Task Title: Making a Special Occasion Slideshow

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐   No ☐

Goal Path: Employment ▨   Apprenticeship ☐

Secondary School ☐   Post Secondary ☐   Independence ▨

Task Description: Use Microsoft PowerPoint to create a special occasion slideshow.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2b
- Communicate Ideas and Information/B.4
- Use Digital Technology/D.3

Materials Required:

- Pen/pencil and paper
- Computer with Microsoft PowerPoint

Notes for Instructors/Practitioners

If the learner is not able to access Microsoft PowerPoint, this task could be completed using an alternate creative program such as Canva. In most cases, the learner (or practitioner) will need to sign up for a free account in order to gain access to the program. Some features and functions may be limited with free versions of software and this task may need to be altered to suit the software program the learner has access to.

Learner Information

People sometimes create slideshows to present at special occasions such as birthdays or retirement parties. These slideshows will use pictures and words to tell a story about a person. They are usually fun and creative.

Open a new presentation in Microsoft PowerPoint.

Scan the "45th Birthday Celebration".

45th Birthday Celebration

- The birthday celebration is for June Robbins
- Her birthday is January 3rd
- She enjoys reading, arranging flowers, and hiking
- She plans to start travelling more now that she is 45
- She has three children and a golden retriever named Archie

Work Sheet

Task 1: Create a new slideshow with at least 5 slides. Include the information you have been given about the birthday celebration. Feel free to add additional details.

Answer: No written response required here.

Task completed: Yes: ☐   No: ☐

Task 2: Complete at least three of the following actions on your slideshow:

- **Add a border or outline**
- **Use a background or template**
- **Change a font colour**
- **Change a font style**
- **Insert a picture or shape**

Answer: No written response required here.

Task completed: Yes: ☐   No: ☐

Task 3: Show your instructor your completed slideshow.

Answer: No written response required here.

Task completed: Yes: ☐   No: ☐

Answers

Answers will vary. Ensure that the learner has included all relevant information and has attempted to use at least three design tools.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
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			
B.4	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			

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	selects appropriate software when required by the task			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):   Learner (print):

_____   _____