

# **Empowerment Technologies**

## **Quarter 1- Module 4.3:**

### **Applied Productivity Tools using Slides**



**Empowerment Technologies**  
**Alternative Delivery Mode**  
**Quarter 1- Module 4.3: Applied Productivity Tools using Slides**  
**First Edition, 2020**

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# **Empowerment Technologies**

**Quarter 1 – Module 4.3:**

**Applied Productivity Tools using  
Slides**

# Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.



## ***What I Need to Know***

This module was designed and written with you in mind. It is here to help you master the nature of Biology. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

The module is focus in one lesson:

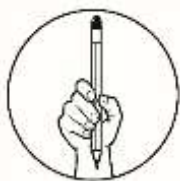
- Lesson 1 – Working with Slides

Learning Competencies and Codes:

1. Uses common productivity tools effectively by maximizing advanced application techniques. CS\_ICT11/12-ICTPT-Ic-d-4
2. Creates an original or derivative ICT content to effectively communicate or present data or information related to specific professional tracks. CS\_ICT11/12-ICTPT-Ic-d-5

After going through this module, you are expected to:

1. define the slides presentation;
2. discuss the basic and advanced functions of slides presentation;
3. Demonstrate common productivity tools in slides presentation techniques;  
and
4. Construct and execute different advanced functions in productions by applying slides presentation techniques.



## ***What I Know***

Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.

1. Power Point is best described as \_\_\_\_\_.  
A. Database software  
B. Editing Software  
C. Presentation software  
D. Outlook software
2. How can you add video?  
A. Click insert > choose in video folder > insert  
B. Right click > video and choose locate folder then press okay  
C. Click insert > video then choose if Online View or Video on my PC > choose video folder > Okay  
D. Click insert > video then choose if Online View or Video on my PC > choose video folder > insert
3. Juan wants to link the slide 1 to slide 3, what action will he do?  
A. Right click > hyperlink > place this link  
B. Right click > link > place this hyperlink  
C. Right click > link > create new document  
D. Right click > link > place in this document
4. What specific application allows you to create slide presentation for lecture or topic that motivates and persuade the audience?  
A. Outlook  
B. Presentation  
C. Spreadsheet  
D. Word
5. Which of the following buttons will you click to insert image?  
A. Audio  
B. Online View  
C. Pictures  
D. Videos
6. Rey wants to start his slideshow using the keyboard. What function he needs to press?  
A. Ctrl+P  
B. Ctrl+S  
C. F1  
D. F5
7. When updating the link, you need to right-click on the link then click \_\_\_\_\_.  
A. Ctrl +E  
B. Edit Link  
C. Link  
D. Edit this document
8. To resize the picture and video, click and \_\_\_\_\_ the corner handle.  
A. Enter  
B. Escape  
C. Drag  
D. Save
9. What is the main purpose of a PowerPoint?  
A. To create videos  
B. To create pictures  
C. To create document  
D. To create Presentation

10. What is the shortcut key to press in if you want to end the presentation?
- A. Esc
  - B. Enter Tab
  - C. Tab
  - D. Shift
11. What is the first layout of slide you will choose if you want to create a presentation?
- A. Blank layout
  - B. Title only layout
  - C. Title slide layout
  - D. Title and content layout
12. What is the first step in hyperlinking?
- A. Save presentation
  - B. Add another slide for the hyperlink
  - C. Highlight the text and press right click then link.
  - D. Use images, text, URL or shapes when hyperlinking.
13. Which of the following statements below describe the function of playback tab?
- A. It gives false information about your video
  - B. The slideshow will end after clicking insert
  - C. The slideshow will start after clicking playback
  - D. It provides option on how the movie will be played and displayed during the slideshow
14. To adjust or edit the picture in slide, press right click then select \_\_\_\_.
- A. Pictures
  - B. Change position
  - C. Format picture
  - D. Change picture
15. Which of the following is NOT true about PowerPoint presentation?
- A. It becomes more interesting to the audience
  - B. It allows to use images, videos, audio, and animation
  - C. It can be boring because of verbose rather than graphics
  - D. It helps the presenter to catch the attention of the audience

## Lesson

# 3

## Working with Slides

A presentation software is an interactive and engaging slide that displays information. It also allows to create slide shows that present a topic, and a lecture to motivate, to communicate, and persuade the audience.



### ***What's In***

This lesson provides information about the basic and advanced application in PowerPoint. You will be able to add pictures, videos and hyperlinks in the presentation.



### ***Notes to the Teacher***

Microsoft PowerPoint will be used in the following activities. You may also use Google Slides, OpenOffice and Libre Office with minor changes in the steps.

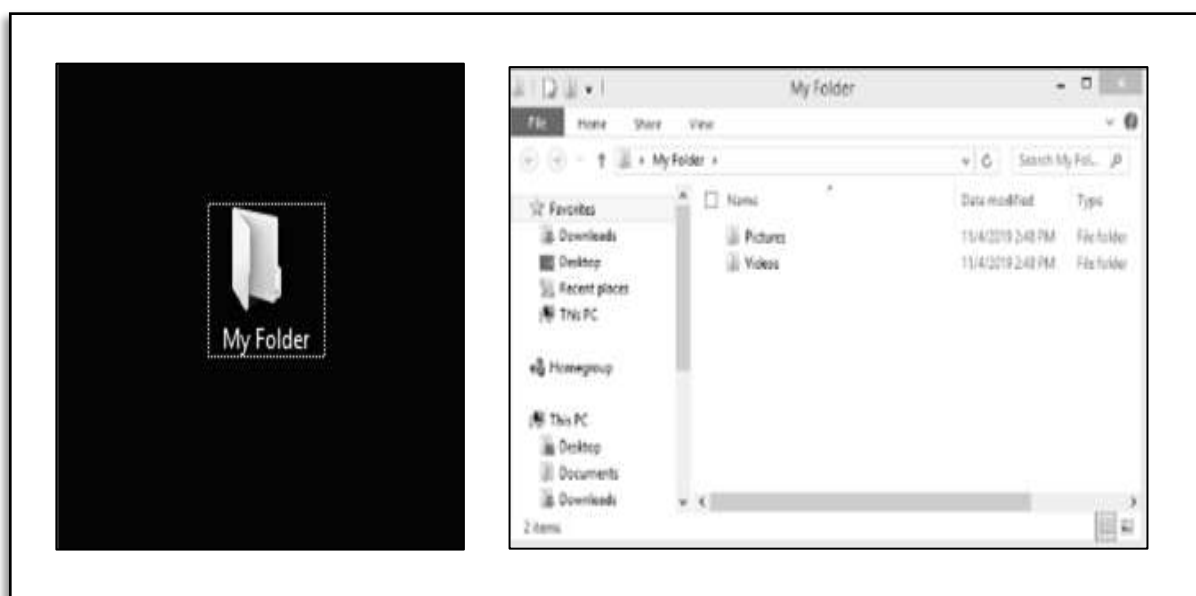




## What's New

### Let's Start

1. Create one (1) folder with two (2) sub-folders in Desktop and name it:
  - a) Pictures
  - b) Videos
2. Fill each folder with corresponding files. (see example below as your reference)



## What is It

### Adding Pictures

1. In your desktop, create a PowerPoint Presentation and name it '**My Presentation**'.
2. On the first slide, click **Insert** > **Pictures** > **Pictures from File**. The **Insert Pictures** dialog box will appear. (see Figure 2.1)

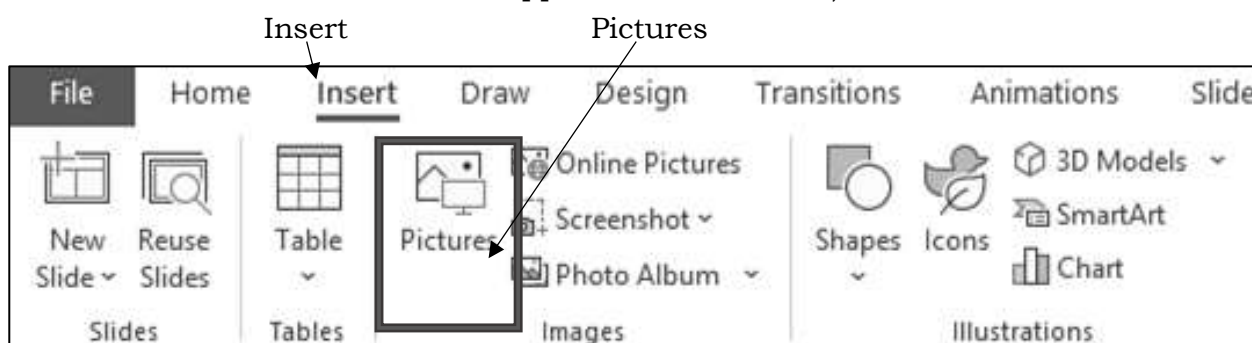
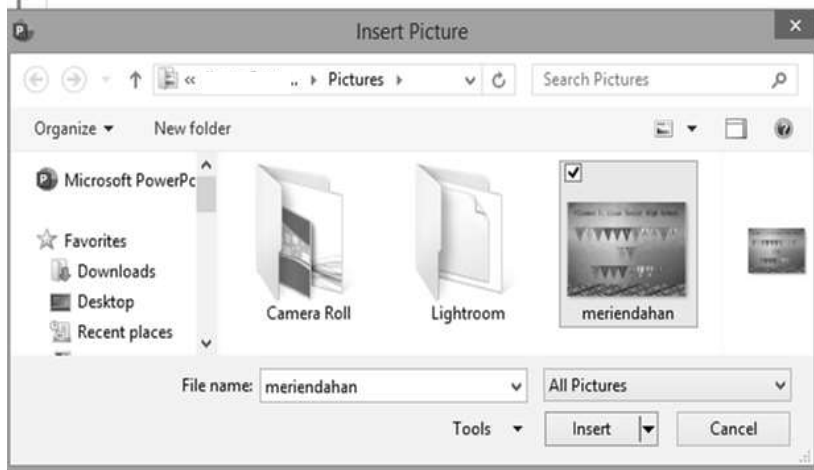


Figure 2.1 Adding Pictures

3. Locate the pictures in the folder where your pictures are saved. Select the file and click **Insert**. (see figure 2.2)



**NOTE:**

- ✓To resize the picture and video, click and drag the corner handle.
- ✓To adjust the picture, press right click then select **Format Picture**.

Figure 2.2 Insert Picture

## Adding Video

1. For adding video, create another slide after your first slide and apply the **blank layout**.
2. Click **Insert > Video > Video from File**. (see Figure 2.3)

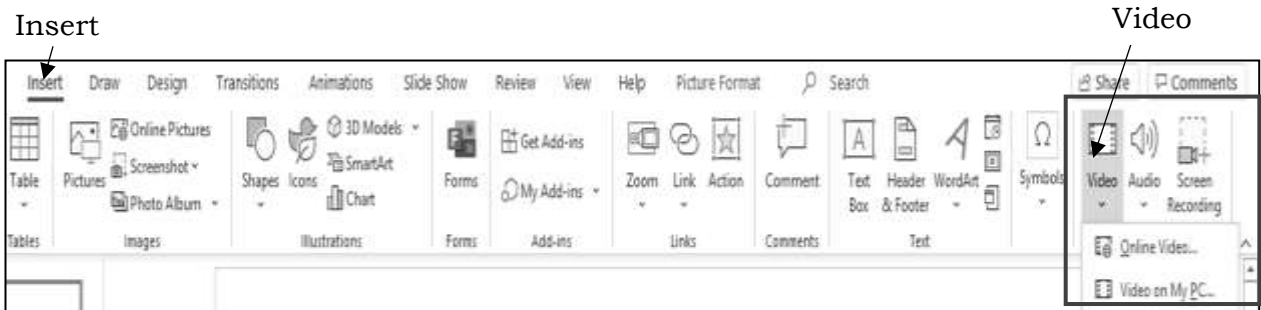


Figure 2.3 Adding Video

3. Locate the video in the folder where your videos are saved same as insert pictures. Select the file and click **Insert**.
4. The **Playback** tab provides option on how the movie will be played and displayed during the slideshow. It gives information about the video. (see Figure 2.4)
- 5.

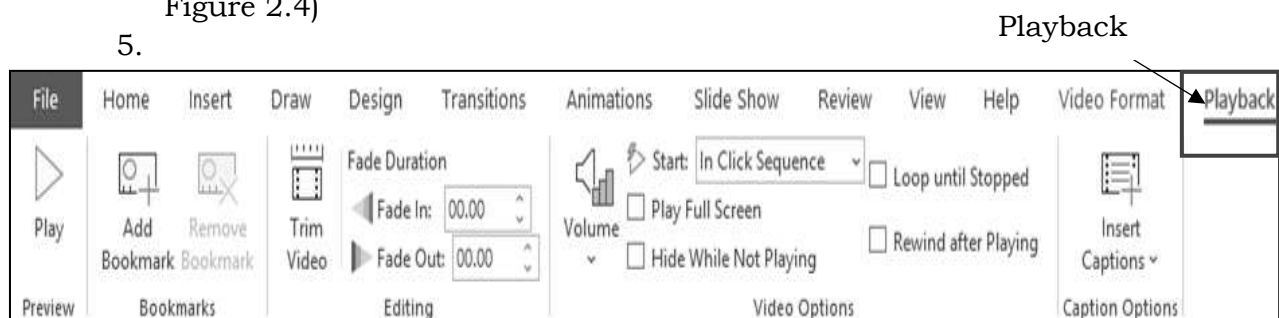


Figure 2.4 Playback

- Click the **F5** in the keyboard or **Start from Beginning** icon that you see in the upper right part to play the inserted movie or video. (see Figure 2.5)

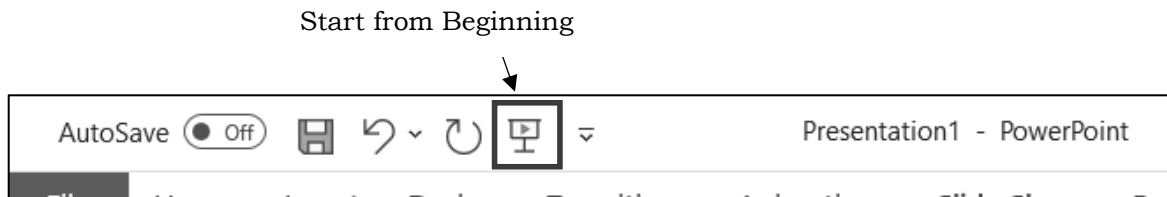


Figure 2.5 Start from the Beginning

- Click **Esc** in the keyboard or click **End Show** to stop the video. (see Figure 2.6)

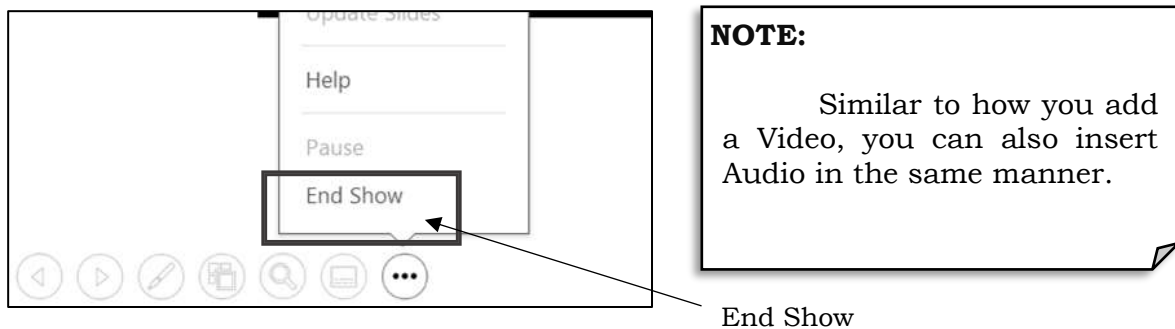


Figure 2.6 End Show

## Hyperlinking

- Add another slide click **Home > New Slide > Choose Theme** for the hyperlink or you can use the previous slide. (see Figure 2.7)

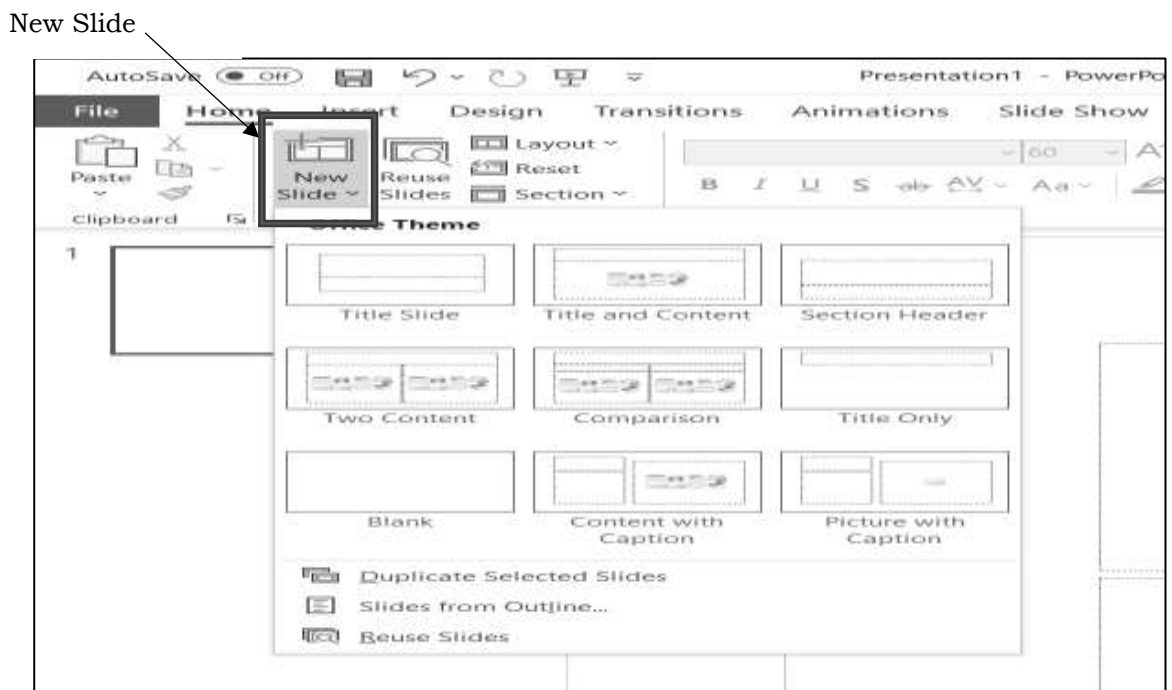


Figure 2.7 Add New Slide

2. Use images, text, URL (copy and paste the URL you want to use from browser) or shapes when hyperlinking. (see Figure 2.8)



Figure 2.8 Add Images, Text, URL or Shapes

3. Start by writing your texts in the slide. (see Figure 2.9)

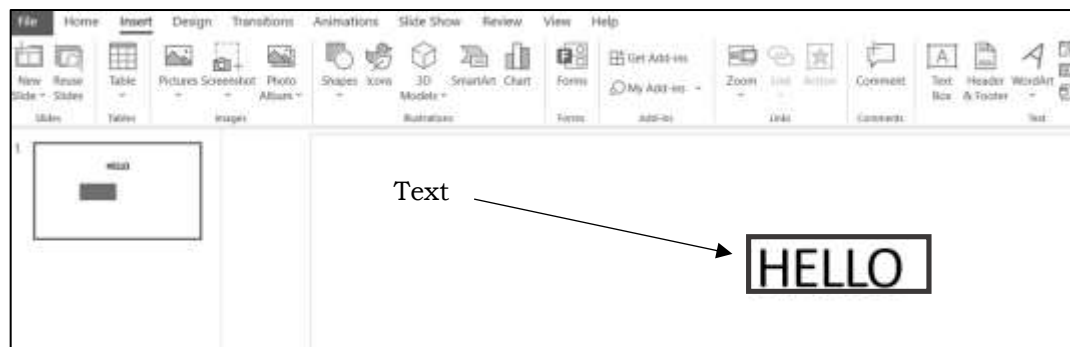


Figure 2.9 Adding Text

4. Highlight the text and press right click > **Link**. (see Figure 10)



Figure 2.10 Linking

5. **Insert Hyperlink** > click **Place in This Document** > **Choose a slide** and press **OK**.  
(see Figure 2.11)

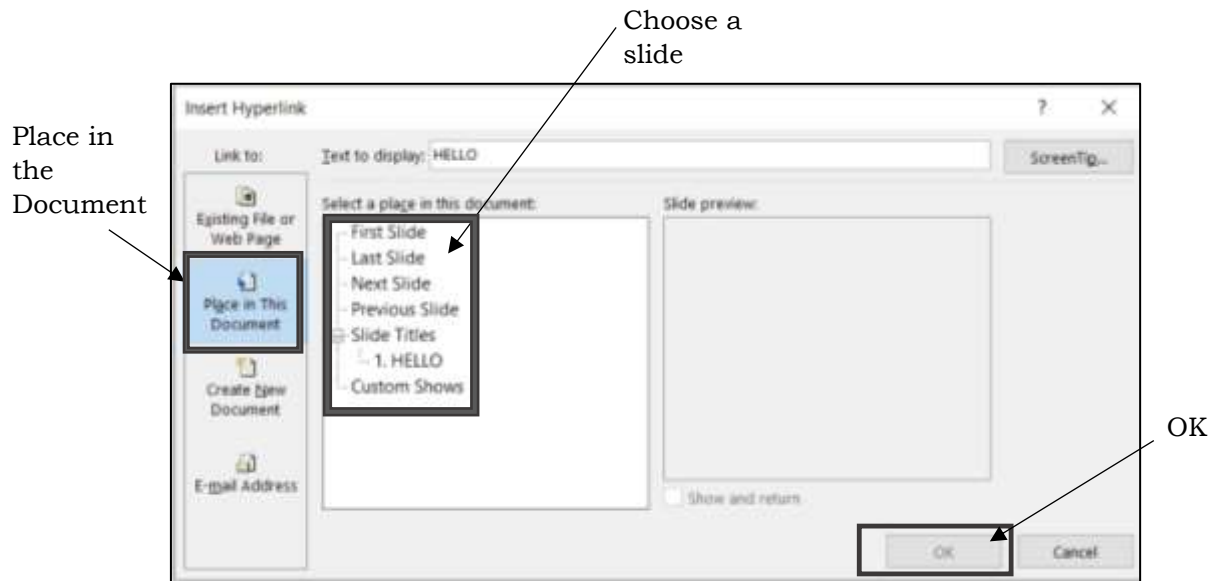


Figure 2.11 Insert Hyperlink

6. Save the presentation. Press **CTRL+S** in keyboard or click **File** > **Save**. (see Figure 2.12)

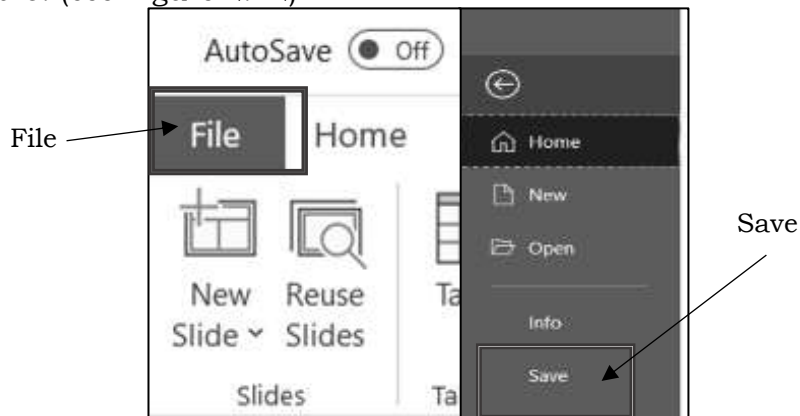
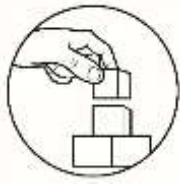


Figure 2.12 Save Presentation

**NOTE:**

**Editing Hyperlink**

If you want to update the link, right-click on the link and click on *Edit Link*. You can remove link by pressing *Remove Link*.



## ***What's More***

### **Activity 1.1 Photo Album**

Using the process from the above discussion (adding pictures, videos and hyperlink), create a photo album with a minimum of ten (10) and maximum of fifteen (15) slides.

You can choose from the following topics:

- a. Hobbies
- b. Likes/Dislikes
- c. Family
- d. Travel
- e. Education



## ***What I Have Learned***

1. What are the advantages of using insert pictures and videos in the presentation?
2. What problems have you encountered in doing the activity? How did you manage to correct it?



## ***What I Can Do***

1. What are the step by step process when you are inserting picture/s and video in the presentation?
2. How do Hyperlinks help when placing slides in the presentation?



## Assessment

Multiple Choice. Choose the letter of the best answer. Write the chosen letter on a separate sheet of paper.

1. When updating the link, you need to right-click on the link then click \_\_\_\_.  
A. Edit this document                      C. Ctrl+E  
B. Insert Link                                D. Edit Link
2. To resize the picture and video, click and \_\_\_\_ the corner handle.  
A. Enter                                        C. Save  
B. Drag                                         D. Escape
3. What is the main purpose of a PowerPoint?  
A. To create presentation                C. To create pictures  
B. To create document                  D. To create videos
4. What is the shortcut key to press in if you want to end your presentation?  
A. Enter                                        C. Shift  
B. Esc    D. Tab
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  - C. Word
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  - B. Online View
  - C. Pictures
  - D. Videos
13. Rey wants to start his slideshow using the keyboard. What function he needs to press?
- A. F1
  - B. F4
  - C. F5
  - D. F6
14. Power Point is best described as \_\_\_\_\_.
- A. Database software
  - B. Editing Software
  - C. Presentation software
  - D. Outlook software
15. How can you add video?
- A. Click insert > choose in video folder > insert
  - B. Right click > video and choose locate folder then press okay
  - C. Click insert > video then choose if Online View or Video on my PC > choose video folder > Okay
  - D. Click insert > video then choose if Online View or Video on my PC > choose video folder > insert



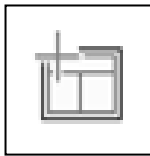


## ***Additional Activities***

Guess the Icon by choosing the best answer in the box provided.

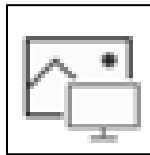
Pictures	Audio	Create New Document
Insert	Link	New Slide Video
		Online View

1.



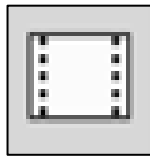
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2.



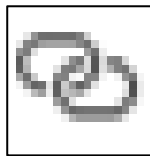
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3.



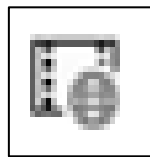
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4.



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5.



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## ***Answer Key***

<p><b>Additional Activities</b></p> <ol style="list-style-type: none"> <li>1. Pictures</li> <li>2. New Slide</li> <li>3. Link</li> <li>4. Video</li> <li>5. Online Video</li> </ol>	<p><b>Assessment</b></p> <ol style="list-style-type: none"> <li>1. D</li> <li>2. B</li> <li>3. A</li> <li>4. B</li> <li>5. C</li> <li>6. B</li> <li>7. D</li> <li>8. C</li> <li>9. C</li> <li>10. D</li> <li>11. B</li> <li>12. C</li> <li>13. C</li> <li>14. C</li> <li>15. D</li> </ol>	<p><b>What I Know</b></p> <ol style="list-style-type: none"> <li>1. C</li> <li>2. D</li> <li>3. D</li> <li>4. B</li> <li>5. C</li> <li>6. D</li> <li>7. B</li> <li>8. C</li> <li>9. D</li> <li>10. A</li> <li>11. A</li> <li>12. B</li> <li>13. D</li> <li>14. D</li> <li>15. C</li> </ol>
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