

TL Module 3: Pedagogy

Unit 4: Graphic Tools to Enhance Teaching and Learning



Objectives:

Teachers should be able to use presentation software and digital resources to support instruction. (UNESCO ICT-CFT, TL.3.c)



Duration:

Total of 3 notional hours – 2 hour computer practical session and 1 hour self-study at a computer.



A] Computer Practical (Total 2 hours)

Notes to Facilitator

Set up the venue specifically so that the participants can access the MS Office 2010 suite and PowerPoint. Also ensure there is Internet connectivity so that the online tutorials at www.gcflearnfree.org can be accessed. If you cannot guarantee connectivity during the practical session, download the 'Printable Version' of the tutorials that can be accessed from the GCFLearnFree.org website and hand these out as hard copies. They will also need connectivity to do Google image searches: <http://images.google.com>

The intention of the practical is threefold: firstly, to allow the participants additional time to consolidate their PowerPoint skills from unit 2 and secondly, to provide them opportunities to learn how to insert graphic elements into their presentations. In this practical, we will investigate inserting images, videos and audio clips. Thirdly, they will need to transfer their new skills by building a curriculum resource using PowerPoint. It is very possible that some participants will be familiar with PowerPoint and potentially bored by the introductory activities described here. Engage them by asking them to try the intermediate tutorials on allied subjects. These more challenging topics are identified as the 'b' tasks.

The tutorials are important but it is essential that the student teachers have an opportunity to transfer the skills learnt here. Task 5, designing and creating a curriculum resource, is designed to do this, so ensure enough time is spent on this last activity. In this task, the student teachers are also introduced to a new service that is potentially useful in the identification of images for teaching: Google image search. Make sure you are familiar with this tool so that you can offer your support.

Should you feel you would like a textbook for either your own background reading or to distribute to the participants free of charge we recommend, Moffat, S. (2011). *PowerPoint 2010 Advanced*. Bookboon. Available online <http://bookboon.com/en/textbooks/it-programming/powerpoint-2010-advanced> or access the PDF CD version [here](#). (A Bookboon text also exists for PowerPoint 2007 [here](#))

Task 1a (New Users): PowerPoint 2010: Inserting Images Tutorial (20 Minutes)

Complete the follow online tutorial and practise the relevant skills at GCFLearnFree.org.

PowerPoint 2010 Lesson 5: Inserting Images

“Adding images to your presentations makes them more interesting and engaging. Pictures, clip art and screenshots can be inserted into PowerPoint to help you communicate your ideas effectively to your audience. In this lesson, you will learn how to insert and manipulate pictures, clip art and screenshots into your slides.”

Access at <http://www.gcflearnfree.org/powerpoint2010/5> or CD version [here](#)

Task 1b (Intermediate Level): PowerPoint 2010, SmartArt Illustrations (20 Minutes)

Complete the follow online tutorial and practice the relevant skill at GCFLearnFree.org.

PowerPoint 2010 Lesson 19: SmartArt Illustrations

“SmartArt allows you to visually communicate information rather than simply using text. Illustrations can really enhance your presentation, and SmartArt makes using graphics especially easy. In this lesson, you will learn how to insert a SmartArt graphic, modify the colour and effects, and change the organisation of the graphic.”

Access at <http://www.gcflearnfree.org/powerpoint2010/19> or CD version [here](#)

Task 2a (New users): PowerPoint 2010: Formatting Pictures Tutorial (20 Minutes)

Complete the follow online tutorial and practise the relevant skill at GCFLearnFree.org.

PowerPoint 2010 Lesson 13: Formatting Pictures

“Once you've added pictures to your presentations, you can format them in various ways. The picture tools in PowerPoint 2010 make it easy to incorporate images into your presentations and modify those images to make them look even better. In this lesson, you will learn how to change the picture style and shape, add a border, crop and compress pictures, add artistic effects, and more.”

Access at <http://www.gcflearnfree.org/powerpoint2010/13> or CD version here

Task 2b (Intermediate level): PowerPoint 2010, Hyperlinks and Action Buttons (20 Minutes)

Complete the follow online tutorial and practice the relevant skill at GCFLearnFree.org.

PowerPoint 2010 Lesson 20: Hyperlinks and Action Buttons

“Whenever you use the Web, you are using hyperlinks to navigate from one webpage to another. If you want to include a web address or email address in your PowerPoint presentation, you can choose to format them as hyperlinks that a person can click on. It's also possible to link to files and other slides within a presentation. It's easy to do all this using two tools: hyperlinks and action buttons. In this lesson, you will learn how to insert hyperlinks using text and objects, as well as how to insert action buttons.”

Access at <http://www.gcflearnfree.org/powerpoint2010/20> or CD version [here](#)

Tasks 3a & b: PowerPoint 2010: Inserting Video (20 Minutes)

Complete the follow online tutorial and practice the relevant skill at GCFLearnFree.org.

PowerPoint 2010 Lesson 17: Inserting Video

“Videos are a great way to make your presentations more engaging for your audience. PowerPoint allows you to insert a video from a file on your computer or from a website such as YouTube. You can even edit the video within PowerPoint and customise its appearance with a Video Style. In this lesson, you will learn how to insert a video, edit it and format its appearance.”

Access at <http://www.gcflearnfree.org/powerpoint2010/17> or CD version [here](#)

Tasks 4a & b: PowerPoint 2010: Inserting Audio (20 Minutes)

Complete the follow online tutorial and practice the relevant skill at GCFLearnFree.org.

PowerPoint 2010 Lesson 18: Inserting Audio

“PowerPoint allows you to add sound to your presentation, which opens up a lot of possibilities. Perhaps you want to add background music to one slide, a sound effect to another, and maybe even add some narration or commentary to a few slides. You can either add an audio file from your computer, or you can browse PowerPoint's collection of Clip Art Audio. You can then edit the sounds within PowerPoint so that they are tailored to your presentation. In this lesson, you will learn how to insert sounds into a presentation and edit them.”

Access at: <http://www.gcflearnfree.org/powerpoint2010/18> or CD version [here](#)

Task 5: Multimedia Presentation (40 minutes)

You have spent some time working through the tutorials above but now we need to pull these new skills together into something we could use in the classroom. It's time to design and create a teaching resource. Remember to use the design issues we studied in Unit 2.



Portfolio Task

1. Select a section of curriculum in your subject or learning area that lends itself to the use of multimedia (images, video, audio).
2. Use the <http://images.google.com> search tool to identify graphics you could use in your presentation. Save any useful images you find on your computer.
3. Create a presentation of no fewer than 6 slides that combines text and multimedia elements to enhance understanding of your subject topic/learning area.

Please note that this is a recommended **Portfolio Task** and should be prepared for submission.



Self-Study (Total 1 hour)

Assignment 1 (20 Minutes)

Access and complete the tutorial below. Ensure that you practice the skills being covered.

Skills for a Changing World: ICT

ICT Tutorial, Part 2: [Using PowerPoint to Present](#)

Assignment 2 (40 Minutes)

Watch the online video “Inserting Charts in PowerPoint 2010”, then complete the follow online tutorial and practise the skills at Microsoft Office website.

Step 1

If you have access to the Internet view the video: Inserting Charts in PowerPoint 2010 at blip.tv <http://blip.tv/systems-consulting-ltd/inserting-chart-in-powerpoint-2010-5146354> otherwise skip to Step 2.

Step 2

Complete the tutorial: PowerPoint 2010 – Add a chart to a presentation

“In Microsoft PowerPoint 2010, you can insert many kinds of data charts and graphs, such as column charts, line graphs, pie charts, bar charts, area graphs, scatter graphs, stock charts, surface charts, doughnut charts, bubble graphs, and radar graphs.”

Access at: <http://office.microsoft.com/en-us/powerpoint-help/add-a-chart-to-a-presentation-HA010370246.aspx> or use the CD version [here](#).

Make sure you can create charts by practicing in an empty presentation.

Extension Assignment 1 (20 Minutes)

Complete the follow online tutorial and practice the skills at GFCLearnFree.org.

PowerPoint 2010 Lesson 22: Working with Charts

“A chart is a tool you can use to communicate your data graphically. Displaying charts in PowerPoint allows your audience to see the meaning behind the numbers, and they make showing comparisons and trends a lot easier. In this lesson, you will learn how to insert charts and modify them so that they communicate information effectively.”

Access at: <http://www.gcflearnfree.org/powerpoint2010/22> or CD version here



Resources Used in this Lesson Unit

Goodwill Community Foundation. (2011). *PowerPoint 2010*. Available online at <http://www.gcflearnfree.org/powerpoint2010> Accessed 08/08/2011. (© All Rights Reserved. Materials can be used free online, printed and downloaded for educational purposes. Attribution, Noncommercial and No Derivative rights are reserved.)

Microsoft. (2011). *Microsoft PowerPoint 2010: Add a Chart to a Presentation*. Available online at <http://office.microsoft.com/en-us/powerpoint-help/add-a-chart-to-a-presentation-HA010370246.aspx>. Accessed 08/08/2011. (All Rights Reserved. Free to use online.)

Moffat, S. (2011). *PowerPoint 2010 Advanced*. Bookboon. Available online <http://bookboon.com/en/textbooks/it-programming/powerpoint-2010-advanced> Accessed 03/11/11. (© Free to distribute)

Skills for a Changing World. (2010). *Part 2: Using PowerPoint to Present*. (CC: BY)

Systems Consulting Ltd. (2011). *Inserting Chart in PowerPoint 2010*. Available online at Blip.tv <http://blip.tv/systems-consulting-ltd/inserting-chart-in-powerpoint-2010-5146354>. Accessed 08/08/2011. (© All Rights Reserved. Free to use online.)