



# Capstone Student Guide

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# Capstone overview

## Description

In this Capstone project, you will apply what you've learned in this course to a problem or opportunity that is meaningful to you. After you have selected a problem or opportunity, you will decide what part of the solution you can achieve by using Microsoft PowerPoint. Be sure to review the Capstone rubric to make sure your project can incorporate the required items.

In the Capstone project, you will:

- Apply PowerPoint to help solve a personally significant problem or respond to an opportunity.
- Analyze the need.
- Plan and create a PowerPoint presentation or presentations to satisfy an important need. Your project can:
  - Solve a small piece of a large real-world problem.
  - Provide an alternative solution to a problem.
  - Create another version of an already existing solution.
  - Take advantage of an opportunity to start something new or improve lives.
- Your project should incorporate both the required elements and the choice elements listed in the Capstone rubric.
- Be creative.
- Have opportunities to work with others.
- Assess and reflect on your work by using the Capstone rubric.
- If possible, share with your project with an applicable public audience.

In the Capstone project, you will not:

- Follow step-by-step directions for completing the project.
- Understand how to solve the problem you select.
- Figure out how your project should appear, or how you should use PowerPoint.

# Capstone outline

Lesson	Activity	Objectives
1	<ul style="list-style-type: none"> <li>Analyze a problem or opportunity</li> <li>Select a project</li> <li>Create work plans</li> </ul>	<ul style="list-style-type: none"> <li>Select and deconstruct a personally significant problem or opportunity.</li> <li>Decide how using PowerPoint can help.</li> <li>Create a timeline to accomplish the project.</li> </ul>
2	<ul style="list-style-type: none"> <li>Work on the project</li> <li>Record your progress</li> </ul>	<ul style="list-style-type: none"> <li>Follow your plans to complete your project.</li> </ul> <p><b>Note:</b> Your teacher might plan additional workdays for these activities.</p>
3	<ul style="list-style-type: none"> <li>Complete the project.</li> <li>Share the results.</li> <li>Assess and reflect.</li> </ul>	<ul style="list-style-type: none"> <li>Make any last-minute changes or additions.</li> <li>Share your work with others.</li> <li>Assess your work with a rubric.</li> <li>Reflect on your learning.</li> </ul>

Table 1: Capstone activities and objectives by lesson

# Lesson 1: Selecting a problem and making plans

## Warm-up

Think about what you learned throughout this course that will help with tasks and challenges in your life. Share your experience with a partner and be prepared to share with the class.

What do you think is a serious problem in your school or community? How do you think you could help solve some part of the problem by using PowerPoint? Or is there an opportunity to provide something new that's useful or fun in your school or the community? Share your thoughts with an elbow partner. Be prepared to share with the class.

## Activities

### Select a problem

Tools are designed to solve problems. And just like the tools found in a toolbox used to build things or appliances in a kitchen used to prepare food, electronic tools are most valuable when used to solve problems they are best suited for. In this Capstone project, you are going to apply the tools in Excel to solve a problem or build on an opportunity from the list that you came up with during the warm-up session and that is important to you.

1. Describe the problem or opportunity that is important to you.
2. Is this problem or opportunity made up of many smaller challenges? List the smaller challenges that are a part of this bigger problem. The process of breaking a large problem into smaller problems is called *deconstruction*.
3. Is there an authentic audience that you could consult with for ideas on how to solve the problem? Is it possible that you could create something that this audience could use?

4. What could you create with PowerPoint to help solve one of these smaller problems?
5. If you're having trouble selecting a problem to solve or an opportunity to work on, review the following list of project ideas.

## PowerPoint ideas

- Create a scrapbook or photo album.
- Showcase your culture, neighborhood, friends, or family.
- Teach a skill or information related to a hobby, music, or sport.
- Create flashcards or a quiz for your class.
- Create an interactive game.
- Write an illustrated or interactive children's story.
- Create *lightning talks*—a short presentation with 15-second automated slides—on a topic you know well, such as riding a skateboard, serving a tennis ball, or using a remote.
- Research an item you'd like to purchase. Report on your research in a presentation.
- Convert a document written with a word processor into a more interesting presentation.
- Redesign a presentation used in another class, club, or community activity.
- Create a storyboard for a public service announcement or other broadcast.
- Create a rulebook for a competition, sport, game, hobby, or building something.

Alternative Munson's Pickles and Preserves Farm project ideas:

- Create a presentation that showcases Munson's community-supported agriculture program or any other initiative at the farm.
- Create a presentation explaining how Munson's is implementing technology to improve efficiency, address ecological issues, and address energy consumption and crop yield.
- Create a video commercial for an upcoming event, summer camp, farm store. This project could include transitions, animations, and saving the file as an MPEG4.
- Create a proposal for future events that could be held at the farm.
- Enhance any existing Munson's presentation you have created or worked on throughout the course.

## Create a plan

1. Open the **Capstone\_rubric.docx** in the **Learning Activity Resources, Capstone Project** folder. Read the criteria of both the required features and the optional features. Be sure you understand what you must use in your project, and what you can choose to include. The document (or documents) or other artifacts you create must adhere to the rubric criteria in a meaningful way that contributes to more clearly communicating ideas or solving the problem you've selected.
2. Describe the document (or documents) or other artifacts you plan to create.
3. Complete the Capstone plan individually or with a partner if working as a team. Begin working on the project if time permits.

# Capstone plan

Problem selected:

Proposed solution:

Name (or names) of problem solver (or solvers):

Lesson	Tasks to complete	Person responsible	Completed (Y/N)
1			
2			
3			
4			
5			

Table 2: Capstone plan



# Wrap-up

Review and assess your Capstone plan. If you have started work on the project, write down the status of your project in the plan. Remember to reflect on this question while planning: What do you think will be the most challenging part of your project? Share your answer with the class in the class discussion.

# Lesson 2: Working on your project

## Warm up

1. Review the Capstone plan.
2. Did you experience any problems during the previous lesson that haven't been resolved? Do you foresee any problems with the tasks you plan to complete today?

## Activities

### Project development

Based on the Capstone plan, work on your project tasks. Reserve enough time at the end of the class session to track your progress.

If you have questions or are encountering problems while completing your tasks, use the following problem-solving strategies before asking your teacher for help:

- Use the **Help** options on the PowerPoint ribbon.
- Review the content in your Student Guides related to the questions you have.
- Ask your team members or other class members for help.

## Wrap-up

1. In your Capstone plan, indicate the tasks completed and review the tasks you will work on during the next class session.
2. Think about the following questions:
  - a. What challenges did you encounter today?
  - b. What resource did you use to address the challenge?
3. Share your answers with a partner. Did you encounter similar challenges as your partner? What did you learn from each other?

# Lesson 3: Sharing and reflecting

## Warm-up

1. Review the Capstone plan and ensure that you have completed all tasks.
2. Review the rubric to ensure you've included all the necessary elements in your project.
3. Make any last-minute changes or additions to your project and finalize it.

## Activities

### Sharing

Follow the teacher's directions for sharing your project with others.

## Wrap-up

### Project assessment and reflection

1. Assess your project by using the Capstone rubric.
2. Reflect on your work and what you learned in this project by answering the questions at the end of the rubric.

# Glossary

<b>Deconstruction</b>	The process of breaking a large or complex problem into smaller more easily solved problems.
<b>Authentic audience</b>	Individuals or organizations in the community beyond the classroom that would be interested in or could use the results of your project. For example, the local humane society might be interested in your solution to the problem of abandoned pets, and want to use posters you create.
<b>Rubric</b>	A scoring or evaluation guide used to evaluate assignments and projects. They are helpful for students when planning assignments, and for teachers when grading assignments.
<b>Problem</b>	When the word <i>problem</i> is mentioned in this document, it refers to a problem, opportunity, challenge, or anything important to you that you can showcase to others using PowerPoint.

*Table 3: Glossary terms and definitions*