will capture the audience's attention. ● **One idea in one slide.** This allows the audience to focus on a concept on each slide thus, making it easier for them to comprehend and remember. ● **Follow the 5 rules.** The 5/5/5 rule is a simple guide to keep things short. Observe five words per line, no more than five lines per slide, and of having five slides in a row with lots of text. This rule helps keep your audience engaged and paying attention. ● **Avoiding slide overload.** Limit your elements to six or fewer on each slide. This keeps things focused. Also, use short text, add some space (white space), and include images or graphics smartly. ● **Mastering slide design**. A clear and meaningful heading is a must. It helps your audience understand what is coming up. Make sure your heading is a short and clear summary of your entire presentation. ● **Effective slide design**. Use colors that stand out, keep backgrounds simple, and use big fonts. As much as possible, do not use italics, underlining, or all caps because they might take away the audience's focus from your main message. ● **Appropriate animation.** Avoid using too many animations. Research shows that an audience does not like too many movements. Small, simple animations can help highlight key points and make your audience remember things better. Using too many might distract the audience and make your presentation less effective. ● **Utilize visual presentations.** Use images and graphs to add interest and engagement to your presentation but make sure to observe balance. Avoid complex graphics that may distract your audience. When you decide to use a graph or chart, make sure to explain what it shows so everyone understands the information you are sharing. **2. Worked Example**	It would be good to have a healthy discussion here. The student's result of evaluation to the two (2) presentations must show that the good design followed most of the rules while the bad design followed only few or did not follow any of them.

Using the sample presentations that were shown earlier (the good and the bad design), determine if the two (2) followed the seven (7) rules. Complete the table below by putting a √ mark if the presentation followed a rule otherwise, put X.

Rules	Presentation 1 (Good)	Presentation 2 (Bad)
One idea in one slide		
Follow the 5 rules		
Avoiding slide overload		
Mastering slide design		
Effective slide design		
Appropriate animation		
Utilize visual presentation		

3. **Lesson Activity**
   Once again, look at the sample presentation (given by your teacher) with the "GOOD" design. Discuss how the seven (7) rules in creating a presentation were utilized.

DAY 2
SUB-TOPIC: 2 - Master Slide

1. **Explicitation**
   You might have noticed that some slides have background and other elements that cannot be changed and cannot be deleted when in the Normal View. What might be the reason why? This is because the slides have built-in layouts, designs and background graphics embedded using the Master Slide. If you want to edit or change the layout, design and background of all your slides, you need to edit the Master Slide.
   The **Master Slide** is designed to achieve consistency and professional-looking presentation. In PowerPoint presentation, you could use **Slide Master View** to modify all the slides and the slide layouts of your presentation. You can also modify the layout of the individual slides.
   Here are some of the most common uses of the Slide Master View.
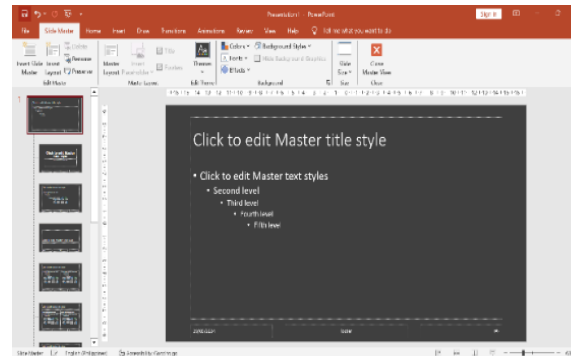
You should prepare a presentation file with built-in layouts that was created using the Slide Master command. This presentation will be used by students for the practice activity.

You may give a presentation topic that is connected to the other Grade 7 subjects. Like for example in science they can use "Waste Segregation" as their topic.

|		

	• **Modify backgrounds**: it customizes the **background** for all of your slides at the same time. When you adjust one of the layouts in the Slide Master view, all of the slides with that layout will change.
	
	• **Rearrange placeholders**: If you accidentally rearranged the placeholders on each slide, you can save time by rearranging them using the Slide Master view.
	
	• **Customize text formatting**: You could also use the Slide Master view to change the text color on all slides at once.
	
	• **Create unique slide layouts**: You could use Slide Master view to create your own unique layouts. Custom layouts can include your own background graphics and placeholders**.**
	
	• **Customizing Slide Layouts**
	  1. Click the **View** tab from the Ribbon. In the **Master Views** group, click **Slide Master view.**
	  2. Locate and select the desired layout in the left navigation pane. You can hover the mouse over each layout to see which slides are currently using that layout in the presentation.
	  3. In some layouts, the background graphics may be hidden. To show the graphics, uncheck the box next to **Hide Background Graphics** found in the **Background** group of the **Slide Master** tab from the Ribbon.
	  4. Add, move, or delete any **objects** as desired.
	  5. If you want to change the arrangement of the placeholders, you can move, resize, or delete any of them.
	  6. When you're finished, click the **Close Master View** command on the **Slide Master** tab.
	  7. All slides using the layout will be updated.
		Before introducing today's lesson, you may first have a review of the new knowledge and skills they have gained from the previous lesson.

- **Create New Slide Layouts**
  1. Click the **View** tab from the Ribbon. In the **Master Views** group, click **Slide Master view.**
  2. Click the **Insert Layout** command. The new slide layout will appear.
  3. The layout will include **title** and **footer** placeholders by default. Click the **Title** and **Footers** boxes in the **Master Layout** group to toggle these placeholders on and off.
  4. You can now add background graphics, shapes, and pictures to the slide layout. You can also move, adjust, and delete the existing placeholders.
  5. To add new placeholders, click the down arrow of the **Insert Placeholder** command, then select the desired placeholder type.
  6. Click and drag to **draw the placeholder** on the slide.
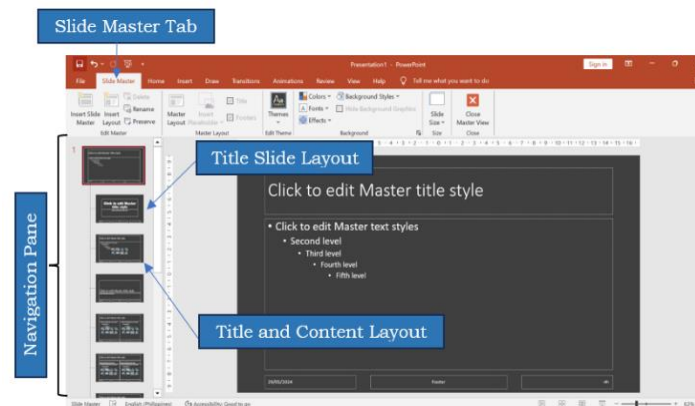

2. **Worked Example**
   Guided Practice:
   1. Open the presentation file that the teacher gave you.

   2. On the slide master, change the **Background Style**. Choose a background from any of the styles shown.

3. From the **navigation pane**, click **Title Slide Layout**. Try to change the location of the **placeholders**. Try to change the **Font** and **Font Colors**.
4. Apply the rules in creating the presentation in order to have a good match of background and element colors.
5. Click **the Title Content Layout**. Try to make changes to placeholders, font and font colors. Try to add also other elements like shapes.
6. Apply the seven (7) rules in customizing the layout of your master slide.
7. Insert a **New Slide Layout**. Try to add background graphics.
8. Add also shapes, and pictures to the slide layout by clicking **Insert Placeholder**.
9. Move, adjust, and delete (if necessary) the existing placeholders.
10. Show your output to your teacher.
11. Click **Close Master view** and save the presentation. Put "**Practice**" as the filename

3. **Lesson Activity.**
   See **Learning Activity Sheet – Activity No. 1** for the complete details of the activity.

DAY 3
SUB-TOPIC 3 - Motion Path

1. **Explicitation**
   Have you seen a moving object in a presentation that follows a certain path or route? This technique of customizing the animation of an object is called **Motion Path**.

   Animations in Microsoft PowerPoint come in a variety of forms. Effects can be applied to shapes, pictures, and text. However, if you want to create your own, you can select a motion path animation to move your object wherever you like
   PowerPoint's Motion Path animations allow you to add zigzag, loop, spiral, or swoosh effects to your objects. You can adjust the points to establish the precise path you want your object to go once you have chosen the motion path you want to utilize.

Before introducing the next lesson for the day, you may first establish the connection between the **Motion Path** and the **Animation Pane**. You may ask students the following questions:
1. What motion paths have you applied in your slides?
2. Do you like the order of the motion effects in your slide?
3. What did you do to have a preview of the effects of the chosen motion path?

2. Worked Example
Guided Practice:
1. Open the "**Practice**" presentation file
2. Click an object that you want to animate.
3. On the **Animations** tab from the Ribbon, click **Add Animation**.
4. Scroll down to **Motion Paths,** and pick one from the list.
5. If you would like to draw the path, choose **Custom Path** from the list.
6. Draw the path in the slide. To stop drawing a custom path, press Esc.
7. If you do not like any of the motion paths in the list, click **More Motion Paths**.
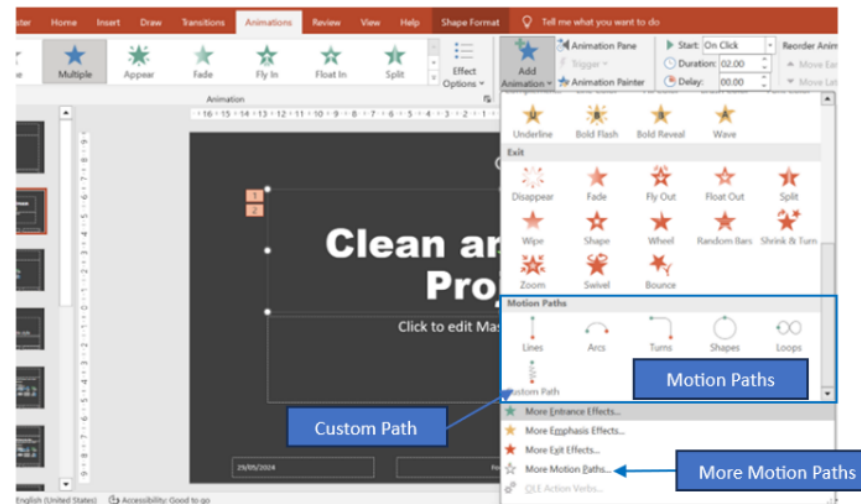
8. Click an animation to see a preview of how the object will move on your slide.
9. Select the motion path you want then click **OK**.

10. You should see the movement on the object in your slide.
11. Try to change the **direction**, **sequence**, **origin** and **path**.
12. Click **Effect Options** from the Animations tab and choose from given lists.
13. You should see the effect on the object you have selected.
14. In case you want to remove an animation, on the slide, click the motion path (dotted line with arrow), and then press Delete.
15. Save the changes you have made to your "**Practice**" presentation.

3. Lesson Activity

See **Learning Activity Sheet – Activity No. 2** for the complete details of the activity.
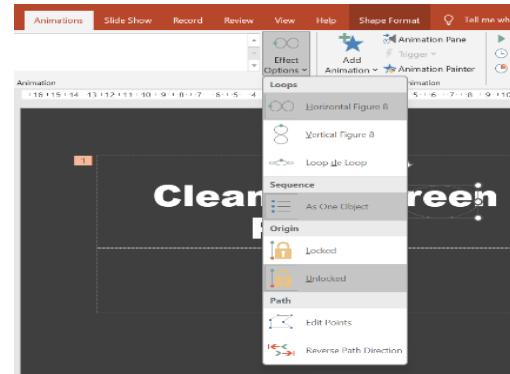
SUB-TOPIC 4 – Animation Pane

1. Explicitation

The **Animation Pane** is an essential part of the Animations tab. This command enables you to control and view every effect on the active slide. The Animation Pane allows you to easily edit and **rearrange effects**, which is very helpful if you have multiple effects. It also allows you to have an easy and quick **preview** of the animation effects that you have selected. The effect's **start option** and **timing** can also be set using the Animation Pane.
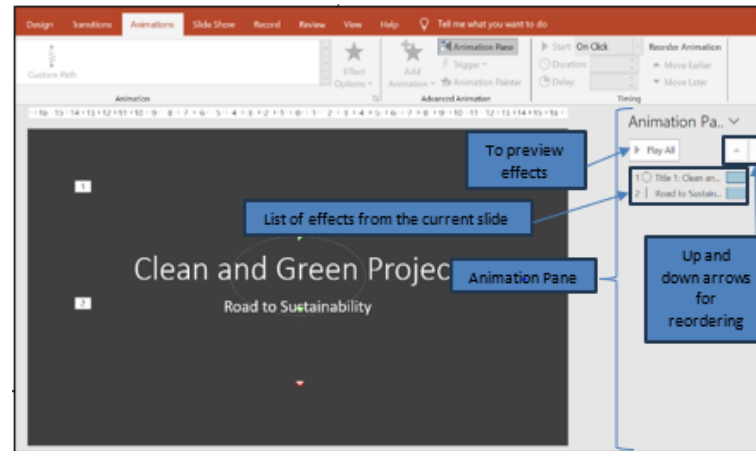
2. Worked Example

Guided Practice: Open the "Practice" presentation file and perform the following steps:

To open the Animation Pane:
1. From the **Animations** tab, click the **Animation Pane** command.

2. The **Animation Pane** will open on the right side of the window. It shows all of the effects for the current slide following the order in which they will appear.

To   **reorder effects from the Animation Pane:**
1. On the **Animation Pane**, click and drag an effect up or down.
2. You may also use the up and down arrow from the Animation Pane.
3. Simply select the object with effect and click the up or down arrow.
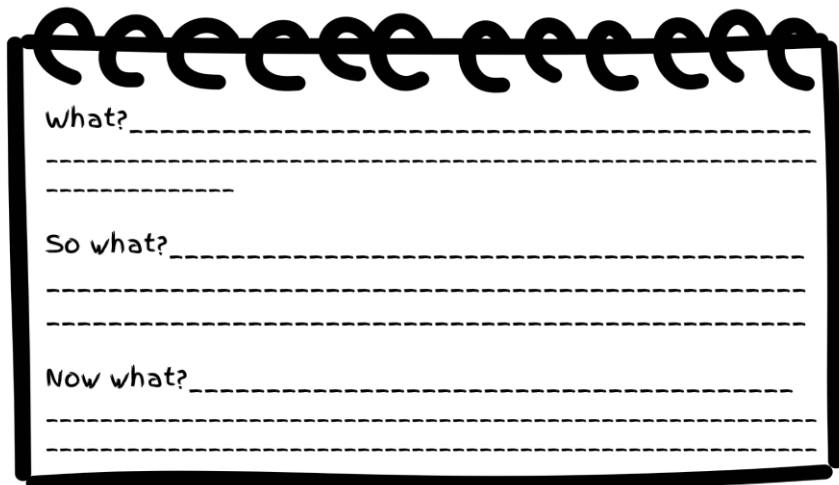
To preview effects from the Animation Pane:
1. From the **Animation Pane**, click the **Play** or Play All button.
2. The effects for the current slide will play.

To change an effect's start option:
1. From the **Animation Pane**, select an effect. A drop-down arrow will appear next to the effect.
2. Click the drop-down arrow and select one of the three start options.
Start on Click will start the effect when the mouse is clicked,
Start With Previous will start the effect at the same time as the previous effect, and
Start After Previous will start the effect when the previous effect ends.

To open the Effect Options dialog box:

	1. From the Animation Pane, select an effect. A drop-down arrow will appear next to the effect. 2. Click the drop-down arrow, then select **Effect Options**. 3. The Effect Options dialog box will appear. Click the drop-down menus and select the desired settings and enhancements. 4. You can add a **sound** to the animation, add an effect **after** the **animation** is over, or **animate text** in a different sequence. **To change the effect timing:** 1. From the **Effect Options** dialog box, select the **Timing** tab. 2. From here, you can add a **delay** before the effect starts, change the **duration** of the effect, and control whether the effect **repeats**. **3. Lesson Activity** See **Learning Activity Sheet – Activity No. 3** for the complete details of the activity.	
D. Making Generalizations	**DAY 4** **1. Learners' Takeaways** In this week's lessons, I have learned that in order to create effective presentations I must do the following: _____ _____ _____ _____ _____ _____ _____ **2. Reflection on Learning**	

What?_____
_____
_____

So what?_____
_____
_____

Now what?_____
_____
_____

IV. EVALUATING LEARNING: FORMATIVE ASSESSMENT AND TEACHER'S REFLECTION				NOTES TO TEACHERS

A. Evaluating Learning	**1. Formative Assessment**
	   Answer the following questions.
	    1. What is the function of a Master Slide?
	    2. When do you use Motion Paths?
	    3. How important is the Animation Pane?
	
	2. Homework (Optional)			

B. Teacher's Remarks	*Note observations on any of the following areas:*	**Effective Practices**	**Problems Encountered**	The teacher may take note of some observations related to the effective practices and problems encountered after utilizing the different strategies, materials used, learner
	strategies explored			
	materials used			

12

	learner engagement/ interaction			engagement and other related stuff.
	others			Teachers may also suggest ways to improve the different activities explored/ lesson exemplar.
C. Teacher's Reflection	*Reflection guide or prompt can be on:* ▪ *principles behind the teaching* *What principles and beliefs informed my lesson?* *Why did I teach the lesson the way I did?* ▪ *students* *What roles did my students play in my lesson?* *What did my students learn? How did they learn?* ▪ *ways forward* *What could I have done differently?* *What can I explore in the next lesson?*			Teacher's reflection in every lesson conducted/ facilitated is essential and necessary to improve practice. You may also consider this as an input for the LAC/Collab sessions.