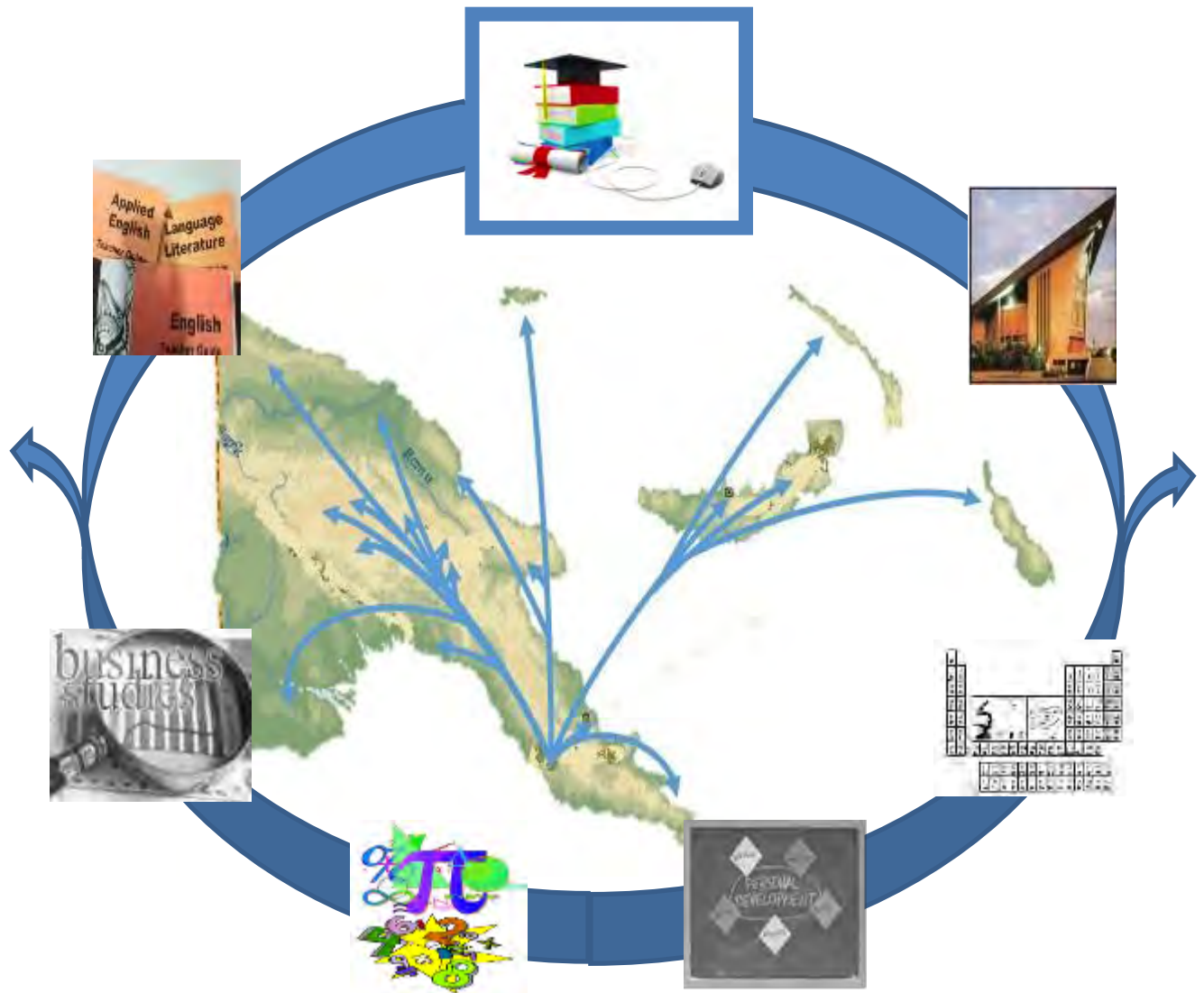




**DEPARTMENT OF EDUCATION**  
**GRADE 12**  
**INFORMATION COMMUNICATION TECHNOLOGY**  
**MODULE 4 - MULTIMEDIA**



**FODE DISTANCE LEARNING**



**PUBLISHED BY FLEXIBLE OPEN AND DISTANCE EDUCATION  
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## **GRADE 12**

# **INFORMATION COMMUNICATION TECHNOLOGY**

## **UNIT MODULE 4**

### **MULTIMEDIA**

**TOPIC 1: MULTIMEDIA INTRODUCTION**

**TOPIC 2: CREATING AN INTERACTIVE PRESENTATION**

**TOPIC 3: DELIVERING AND CONTROLLING A PRESENTATION**

**TOPIC 4: INTEGRATING MULTIMEDIA WITH OTHER PROGRAMS**



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**DIANA TEIT AKIS**  
Principal-FODE

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## SECRETARY'S MESSAGE

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Achieving a better future by individual students, their families, communities or the nation as a whole, depends on the curriculum and the way it is delivered.

This course is part and parcel of the new reformed curriculum – the Outcome Base Education (OBE). Its learning outcomes are student centred and written in terms that allow them to be demonstrated, assessed and measured.

It maintains the rationale, goals, aims and principles of the National OBE Curriculum and identifies the knowledge, skills, attitudes and values that students should achieve.

This is a provision of Flexible, Open and Distance Education as an alternative pathway of formal education.

The Course promotes Papua New Guinea values and beliefs which are found in our constitution, Government policies and reports. It is developed in line with the National Education Plan (2005 – 2014) and addresses an increase in the number of school leavers which has been coupled with a limited access to secondary and higher educational institutions.

Flexible, Open and Distance Education is guided by the Department of Education's Mission which is fivefold;

- to facilitate and promote integral development of every individual
- to develop and encourage an education system which satisfies the requirements of Papua New Guinea and its people
- to establish, preserve, and improve standards of education throughout Papua New Guinea
- to make the benefits of such education available as widely as possible to all of the people
- to make education accessible to the physically, mentally and socially handicapped as well as to those who are educationally disadvantaged

The College is enhanced to provide alternative and comparable path ways for students and adults to complete their education, through one system, many path ways and same learning outcomes.

It is our vision that Papua New Guineans harness all appropriate and affordable technologies to pursue this program.

I commend all those teachers, curriculum writers and instructional designers, who have contributed so much in developing this course.

**UKE KOMBRA, PhD**  
Secretary for Education



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## UNIT 4: MULTIMEDIA

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### INTRODUCTION

Communication is an integral part of our life. We use various means of communication like radio, newspaper, television, theatre, movies, internet and others. All these medium help us gain knowledge or educate us. The term multimedia has been coined from two terms: multiple and media. Hence, multimedia means usage of multiple media to communicate. In other words, multimedia is a combination of different media elements like text, audio, graphics, video and animation. The combination of all the media elements makes the communication more structured and understandable to the user.

In this Unit, you will explore how to integrate multimedia in PowerPoint presentation. You will understand that PowerPoint is not limited to text, pictures, and animated slides.

Take note, that activities are found at the end of every module lesson and summative exercises after every topic. All answers to activities are found after the summative exercises.

The following icons are used in this module.



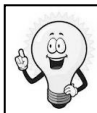
Student Aims



Student Activity



Time Frame



Note



Practical Student Activity



Answers to Learning Activities



### Objectives or aims

On successful completion of this module, students will be able to:

- explain the different uses of multimedia and interactive media applications
- use design tools to represent the design of multimedia Presentation
- capture images using imaging devices, connect image devices to computers, download and save unedited images in the computer
- do a Presentation or movie or slideshow to an audience





## Time Frame

This Unit should be completed within 10 weeks.

If you set an average of 3 hours per day, you should be able to complete the Unit comfortably by the end of the assigned week.

Try to do all the learning activities, and compare your answers with the ones provided, at the end of the unit. If you do not get a particular exercise right in the first attempt, you should not get discouraged, but instead, go back and attempt it again. If you still do not get it right, after several attempts, then you should seek help from your friend or your tutor. Do not pass any question without solving it first.

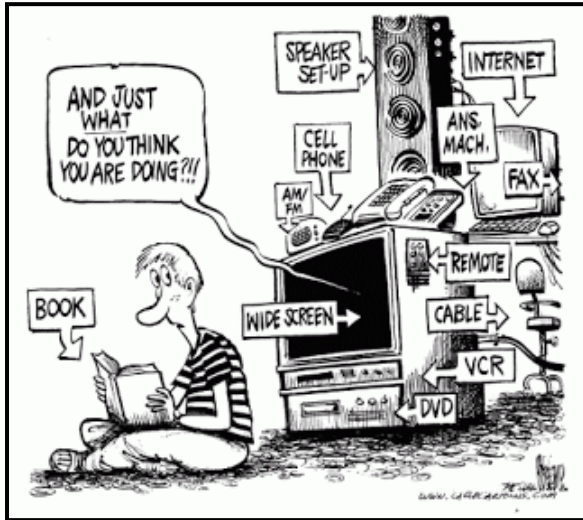


### 12.4.1.1 Multimedia Concept

#### Student Activity 12.4.1.1 A Identification



Look at the image below. Try to identify the different electronic gadgets found at the back of the boy reading a book. Write your answer at the space provided. Name at least, eight of the ten.



The world of Multimedia

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

From the Activity that you have just done, you were able to identify the different types of electronic gadgets. But, did you know that you also have identified the different types of Multimedia?

**Multimedia** is the media that uses multiple forms of information content and information processing (example text, audio, graphics, animation, video, interactivity) to inform or entertain a user.

#### Student Activity 12.4.1.1 – B Identification



Now that we have defined Multimedia, look again at the image and identify the different multimedia that you will find. You should be able to identify ten of them (including the first eight you identified earlier). Write your answer on the space provided.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_



- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

Another example of a Multimedia is the computer, with its ability to use multiple forms of information at once. The computer is the best thing that sums up a multimedia. Additional Multimedia software, can be installed to a computer for different purposes, these enhances the capability of the computer to deliver information. Here are some examples:



The Adobe Multimedia Package is a collection of multimedia editing software used to enhance Video, Images, Sound, and Text



The Microsoft Office Bundle is a collection of software used to enhance Text, create Presentation and Publication, exchange Information, and many more.



The Sony Vegas is multimedia software used to edit video and sound.



A collection of Video and Audio players.

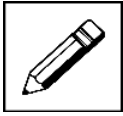


**Student Activity 12.4.1.1 – C Identification**

**From our definition and the examples shown, identify three different uses of Multimedia. Write your answer on the space provided.**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

According to Paul Starr (a professor of sociology and public affairs at Princeton University) “...with the advent of multimedia, the computer has evolved into a distinctive medium that is uniquely capable of putting side by side (juxtaposing) text, images, audio, and video. Multimedia permits an extraordinary flexibility in conveying concepts—through words, pictures, and sounds, as something that can be built or played as well as read or watched. . . . New genres, such as simulation games, are emerging that challenges the user or player to build some complex creation—a city, species, business, or world—out of some given set of resources, or that put the student into a simulated environment, or through a scenario to meet a challenge or learn a skill. The computer, thereby, turns the passive reader into a participant; it cues the student of a need to do something, but not necessarily what to do. With multimedia, the computer draws on more of the senses, and more dimensions of intelligence, enlarging the opportunity to learn for those who have been less able to learn from conventional teaching materials. . . . Some uses of the new media are genuinely inspired, provocative, and engaging, and these examples suggest that we have opened an important new chapter in the history of the imagination—and of education.”

**Student Activity 12.4.1.1 D True or False**

**Paul Starr was able to give an excellent definition, uses, and importance of Multimedia. Read each statement below, about the importance of Multimedia. Write 'T' if True and 'F' if False on the space provided.**

- \_\_\_\_\_ 1. Multimedia presents information through text only.
- \_\_\_\_\_ 2. Combining Text, Images, Audio and Video is not possible.
- \_\_\_\_\_ 3. Multimedia makes learning interactive.
- \_\_\_\_\_ 4. The computer turns a reader to be passive.
- \_\_\_\_\_ 5. Multimedia has led to the creation of simulation games.



---

### 12.4.1.2 Different Types of Multimedia

Multimedia may be divided broadly into **linear** and **non-linear** categories.

**Linear** active content progresses without any navigation control for the viewer, such as a cinema presentation. It has a distinct beginning and end. It goes on a logical flow from starting point to a conclusion.

It is usually intended for display purposes, with not much interaction and distraction from the audience. Because of its nature where audience participation is not expected, linear multimedia may also be referred to as “Passive multimedia”

Examples of this kind of multimedia may be, a PowerPoint presentation, a slideshow of pictures, a storyline, a Youtube video.

**Non-linear** content offers user interactivity to control progress as used with a computer game, or used in self-paced computer based training. Non-linear content is also known as hypermedia content.

In this type of media, the person needs to interact with a computer program, thus making him in control of the experience. With the presence of an interface, the person and the computer interact with each other.

Examples of this kind of multimedia may be a website, a DVD screen menu, a search engine’s home page.



#### Student Activity 12.4.1.2

**Identify whether the following falls into Linear or Non-Linear Type. Write Linear or Non-Linear on the space provided.**

- \_\_\_\_\_ 1. A Group of people watching a video presentation of Prime Minister.
- \_\_\_\_\_ 2. Playing Chess with the computer.
- \_\_\_\_\_ 3. George listening to music.
- \_\_\_\_\_ 4. A graphic artist editing a picture.
- \_\_\_\_\_ 5. A three year old child bursting bubble on an iPad/Tablet Interactive application.
- \_\_\_\_\_ 6. An architect drawing a house using an Architectural computer software.
- \_\_\_\_\_ 7. Sister Luisa reading an eBook.
- \_\_\_\_\_ 8. Bubu Stein typing his Curriculum Vitae using a computer.
- \_\_\_\_\_ 9. Looking at a graphic presentation while the teacher discusses.
- \_\_\_\_\_ 10. Doing a computer activity after a teacher’s presentation.



### 12.4.1.3 Different Multimedia Applications

Multimedia finds its application in various areas including, but not limited to, advertisements, art, education, entertainment, engineering, medicine, mathematics, business, scientific research and three-dimensional, progressive applications.

A few application areas of multimedia are listed below:

Areas	Description
Creative industries	Creative industries use multimedia for a variety of purposes ranging from fine arts, to entertainment, to commercial art, to journalism, to media and software services provided for any of the industries listed.
Commercial	Exciting presentations are used to grab and keep attention in advertising.
Entertainment and Fine Arts	Multimedia is heavily used in the entertainment industry, especially to develop special effects in movies and animations. Multimedia games are a popular pastime and are software programs available either as CD-ROMs or online. Some video games also use multimedia features.
Education	In Education, multimedia is used to produce computer-based training courses (popularly called CBTs) and reference books like Encyclopedia and Almanacs. A CBT allows the user to go through a series of presentations, text about a particular topic, and associated illustrations in various information formats.
Engineering	Software engineers may use multimedia in Computer Simulations for anything from entertainment to training, such as military or industrial training.
Industry	Multimedia is used as a way to help present information to shareholders, superiors and co-workers. Multimedia is also helpful for providing employee training
Mathematical and Scientific Research	In Mathematical and Scientific Research, multimedia is mainly used for modeling and simulation.
Medicine	Doctors can get trained by looking at a virtual surgery, or they can simulate how the human body is affected by diseases, spread by viruses and bacteria and then develop techniques to prevent it.
Multimedia in Public Places	A menu screen from a supermarket booth that provide services ranging from meal planning to coupons. Hotel kiosk list nearby restaurant, maps of the city, airline schedules, and provide guest services such as automated checkout.

**Student Activity 12.4.1.3**

**Using the internet or through your local computer store, name at least one multimedia software that is categorised on the following applications: (The first one is done for you).**

1. Creative Industries – Adobe Photoshop \_\_\_\_\_
2. Industry – \_\_\_\_\_
3. Entertainment and Fine Arts – \_\_\_\_\_
4. Education – \_\_\_\_\_
5. Engineering – \_\_\_\_\_





#### 12.4.1.4 Hardware Requirements

To begin your quest with a multimedia project, you must have a decent computer. A decent computer means you should have adequate hardware. Hardware interprets your commands into computer activity. As of today, if you are asked to develop a multimedia project, you would ask for a fast computer with lots of speed and storage.

There are many more things that you need to know like, which component makes a computer fast, what is the device for storage, and so on. The components are, thus divided into five categories: System devices, Memory and storage devices, Input devices, Output devices, and Communication devices.

Hardware Requirements	Description
System devices	<p>These are the devices that are the essential components for a computer. These include microprocessor, motherboard and memory. Microprocessor is basically the heart of the computer.</p> <p>When you turn your computer on, it is the microprocessor, which performs some operations.</p> <p>A motherboard is a device in the computer that contains the computer's basic circuitry and other components.</p>
Memory and Storage devices	<p>RAM (random access memory), also called primary memory, locates the operating system, application programs, and data.</p> <p>RAM is called "random access" because any storage location can be accessed randomly or directly.</p> <p>However, RAM might get slow when used to its limit. That is why; you need more memory to work on multimedia.</p> <p>A memory stores and provides access to large amounts of data on an electro magnetically charged surface. Today's computers typically come with a hard disk that contains several trillion bytes (terabytes) of storage.</p>
Input devices	<p>A keyboard is the primary text input device for your computer.</p> <p>A mouse is a small device that you move across a pad in order to point to a place on a display screen, and thus execute a command by clicking it. The mouse is an integral part of any personal computer. A cable connects the mouse to the computer.</p> <p>Microphone is another input device that can interpret dictation, and also enable us to input sound like the keyboard is used for text.</p> <p>A digital camera records and stores photographic images in digital form that can be fed to a computer as the impressions are recorded.</p>



Output devices	<p>A printer is a device, which upon receiving the signal from the computer transfers the information to paper.</p> <p>A monitor is a device for display. It is just like a television set and is measured diagonally from two opposing corners.</p> <p>An amplifier is an electronic device that increases the power of a signal. Amplifiers are used in audio equipment. They are also called power amplifiers. Speakers with built-in amplifiers have become an integral part of the computers today, and are important for any multimedia project.</p>
Communication devices	<p>A modem modulates digital signals going out from a computer or other digital device to a telephone line, and demodulates the analog signal to convert it to a digital signal to be inputted in a computer.</p>

It is important to invest and know the hardware requirement of a Multimedia, to fully utilize its purpose. If your computer is slow or does not have enough storage for Multimedia software to function, the software will never be able to do its job.

Below, is a guideline of hardware requirements for a multimedia PC. Do not worry, if you do not understand some of the terms. You can ask the sales person from the computer store to assist you, the table below is just a guide and for familiarity.

Component	Description	Standard
The Power Supply	It converts AC current into DC current as all computer components operate on DC current.	Any standard ATX Cabinet.
The System Board	All of the parts inside the computer are assembled on the system board.	Prefer to buy genuine board for the processor. Intel web-site has a motherboard selection feature.
Central Processing Unit (CPU)	The CPU is the brain of the computer. Pentium is a popular chip presently.	Pentium 4 processors, AMD etc., with 2.4 GHz speed onwards.
RAM (The Memory)	Random Access Memory (RAM) is critical for multimedia. The more memory, the better off the computer is.	Minimum 512 MB



Hard Drives	Hard disk drive stores software and data. More storage is better for large projects	80 GB onwards
CD/DVD Drive (read/write)	CD drives can store what hundred so floppy disks together can. Maximum capacity of CD is about 800MB presently.	ROM - 52 X RW 48X x 16X
Modem	Modem enables communication between your computer and other computers, the Internet and the World Wide Web.	56 kbps onwards
Sound Card	Sound Cards allow conversion of digital sound to analog sound and vice-versa.	Sound Blaster e.g. Creative Live Value Card
Keyboard	The keyboard sends typed information to the system board.	Multimedia Key Board
Monitor	Monitor is a display device. Choose how many colours they can display and their resolution.	17 inches
Mouse	Mice are used as a pointing device.	Scroll Mouse
Printer	Inkjet printers have the ability to turn out good-looking output, including graphics at a lower cost than laser printers. Laser printers produce the best quality, but their cost is high	Choose as per your requirements.
Scanner	Scanners are used to digitise photographs, artwork and documents.	Choose as per your requirements.
Digital Camera (still/movie)	To capture pictures and prepare movie.	Choose as per your requirements.



Video Capture Card	To capture analog video and convert into digital format.	Choose as per your requirements.
Graphics Card	To view graphics on the screen clearly.	32 MB Minimum



**Student Activity 12.4.1.4**

**Complete the Category table. Put into the proper category, the list of hardware listed in the box. The first one has been done for you.**

RAM (The Memory)	Central Processing Unit (CPU)	CD/DVD Drive (read/write)
Hard Drives	Modem	Sound Card
Graphics Card	Scanner	Keyboard
		Monitor
		Mouse
		Printer

System Device	Memory & Storage Device	Input Device	Output Device	Communication Device
				Modem



### 12.4.1.5 Software Requirements

The basic tool set, for building a multimedia project, can be divided into five categories: Painting and drawing tools, 3D Modeling and Animation tools, Image editing tools, Sound Editing tools, Animation Video and Digital Movie tools. The software in your multimedia toolkit and your ability to use it, will determine the quality of your multimedia work.

Software Requirements	Description
Painting and drawing tools	Graphic impact of your multimedia presentation is very important. It is the graphics that would create the first impression of your multimedia project. These tools are, therefore, very useful in giving you the desired capability in terms of drawing and painting. Painting and drawing tools generally come with a graphical user interface with pull down menus for quick selection. You can create almost all kinds of possible shapes and resize them. These tools have the capability to colour with paint and clip arts. Microsoft Paint and Corel Draw are examples of this software.
3-D Modeling tools	With the help of 3-D modeling and animation tools, the objects that appear in perception in your project can look realistic. It has become conventional to use 3-D modeling in multimedia design. These tools offer features like multiple windows to view your design in each dimension. They have drag and drop menus, from where you can drop shapes into your design, and combine them to create complex designs. 3D Studio Max is an example for this software.
Image editing tools	While Painting and Drawing tools enable you to create a drawing from scratch, Image editing tools are used to edit existing bitmap images and pictures. They are capable of converting any image data type file format. Image editing tools are primarily used for reinventing and recreating the image, which make them an important tool for designing a multimedia project. Adobe Photoshop is one popular example of this software.
Sound editing tools	Sound editing tools enables you to hear sound as well as visualise it. You can cut, or copy and paste sound and edit it with great accuracy. You can integrate sound into your multimedia project very easily, by using sound editing tools. One such software is Cool Edit.
Animation, video and digital movies	Animations are graphic scenes played back sequentially and rapidly. These tools adopt an object-oriented approach to



editing tools	animation. These tools enable you to edit and assemble video clips, captured from camera, animations and other sources. The completed clip with added transition and visual effects could be played back. Adobe Premiere and Media Shop Pro are two good examples of these tools.
---------------	---

Identifying the correct software that you wish to use in your project is essential, in creating a successful Multimedia presentation. If your goal is to create a digital movie from different recorded activities, you should know that you are to look for digital movies editing tools, and not a sound editing tool.



**Student Activity 12.4.1.5**

**Visit your local computer store. Ask someone to assist you in completing the items below. Identify a software tool for the following applications. Write the software name on the space provided:**

- 1. Image Editing - \_\_\_\_\_
- 2. Sound Editing - \_\_\_\_\_
- 3. 3D Modeling - \_\_\_\_\_
- 4. Video Editing - \_\_\_\_\_
- 5. Drawing - \_\_\_\_\_



### 12.4.1.6 Multimedia Techniques or Steps

In the earlier part of the Lesson, you have defined the meaning of Multimedia. You have also seen the different types of multimedia, what they can do, and their software and hardware requirements.

In this part of our Lesson we will be discussing the Multimedia Presentation. A Multimedia Presentation is a message that uses media like, sound, video clip, pictures, and text.

These days, there are many different tools available to create and present a slideshow—SlideShare, PowerPoint, and Prezi. However, you will be focusing on PowerPoint. The rest very much works the same.

Before we move any further, on to creating PowerPoint multimedia presentations, let us first look at the techniques on how to create an effective presentation.

Presentation works best, if it combines with good **graphic design**, as well as good **instructional design**. In other words, the right combination of information and visual appeal presented in the correct way. Below are four specific tips, to get you started with making any slideshow presentation better.

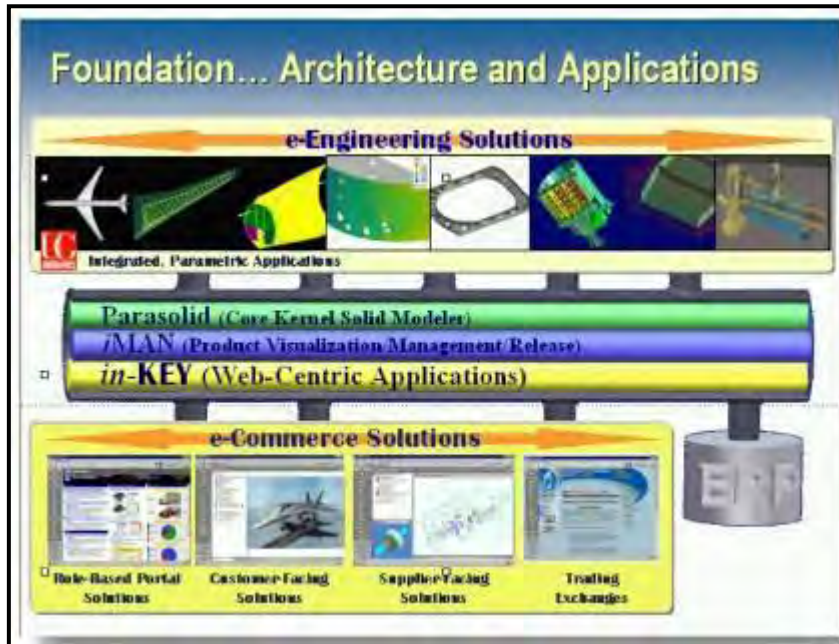
1. Use words and graphics – it is very important to use a good combination of text and graphics. The fact is, humans enjoy visuals. Do not give a presentation full of text, which you will at some point review orally. Use a picture or graph to show information, whenever you can. Of course, you should not just use graphics. Give your audience a little text to guide them through points or present hard facts to them.
2. Do not use pictures which are not 100% conceptually relevant - when you use graphics that are not relevant to the presentation, you are sending your audience an invitation to get off track. Rather than paying attention to the information you are currently presenting, they will probably be more focused on figuring out what the image has to do with your slide's content.
3. Present words as audio rather than onscreen text - depending on which slideshow tool you are using, you may have the option to add audio to your slides. According to a research, 64 percent of students found presentations that used graphics with audio more effective than presentations that used graphics with text. This is a great chance to add personality to your presentation, but it is important you also cut down on the amount of text you put onscreen—you do not want to give the audience **too** much information at once. Try adding narration to your PowerPoint.
4. Use a 'virtual coach - create a "host" for your presentation that the audience can be guided by. Keep your guide consistent, and check on them after every group of slides or big points.



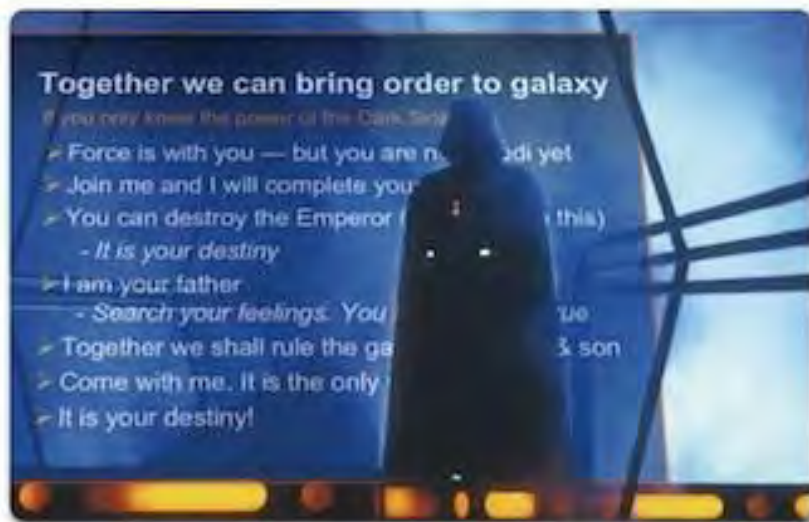




2.



3.



**Summative Activity 12.4.1**

**A. Multiple Choice: Write the letter which consist of the correct answer on the space provided on the left.**

\_\_\_\_\_ 1. What is Multimedia?

- a. Multimedia is the use of video
- b. Multimedia is the presentation of information
- c. Multimedia is the combination of text and graphics

\_\_\_\_\_ 2. Multimedia is used in which three main areas?

- a. Television, Movies, Newspaper
- b. Education, Television and Radio
- c. Education, Information and Entertainment

\_\_\_\_\_ 3. Users navigate freely through the content of a project, unbound by predetermined routes in the \_\_\_\_\_ model of a multimedia project.

- a. Linear
- b. Non-Linear
- c. Composite

\_\_\_\_\_ 4. A multimedia project is said to be \_\_\_\_\_ and user-interactive when users are given navigational control.

- a. Linear
- b. Non-Linear
- c. Composite

\_\_\_\_\_ 5. An effective PowerPoint presentation should have:

- a. Text read aloud for the audience
- b. Many different items on the frame
- c. Graphics and sounds used to keep the attention of the audience



**B. Fundamentals of Multimedia**

1. Discuss four important considerations in preparing your presentation for delivery in the audience.

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**Answers to Student Activities****Student Activity 12.4.1.1 A & B**

1. Cell Phone
2. Fax
3. Internet
4. Wide Screen
5. VCR
7. DVD
8. Answering Machine
9. Radio
10. Cable

**Student Activity 12.4.1.1 C**

1. Used for Presentation
2. Used for Interaction
3. Used for Entertainment

**Student Activity 12.4.1.1 D**

1. F
2. F
3. T
4. F
5. T

**Student Activity 12.4.1.2 A**

1. Linear
2. Non-Linear
3. Linear
4. Non-Linear
5. Non-Linear
6. Non-Linear
7. Linear
8. Non-Linear
9. Linear
10. Non-Linear

**Student Activity 12.4.1.3**

This answer provided here serves as a guide only.

1. Creative Industries – Adobe Photoshop
2. Industry – FactorySQL



3. Entertainment and Fine Arts – Final Cut Pro
4. Education – Encyclopedia Britannica
5. Engineering – AutoCAD

**Student Activity 12.4.1.4**

System Device	Memory & Storage Device	Input Device	Output Device	Communication Device
CPU	RAM	Keyboard	Monitor	Modem
Graphics Card	Hard Drives	Mouse	Printer	
Sound card	CD/DVD Drive	Scanner		

**Student Activity 12.4.1.5**

1. Image Editing - Adobe Photoshop, Pixlr, Serif PhotoPlus, Acorn, Photoshop Touch, GIMP, Photoshop Element
2. Sound Editing - Audacity, Adobe Audition, Avid Pro Tools, Reaper, Ableton Live,
3. 3D Modeling - AutoCAD, Sketchup, Blender, Rhino, Revit, 3Ds Max, Maya, Cinema 4D
4. Video Editing - AVS Video Editor, Final Cut Pro, Sony Vegas Movie Studio, Lightworks, Sony Vegas Pro, Cinelerra, Pinnacle Studio, Corel VideoStudio
5. Drawing - Photoshop CS6, 3ds Max, Mari 2, Unity Pro 4, Premiere Pro CC, Illustrator CC, Toon Boom Studio, Maya, Cinema 4D Prime

**Student Activity 12.4.1.6**

1. The slide presentation only shows text.
2. Too much image, made the presentation very crowded.
3. The background is too dark and the image covers the text.

**Answers to Summative Activity 12.4.1A**

1. B
2. C
3. B
4. B
5. B

**Summative Activity 12.4.1 B**

1. The four important considerations in preparing a presentation for delivery are:  
Use words and graphics - Use a picture or graph to show information whenever you can. Of course, you should not just use graphics either. Give your audience a little text to guide them through points or present hard facts to them.

Do not use pictures which are not 100% conceptually relevant - when you use graphics that aren't relevant to the presentation, you are sending your audience an invitation to get off track.

Present words as audio rather than onscreen text - 64 percent of students found presentations that used graphics with audio more effective than presentations that used graphics with text.

Use a 'virtual coach - create a "host" for your presentation that the audience can be guided by.



## 12.4.2 Creating an Interactive Presentation

### 12.4.2.1 Creating a Presentation

A **presentation** is the process of presenting a topic to an audience. It is typically a demonstration, lecture, or speech meant to inform, persuade, or build good will.



The PowerPoint Logo

**PowerPoint** is a presentation program developed by Microsoft. It is included in the standard Office suite along with Microsoft Word and Excel.

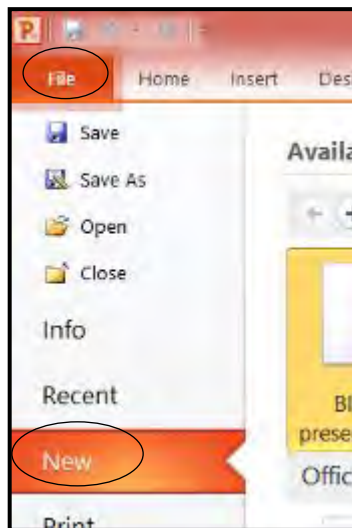
PowerPoint is often used to create business presentation, but can also be used for educational or informal purposes. The presentation comprises of slides, which may contain text, images, and other media, such as audio clips and movies. Sound effects and animated transitions can also be included, to add extra appeal to the presentation.



#### Student Activity 12.4.2.1

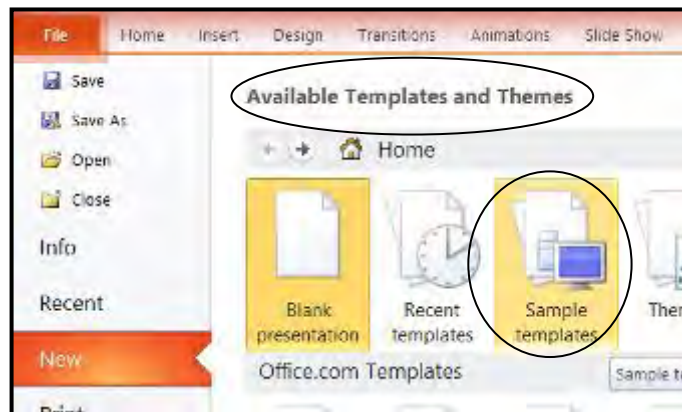
Let us try to create a quick and simple presentation using an existing template from our PowerPoint. Follow these steps; if ever you get lost, you can always go back to the previous step.

1. Open Microsoft PowerPoint. On the ribbon select File and go to New



← This image is showing the File Tab and the New selection.

2. From the Available Templates and Themes select Sample Templates.



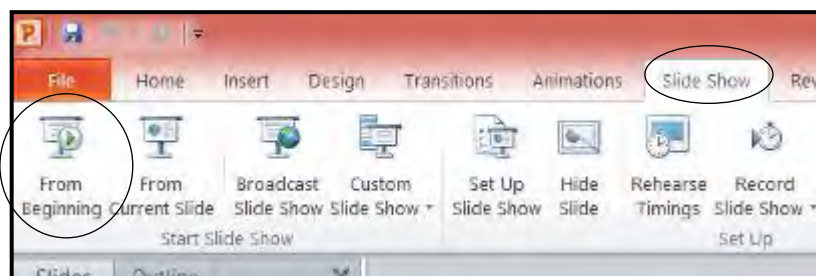
Opening a Template.

3. On the selection of Templates, select the Urban Photo Album and click on Create.



Creating a Presentation using Templates.

4. Since we have created the slide using the Template, this presentation now comes with Animation and Transition. To see the full presentation, press F5 or press Shift + F5 key on your keyboard, or alternatively Click Slide Show tab and select From Beginning.



Viewing the Presentation.

5. Now save your work, The filename should be “Unit 4 Presentation1”





### 12.4.2.2 Creating Hyperlink in a Presentation

When you are online (using the internet), 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 clickable hyperlinks. It is also possible to link to files and other slides within a presentation.

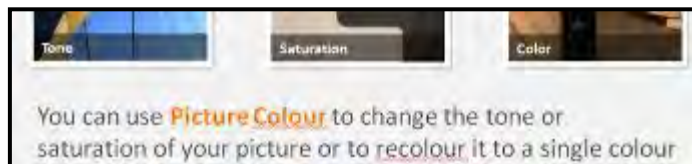
Hyperlinks have **two basic parts**: the **address** of the webpage, email address, or other location they are linked to; and the **display text**, which can also be a picture or shape. For example, the address could be **http://blog.gcflernfree.org** and the display text could be **blog**. In some cases, the display text might be the same as the address. When you are creating a hyperlink in PowerPoint, you will be able to choose both the address and the display text or image.



#### Student Activity 12.4.2.2 A

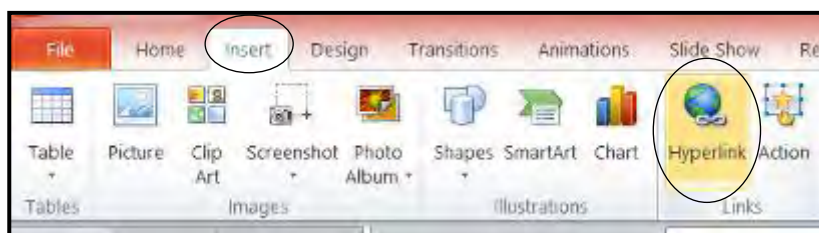
**In this exercise, you will link a part of your presentation to a web site. Follow the steps, and do not forget to always save your work.**

1. If you have closed the presentation that, you did (File: Unit 4 Presentation 1) you need to open it and the third slide.
2. Highlight the word that says "Picture Colour". Refer to the image below if you are not sure.



Select the word Picture Colour by highlighting.

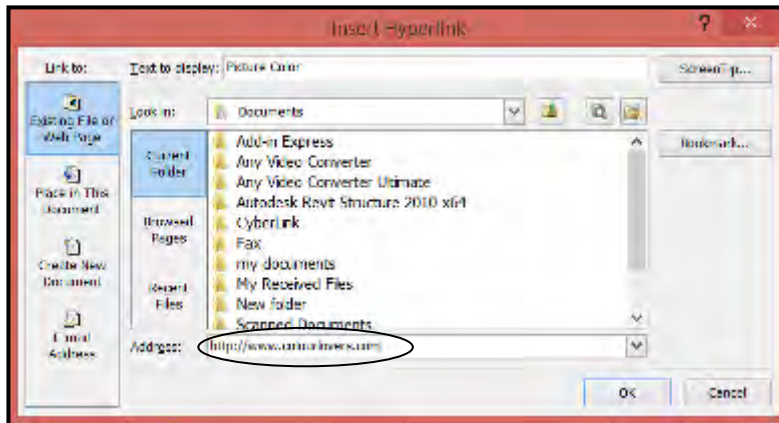
3. Go to the Insert Tab on the Ribbon bar, and click Hyperlink.



Click the Hyperlink Button.



- The Insert Hyperlink window will appear, on the address bar type [www.colourlovers.com](http://www.colourlovers.com) and click **Ok**.



If you are online, this link will take you to the Colourlovers website.

- You will see that the text Picture Colour on slide 3 has changed colour, and is now underlined.
- To see if the Hyperlink works, press F5 or start the slideshow from slideshow tab. Go to Slide 3, hover (drift/move) your mouse over the word "Picture Color". The cursor should change into a hand pointer. This means, a hyperlink is present, click the word. If you are on line, it will take you to a website.



The web address will also appear the moment you place your mouse on the word.



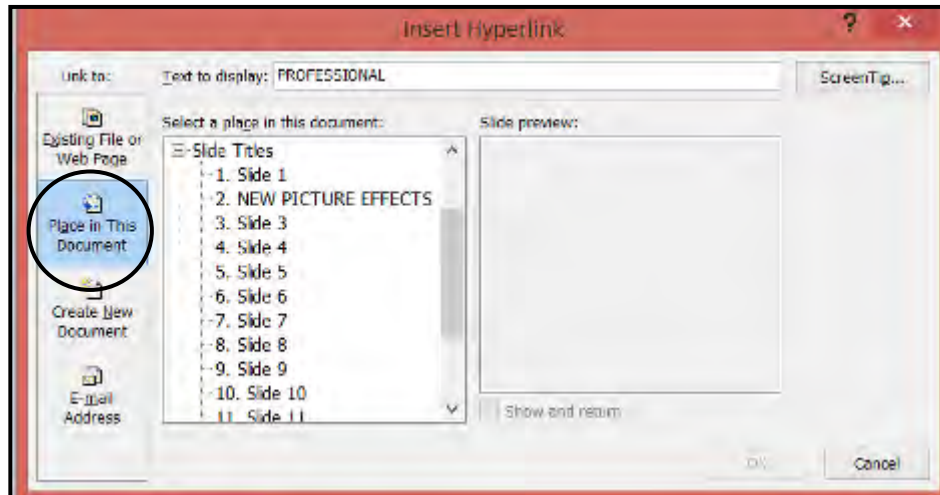
#### Student Activity 12.4.2.2 B

The other way of adding a hyperlink is linking within the presentation. In this exercise you will link one slide to the other slide. Follow the steps, and do not forget to always save your work.

- If you have closed Unit 4 Presentation 1, open it and select slide 11 on the slide pane.
- On slide 11, select the word Professional by highlighting.

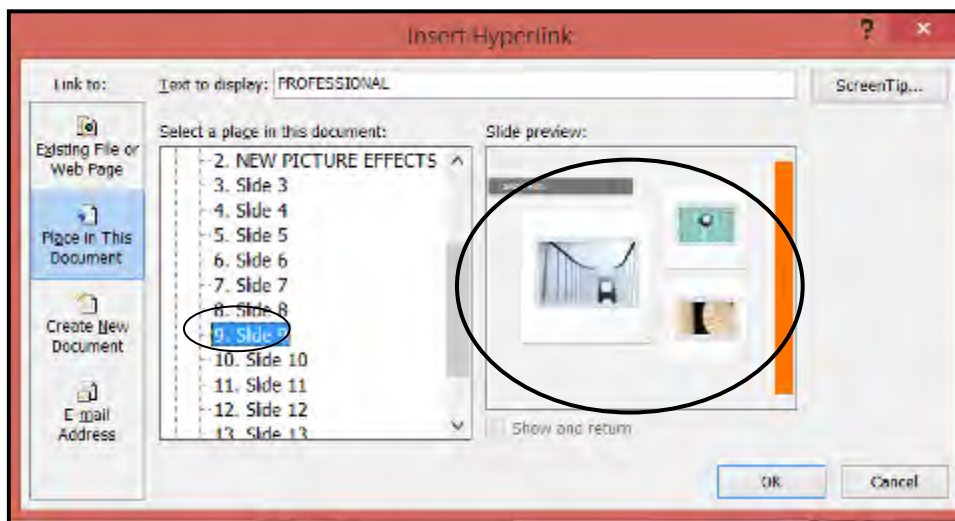


- Click Hyperlink on the Insert tab of the ribbon bar.
- Under Link To, of the Insert Hyperlink dialogue box, select “Place in this document”



The Insert Hyperlink dialogue box showing “Place in this Document”.

- Under “Select Place in this document”, click Slide 9 and click OK. A preview of the slide will appear on Slide preview.



Select a Slide, the Slide preview will show the content of the slide.

- To see if the Hyperlink works, press F5, or start the slideshow from slideshow tab. Go to Slide 11, hover (drift/move) your mouse over the word “Professional”. The cursor should change into a hand pointer. This means, a hyperlink is present, click the word. The link should take you to Slide 9.













### 12.4.2.3 Creating Action Buttons

Another tool you can use to connect to a webpage, file, email address, or slide is called an action button. **Action buttons** are **built-in button shapes** you can add to a presentation, and set to link to another slide, play a sound, or perform another action. When someone clicks or moves over the button, the selected action will occur. Action buttons can do many of the same things as hyperlinks. They are easy-to-understand, style makes them especially useful for self-running presentations at booths and kiosks.

You can insert action buttons on one slide at a time, or you can insert an action button that will show up on every slide. The second option can be useful, if you want every slide to link back to a specific slide, like the title page or table of contents.

Let us look at the different types of action buttons, and the actions it will perform for the presentation.

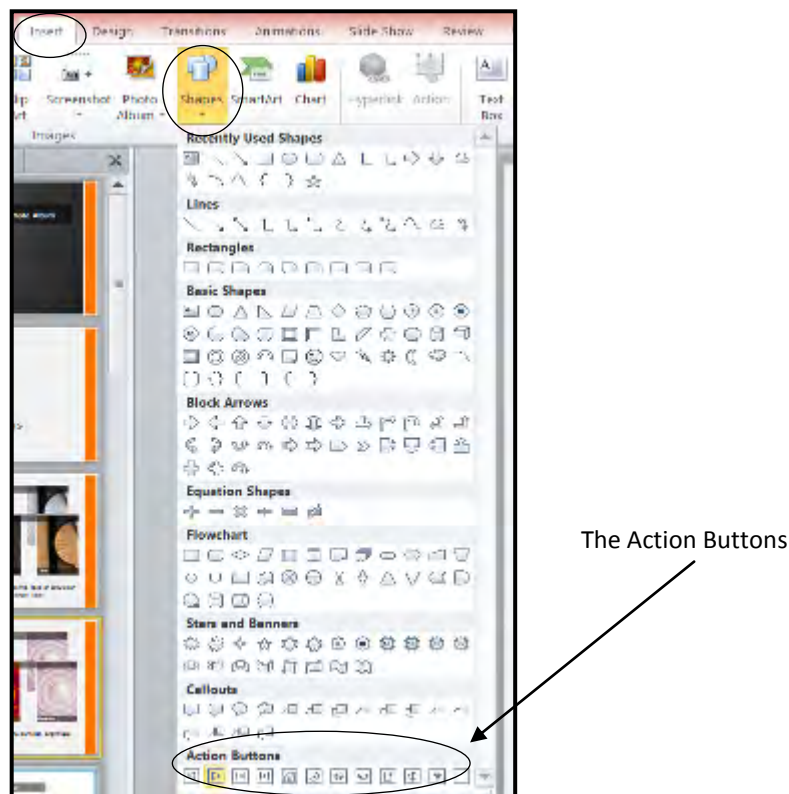
ICON	DESCRIPTION
	<b>Back or Previous Action Button.</b> This button will take you back to the previous slide when clicked
	<b>Forward or Next Action Button.</b> This button will take you to the next slide when clicked
	<b>Beginning Action Button.</b> This button will take you to the very first slide when clicked
	<b>End Action Button.</b> This button will take you to the very last slide when clicked
	<b>Home Action Button.</b> This button will take you to the Home slide when clicked. The home slide may contain the table of contents of your slide. Home slide is not necessarily the first slide.
	<b>Information Action Button.</b> This button will either link or play audio or program, depending on how it is set. The purpose of this action button is to provide additional information about your presentation.
	<b>Return Action Button.</b> This button will take you to the previous slide prior to the slide that you are currently in.
	<b>Movie Action Button.</b> This button will play the movie that was linked to the presentation.
	<b>Document Action Button.</b> This button will open a document inserted to the presentation.
	<b>Sound Action Button.</b> This button will open the audio inserted to the presentation.



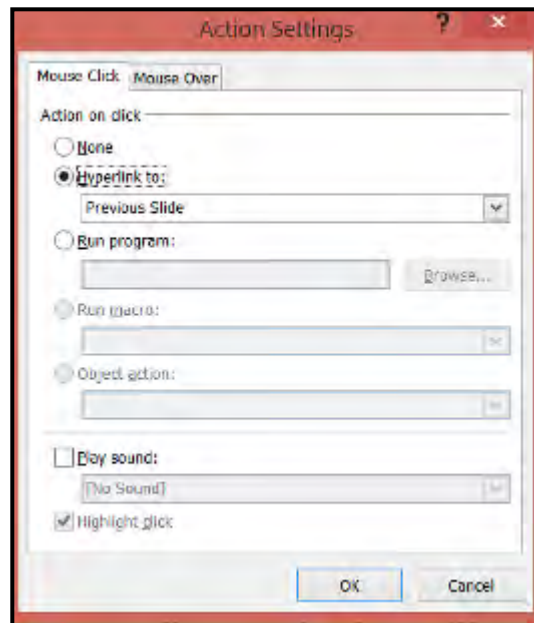
### Student Activity 12.4.2.3

You will now try to add an action button to the presentation that you were doing. Follow these steps:

1. If you have closed Unit 4 Presentation 1, open it and select slide 4 on the slide pane.
2. Click the Insert tab.
3. Click the **Shapes** command in the Illustrations group. A drop-down menu will appear with the **action buttons** located at the bottom.



4. Select the Back or Previous action button by clicking it.
5. Insert the button onto the slide by clicking the desired location. The **Action Settings** dialogue box will appear.



The Action Settings.

6. We will not be changing anything at this time, however, observe that on the Mouse Click Tab under Action on click the Hyperlink to: is selected. This means that the action button that you have inserted is going to link slide 4 to slide 3, when the action button is clicked.
7. Let us try if the action button works by playing the slide presentation. Proceed to slide 4 and click the action button. Upon clicking, you should be taken back to slide fs3.
8. If the action button appears extra ordinarily large, you can always adjust the size. Save your work.

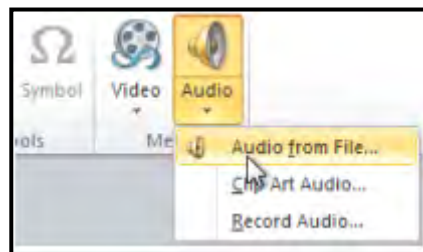


#### 12.4.2.4 Adding Music and Sound

PowerPoint allows you to add sound to your presentation, which opens up many possibilities. Perhaps you want to add background music to one slide, a sound effect to another and some narration, or commentary to a few slides. You can either add an audio file from your computer or browse PowerPoint's collection of clip art audio. You can then edit the sounds within PowerPoint, so they are tailored to your presentation.

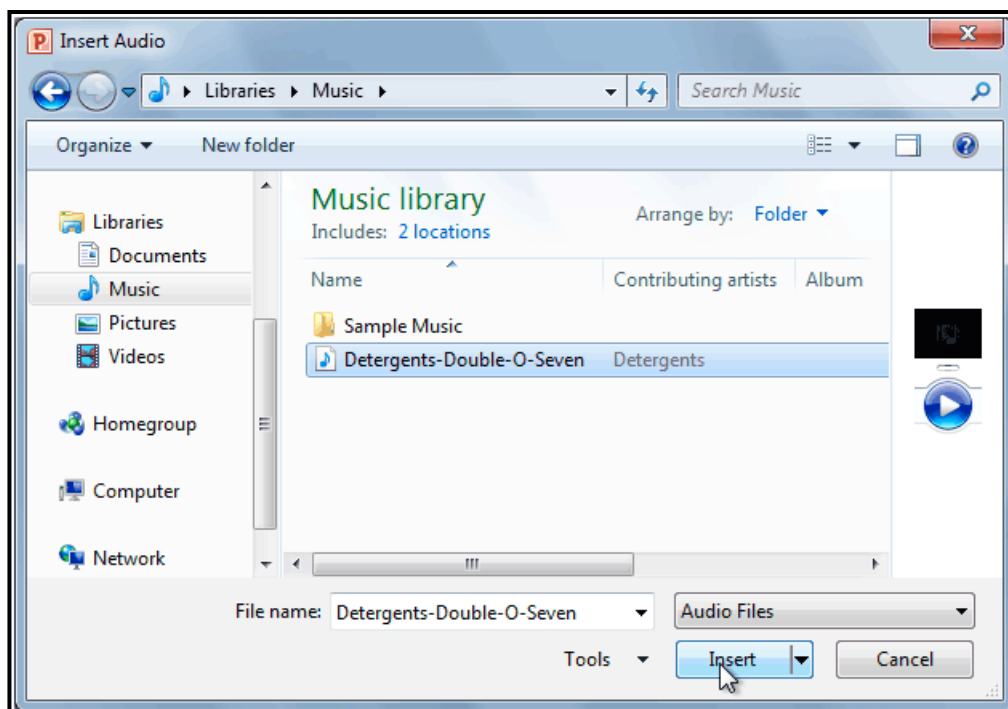
Let us try to insert audio from a file on your computer. This exercise would need you to have a music saved in your computer.

1. If you have closed Unit 4 Presentation 1, open it and select slide 1 on the slide pane.
2. From the Insert Tab, click Audio drop-down arrow and select Audio from File.



Inserting Audio from File on the computer.

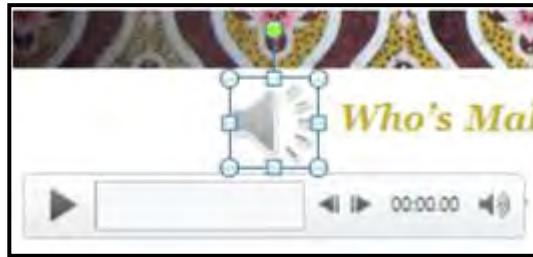
3. The Insert Audio Dialogue Box will open. Locate and select the desired audio file, then click Insert. The file on the image below may appear differently from what you have on your computer.



The Insert Audio dialogue box



- The Audio file will be added to the slide. To test if it works put on the slideshow.



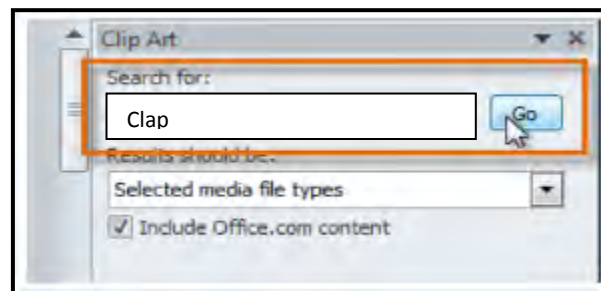
The Audio file in a presentation.



#### Student Activity 12.4.2.4

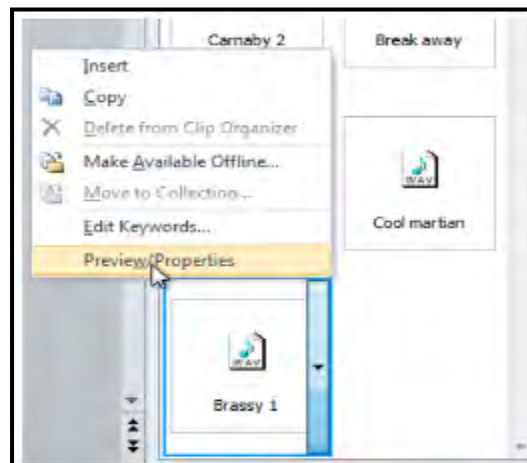
Now that you have seen how to insert Audio from a file in the computer, let us try the other way of adding audio. You will add Audio using Clip Art Audio.

- With the Unit 4 Presentation 1 exercise still open, click Slide 14.
- From the **Insert** tab, click the **Audio** drop-down arrow and select **Clip Art Audio**. The Clip Art pane will appear on the right.
- Enter keywords in the **Search for:** field, then click **Go**.



The Search for field on the Clip Art dialogue box

- The results will appear in the Clip Art pane. To preview an audio file, right-click the file and select Preview or Properties.

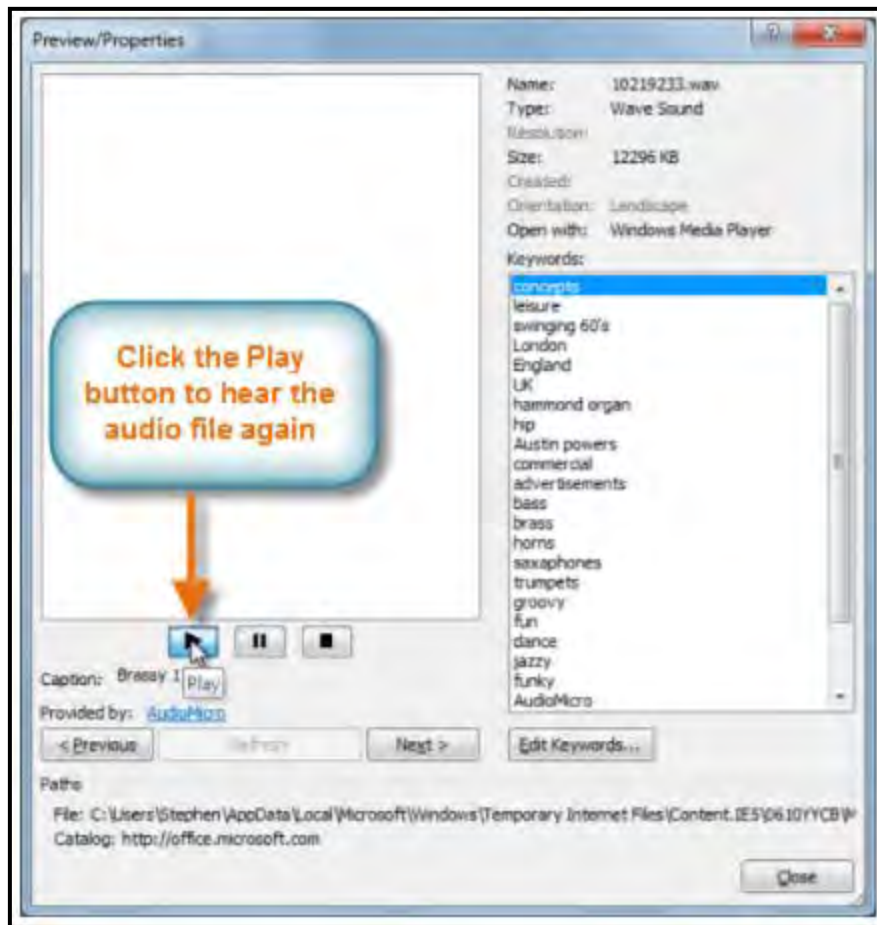


Previewing allows you test before actually adding the audio file into the presentation.





5. A dialogue box will appear, and the audio file will start playing automatically (it may take a few seconds to load). To play it again, press the **Play** button.

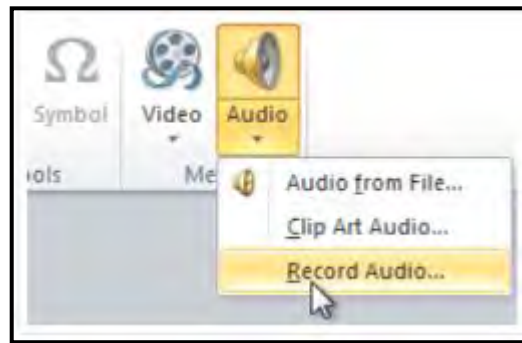


Previewing the audio file

6. When you have finished previewing the file, click **Close**.
7. Once you have found the audio file that you want to use, click it to insert it into the slide.
8. Slide show your presentation and see how your presentation looks like, when the audio is played.

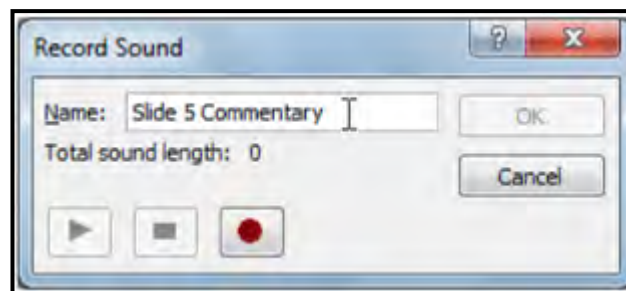
Another exciting way to add audio to your presentation is through recording. Sometimes you may want to record audio directly into a presentation, like if you want the presentation to include **narration**. Before you begin, make sure you have a microphone that is compatible with your computer. Many computers have built-in microphones, or the ones that can be plugged into the computer.

1. Using the same presentation exercise, select slide 5.
2. From the Insert tab, click the Audio drop-down arrow and select Record Audio.



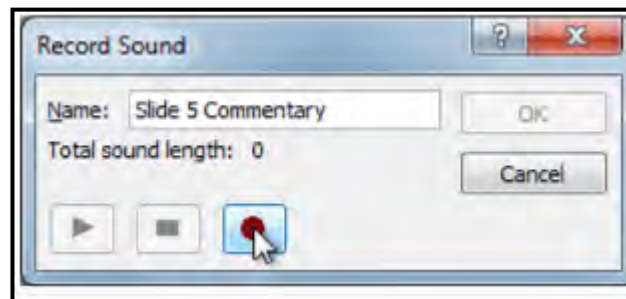
Select Record Audio to record a sound or your voice.

3. Type a **name** for the audio recording, if you want.

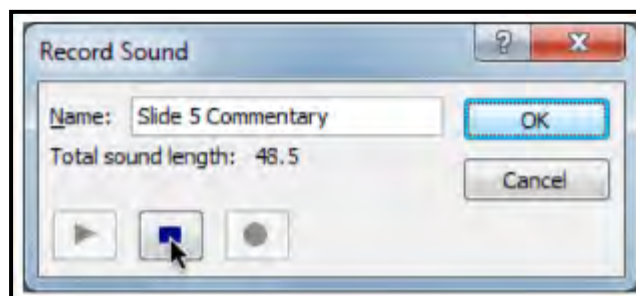


Put a name for your recorded Audio.

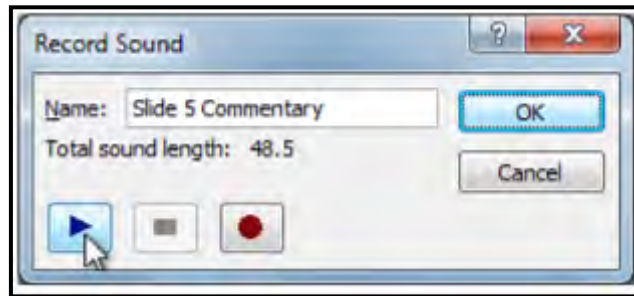
4. Click the red **Record** button to start recording.



5. When you have finished recording, click the **Stop** button.



6. To preview your recording, click the Play button



7. When you are done, click **OK**. The audio file will be inserted into the slide.



8. Slideshow your presentation, to see how the audio file looks, in your presentation. Save your work.



### 12.4.2.5 Adding Movies

PowerPoint allows you to insert a video directly into your presentation. Adding a video to your presentation can help emphasise certain points and provide an example.

A typical movie can include a speaker talking, such as an executive who cannot attend the actual presentation. You can use a movie to train others or to perform a demonstration.

You can add movies and animated GIF files to slides from files on your computer, the Microsoft Clip Organizer, a network, or an internet.

Unlike pictures or drawings, movie files are always linked to your presentation, rather than embedded in it. When you insert a linked movie file, PowerPoint creates a link to the movie file's current location. If you later move the movie file to a different location (folder), PowerPoint cannot locate it when you want the file to play. It is a good practice to copy the movies into the same folder as your presentation, before you insert the movies. PowerPoint creates a link to the movie file and can find the movie file as long as you keep it in the presentation folder, even if you move or copy the folder to another computer. Another way to be sure that your linked files are in the same folder as your presentation is to use the Package for CD feature (more of this on Lesson 12.4.3.6). This feature copies all the files to one location (a CD or folder) with your presentation, and automatically updates all the links for the movie files. When your presentation contains linked files, you must copy the linked files as well as the presentation, if you plan to give the presentation on another computer or send it to someone in e-mail.

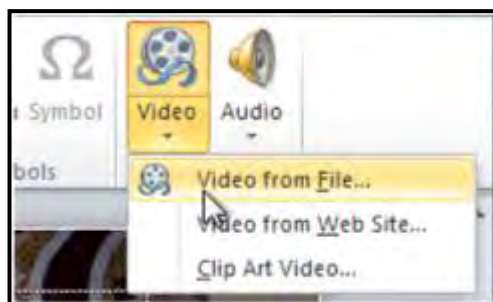
When you insert a movie, a pause trigger effect is added. This setting is known as a trigger because you have to click something in the slide to play the movie. In a presentation, you click the movie frame to pause the movie and click it again to resume it.



#### Student Activity 12.4.2.5

**Let us now insert a video. Before you start, be sure that there are videos available in your computer. If there is none, you can always use from the internet, be sure to be online.**

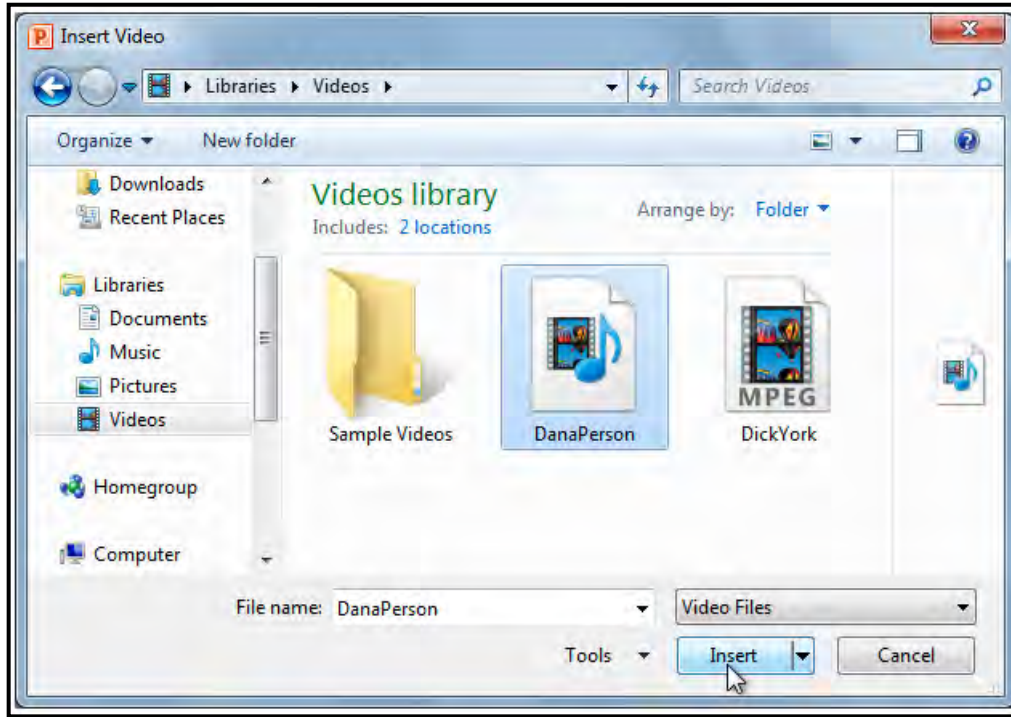
1. Using the same presentation exercise, select slide 2.
2. From the **Insert** tab, click the **Video** drop-down arrow and select **Video from File**.



Previewing the audio file.



3. Locate and select the desired video file, then click **Insert**. Note that the video file in the image will be different from what you have in your computer. Nevertheless, the result of inserting video is the same.



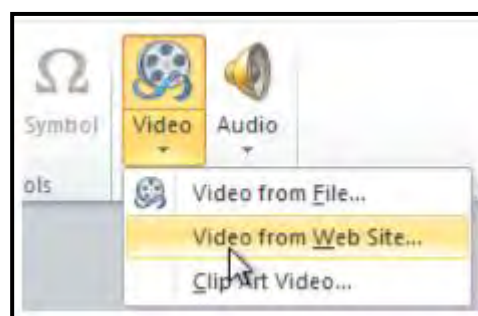
The Insert Video dialogue box.

4. The video will be added to the slide.
5. View the slideshow, to test if the video that you have inserted works.

### Embedding a video from a website

Some websites—like YouTube—allow you to **embed** videos into your slides. An embedded video will still be hosted on its original website, meaning the video itself would not be added to your file. Embedding can be a convenient way to reduce the file size of your presentation, but you will also need to be connected to the Internet for the video to play.

To embed a video from a website, the same step in adding a video from file is followed, however, instead of choosing Video from File, choose Video from a Web Site.



One step being shown on how to embedding a video from the Internet.



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### 12.4.2.6 Adding Animated GIFs

An animated Graphics Interchange Format (GIF) file is a graphic image that moves. For example, a twirling icon or a banner with a hand that waves, or letters that magically gets larger.

Adding animated GIFs make your presentation more interesting. Just be cautious not to add too much, that it may distract your audience, and makes them more interested to the GIF than the content of your presentation.



#### Student Activity 12.4.2.6

To add an animated GIF to your presentation, follow these steps:

1. Search online for the appropriate GIF file that you are seeking. One good website is <http://www.gifs.net/gif/>
2. Save the GIF to your computer.
3. On the Slides tab in **Normal** view, click the slide in which you want to embed an animated GIF file.
4. Click on the **Insert** tab.
5. Click on **Picture**.
6. Browse your computer to find the GIF that you had previously saved.
7. Click **Insert**.
8. Adjust size of your video if necessary, by grabbing the corners of the video and stretch to desired size.
9. Click on **Slide Show** tab, click **Start from Beginning** or **Start from Current Slide** to preview.

**Summative Activity 12.4.2**

**Practical Application: Create the six slide presentation below. Be sure to follow the instruction given on each slide.**

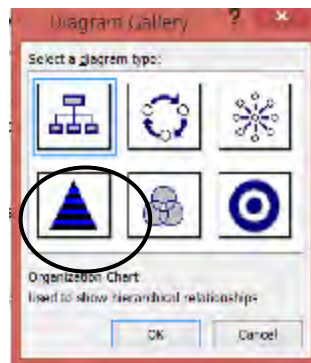
1. Open a blank presentation. Put your name in the middle of the slide.
2. Add a second slide. Insert four boxes, with two at the top, and two at the bottom. For a cool effect use SmartArt.

**NOTE:**

A SmartArt graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas.

To Insert SmartArt into your slide:

1. Go to Insert Tab. Under Illustrations, select SmartArt.
2. Select a Diagram in the Gallery. For this activity select Organizational Chart.



3. Click Ok. Re-arrange the boxes that will appear, so that two are on top and another two at the bottom.

3. Create the third slide; put your name in the top middle of the slide. Below your name in bullet points, enter the following details about you:
  - Your age
  - Your nickname/village name
  - Your favourite food
  - Your favourite pastime/activity
  - Your hero in life
4. Create the fourth slide. Insert music that is in your computer to this slide. Change the music title to its original titles. You can add more music to this presentation.

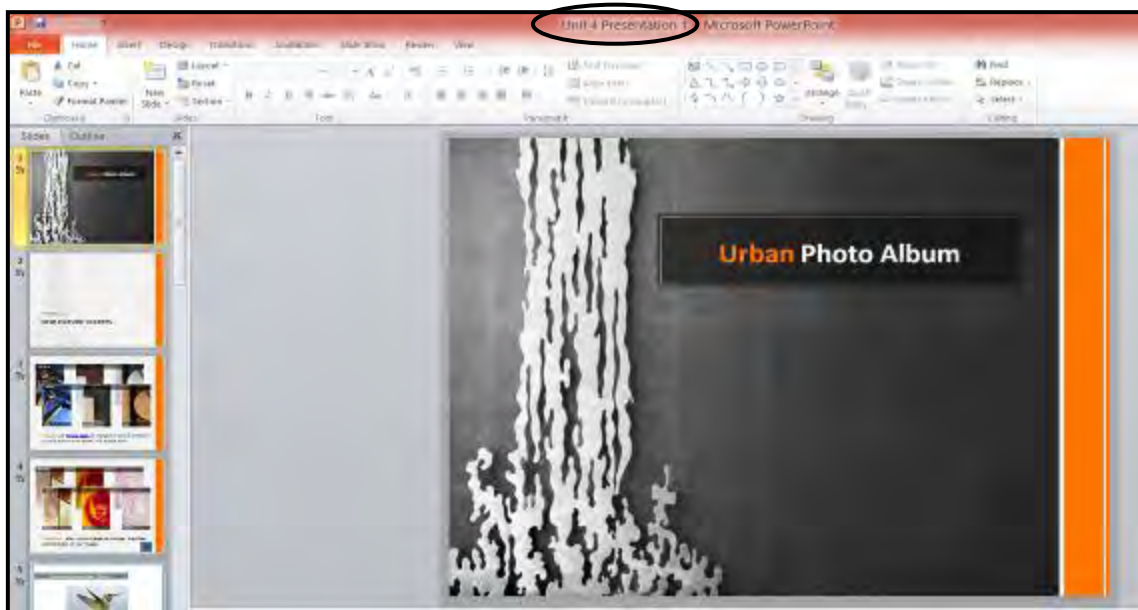


5. Create the fifth slide. Insert a video or your personal video. Change the “title of video” to their original titles.
6. Create the sixth slide. Add your personal photos or photos of things that you like.
7. Go to slide 2. Create a hyperlink for each box to its specific slide, e.g. Me should link to Slide 3.
8. Add a HOME action button to each slide except for slide numbers 1 and 2. The home action button should link to slide 2.
9. Save your presentation as “Activity 12.4.2”. Practice your presentation, and make sure that the music and videos play. Check all hyperlinks and the action button.



### Answers to Student Activities

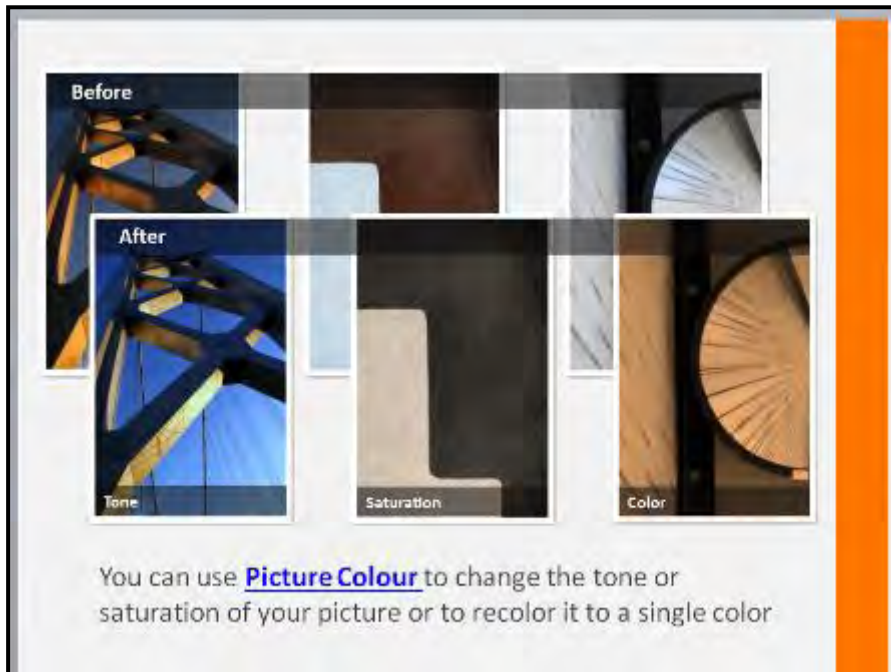
#### Student Activity 12.4.2.1





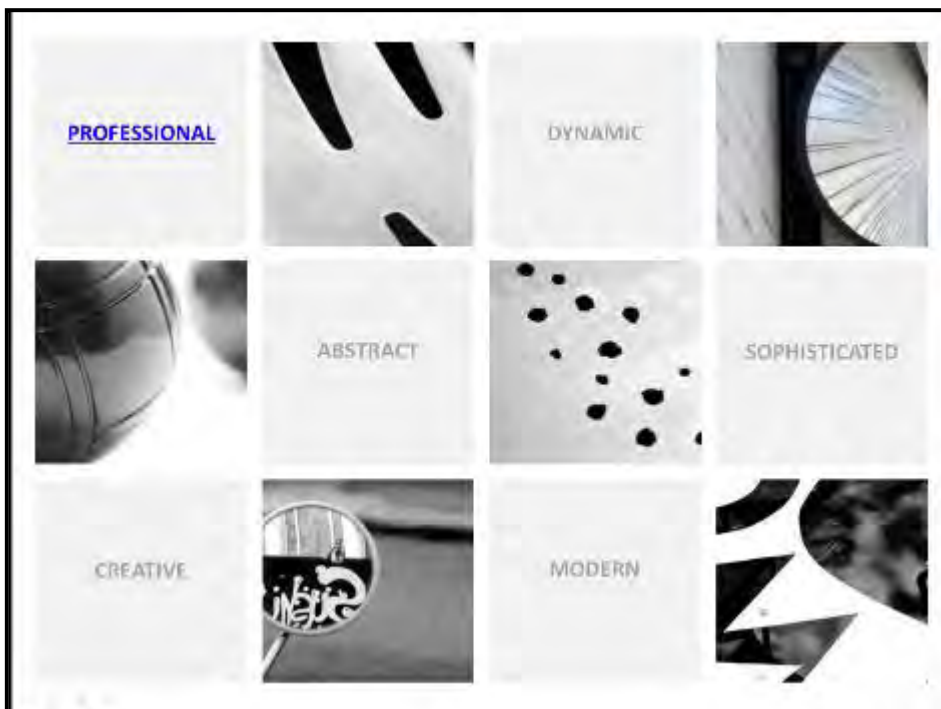


### Student Activity 12.4.2.2 A



The word "Picture Colour" should link to a Web site.

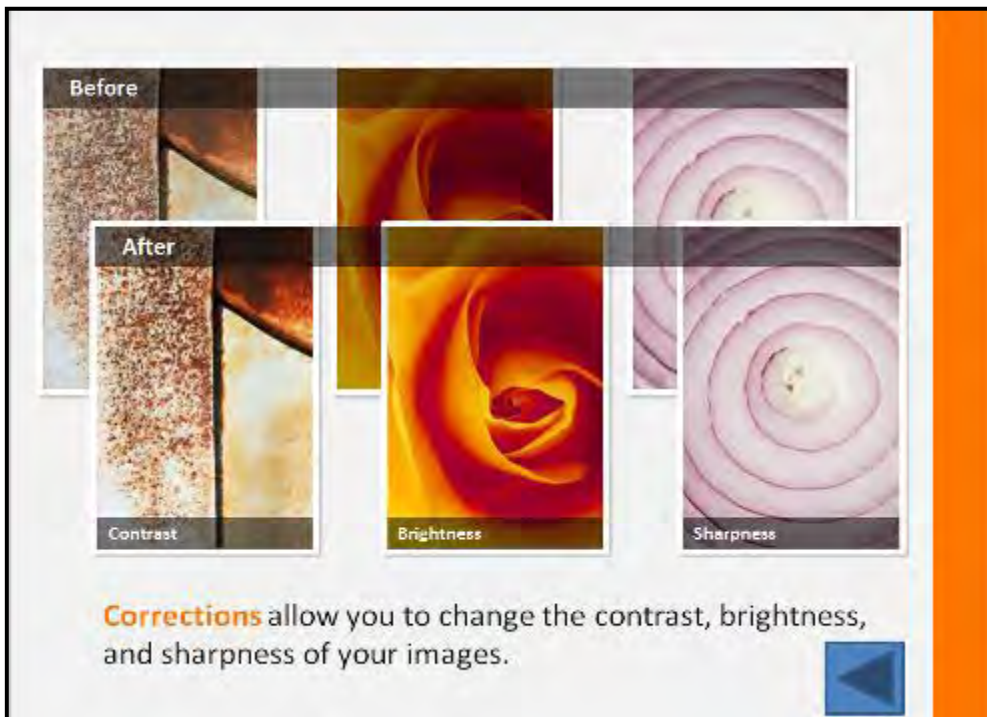
### Student Activity 12.4.2.2 B



When the word "Professional" is clicked it should link to Slide 9.



### Student Activity 12.4.2.3



The presentation should proceed to the next slide once the action button is clicked.

### Student Activity 12.4.2.4



Click the speaker icon on the corner. The audio should play.



### Student Activity 12.4.2.5



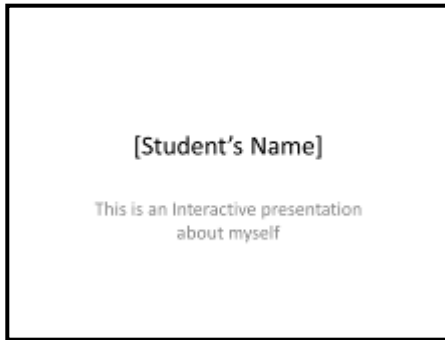
Depending on the available video, the output above will look different to the students' activity.

### Student Activity 12.4.2.6

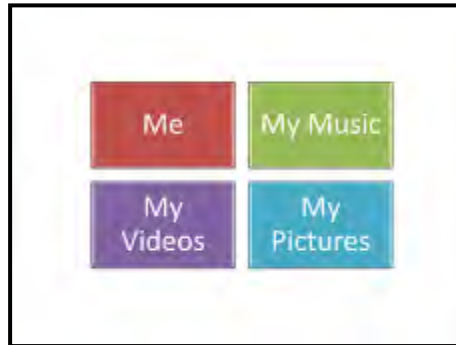
This activity will depend on how well the search for GIF animation will go. Students' work will be different from each other.



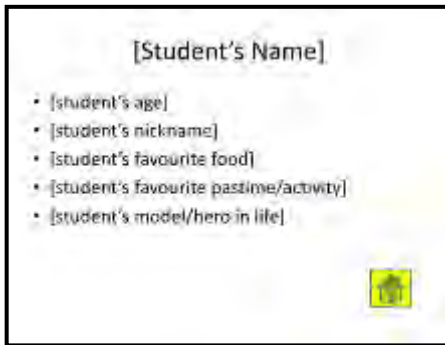
### Answers to Summative Activity 12.4.2



Slide 1



Slide 2



Slide 3



Slide 4



Slide 5



Slide 6



## 12.4.3 Delivering and Controlling a Presentation

### 12.4.3.1 Applying Animation Effects

In PowerPoint, you can **animate** text and objects such as clip art, shapes, and pictures. Animation—or movement—on the slide can be used to **draw the audience's attention** to specific content, or to make the slide easier to read.

In this Lesson, you will learn how to add **animation effects** to text and objects and **customise them**.

PowerPoint offers a variety of **animations** you can use, to enhance your presentation. Animations can be used to make text or objects **appear** on a slide, **exit** a slide, or **emphasise** the text or objects already on a slide.

#### The four types of animations

There are many different animation effects that you can choose from, and they are categorised into four types:

- **Entrance:** These control how the object enters the slide. For example, with the **Bounce** animation, the object will drop onto the slide and then bounce several times.



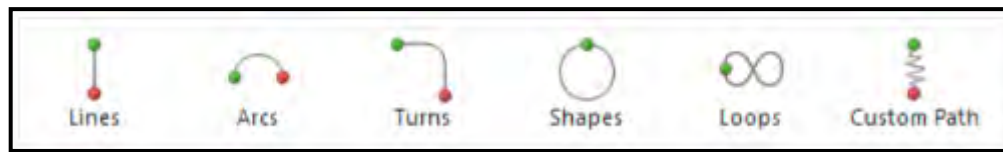
- **Emphasis:** These animations occur while the object is on the slide, and are often triggered by a **mouse click**. For example, you can set an object to **Spin** when you click the mouse.



- **Exit:** This controls how the object exits the slide. For example, with the **Fade** animation, the object will simply fade away.

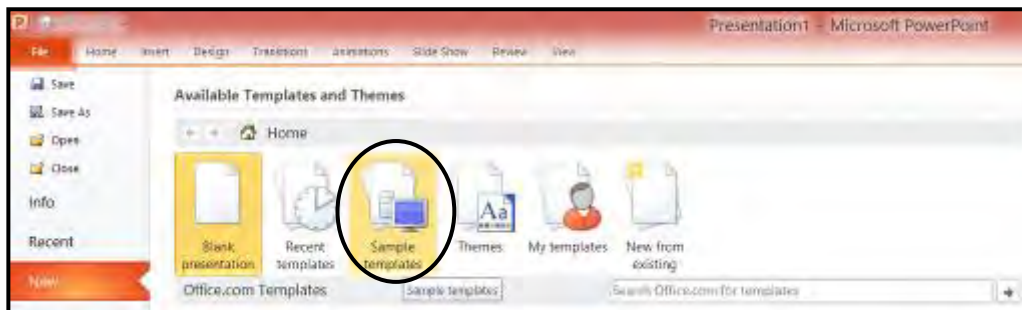


- **Motion Paths:** These are similar to **Emphasis** effects, except the object moves within the slide along a predetermined path, like a **circle**.



Before you proceed to the next part of our Lesson, let us take a tour and see how a presentation with animations looks like.

1. Open PowerPoint 2010.
2. Click **File** Tab and select **New**.
3. From the **Available Templates and Themes** panel select **Sample Templates**.



4. From the options click “Five Rules” and click the **Create** button.



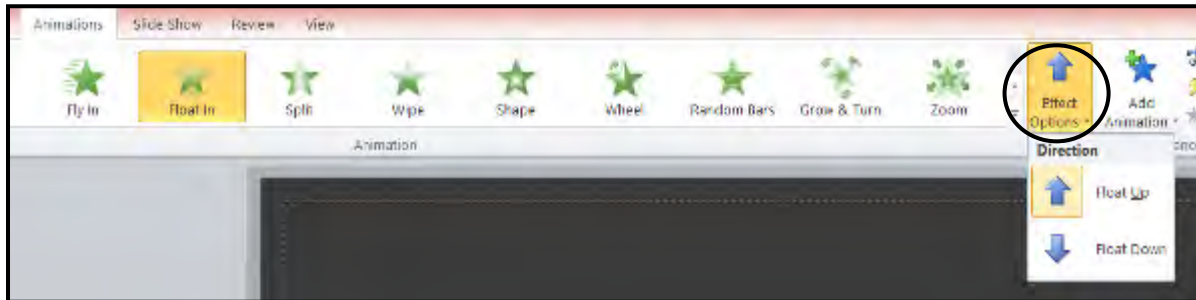
5. Once the file opens, start the Slide Show by clicking Slide Show tab and select From Beginning or simply hit F5 on your keyboard.
6. Enjoy the Slide Show presentation!



## Effect Options

Animation can help make a Microsoft PowerPoint 2010 presentation more dynamic, and help make information more memorable. The most common types of animation effects include entrances and exits.

Some effects will have options you can change. For example, with the Float In effect, you can control which direction the object comes from. These options can be accessed from the Effect Options command in the Animation group.



The Effect Options.

To add animation to text, or an object, do the following:

1. Select the text or object that you want to animate
2. On the **Animations** tab, in the **Animation** group, click an animation effect from the gallery. Click the **More** arrow to see more options.



**Note:** In the gallery, entrance effects icons are coloured green, emphasis effects icons are coloured yellow, and exit effects icons are coloured red.

3. To alter how your selected text animates, click **Effect Options** and then click what you want the animation to do.



**Note:** Not all animation effects offer the same **Effect Options** choices.



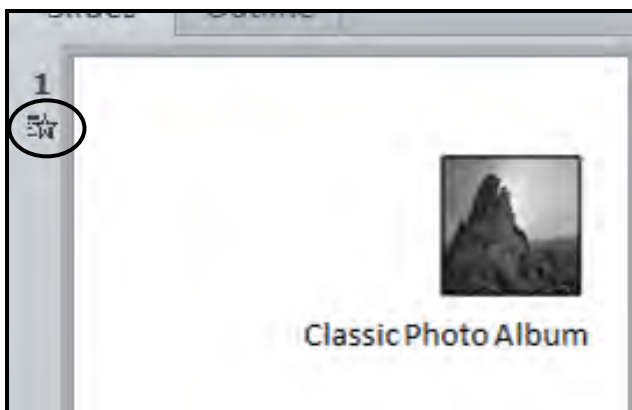
### Student Practical Activity 12.4.3.1

#### Applying an animation to an object

Did you enjoy the presentation that you have just seen? The presentation that you have witnessed is composed of different animations, amazing right? You will now try to apply basic animation on a presentation. You can then experiment later on how to create a more complicated animation.

Let us start!

1. Open PowerPoint 2010.
2. Click File Tab and select New.
3. From the Available Templates and Themes panel, select Sample Templates.
4. From the options click, "Classic Photo Album".
5. On the slides pane, select the first slide. Click the image on Slide 1, and click animations tab.
6. Hover your mouse on the available animations. You will have the preview instantly.
7. Select Float In by clicking it.
8. The object will now have a small **number** next to it to show that it has an animation. Also, in the Slide pane, the slide will now have a **star** symbol next to it.



The number on the image and Star on the Slides pane indicates that there is animation.

9. Save your work with the filename "My Photo Album".





### 12.4.3.2 Applying Transitions

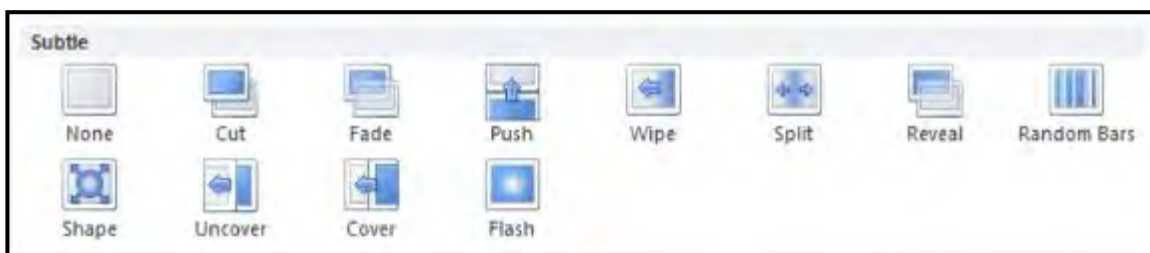
**Transitions** are motion effects that, when in Slide Show view, add movement to your slides as you advance from one slide to another. There are many transitions to choose from. A transition can be as simple as fading to the next slide, or as complex as a flashy, eye-catching effect. This means you can choose transitions to fit the style of any presentation.

Transitions are there to help you better present the message you have for the audience. When you choose a transition, try to keep it simple and do not use more than two transitions throughout the presentation. One transition for the majority of your slides, and the second one for any slides that require special emphasis; if none require special emphasis, then stick to using just one transition. Let's look at how to add a transition.

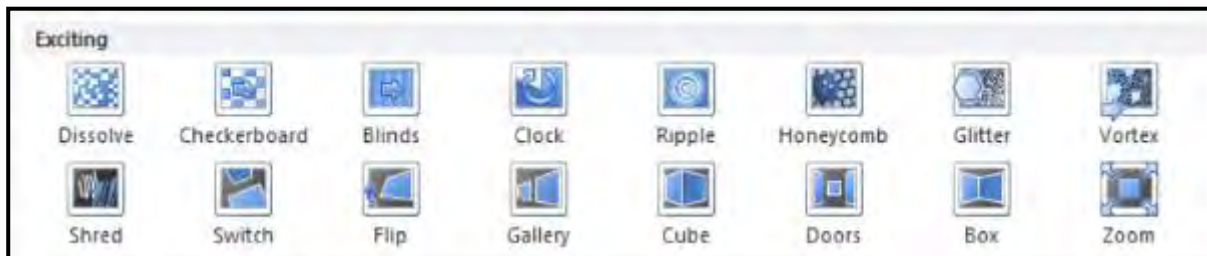
In this Lesson, you will learn how to **apply** slide transitions.

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab:

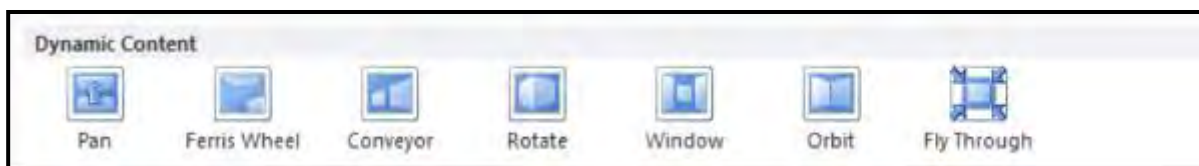
- **Subtle** (slight transitions)



- **Exciting** (strong transitions)



- **Dynamic Content** (strong transitions that affect only the content, such as text or images)



Before you move on to the next part of a Lesson, let us look at a presentation that has **special effects** between each slide.

1. Open PowerPoint 2010.
2. Click **File** Tab and select **New**.



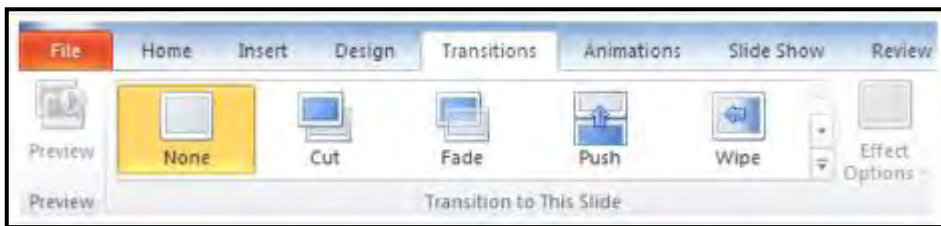
3. From the **Available Templates and Themes** panel select **Sample Templates**.
4. From the options, click “Introducing PowerPoint 2010” and click the **Create** button.
5. Once the file opens, start the Slide Show by clicking Slide Show tab and select From Beginning, or simply hit F5 on your keyboard.
6. Enjoy the Slide Show presentation!



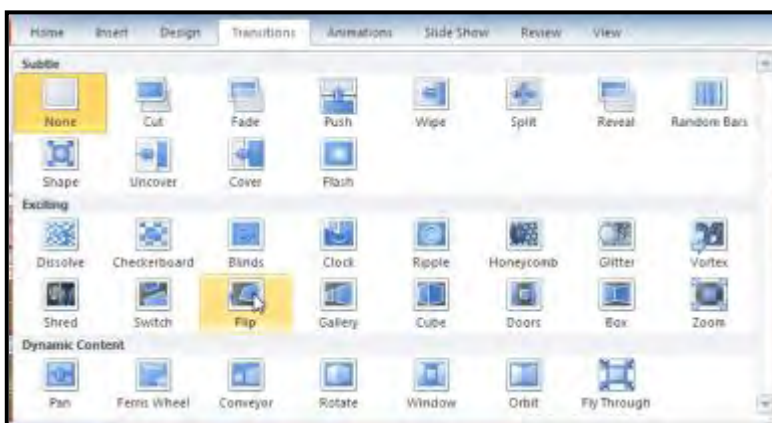
### Student Practical Activity 12.4.3.2

Follow the instructions below to apply a transition:

1. Open the presentation that you were doing earlier “My Photo Album”
2. From the Slides pane, click Slide 2.
3. **Click the Transitions tab.**
4. **Locate the Transition to This Slide group. By default, None is applied to each slide.**



5. Click the **More** drop-down arrow to display all of the transitions.
6. Click a **transition** to apply it to the selected slide, in this case “Flip”. This will automatically preview the transition as well.



7. Start the Slide Show by clicking Slide Show tab and select From Beginning or simply hit F5 on your keyboard.
8. Save your work!



### 12.4.3.3 Delivering a Presentation

PowerPoint presentations are a great way to support a speech, visualise complicated concepts or focus an audience's attention. However, a bad presentation can achieve the opposite. Poorly designed slides with too much text, or distracting graphics can lead the audience away from your message. Consider the tips below to avoid common mistakes:

#### 1. Write a script.

Since the point of your slides is to illustrate and expand, what you are going to say to your audience. You should know what you intend to say, and then figure out how to visualise it. Unless you are an expert at improvising, make sure you write out or at least outline your presentation before trying to put together slides.

And make sure your script follows good storytelling conventions: give it a beginning, middle, and end; have a clear arc that builds towards some sort of climax; make your audience appreciate each slide, but be anxious to find out what is next; and when possible, always leave them wanting more.

#### 2. One thing at a time, please.

At any given moment, what should be on the screen is the thing you are talking about.

Plan your presentation, so just one new point is displayed at any given moment. Bullet points can be revealed, one at a time as you reach them. Charts can be put on the next slide to be referenced, when you get to the data the chart displays. Your job as presenter is to control the flow of information, so that you and your audience stay in sync or in harmony.

#### 3. No paragraphs.

Your presentation should underline and reinforce what you are saying as you give your presentation — save the paragraphs of text for your script. PowerPoint and other presentation software have functions to display notes onto the presenter's screen that do not get sent to the projector, or you can use notecards, a separate word processor document, or your memory.

#### 4. Pay attention to design.

PowerPoint and other presentation packages offer all sorts of ways to add visual "flash" to your slides: fades, swipes, flashing text, and other annoyances are all too easy to insert with a few mouse clicks.

Avoid the temptation to dress up your pages with cheesy effects, and focus instead on simple design basics:

- **Use a sans serif font for body text.** Sans serifs like Arial, Helvetica, or Calibri tend to be the easiest to read on screens.



- 
- **Use decorative fonts *only* for slide headers, and then *only* if they are easy to read.** Decorative fonts –calligraphy, German blackface, futuristic, psychotic handwriting, flowers, art nouveau, and so on. – are hard to read and should be reserved only for large headlines at the top of the page. Better still, stick to a classy serif font like Georgia or Baskerville.
  - **Put dark text on a light background.** Again, this is the easiest to read. If you must use a dark background – for instance, if your company uses a standard template with a dark background – make sure your text is quite light (white, cream, light grey, or pastels) and maybe increase the font size to two or three notches.
  - **Align text left or right.** Centered text is harder to read and looks amateurish. Position all your text to a right-hand or left-hand baseline – it will look better and be easier to follow.
  - **Avoid clutter.** A headline, a few bullet points, maybe an image – anything more than that, and you risk losing your audience as they sort it all out.
5. **Use images sparingly.**  
Use images only when they add important information, or make an abstract point more concrete.
6. **Think outside the screen.**  
Remember, the slides on the screen are only *part* of the presentation – and not the main part. Even though, you are liable to be presenting in a darkened room, give some thought to your own presentation manner – how you hold yourself, what you wear, how you move around the room. *You* are the focus when you are presenting, no matter how interesting your slides are.
7. **Ask questions.**  
Questions arouse interest, and engage audiences. So ask a lot of them. Build tension by posing a question, and letting your audience fix a moment before moving to the next slide with the answer. Quiz their knowledge, and then show them how little they know. If appropriate, engage in a little question-and-answer with your audience, with *you* asking the questions.

**Student Activity 12.4.3.3**

**Write T if the answer is True and F if the answer is False. Write your answer on the space provided.**

- \_\_\_\_\_ 1. You should have specific objectives when giving a presentation and stick to them.
- \_\_\_\_\_ 2. Making certain the content of your presentation is logically organised, is more important than analysing and knowing your audience.
- \_\_\_\_\_ 3. Connecting with your audience is more important than making sure you cover all the prepared material.
- \_\_\_\_\_ 4. If you have done a good job of preparing PowerPoint presentation for your audience, the PowerPoint presentation will do the real communicating and, therefore, is more important than anything you can say or do.
- \_\_\_\_\_ 5. Most presentations should conclude with questions from the audience. The presentation is over, when the last question is answered.



#### 12.4.3.4 Setting Timing and Creating Self-Running Presentation

It is good practice to rehearse your presentation, before you present your slide show to an audience. You can use PowerPoint's **Rehearse Timings** feature to advance slides while you practise presenting.

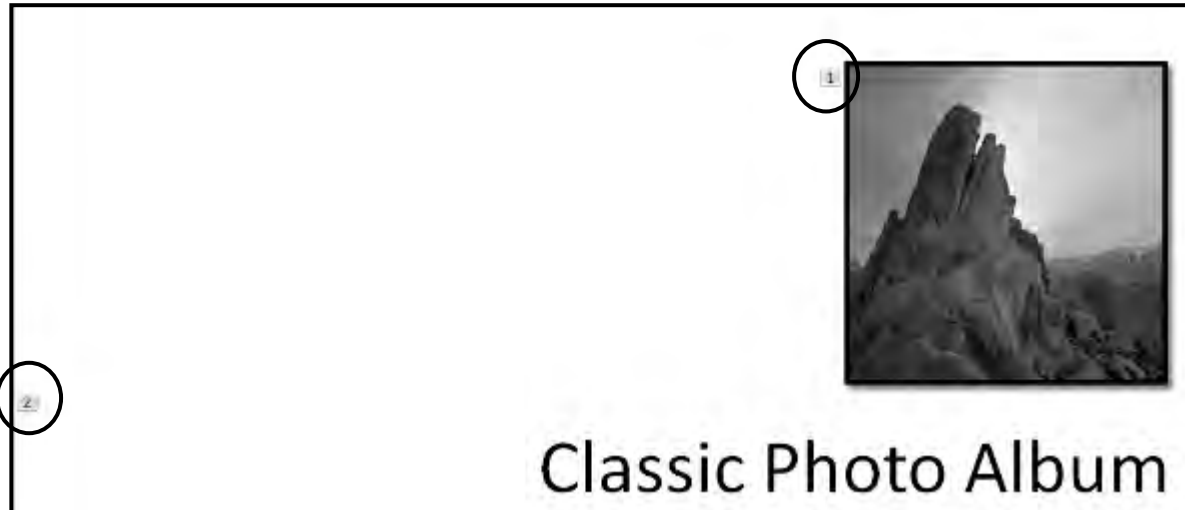
**Rehearsing timings** can be useful if you want to set up a presentation to play at a certain speed, without having to click through the slides to present it. Think of it as a tool to help you practise presenting your slide show. Using this feature, you can save timings for each slide and animation. PowerPoint will then play back the presentation with the same timings when you present it.



#### Student Practical Activity 12.4.3.4

**Let us now do a self-running presentation starting with two slides.**

1. Open "My Photo Album" presentation.
2. Go to Slide 1 and select the text Classic Photo Album. Click the Animations tab and select Float In.
3. Your slide should look something like the image below. You will find that the number 2 appeared beside the text.



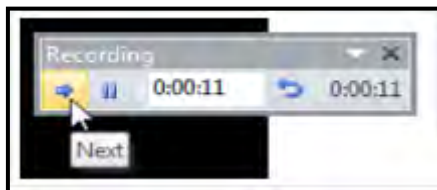
The appearance of having more than one animation in a slide.

4. From the Slide pane, select Slide 2 and click the image.
5. From the Animations tab, select swivel. A number 1 will appear beside the image.
6. Select the **Slide Show** tab, and locate the **Set Up** group.
7. Click the **Rehearse Timings** command. You will be taken to a full-screen view of your presentation.



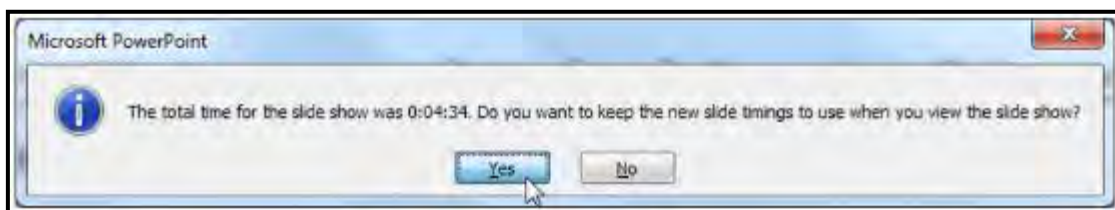
Rehears Timings Button

- Practice presenting your slide show. When you are ready to move to the next slide, click the **Next** button on the **Recording toolbar** in the top-left corner. If you prefer, you can also use the right arrow key.



The Recording Toolbar

- When you have reached the end of the show, press the **Esc** key to end your slide show. A dialogue box will appear with the total time of your presentation.



- If you are satisfied with your timings, click **Yes**.



Note: If you need more than one attempt to get the timings just right, the **Recording toolbar** has options to let you take a break, or start over on a slide. To pause the timer, click the **pause** button on the toolbar. No actions taken while the timer is paused, will be included in the timings. To re-record the timings on the current slide, click the **repeat** button.







### 12.4.3.5 Creating Custom Shows within a Presentation

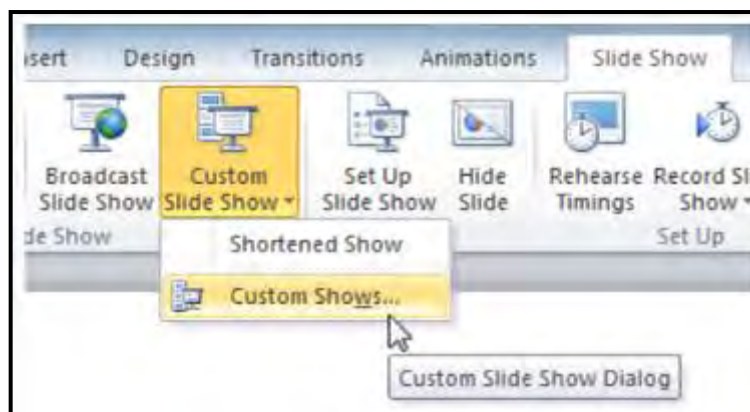
Sometimes you might want to **hide** a slide while still keeping it in your presentation. For instance, if you are presenting a slide show to more than one group of people, hiding or even rearranging certain slides can help you tailor your slide show to each group you present it to. You could also choose to create a shortened version of your slide show, to present when you are short on time. The **Custom Slide Show** feature allows you to create, and name different versions of your slide show with hidden or rearranged slides.



#### Student Practical Activity 12.4.3.5

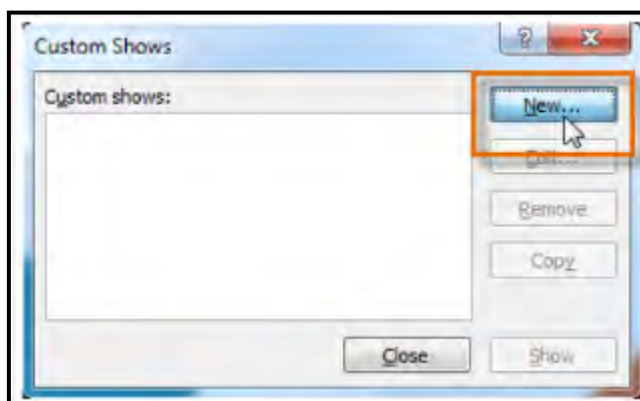
Follow the steps below to complete this activity:

1. Open “My Photo Album” presentation.
2. Select the **Slide Show** tab, and locate the **Start Slide Show** group.
3. Click the **Custom Slide Show** command.



Custom Slide Show Button

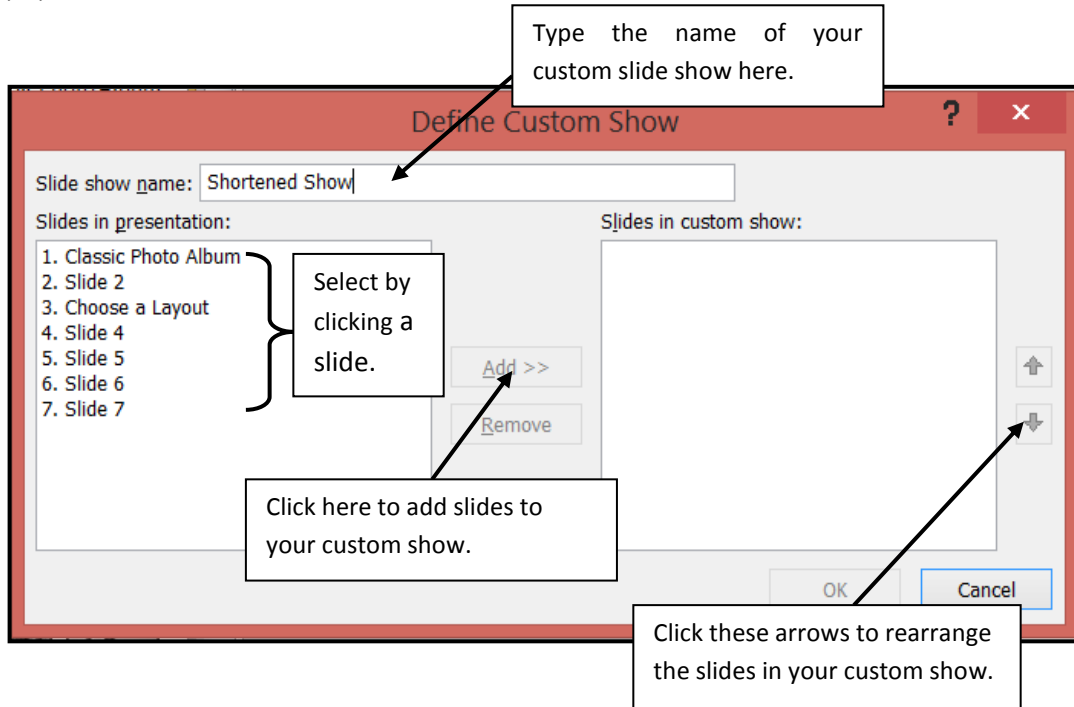
4. Select **Custom Shows...** The **Custom Shows** dialogue box will appear.
5. Click **New**. The **Define Custom Show** dialogue box will appear.



Custom Slide Show Dialogue Box

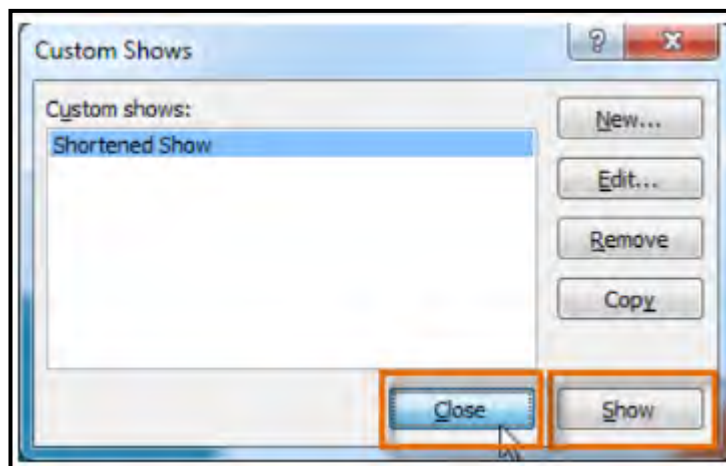


6. Select the slides in the **Slides in presentation:** box that you want to include in your custom show, then click **Add>>** to add them to the **Slides in custom show:** box. If necessary, use the **up** and **down arrows** to reorder the added slides. Select slides 1, 2, 3, 5, and 6 for this custom show.



Define Custom Show Dialogue Box

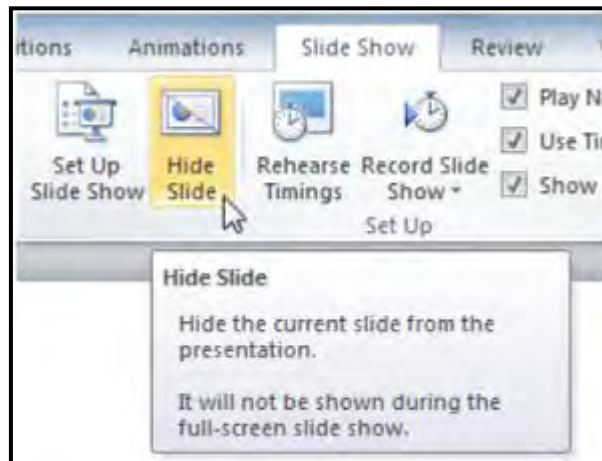
7. Click **Ok**.
8. Select **Close** to exit or **Show** to view your custom show.



Custom Shows Dialogue Box



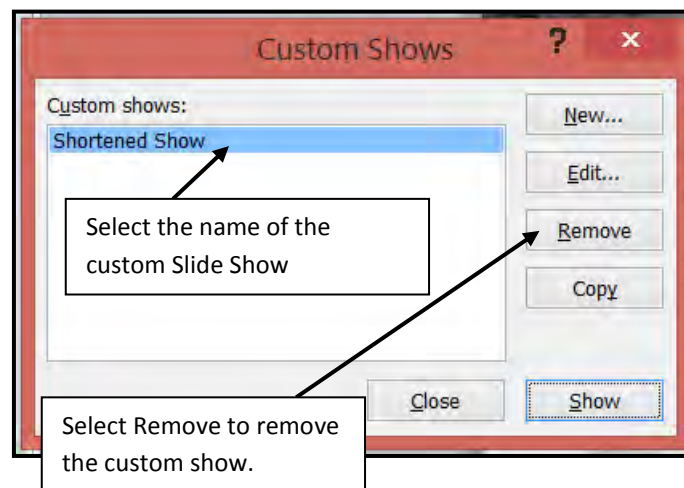
Note: You can also hide slides by selecting the **Hide Slide** command, which can be found on the **Slide Show** tab. To unhide a slide, click the **Hide Slide** command again.



Hide Slide Button

**To remove the custom show**

To remove the custom show, simply go to Slide Show tab and select Custom Slide Show. On the Custom Shows dialogue box, select the custom show and click Remove. Click close.



Custom Shows Dialogue Box



Note: Hyperlinking is another way of customising your presentation. You can review about Hyperlink on lesson 12.4.2.2.



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### 12.4.3.6 Packing a Presentation

PowerPoint has a feature that automates the process of packaging your presentation so it can be burned to a CD or copied to a USB drive. This Lesson will explain how to package your presentation, so you can easily take it on the road.

The importance of packing a presentation is, when you create a PowerPoint presentation, the plan is usually to present from a place, other than your school or home location. In fact, you may want to 'take it on the road,' and taking a laptop may not always be an option. This would require copying your presentation, to a portable storage device, such as USB drive, or burning it to a CD, or sending it to yourself in an email. Then, you could copy it over to the computer you will be using at the venue, where you are presenting.

PowerPoint has a feature that automates the process of packaging your presentation to include fonts, audio, videos and images, and then send the package to a CD or portable storage device. PowerPoint copies everything you need, so you can easily take it with you. This feature is more reliable than performing a Save As to a USB drive, or sending the PowerPoint file in an email, as it ensures that you have the entire package.

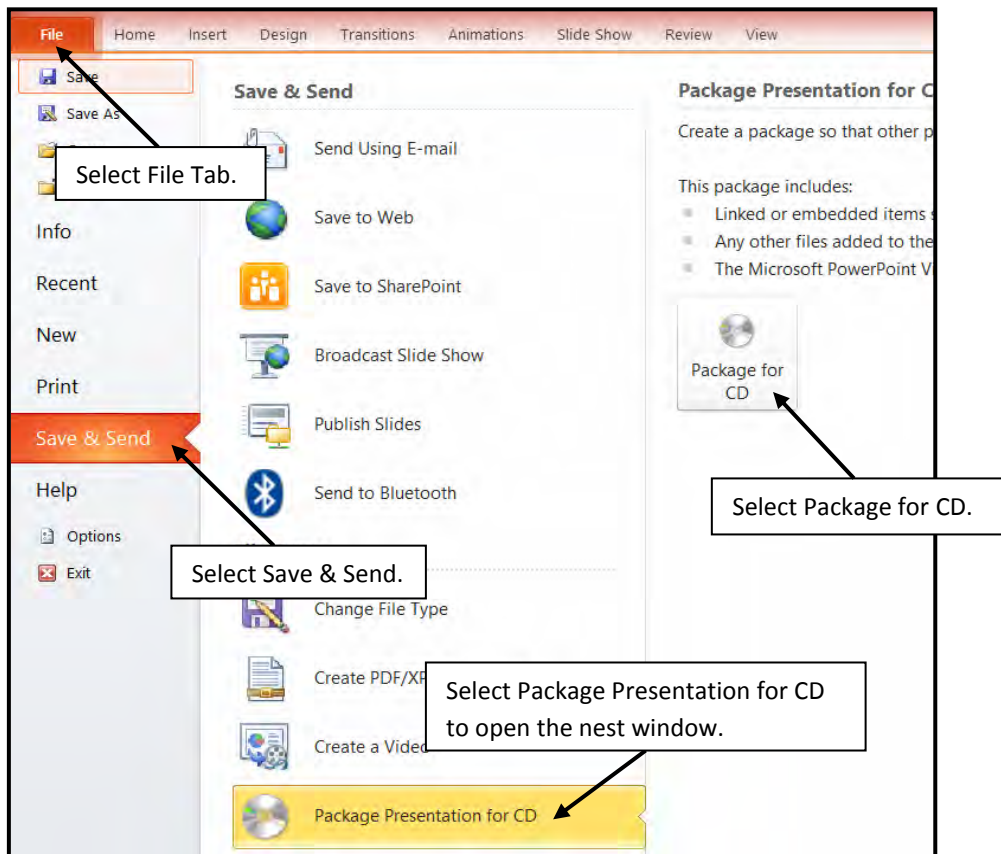


#### Student Practical Activity 12.4.3.6

**Follow the instructions below to do Packaging for a CD.**

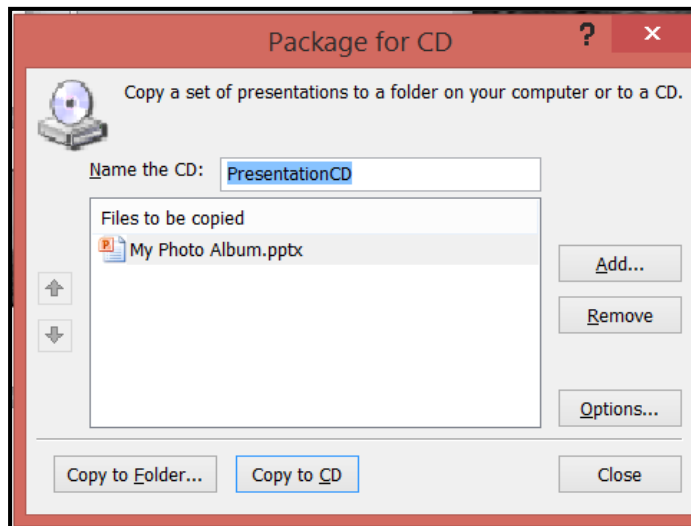
One important thing to note before you get started is that these steps can be used to include more than one presentation in the package. In other words, you do not need a CD for each presentation; you can package multiple presentations together. Let us get started:

1. Open "My Photo Album" presentation.
2. Go to **File** tab in the ribbon.
3. Select **Save and Send**.
4. Then, click on the package presentation for CD option and then click on the **Package for CD command** (this will open your options dialogue box).



Packaging a Presentation for CD.

5. In the name of the CD box, enter a name for the presentation package



Package for CD Dialog Box

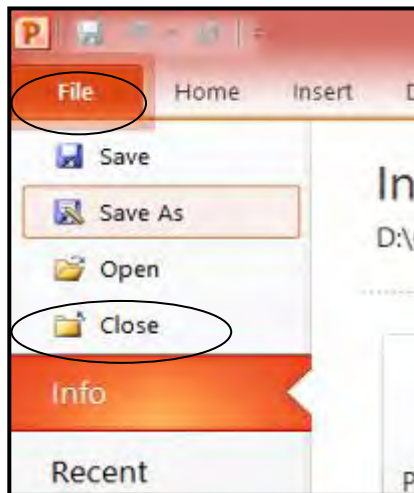
6. Notice that the current presentation file is already added to the list. If there is more presentation to be added, just click the Add button.
7. Finally, click on Copy to CD to begin burn process.



### Saving a Presentation to a USB/External Hard Drive

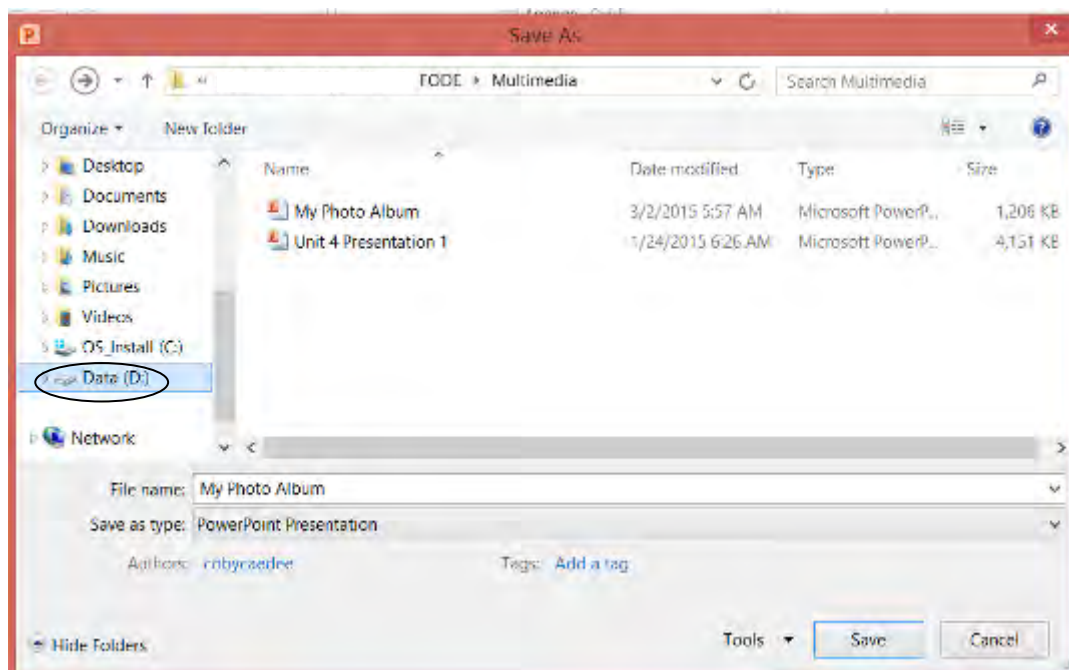
Follow the steps below, on how to save a Presentation, using a USB or external hard drive.

1. Insert your USB/External Hard Drive into a free slot in your computer.
2. Open “My Photo Album” presentation.
3. Click the File tab and choose “**Save As**”.



Saving a Presentation to an external storage.

4. Click on your device on the pop up dialogue box.

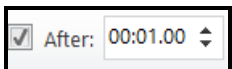


The Save As dialogue box showing an External Storage device.

5. Click Save. “Your PowerPoint file is now saved on your external storage device”

**Summative Activity 12.4.3**

**Practical Application: Follow the steps below to create a traditional countdown animation using PowerPoint.**

1. Make a blank presentation. Right click on a blank area, and click on background. Set the background to black.
  2. Click on Insert Tab > Under Illustrations group, click on shapes and select circle. Draw a big circle on the slide.
  3. Right click on the circle and click on Format Shape. Under the Fill section, set the colour to No Fill. Under the Line Colour section, set the colour to white. Under Line Style, put the width to 8pt. Click OK.
  4. Now, add a text box in the center of the circle which will allow you to type text.
  5. Type “5” in the text box. Highlight the text, and set the Font to Arial, and Font Size to 200. Change the font colour to white.
  6. Click on the circle and click on Animation Tab. On Animation group, select Wheel.
  7. Under Timing group, change the Start: “On Click” to “After Previous”
  8. Now you are done with the circle’s entrance effect. Next, click on the “5”. Click on Animation Tab. On Animation group, select Fade.
  9. Under the timing group, change the Start: “On Click” to “With Previous”.
  10. Next, you will move on to the exit effect. Click on the circle, then hold down the Shift key on your keyboard and click on the “5”. This will select both the circle and letter. You can also hold down Ctrl, and press A to select all alternatively.
  11. Click on Animations Tab> Under Advance Animation, click Add Animation > under Exit select Fade. You will now see two exit animations added.
  12. Click on the first exit effect, under the timing group Change the Start: “On Click” to “After Previous”.
  13. Now click on a blank area, and click on Transitions Tab.
  14. Under the Timing group, uncheck “On mouse click” and check “After”.
- Set the After to 
15. Now under the Slides pane, you will see a Slide number 1. Right click and click on Copy, or hold down Ctrl, and press C to copy this slide.



- 
16. Now right click on a blank area and click Paste. Repeat this step three times.
  17. Now change “5” at the second slide to “4”, third slide to “3” and so on.
  18. You are now done with the Traditional Countdown. Feel free to go back to the first slide and view it in a Slide Show by pressing F5.
  19. Save this work with the filename “Activity 12.4.3”



### Answers to Student Activities

#### **Student Practical Activity 12.4.3.1**

The Float animation should be viewed, once the presentation is played.

#### **Student Practical Activity 12.4.3.2**

Play the presentation. The transition from one slide to another, should have the Slide Transition effects

#### **Student Activity 12.4.3.3**

1. T
2. F
3. T
4. F
5. F

#### **Student Practical Activity 12.4.3.4**

You will have achieved the goal of this activity, if the presentation automatically executes according to the timing that is set.

#### **Student Practical Activity 12.4.3.5**

You will have achieved the goal of this activity, if the presentation plays without showing the hidden slides.

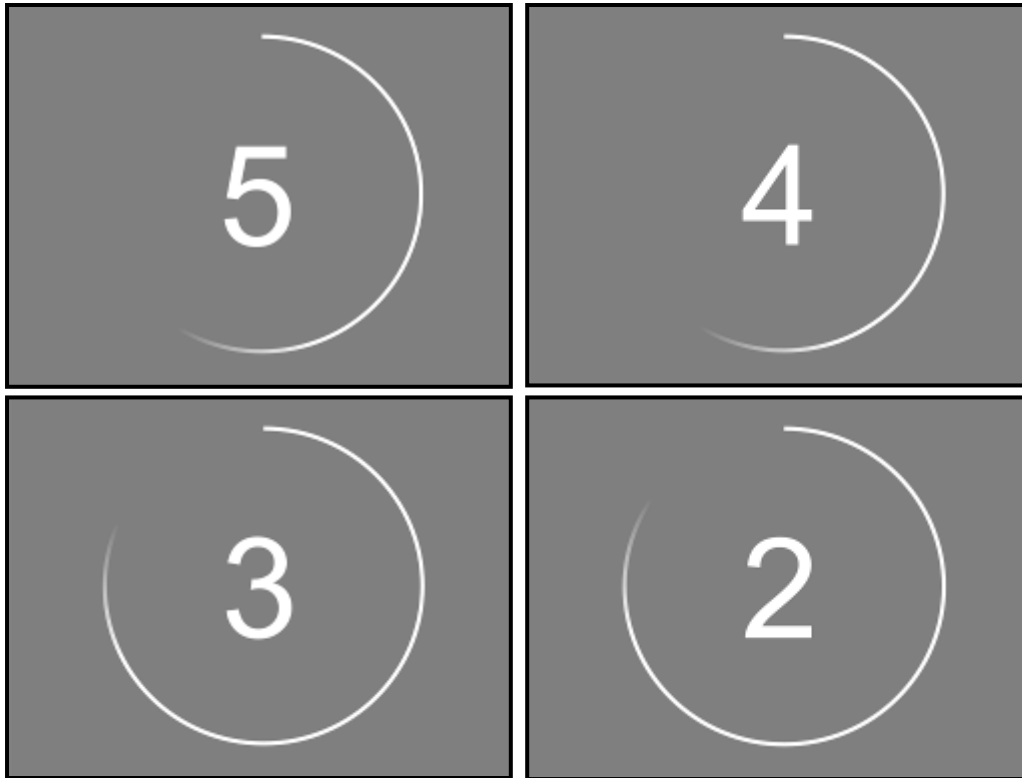
#### **Student Practical Activity 12.4.3.6**

The student has achieved the goal of this activity, if the presentation is saved on a removable storage such as a DVD or CD.





**Answers to Summative Activity 12.4.3**





## 12.4.4 Integrating Multimedia with Other Programs

### 12.4.4.1 Embedding a Spreadsheet Chart or Object into a Slide

If you have already created a chart in Excel, you can **embed** and **link** it to your PowerPoint presentation. When you embed an Excel chart in PowerPoint, any updates you make to the original Excel chart will **automatically update** in your presentation, as long as the files remain in the same location. This helps the data stay **in sync**, so you would not have incorrect or out-of-date information in your chart.



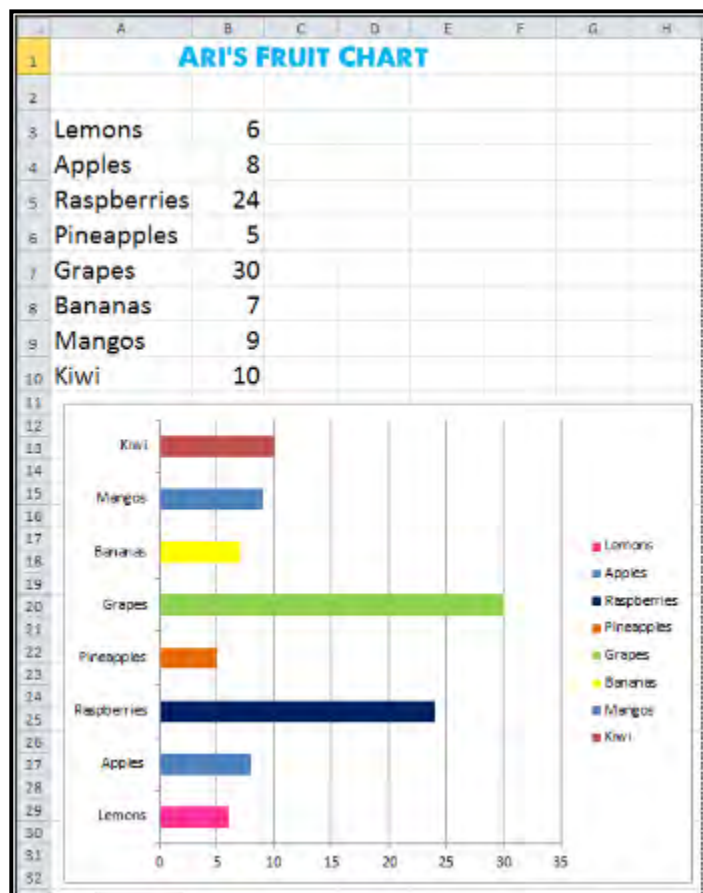
**Embedding** refers to any type of multimedia file, which you might insert, or embed into the Web page. This includes files like graphics and sound files.



#### Student Practical Activity 12.4.4.1

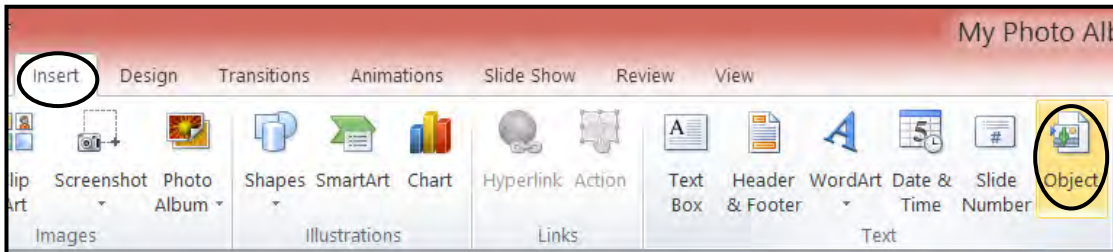
Follow the instructions below, to prepare the file that you will embed to a Microsoft PowerPoint presentation.

1. Open Microsoft Excel 2010 and create the spreadsheet and chart below. You can go back to your excel lesson about chart, if you need to refresh on this lesson. Save your work with the file name “Embedding Spreadsheet”



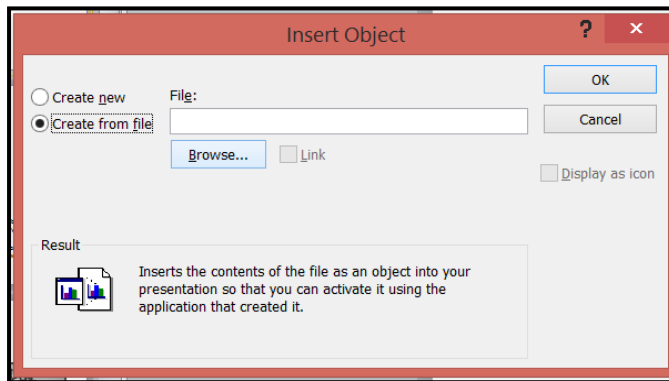


- Open PowerPoint 2010 (create a blank presentation). In PowerPoint, select the **Insert** Tab.
- Click the object command in the **Text** group.



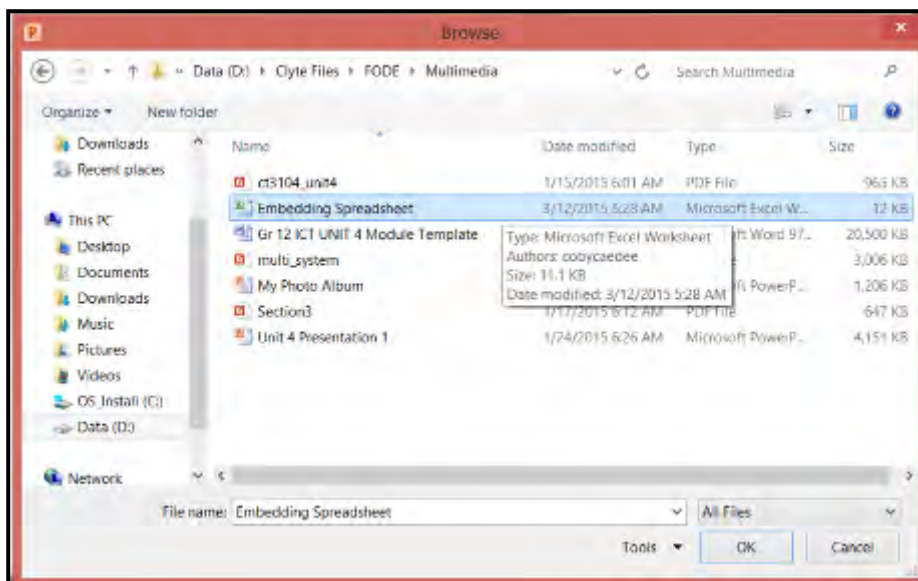
Object Command Button

- A dialogue box will appear. Select **Create** from file, then click **Browse**.



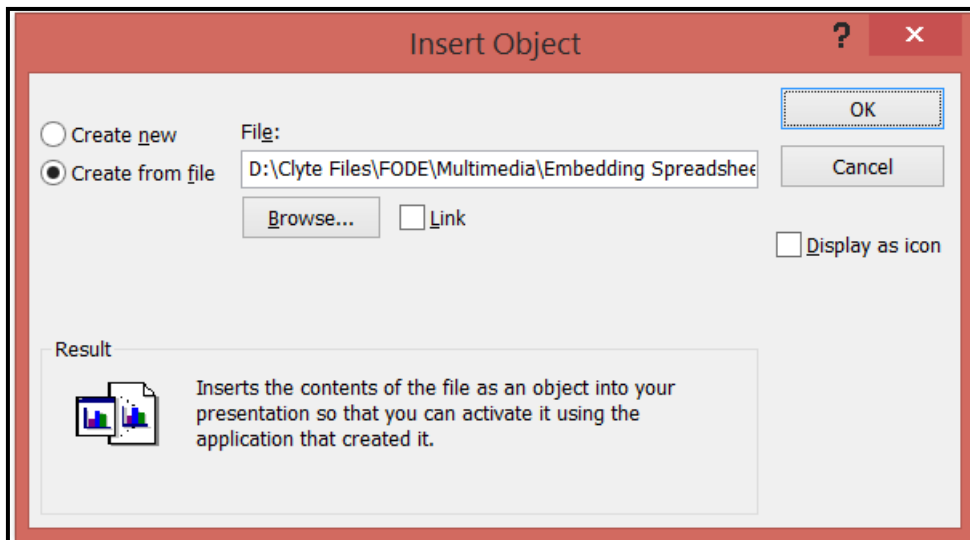
Insert Object Dialogue Box

- Locate and select the desired Excel file, then click **Insert**.



Browse the file to embed in your folder

- Click **OK**. The chart will now appear in your presentation.



Confirmation to Insert the file

7. Save your file with the filename "Embedding Object".



#### 12.4.4.2 Editing an Embedded Object

You were able to embed an object to a PowerPoint presentation. Embedding spread sheet charts can really help during a report of data or statistics. However, not all spreadsheets are perfect and you may want to edit some data before your presentation.



##### **Student Practical Activity 12.4.4.2**

**Follow the instruction to edit an embedded chart.**

1. Open the previous file that you have created on Activity 12.4.4.1. Double-click the chart. A new window will open.
2. The new window will act like an Excel Worksheet. Increase the quantity of each fruit.
3. Once done, simply click outside of the worksheet. PowerPoint will automatically go back to the presentation.
4. Save your work.

#### 12.4.4.3 Linking to a Spreadsheet

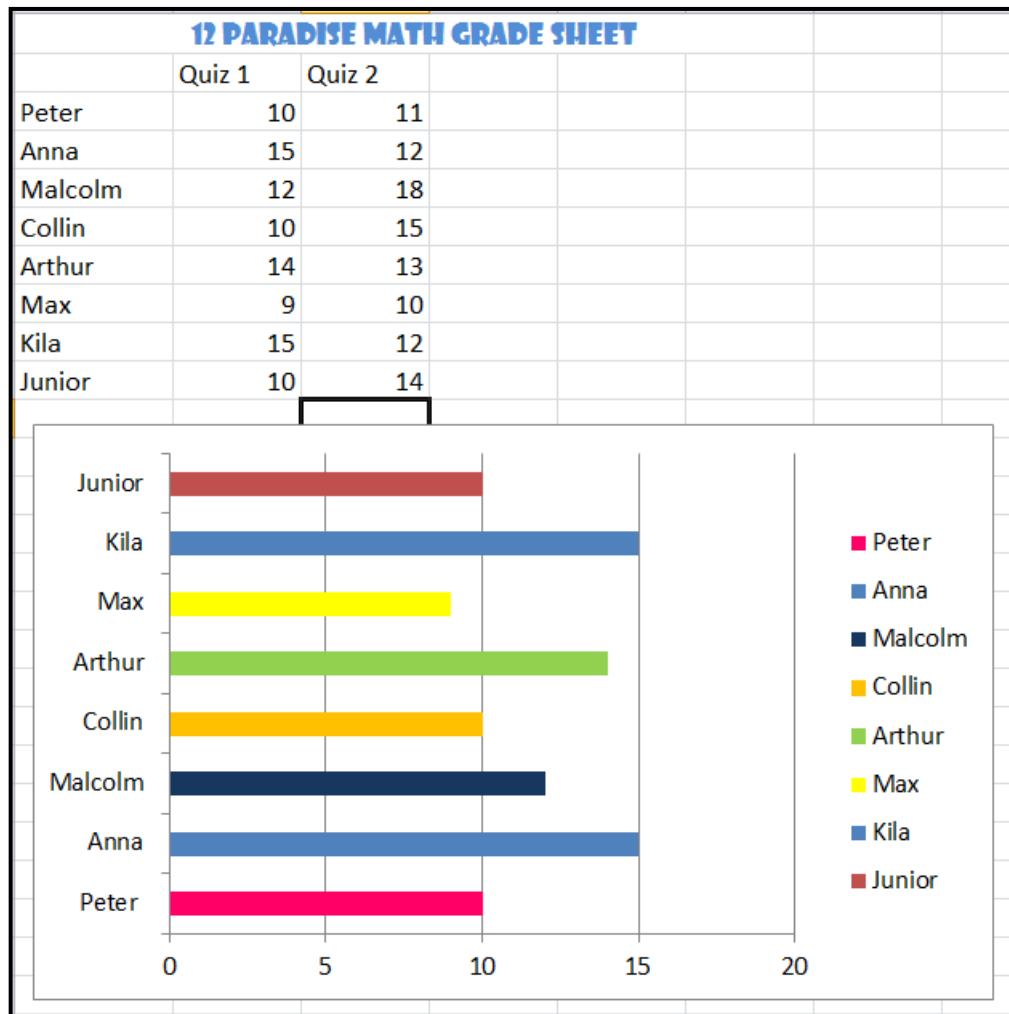
When an object is linked, information can be updated, if the source file is modified. Linked data is stored in the source file. PowerPoint, stores only the location of the source file, and it displays a representation of the linked data. Use linked objects, if file size is a consideration.

Linking is also useful, when you want to include information that is maintained independently, such as data collected by a different person, and when you need to keep that information up-to-date in the PowerPoint presentation.

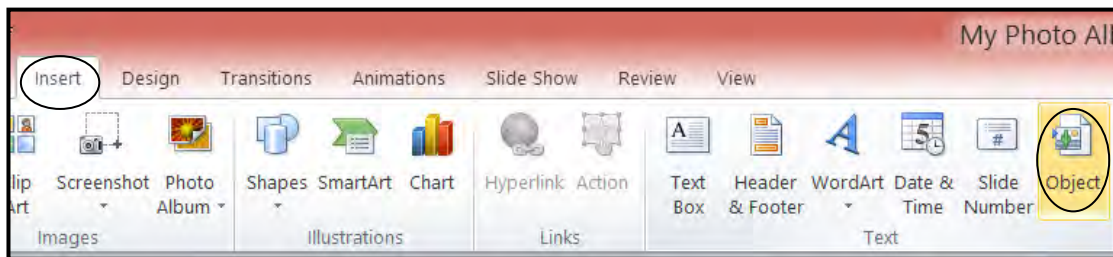
**Student Practical Activity 12.4.4.3**

Follow the instructions below to complete this activity.

1. Open Excel 2010 and create a new spreadsheet. Enter the following data into the spreadsheet:

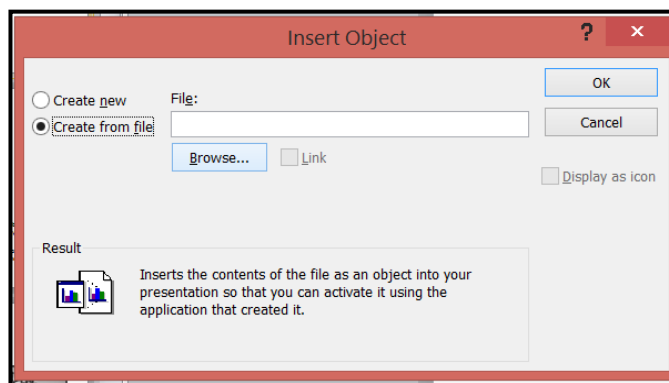


2. Save the Spreadsheet as Activity 12.4.4.3 – Embedding Spreadsheet.
3. Open PowerPoint 2010 (create a blank presentation). In PowerPoint, select the **Insert** Tab.
4. Click the object command in the Text group.



Object Command Button

5. A dialogue box will appear. Select Create from file, then click **Browse**.



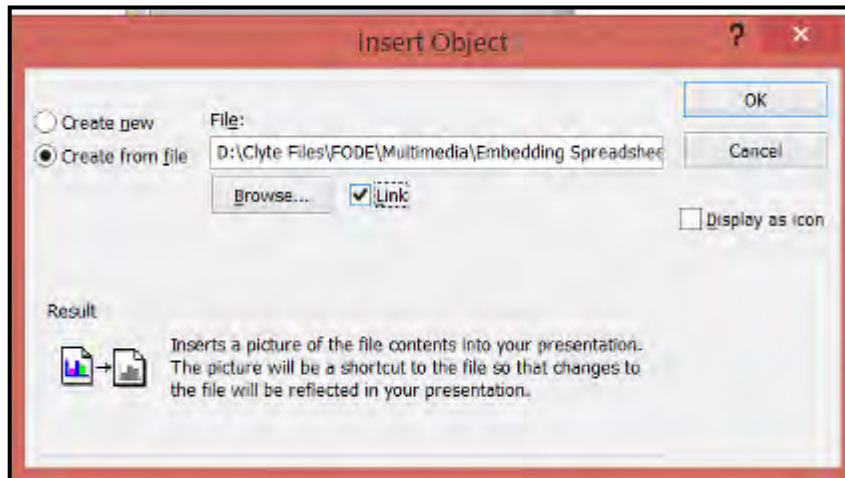
Insert Object Dialogue Box

6. Locate and select Embedding Spreadsheet, then click **Insert**.

Name	Date modified	Type	Size
Worst Presentation	10/13/2015 2:05 A...	File folder	
Activity 12.4.2	7/6/2015 5:48 AM	Microsoft PowerP...	181 KB
Activity 12.4.3.ppt	3/27/2015 12:58 PM	Microsoft PowerP...	117 KB
Activity 12.4.4.3 Embedding Spreadsheet	2/1/2016 5:00 AM	Microsoft Excel W...	13 KB
answer key	3/26/2015 12:20 A...	Text Document	2 KB
ct3104_unit4	1/15/2015 6:01 AM	PDF File	965 KB

Browse the file to embed in your folder

7. Tick the box "Link" and click **OK**. The option link will make it possible for the external file to be editable and automatically update changes in the PowerPoint presentation. The chart will now appear in your presentation.



Confirmation to Insert the file

8. Save your file with the filename "Linking Spreadsheet".





#### 12.4.4.4 Exporting Multimedia Files to another Document

In common usage, "export" means to send something from your country to a different country, and "import" means to bring something from a foreign land to your own. Similarly, in computer terminology, "import" means to bring a file from a different program into the one you are using, and "export" means to save a file in a way that a different program can use it.

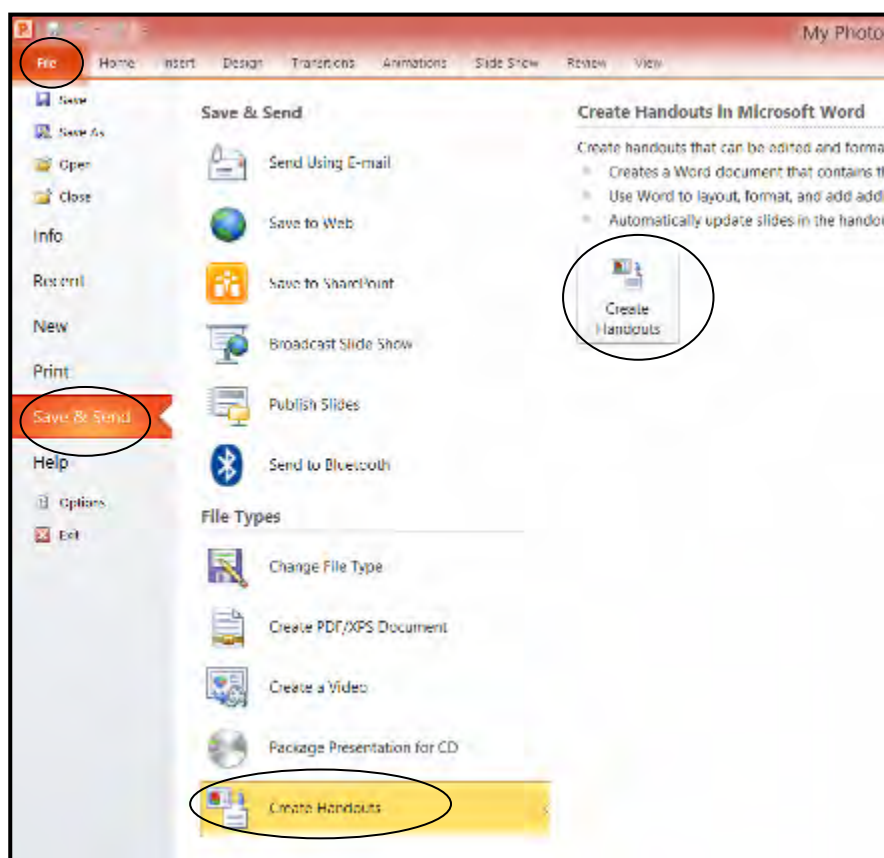
Exporting a PowerPoint presentation to Word is a quick and easy process. The importance of the conversion will create a Word document containing thumbnail versions of your slides, meant for handouts to the audience. These handouts will show either your speaker notes pages with a miniature version of each slide, or simply handout pages with areas for the audience to jot notes during your presentation.



#### Student Practical Activity 12.4.4.4

Let us now export the “My Photo Album” presentation to Microsoft Word.

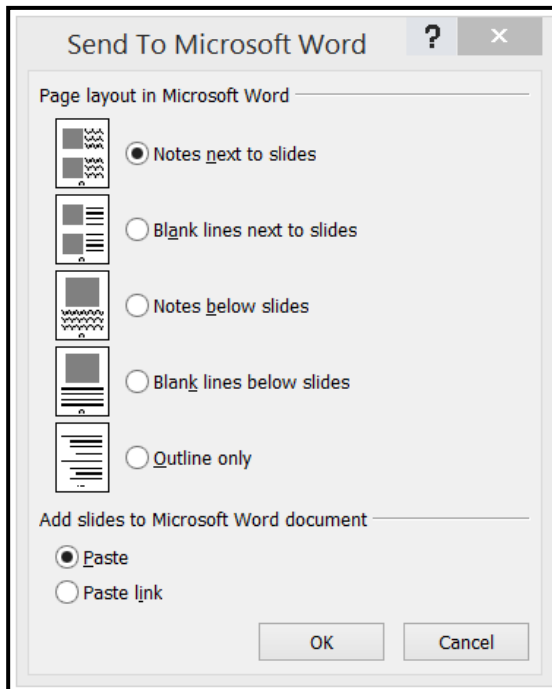
1. Open your PowerPoint presentation.
2. Select **File** → **Save & Send** → **Create Handouts** → **Create Handouts**.



3. The Send to Microsoft Word dialogue box opens, with five different options.

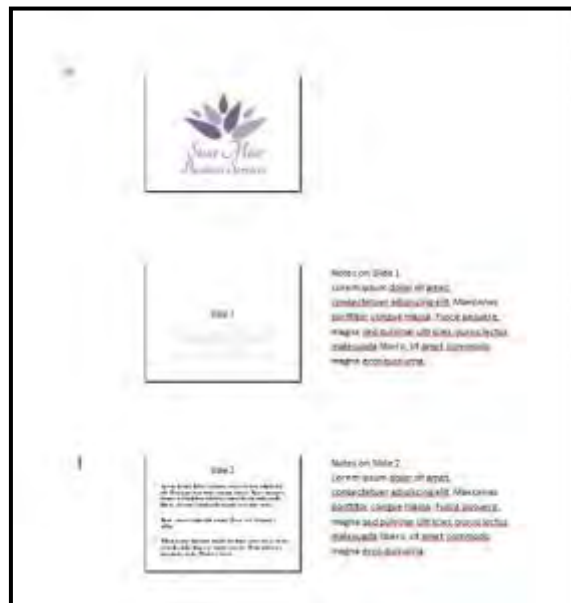


For this exercise select the second option.



o **Notes next to slides**

The *first option* is the most commonly used printout option. A miniature version of the slide is printed on the left, and any speaker notes written to accompany the slide are shown on the right. Three thumbnail versions of your slides will print on the page.



Example of Notes Next to Slides

o **Blank lines next to slides**

The *second option* is to print blank lines beside the slide on the handout for the audience, to make notes during your presentation. Three thumbnail slides will print per page.



Example of Blank lines next to slides

- **Notes below slides**

The *third option* is to print **speaker notes** below the slide for easy reference during the presentation. These printouts could be simply for the **presenter**, so that he or she has 'crib notes' while he or she speaks, or for the audience as well, so that they can have all the information you, as the presenter, will discuss during the presentation. The choice is yours. One picture, a little larger than a thumbnail version of the slide, will print per page.



Example of Notes below slides



o **Blank lines below slides**

The *fourth option* when converting PowerPoint presentations to Word, is to print blank lines below the slide, for the audience to make notes during your presentation. Again, one larger slide version will print per page.

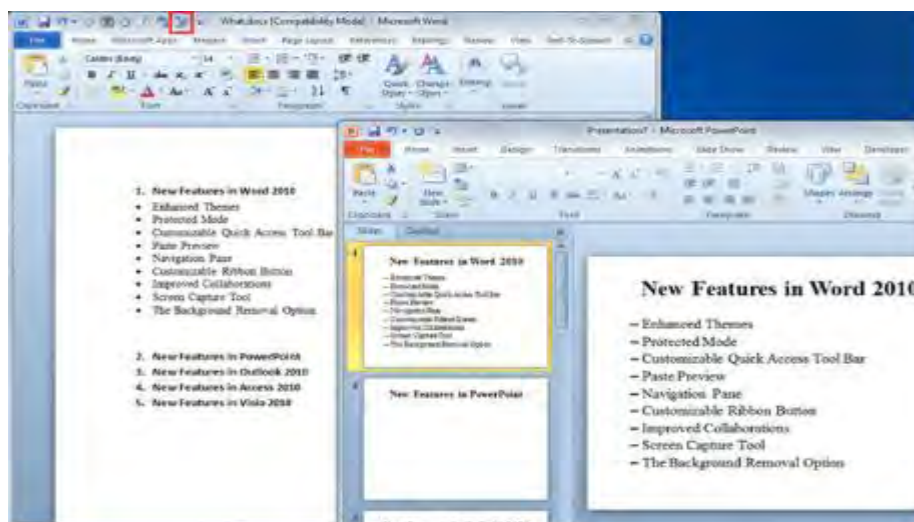


Example of Blank lines below slides

o **Outline only**

The *fifth option* is to print an outline of all the text in the PowerPoint presentation. No graphics are shown in the outline, but this view is the quickest to use when editing is needed.

What is different in PowerPoint 2010 (from earlier versions) with regard to converting to an outline view, is that the outline prints the text in the identical size of font, as on the actual slide, rather than making the font size much smaller. Therefore, you will need to *manually edit* the outline handout, to reduce the font size, if desired. Click for a visual look at the resultant outline view printout.



Example of Outline only



4. Click **Paste** or **Paste Link**.

For this exercise, you will choose Paste Link option.



**Note:** There is a slight difference, but it is a notable difference, between choosing *Paste* or *Paste Link* from within the *Send to Microsoft Word* dialogue box.

○ **Paste**

Choosing *Paste* will simply create the handout in the style you have chosen. Pretty easy so far.

○ **Paste Link**

Choosing *Paste Link* will create a handout in the style you choose as well. However, *if the PowerPoint presentation is later edited*, the changes will also be reflected in the Word document, the next time it is opened. This is not the case when you choose the *Paste* command.

5. Click on the **OK** button when you have made your choices, and the process will begin.

6. Save the PowerPoint presentation.

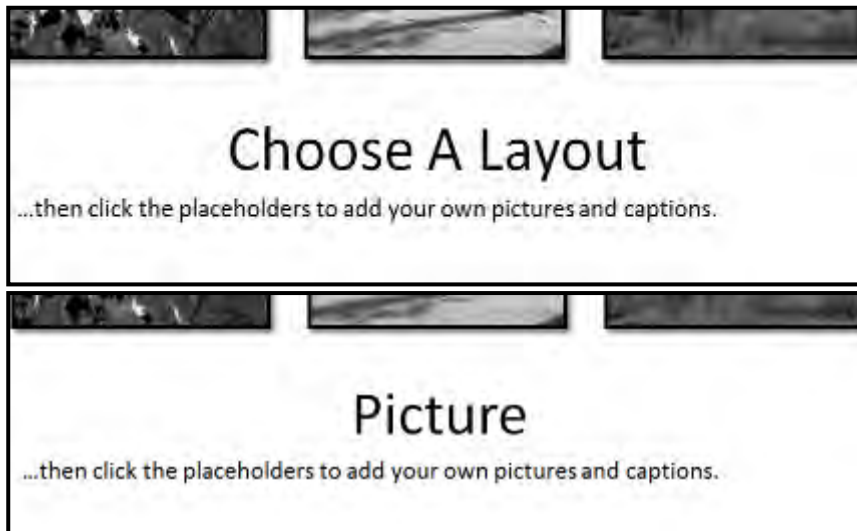
7. Save the Word file under the file name “Exported My Photo Album”.



### 12.4.4.5 Editing Exported Files to another Document

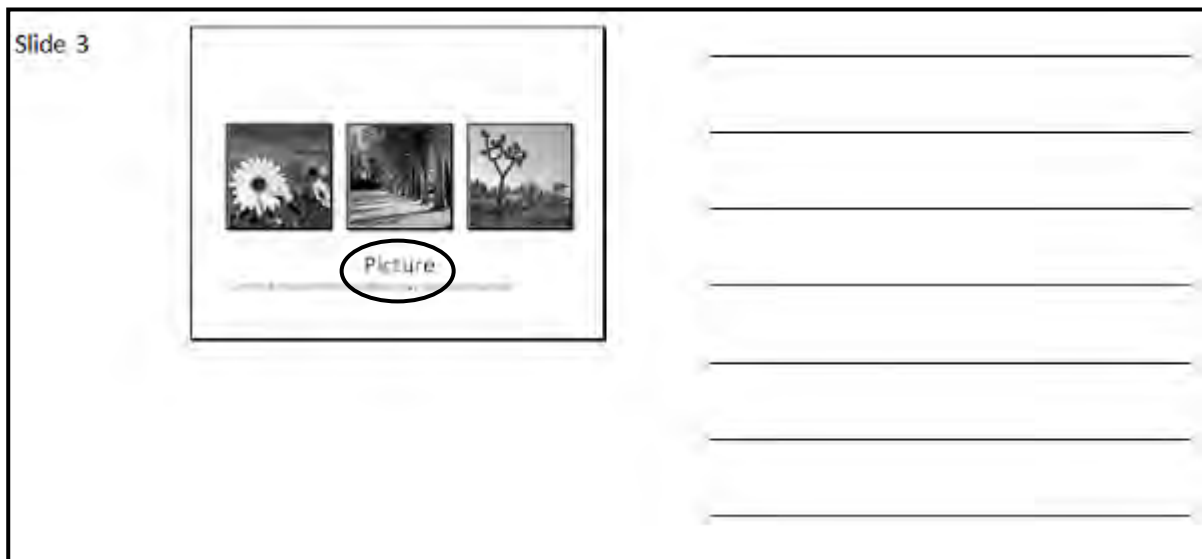
It is possible that after you have exported your PowerPoint to Word, you will find out that there is an editing that needs to be done. This is why, it is important to learn how to edit an exported file. Let us follow these simple steps in editing an exported file:

1. Open “My Photo Album” Presentation. Remember that you have already exported this file to Word.
2. Select Slide 3 and select the words “Choose A Layout”, change it to “Pictures” and click save.



Change Choose A Layout to Picture

3. Open the Microsoft Word file “Exported My Photo Album”. You would see that slide 3 has updated automatically.



The update has been automatically created

**Student Practical Activity 12.4.4.5**

**Follow the instructions to complete this activity.**

1. Open “Unit 4 Presentation1” Presentation.
2. Export the presentation to MS Word.
3. Proceed to Slide 1, change the word “Urban Photo Album” to “My Photo Album”.
4. Proceed to Slide 4, change the word “image” to “picture”.
5. Proceed to Slide 5, change the word “isolate” to “separate”.
6. Save the file.



### 12.4.4.6 Printing a Presentation

In previous versions of PowerPoint, there was a **Print Preview** option that allowed you to see exactly what the presentation looked like, before printing it. You may have noticed that this feature seems to be gone in PowerPoint 2010. It actually has not disappeared; it has just been combined with the **Print** window to create the **Print pane**, which is located in Backstage view.



#### Student Practical Activity 12.4.4.6 A

Follow the instructions below to view the Print pane:

1. Open the activity “My Photo Album”
2. Click the **File** tab to go to **Backstage view**.
3. Select **Print**. The Print pane appears, with the print settings on the left, and the **Preview** on the right.
4. Determine and choose how you want the slides to appear on the page.
5. If you only want to print certain slides, you can type a **range** of slides. Otherwise, select **Print All Slides**.
6. Select the **number of copies**.
7. Select a **printer** from the drop-down list.
8. Click the **Print** button.



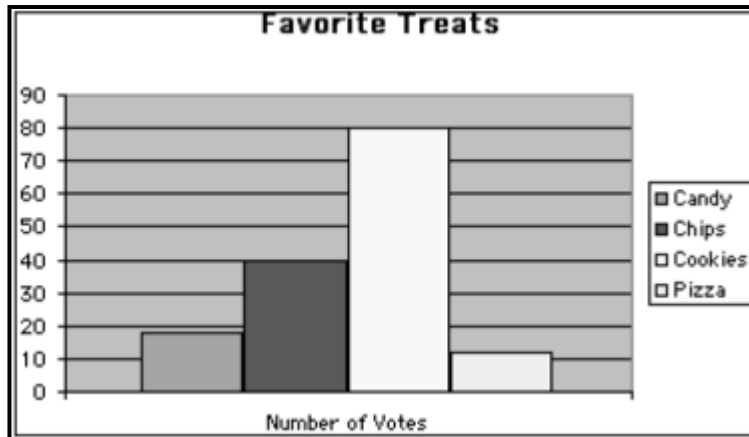
#### Summative Activity 12.4.4

**Practical Application:** Follow the instructions below to create a presentation of a graph done on Excel.

1. Open Excel application, and create the table with the graph shown below.

	A	B
1	<b>Favorite Treats</b>	<b>Number of Votes</b>
2	Candy	18
3	Chips	40
4	Cookies	80
5	Pizza	12





2. Save the Excel Spreadsheet as “Excel PP Activity 12.4.4”
3. Open a blank PowerPoint presentation on Slide 1, type the title “Favourite Treats”
4. Embed the Excel Spreadsheet on Slide 2.
5. Edit the spreadsheet updating the number of votes as follows:

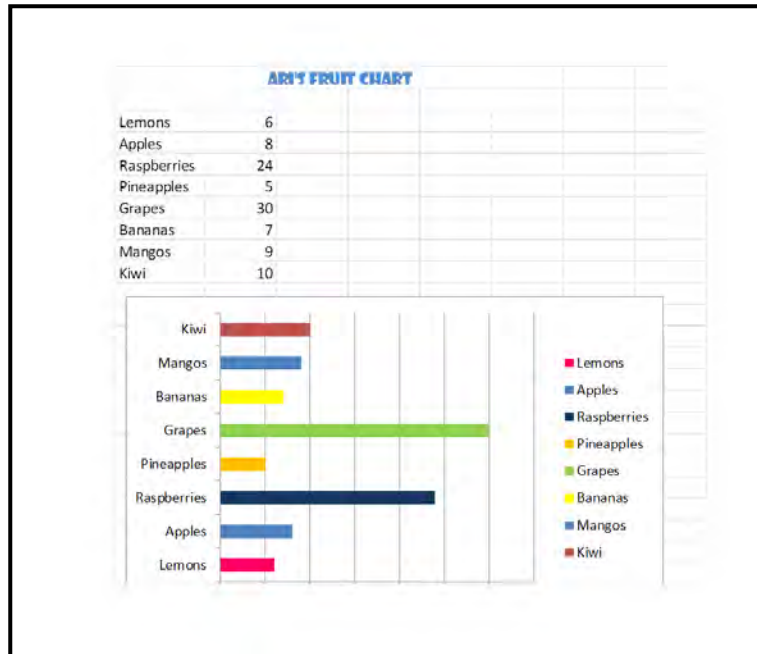
Candy	25
Chips	60
Cookies	110
Pizza	50

6. The PowerPoint should update automatically upon saving the changes on Excel.
7. Save the PowerPoint as “Activity 12.4.4”



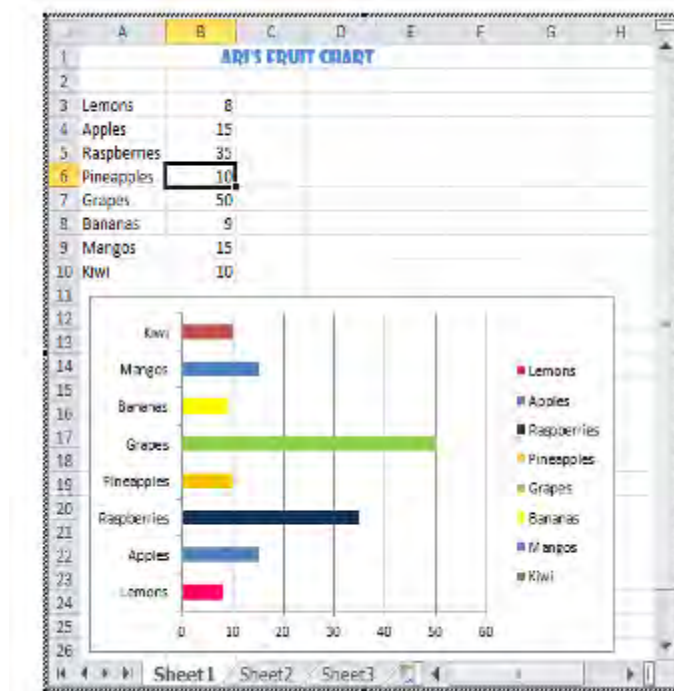
## Answers to Student Activities

### Student Practical Activity 12.4.4.1



The image above shows an excel file embedded to a PowerPoint presentation.

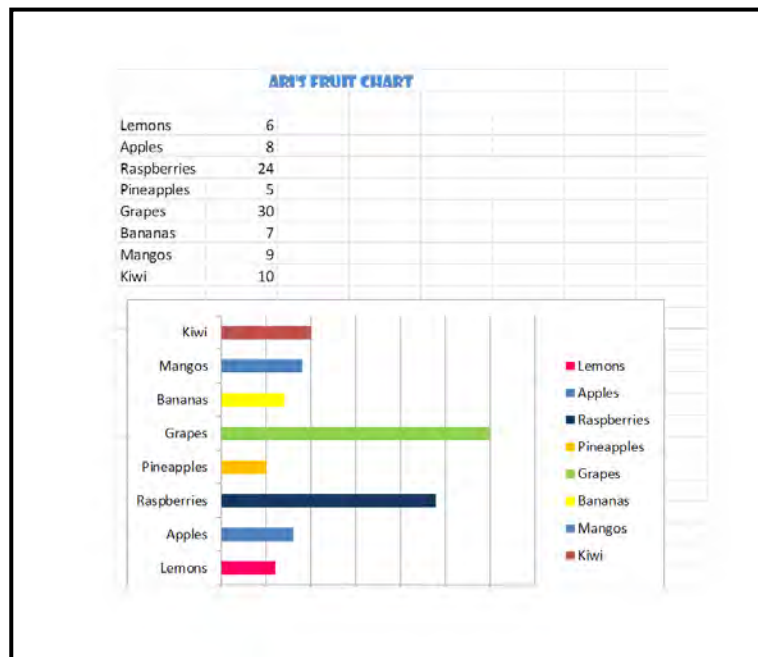
### Student Practical Activity 12.4.4.2



The image above shows the increase in number of each item. You will have achieved the goal for this exercise, if you were to update the quantity of the fruits, while the spread sheet remained embedded on PowerPoint.



### Student Practical Activity 12.4.4.3



The image above shows an excel file linked to a PowerPoint presentation.

### Student Practical Activity 12.4.4.4

You have achieved the goal of this activity, if you printed the presentation accordingly to the options discussed on lesson 12.4.4.4.

### Student Practical Activity 12.4.4.5

You have achieved the goal of this activity, if you were able to update both the PowerPoint file and Microsoft Word file at the same time.

### Student Practical Activity 12.4.4.6 A

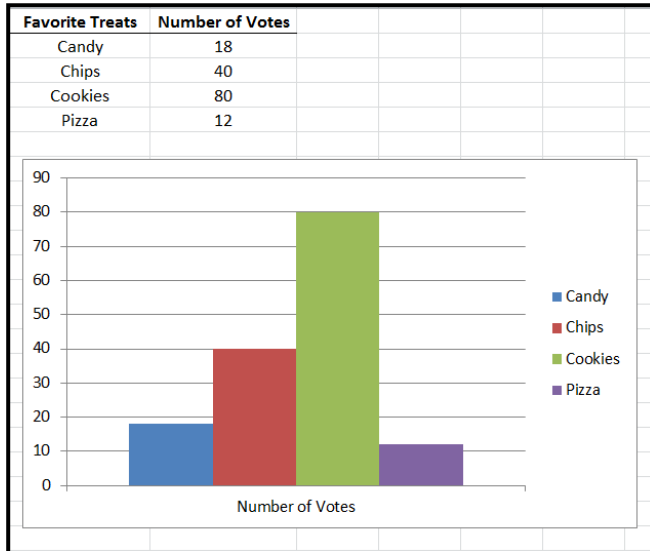
You have achieved the goal of this activity, if you are able to view the Print Preview.

### Student Practical Activity 12.4.4.6 B

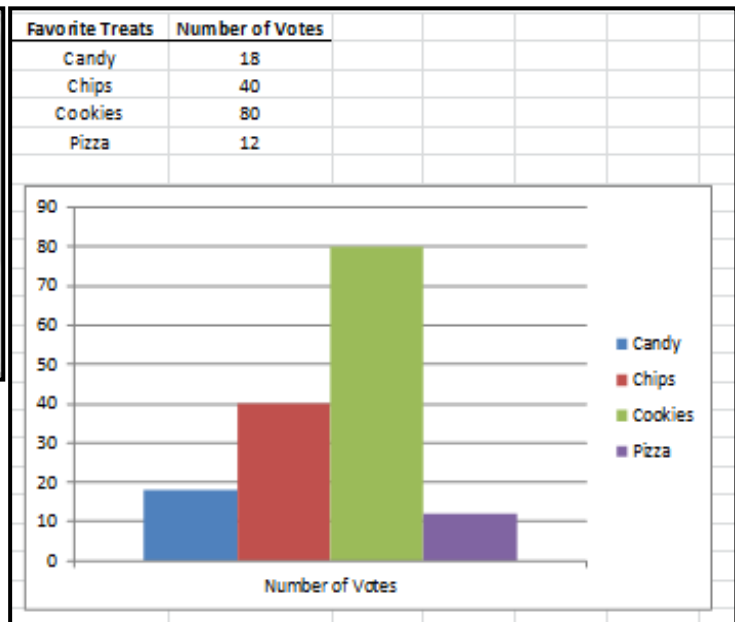
You have achieved the goal of this activity, if you are able to print the slides of the presentation.



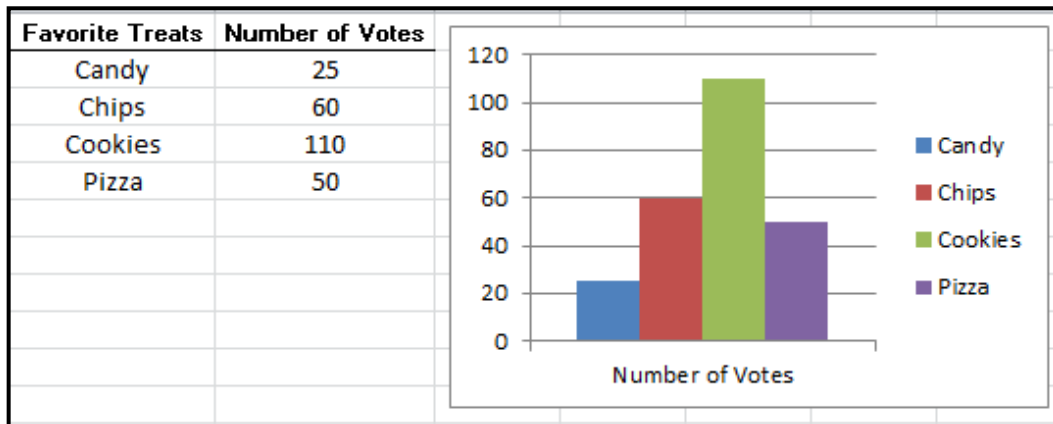
### Answers to Summative Activity 12.4.4



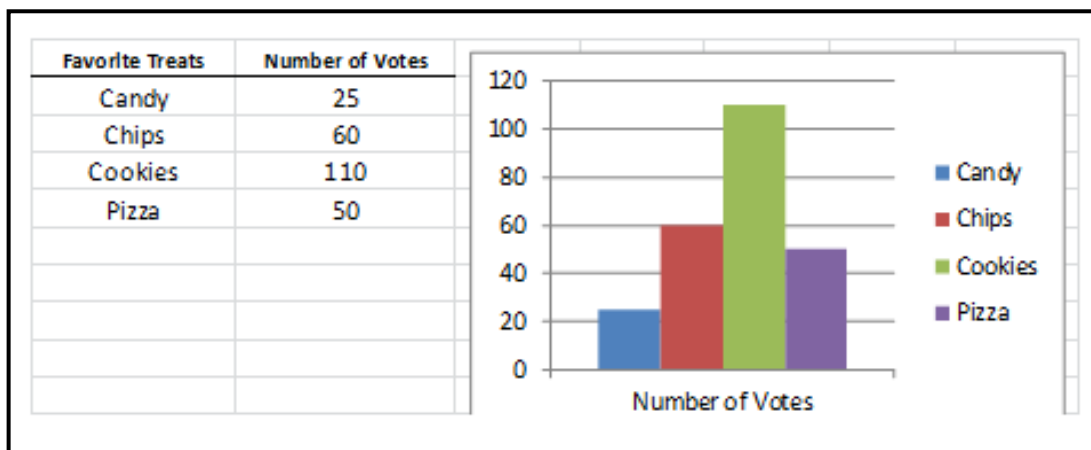
Excel Spread sheet to be embedded to PowerPoint



Slides 1 and 2



Updated Excel File



Updated PowerPoint



## Summary

In this Unit you have learned the definition of Multimedia and its function in our daily lives. You have also learned that PowerPoint has the capability of putting Multimedia together in a presentation, and its limitless capability of giving information in a three dimensional manner. You were able to identify the correct media to use in different circumstances.

This Unit has shown you the advanced function of PowerPoint, which you can use for your project presentation. You should be able to apply the skills and knowledge you have learnt in this Lesson, in most of your presentation to catch your audience attention. You should also be able to broaden the techniques taught in this Unit for a more advanced application.



## References

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2. [http://www.ed.gov.nl.ca/edu/k12/curriculum/guides/teched/commtech3104/ct3104\\_unit4.pdf](http://www.ed.gov.nl.ca/edu/k12/curriculum/guides/teched/commtech3104/ct3104_unit4.pdf)
3. Paul Starr, "Computing Our Way to Educational Reform," *The American Prospect* no. 27 (July-August 1996): 50-60 ( <http://epn.org/prospect/27/27star.html>)
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5. [http://www.ehow.com/info\\_8430566\\_mean-export-import-file.html](http://www.ehow.com/info_8430566_mean-export-import-file.html)
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8. <http://presentationsoft.about.com/od/powerpoint-2010-tips/ss/120416-convert-powerpoint-to-word.htm>
9. <http://www.sc.edu/cte/guide/powerpoint/>
10. <https://support.office.com/en-us/article/Add-and-play-a-movie-in-a-presentation-f3fcbd3e-5f86-4320-8aea-31bff480ed02>



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## Glossary

**3D** – An object that has height, width and depth, like any object in the real world.

**Analog** – Any technology, such as vinyl records or clocks with hands and faces, that doesn't break everything down into binary code

**Animate** – to make lively, vivacious, or vigorous; give zest or spirit to.

**Bitmap** – is a map of dots, or bits (hence the name), that looks like a picture as long you are sitting a reasonable distance away from the screen.

**Computer** – An electronic device that stores and manipulates information.

**Digital** – expressed as series of the digits 0 and 1, typically represented by values of a physical quantity such as voltage or magnetic polarization.

**Dynamic** – characterized by constant change, activity, or progress.

**Electronics** – the branch of physics and technology concerned with the design of circuits using transistors and microchips, and with the behavior and movement of electrons in a semiconductor, conductor, vacuum, or gas.

**Embed/embedded** – incorporate (a text or code) within the body of a file or document.

**Graphic** – Relating to visual art, especially involving drawing or engraving

**Hover** – remain poised uncertainly in one place or between two states.

**Interface** – a device or program enabling a user to communicate with a computer

**Juxtaposing** – place or deal with close together for contrasting effect.

**Kiosk** – is a small physical structure (often including a computer and a display screen) that displays information for people walking by. *Kiosks* are common near the entrances of shopping malls where they provide shoppers with directions.

**Microprocessor** - the device in a computer that manages information and controls what the computer does.

**Modulate** – alter the amplitude or frequency of (an electromagnetic wave or other oscillation) in accordance with the variations of a second signal, typically one of a lower frequency.

**Navigation** – to move from one part to another of (a website, document, etc.), especially by using the links.





**Simulation** – is the imitation of the operation of a real-world process or system over time. The act of simulating something first, requires that a model be developed; this model represents the key characteristics or behaviours and functions of the selected physical or abstract system or process.

**Software** – used to direct the operation of a computer, as well as documentation giving instructions on how to use them.

**Sync** – (Synchronization) Having the same data in two or more locations.

**Virtual** – very close to being something without actually being it.



## FODE SUBJECTS AND COURSE PROGRAMMES

GRADE LEVELS	SUBJECTS/COURSES
Grades 7 and 8	1. English
	2. Mathematics
	3. Personal Development
	4. Social Science
	5. Science
	6. Making a Living
Grades 9 and 10	1. English
	2. Mathematics
	3. Personal Development
	4. Science
	5. Social Science
	6. Business Studies
	7. Design and Technology- Computing
Grades 11 and 12	1. English – Applied English/Language& Literature
	2. Mathematics - Mathematics A / Mathematics B
	3. Science – Biology/Chemistry/Physics
	4. Social Science – History/Geography/Economics
	5. Personal Development
	6. Business Studies
	7. Information & Communication Technology

### REMEMBER:

- For Grades 7 and 8, you are required to do all six (6) subjects.
- For Grades 9 and 10, you must complete five (5) subjects and one (1) optional to be certified. Business Studies and Design & Technology – Computing are optional.
- For Grades 11 and 12, you are required to complete seven (7) out of thirteen (13) subjects to be certified. Your Provincial Coordinator or Supervisor will give you more information regarding each subject and course.

### GRADES 11 & 12 COURSE PROGRAMMES

No	Science	Humanities	Business
1	Applied English	Language & Literature	Language & Literature/Applied English
2	Mathematics A/B	Mathematics A/B	Mathematics A/B
3	Personal Development	Personal Development	Personal Development
4	Biology	Biology/Physics/Chemistry	Biology/Physics/Chemistry
5	Chemistry/ Physics	Geography	Economics/Geography/History
6	Geography/History/Economics	History / Economics	Business Studies
7	ICT	ICT	ICT

**Notes:** You must seek advice from your Provincial Coordinator regarding the recommended courses in each stream. Options should be discussed carefully before choosing the stream when enrolling into Grade 11. FODE will certify for the successful completion of seven subjects in Grade 12.

### CERTIFICATE IN MATRICULATION STUDIES

No	Compulsory Courses	Optional Courses
1	English 1	<b>Science Stream:</b> Biology, Chemistry, Physics
2	English 2	<b>Social Science Stream:</b> Geography, Intro to Economics and Asia and the Modern World
3	Mathematics 1	
4	Mathematics 2	
5	History of Science & Technology	

**REMEMBER:** You must successfully complete 8 courses: 5 compulsory and 3 optional.



### FODE PROVINCIAL CENTRES CONTACTS

PC NO.	FODE PROVINCIAL CENTRE	ADDRESS	PHONE/FAX	CUG PHONES	CONTACT PERSON		CUG PHONE
1	DARU	P. O. Box 68, Daru	6459033	72228146	The Coordinator	Senior Clerk	72229047
2	KEREMA	P. O. Box 86, Kerema	6481303	72228124	The Coordinator	Senior Clerk	72229049
3	CENTRAL	C/- FODE HQ	3419228	72228110	The Coordinator	Senior Clerk	72229050
4	ALOTAU	P. O. Box 822, Alotau	6411343 / 6419195	72228130	The Coordinator	Senior Clerk	72229051
5	POPONDETTA	P. O. Box 71, Popondetta	6297160 / 6297678	72228138	The Coordinator	Senior Clerk	72229052
6	MENDI	P. O. Box 237, Mendi	5491264 / 72895095	72228142	The Coordinator	Senior Clerk	72229053
7	GOROKA	P. O. Box 990, Goroka	5322085 / 5322321	72228116	The Coordinator	Senior Clerk	72229054
8	KUNDIAWA	P. O. Box 95, Kundiawa	5351612	72228144	The Coordinator	Senior Clerk	72229056
9	MT HAGEN	P. O. Box 418, Mt. Hagen	5421194 / 5423332	72228148	The Coordinator	Senior Clerk	72229057
10	VANIMO	P. O. Box 38, Vanimo	4571175 / 4571438	72228140	The Coordinator	Senior Clerk	72229060
11	WEWAK	P. O. Box 583, Wewak	4562231/ 4561114	72228122	The Coordinator	Senior Clerk	72229062
12	MADANG	P. O. Box 2071, Madang	4222418	72228126	The Coordinator	Senior Clerk	72229063
13	LAE	P. O. Box 4969, Lae	4725508 / 4721162	72228132	The Coordinator	Senior Clerk	72229064
14	KIMBE	P. O. Box 328, Kimbe	9835110	72228150	The Coordinator	Senior Clerk	72229065
15	RABAUL	P. O. Box 83, Kokopo	9400314	72228118	The Coordinator	Senior Clerk	72229067
16	KAVIENG	P. O. Box 284, Kavieng	9842183	72228136	The Coordinator	Senior Clerk	72229069
17	BUKA	P. O. Box 154, Buka	9739838	72228108	The Coordinator	Senior Clerk	72229073
18	MANUS	P. O. Box 41, Lorengau	9709251	72228128	The Coordinator	Senior Clerk	72229080
19	NCD	C/- FODE HQ	3230299 Ext 26	72228134	The Coordinator	Senior Clerk	72229081
20	WABAG	P. O. Box 259, Wabag	5471114	72228120	The Coordinator	Senior Clerk	72229082
21	HELA	P. O. Box 63, Tari	73197115	72228141	The Coordinator	Senior Clerk	72229083
22	JIWAKA	c/- FODE Hagen		72228143	The Coordinator	Senior Clerk	72229085