



Module 5: Introducing Multimedia

Learn Powerpoint basics: creating a presentation, inserting slides, inserting images, adding sound effects, animations, transitions and viewing a slide show

Planning and Delivery Tips

- *Skill Set Checklist* provides “goals” for module i.e. the core skills and knowledge to be taught
- **Contextualise** the concepts to learners’ needs and experiences eg a slide show of an excursion or class event
- Brainstorm when they may need to create a presentation using a slide show in their context eg community event, job
- *Easysteps online—Multimedia—Explore software* use the video tutorial (without audio) to demonstrate how to start PowerPoint or Google slides; insert slides; insert images: or use if as revision/reinforcement
- *Online help guide* may not be appropriate for all learners if their English language proficiency is low. Provide the same information as contained in the online help guide in specially prepared worksheets focusing on the functions that learners will use in steps building up to the creation of a slide show.

Key Terms / Vocabulary

Presentation
Slide
Text box
Layout
Design
Template
Clip art/images/pictures
Drag
Resize
Animation/Transition
Themes/Colour scheme
Slide show
Slide effects
Sound effect/timing

Scaffolding

- Unpack the skills/concepts needed
 - **Slide show**
 - **Animation/sound effects**
 - **Template/colour scheme**
- Revise skills and knowledge needed from previous Module: Toolbars, aligning, inserting images
- Print PowerPoint Screen. Teacher shows different parts on a Data show and learners label.
- Demonstrate first on a Data show. Point out similarities to the screen and functions with Word and practise those skills in PowerPoint
- Introduce only two or three functions at a time. Learners practice with short activities eg inserting new slides and inserting clip art or photos
- Revise and build on functions learnt in following lessons
- Prepare students for final activity (a slide show about themselves) by working up to it with short activities to teach the skills needed with step by step instructions using visuals

Extra Resources

- Two manuals with lots of visual step-by-step instructions for PowerPoint
- **Multimedia Essential Skills for Slide Show Presentations: PowerPoint 2007** <http://library.nald.ca/item/9929>
- **What is Microsoft PowerPoint kd** <http://tlc-mn.org/sites/tlc-mn.org/files/Neighborhood%20House-%20PowerPoint%20Exercises.pdf>