

# TL Module 3: Pedagogy

## Unit 2: PowerPoint for Pedagogues



### Objectives:

Teachers should be able to describe and demonstrate the purpose and basic features of presentation software and other digital resources. (UNESCO ICT-CFT TL.4.c)



### Duration:

Total of 4.5 notional hours – 2 hour computer practical session and 2.5 hour self-study, preferably at a computer.



### A] Computer Practical (2 hours)

#### Notes to Facilitator

Set up the venue so that *Microsoft PowerPoint* can be accessed from the computers. Ensure that the venue has good connectivity if you use the tutorial in Activity 1. Provide guidance and assistance so that participants can access both the program and the online tutorial. The purpose of this session is to introduce the student teachers to a presentation program and also seed some ideas about when it would support Didactic teaching. If you are comfortable with PowerPoint, facilitate an orientation and teach some basic operations to the participants. If not, ask the participants to complete Task 1a and use the online tutorial below. If you have participants who are already familiar with PowerPoint, ask them to do Task 1b on *Designing Effective Presentations*. However, reserve time during the session to look at Activity 2, where a link is created between program skills and good teaching practice.

#### Task 1a for Beginners: Create Your First Presentation Tutorial (1 hour)

Navigate to the Microsoft Office 2010 website using this link:

<http://office.microsoft.com/en-us/powerpoint-help/create-your-first-presentation-RZ001129842.aspx>

Or use the CD ROM version: [Create Your 1<sup>st</sup> PowerPoint Presentation](#).

Complete the online tutorial (27 slides), trying out the steps on your computer and making sure you are familiar with the following:

- Creating a presentation
- Inserting new slides
- Inserting shapes
- Choosing a design
- Viewing a slide show
- Printing and packaging your presentation
- Saving your presentation.

## Task 1b for Intermediate Users: Tips for Creating an Effective Presentation (1 hour)

Navigate to the Microsoft Office 2010 website using this link:

<http://office.microsoft.com/en-us/powerpoint-help/tips-for-creating-and-delivering-an-effective-presentation-HA010207864.aspx> or use the CD version: [Tips for Creating an Effective presentation](#)

Scroll to the bottom of the screen and work through the section entitled '*Tips for Creating an Effective Presentation*'. Make sure you follow the 'how to' links in each tip so that you know how you can incorporate the design tips in the activity that follows.

## Task 2: PowerPoint for Pedagogues (1 hour)

### Notes to Facilitator

If you are going to use PowerPoint in a Didactic manner to get your 'message' across to the participants then a number of issues need to be considered. The table below summarises the main considerations, both good and bad, when using PowerPoint.

**Table 1: Considerations when using PowerPoint to teach content**

Advantages to Exploit in PPT	Disadvantages to Avoid in PPT
Laying out content in PowerPoint helps facilitate structure in a presentation.	PowerPoint's linear structure forces a sequence to materials even if it is not necessary.
Laying out content using a template or slide place holders helps to avoid excessive use of text (a common problem when using transparencies).	If excessive detail is incorporated in the slides, this can mean that students do not need to be present for the lesson and/or that text is too small to read legibly. Too many text-heavy slides.
Inserting a careful mix of multimedia (images, animations, video, sound, etc.) can support different learning preferences.	Non-essential multimedia can act as 'noise' or as a distraction to your main message.
The electronic file format allows easy distribution to, and manipulation by, students.	If converting old class notes to PowerPoint, many teachers create too many text-heavy slides.
Revisions can easily be performed and are cost effective to distribute (unlike paper handouts).	Equipment can fail, leaving teachers without a lesson, files can become corrupted or media can be incompatible.
Additional information can be hidden in the presentation, useful in providing colleagues with background information or explaining more fully cryptic notes to students for revision.	Ease of delivery often results in the presenter going too quickly through the materials.

Now consider how you can achieve the design advantages mentioned in the table above.

### Activity

1. Open and study the following PowerPoint Design Tips document from Read Write Think: [http://www.readwritethink.org/files/resources/lesson\\_images/lesson787/PPDesignTips.pdf](http://www.readwritethink.org/files/resources/lesson_images/lesson787/PPDesignTips.pdf) or use the CD version: [Design Tips](#)
2. Practice the skills you learnt in Task 1 above and create a PowerPoint presentation of no less than 6 slides that illustrates the tips in the above document. You need to create pages that not only include the text but also provide examples of both good and poor practice.



## **B] Self-Study (Total 2.5 hours)**

You will need to complete the following task

### **Assignment 1 (2.5 hours)**

Complete the presentation you started in the Computer Practical.



### **Resources Used in this Lesson Unit**

ReadWriteThink. (2004). *PowerPoint Design Tips*. Available online at [http://www.readwritethink.org/files/resources/lesson\\_images/lesson787/PPDesignTips.pdf](http://www.readwritethink.org/files/resources/lesson_images/lesson787/PPDesignTips.pdf). Accessed 04/08/2011. (©: Materials may be reproduced for educational purposes.)

Microsoft. (2011). *Create your first presentation*. Available online at <http://office.microsoft.com/en-us/powerpoint-help/create-your-first-presentation-RZ001129842.aspx>. Accessed 04/08/2011. (© All Rights Reserved. Free to use online)

Microsoft. (2011). *Tips for Creating and Delivering an Effective Presentation*. Available online at <http://office.microsoft.com/en-us/powerpoint-help/tips-for-creating-and-delivering-an-effective-presentation-HA010207864.aspx>. Accessed 04/08/2011. (© All Rights Reserved. Free to use online)