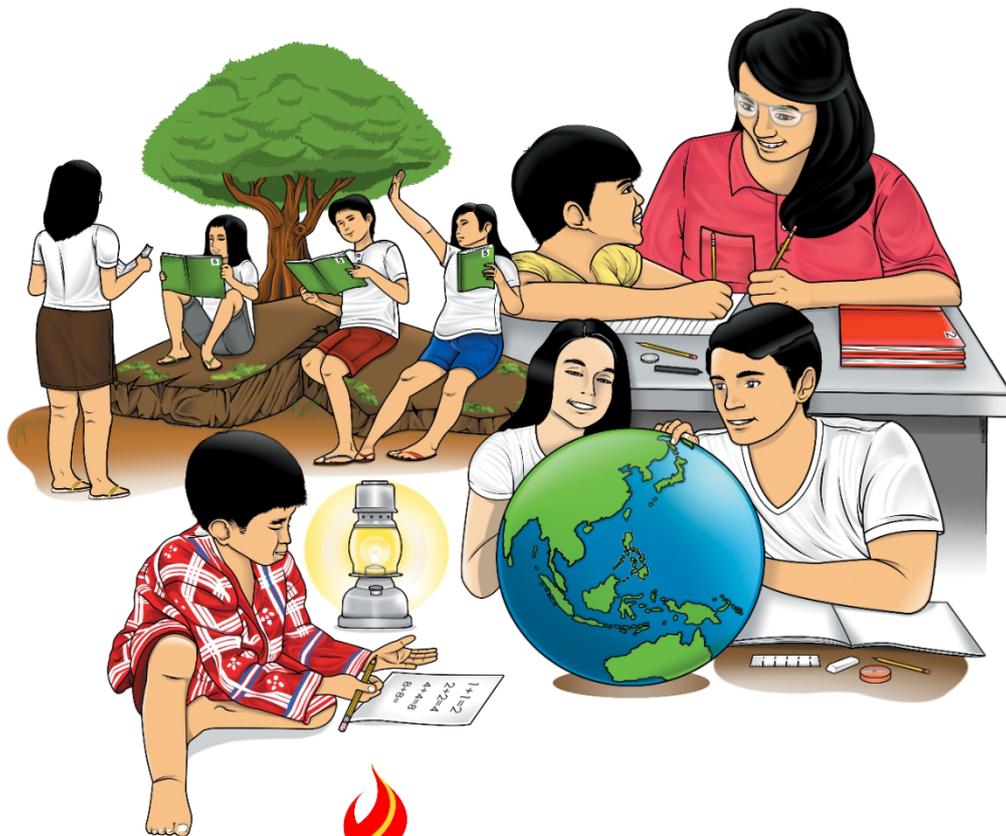


Technology and Livelihood Education

ICT and Entrepreneurship Module 7: Creating Knowledge Products in Multimedia Slide Presentation



TLE – Grade 6
Alternative Delivery Mode
Module 7: Creating Knowledge Products in Multimedia Slide Presentation
First Edition, 2020

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Technology and Livelihood Education

**ICT and Entrepreneurship
Module 7: Creating Knowledge
Products in Multimedia Slide
Presentation**

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.

Lesson 7

Creating Knowledge Products in Multimedia Slide Presentation



What I Need to Know

This module was designed and written with you in mind. It is here to help you master the knowledge and skills that will lead you to use advanced features of a slide presentation with text, graphics, and photos; hyperlinked elements; animation; and embedded audio and/or video. 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.

This module focuses on creating knowledge products in multimedia slide presentation.

After going through this module, you are expected to:

1. Use the advance features of slide presentation tool to create a multimedia presentation with:
 - a. text, graphics, and photos;
 - b. hyperlinked elements;
 - c. animation; and
 - d. audio and/or video elements



What I Know

Choose the letter of the correct answer and write it on a separate sheet of paper.

1. Which type of template provides a design concept, fonts, and color scheme for presentation?
 - a. Format
 - b. Normal
 - c. Content
 - d. Design
2. Which PowerPoint feature adds special effects to modify the appearance of the slides and the timing between each slide?
 - a. Color Schemes
 - b. Animation
 - c. Transition Settings
 - d. Handouts
3. Which of the following options is not included in the Entrance options within the Animations section in the ANIMATIONS tab?
 - a. Appear
 - b. Fade
 - c. Fly-in
 - d. Power Punch

4. What program in Microsoft Office that enables us to create dynamic presentations?
 - a. MS Word
 - b. MS PowerPoint
 - c. MS Excel
 - d. MS Publisher
5. In PowerPoint, this is a container for text or graphics.
 - a. Slide Master
 - b. Table
 - c. Place Holder
 - d. Text Box



What's In

What is MS PowerPoint?

-is a program from Microsoft Office that enables us to create dynamic presentations. *(Computers for Digital Learners, Building Technological Skills for Life pp. 161)*

What are the parts of the MS PowerPoint environment?

The parts of the MS PowerPoint environment are File Menu, Quick Access Toolbar, Title Bar, Sizing Button, Ribbon, Slide Tab, Slide Area, Status Bar, View Button, Zoom Slider (https://prezi.com/m/4m_99z9nngpl/microsoft-powerpoint-environment/)



What's New

Product presentations are an important part of selling your product to prospective customers. In many cases, this will be the customer's first introduction to your company and potentially your product. First impressions are critical. There are also times when it is important to sell your product to the people inside your company as well as investors. Proper preparation is vital to presenting your product in the best light possible.

The following is a **basic outline** for a product presentation. You will note that the maximum number of slides is twenty. Most sales calls allow 30 minutes for the formal presentation, at two minutes a slide, fifteen slides is the appropriate number. It is important to keep your presentation precise otherwise your point will be drowned out in detail.

1. **Introduction** - In this portion you are going to introduce yourself and the product in detail for the audience to have an idea on what you are presenting. (1-2 slides)
2. **Agenda** - Though optional, but it is necessary to make sure that the audience stays on track and that everyone knows what is happening and what is going to happen next. (1 slide)
3. **Company Information** - Present company information in a precise and comprehensive details to inspire the audience.

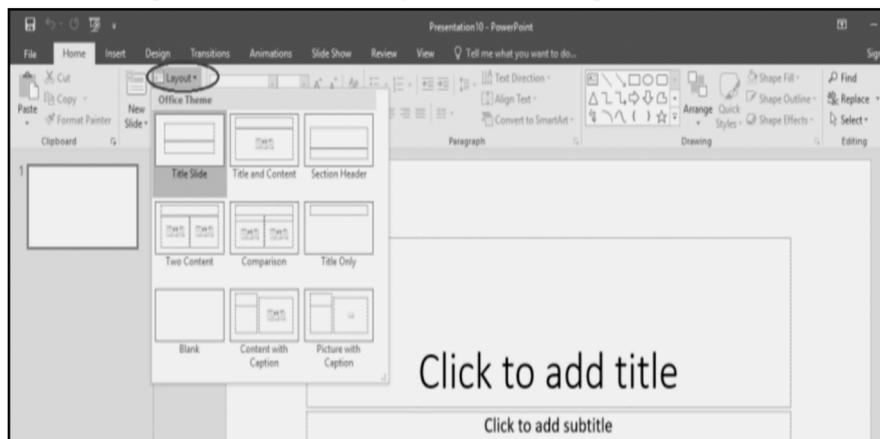
4. **Positioning** - This must be a brief description of a product and its uniqueness over the other in order to help your potential users understand the value it manifest. (1-5 slides)
5. **Product description** - It should be short and direct to the point but it explains what a product is and why it's worth purchasing. (1-2 slides)
6. **Clearly articulated benefits as they relate to your target audience** - Describe the product in a precise and concise important information about its features and benefits to arouse the interest of the audience to buy. (1- 5 slides)
7. **Examples/successes** - Benefits are the reasons customers buy the product especially coupled with positive testimony is worth remembering and that the product will never be forgotten by the audience. (1-3 slides)
8. **Closing argument** - It gives the summary or point of importance about the product being presented. This is where you have to convey your audience to trust you about the benefits they can gain to the products being offered.

In order for us to use the advanced features of a slide presentation tool, you must first open MS PowerPoint to create a presentation.

After that, let's move on to the advance features. Let's do the following:

A. Adding Text on Slides

1. Open a multimedia slide presentation, click **Layout** in the **Slides** group and choose your Office **Theme**. Type a title and subtitle (if necessary) in a textbox using the **WordArt Style** and change its font size to 60.

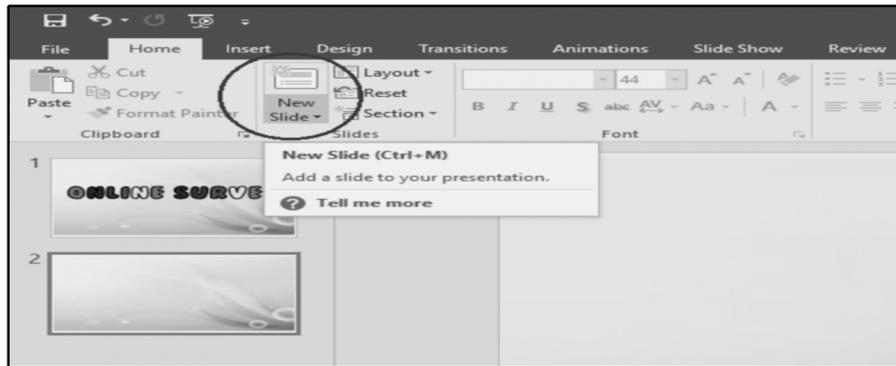


2. Click **Design** tab from Menu and choose your slide design.

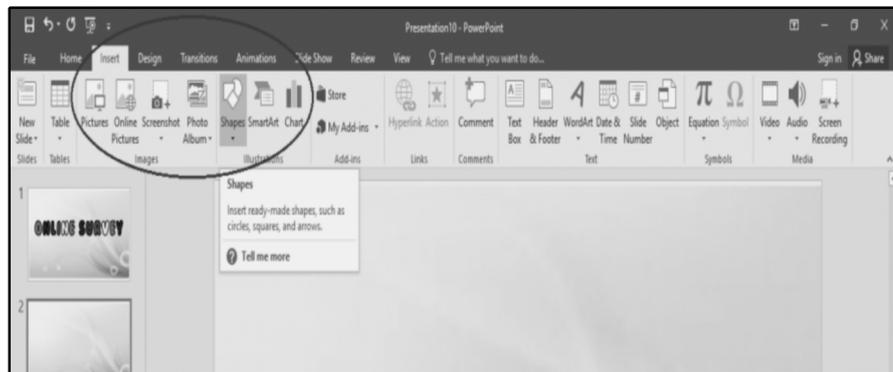


B.) Adding Graphics and Photos

1. Click new slides



2. Click **insert** tab from Menu. Graphics that can be inserted may be taken from your saved pictures, screenshot, and clip-art and downloads from your computer or hard drives.



3. Click on  to choose a photo that you want to insert on the slide and click insert.



C.) SLIDE TRANSITION

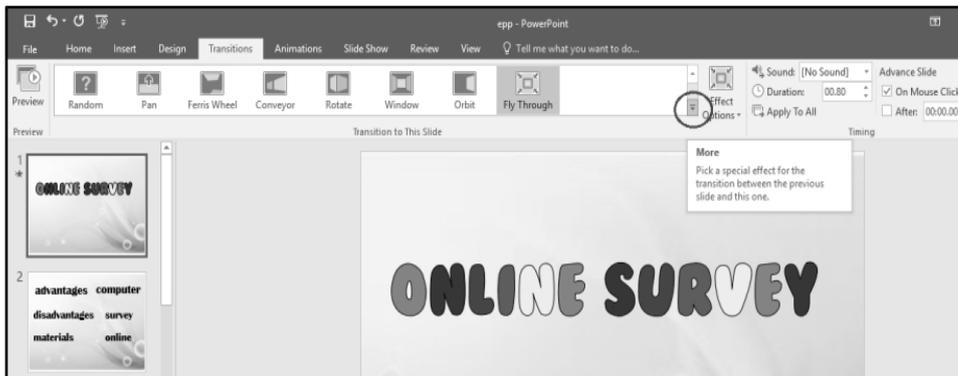
1. Click the slide in the **Thumbnail pane** where you want to apply the transition effect.



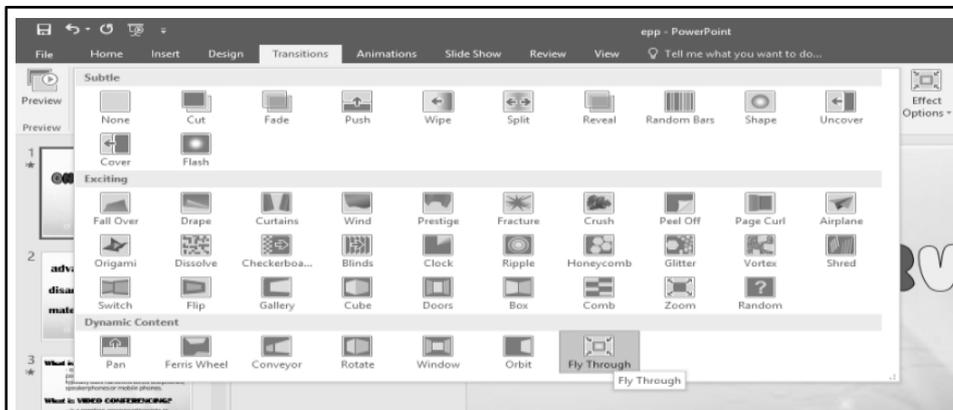
- Click the **Transitions** tab on the Ribbon



- In the **Transition Gallery**, select  to see all the available transitions.



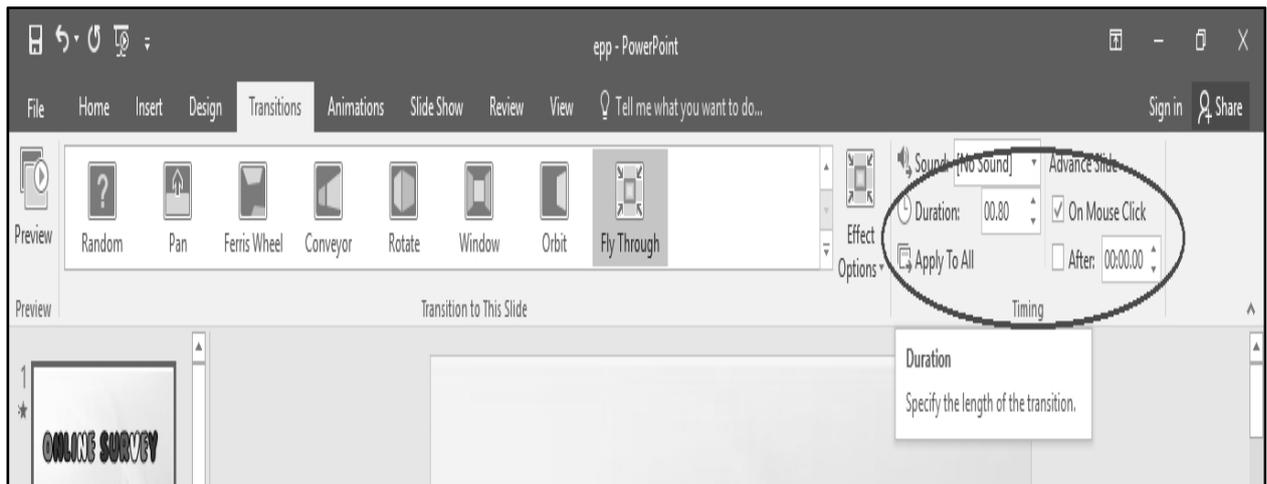
- Click the transition effect that you want for that slide.



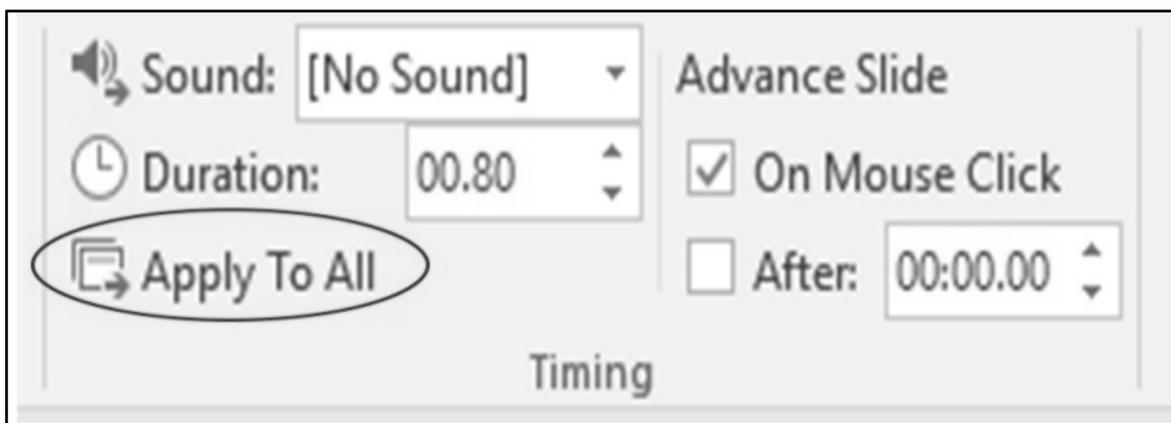
- To change the properties of the transition effect that you have chosen, click the **Effect Options**  in the **Transition to This Slide** group.



6. Enter a time you prefer at **Duration** in the **Timing** group to set how fast the transition goes.



7. If you want to apply the same transition effect to all the slides in the presentation, select **APPLY TO ALL** command from the **Timing** group.

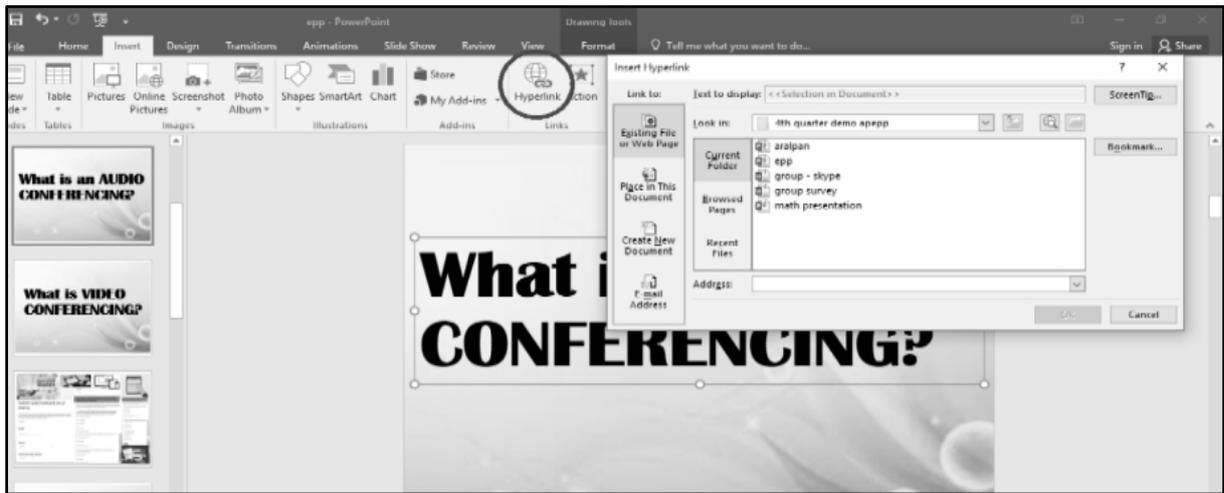


D.1.1 ADDING A HYPERLINK

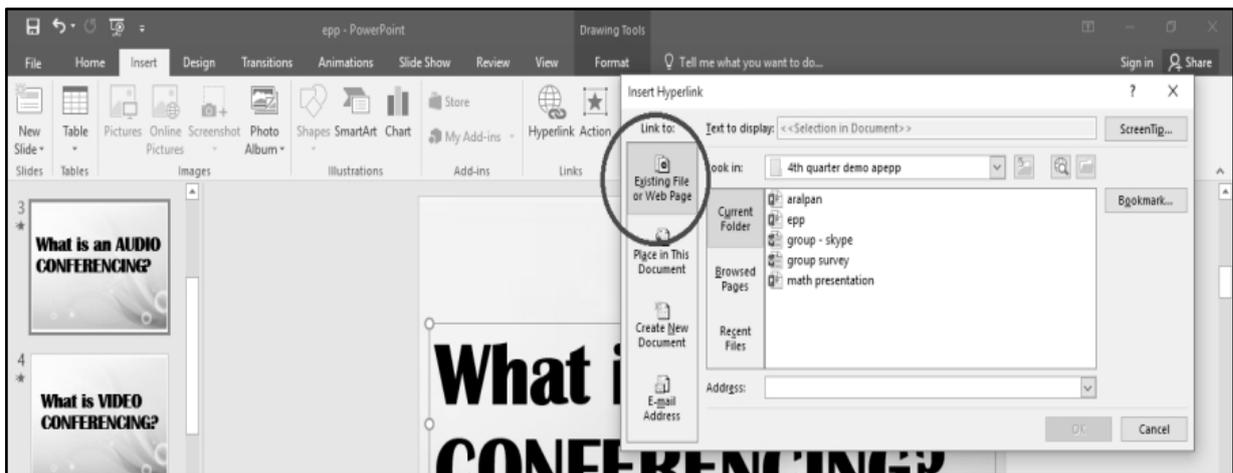
1. To insert a hyperlink in our presentation, click first the text or image.



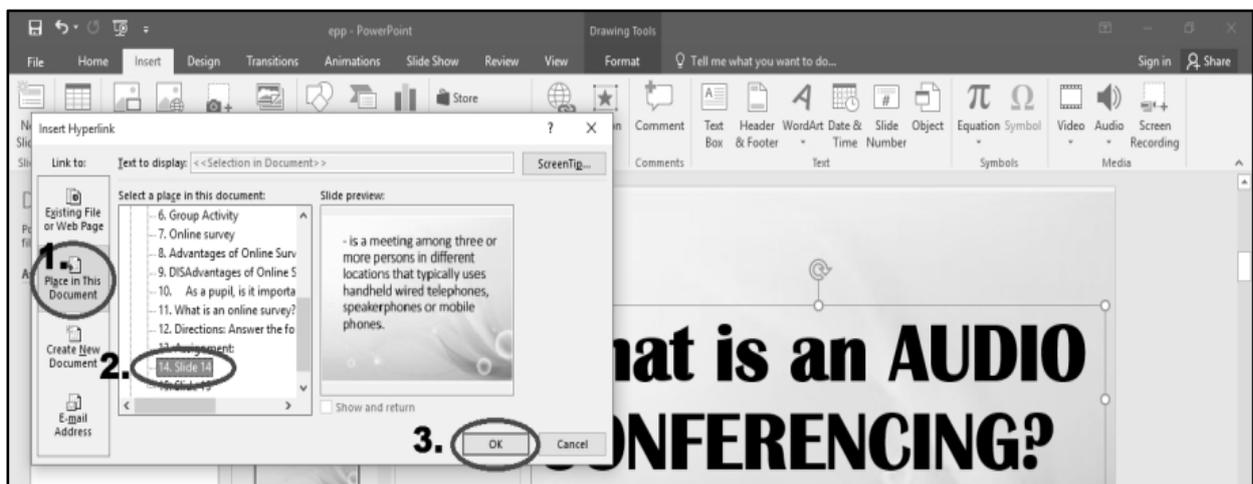
2. Click the **insert tab**. In the Links group, click the **Hyperlink** command and the **insert Hyperlink** dialog box will open.



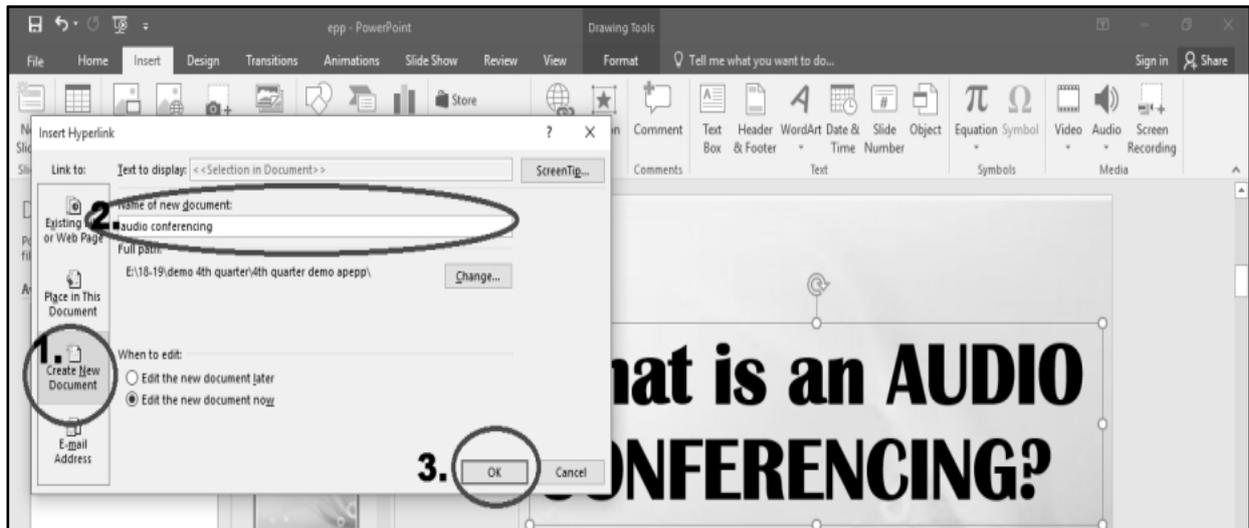
3. a. To insert a Hyperlink to another file, click **Existing File or Webpage**. Click the name of the **file**.



3. b. To insert a Hyperlink to another slide, click **Place in This Document**. Click the name of the slide you would like to link to. Click **ok**.



3. c. To insert a Hyperlink to create a new document, click **Create New Document** option. Enter the **Name of New Document**. Click **ok**.

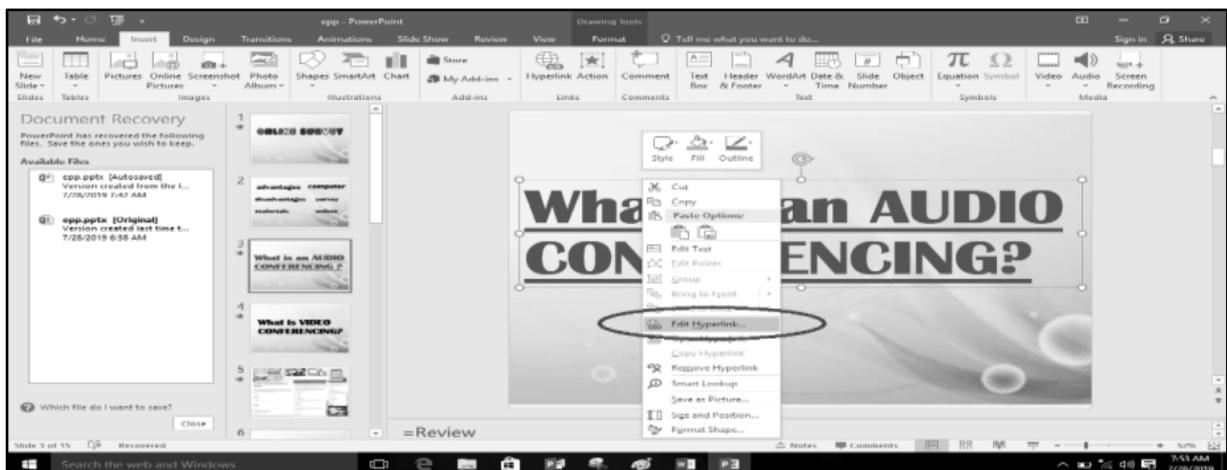


3. d. To insert a Hyperlink to an e-mail address, click **E-mail Address** option.



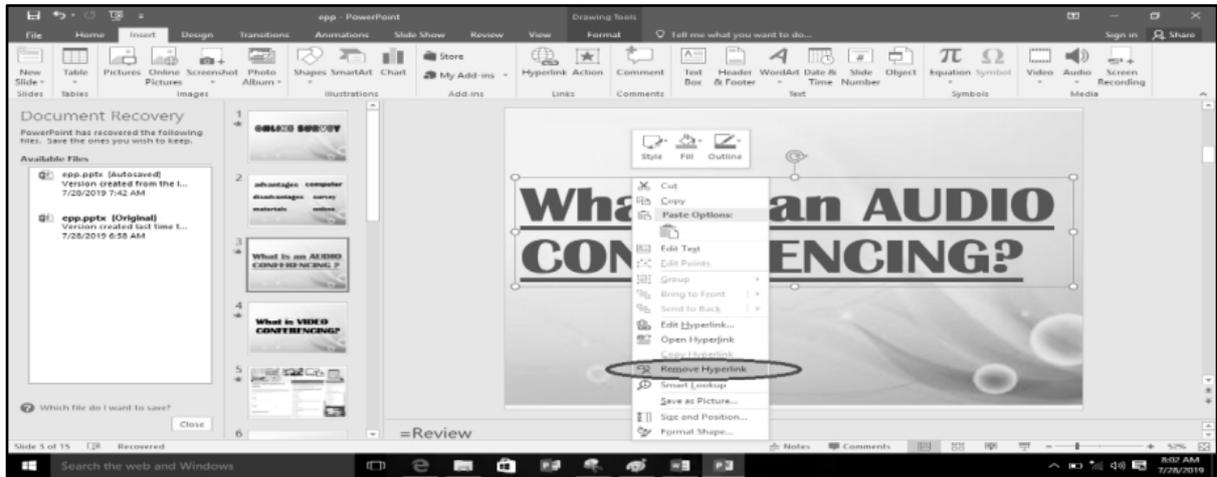
D. 1.2 EDITING A HYPERLINK

1. Right-click the text with hyperlink.
2. Click **Edit Hyperlink** from the task bar.
3. Edit the Hyperlink and click **ok**.



D. 1.3 REMOVING A HYPERLINK

1. Right-click the text with the hyperlink.
2. Click **Remove Hyperlink**.

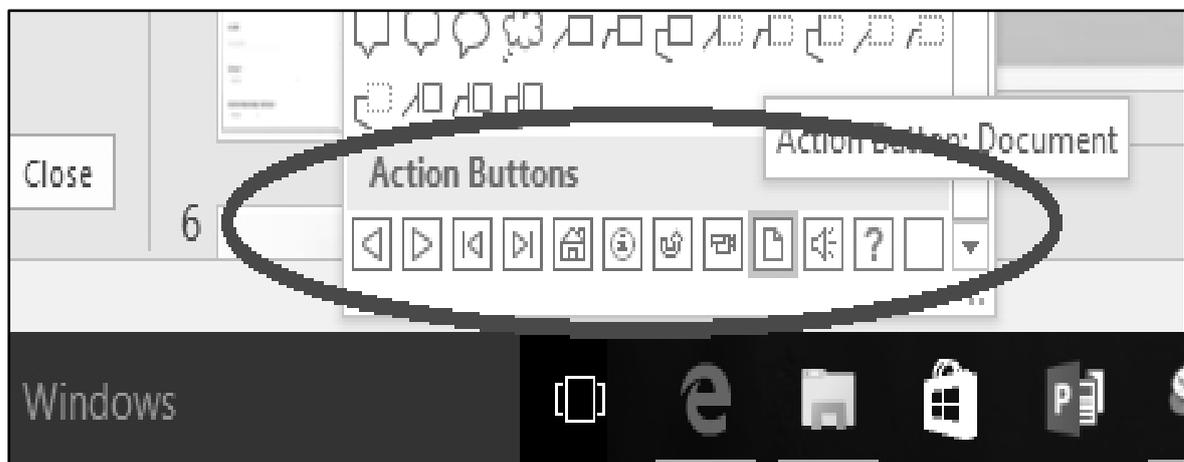


E. INSERTING ACTION BUTTONS

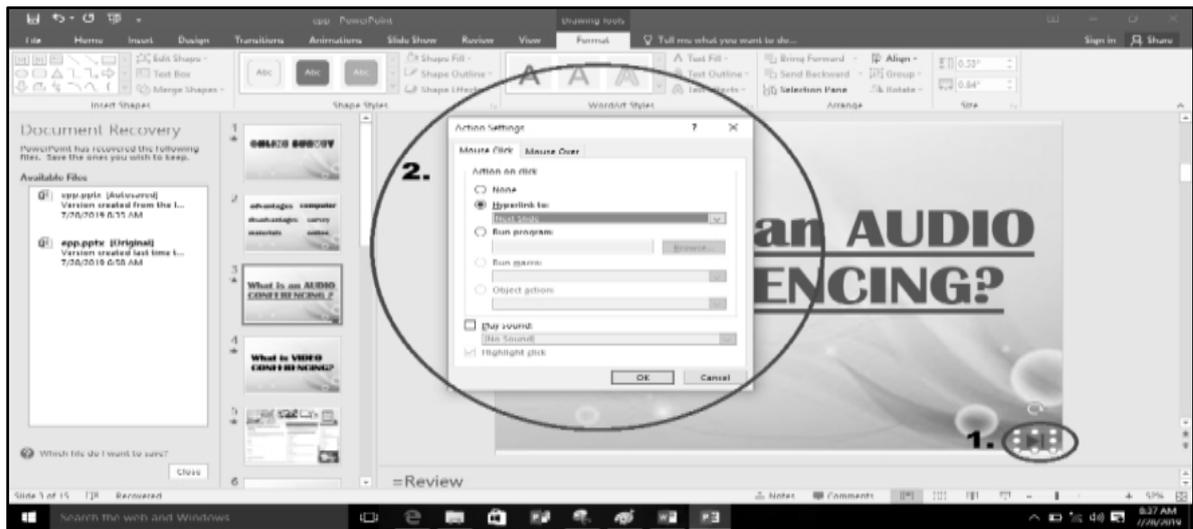
1. Click the **Insert** tab on the **Ribbon**.
2. In the **Illustrations** group, click the **Shapes** command. A drop-down menu will appear. Click  to locate **Action Buttons** located at the very bottom.



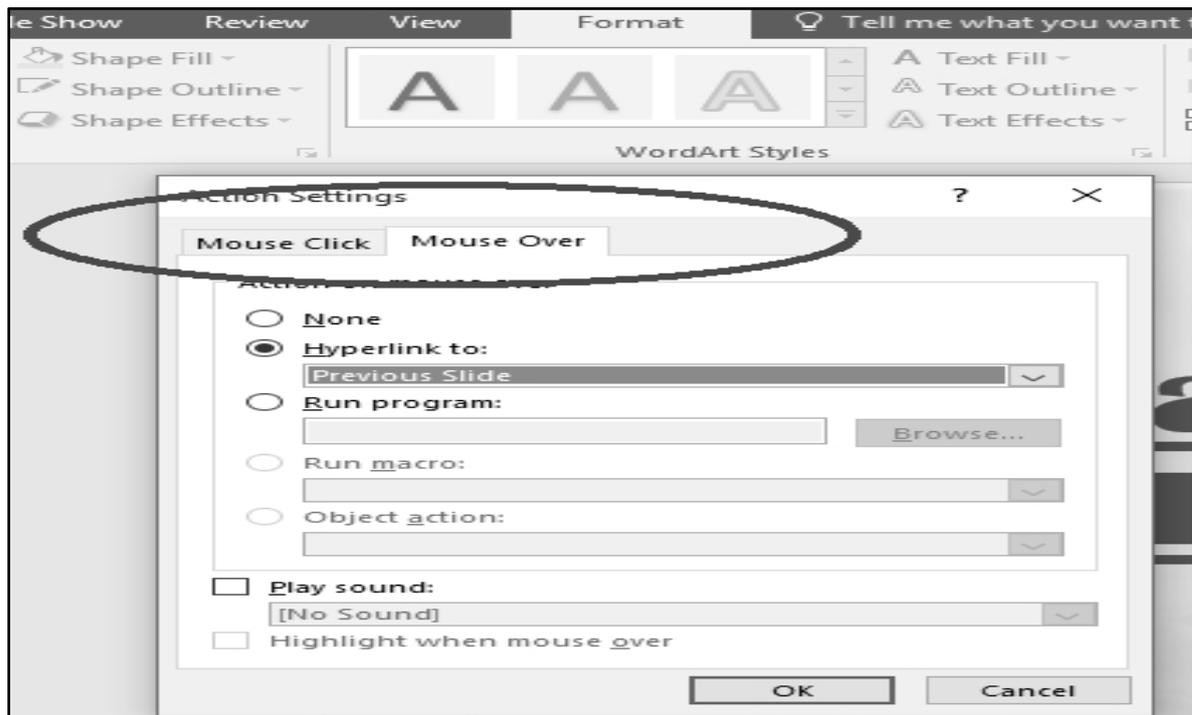
3. Click the desired action button.



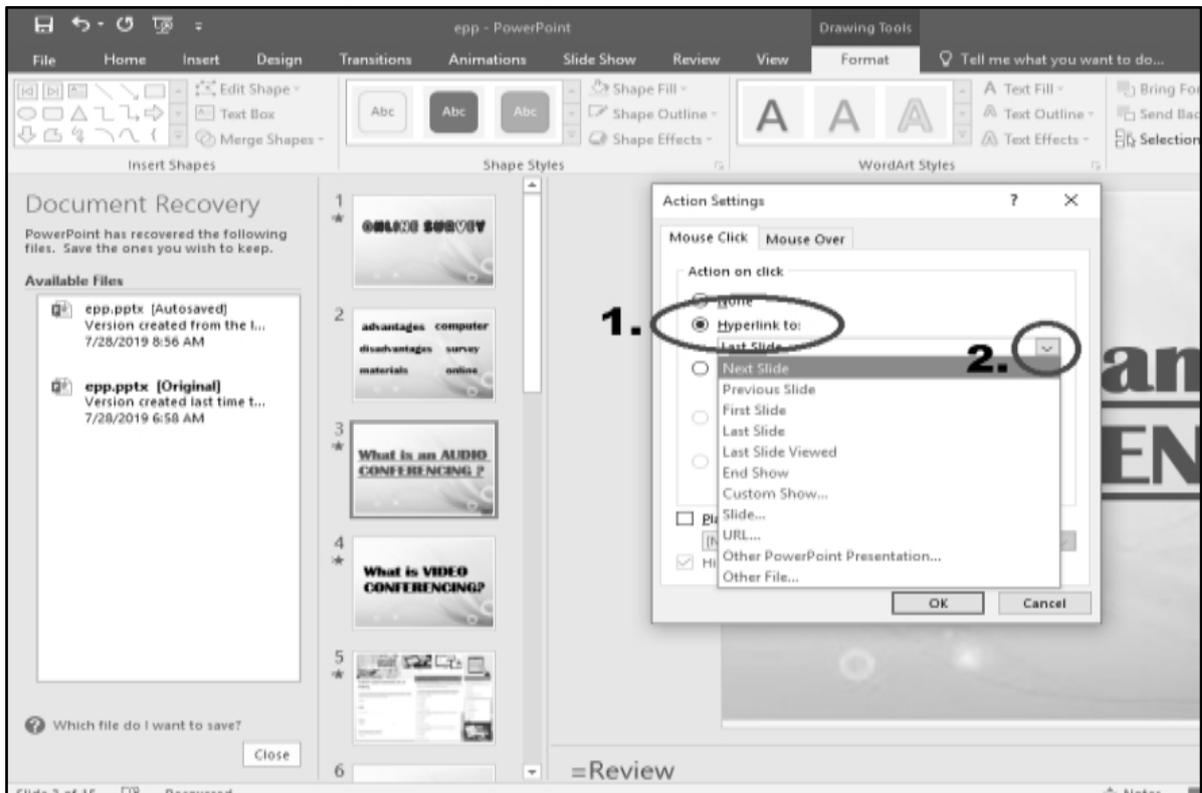
4. Click the desired location on the slide. The **Action Settings** dialog box will appear.



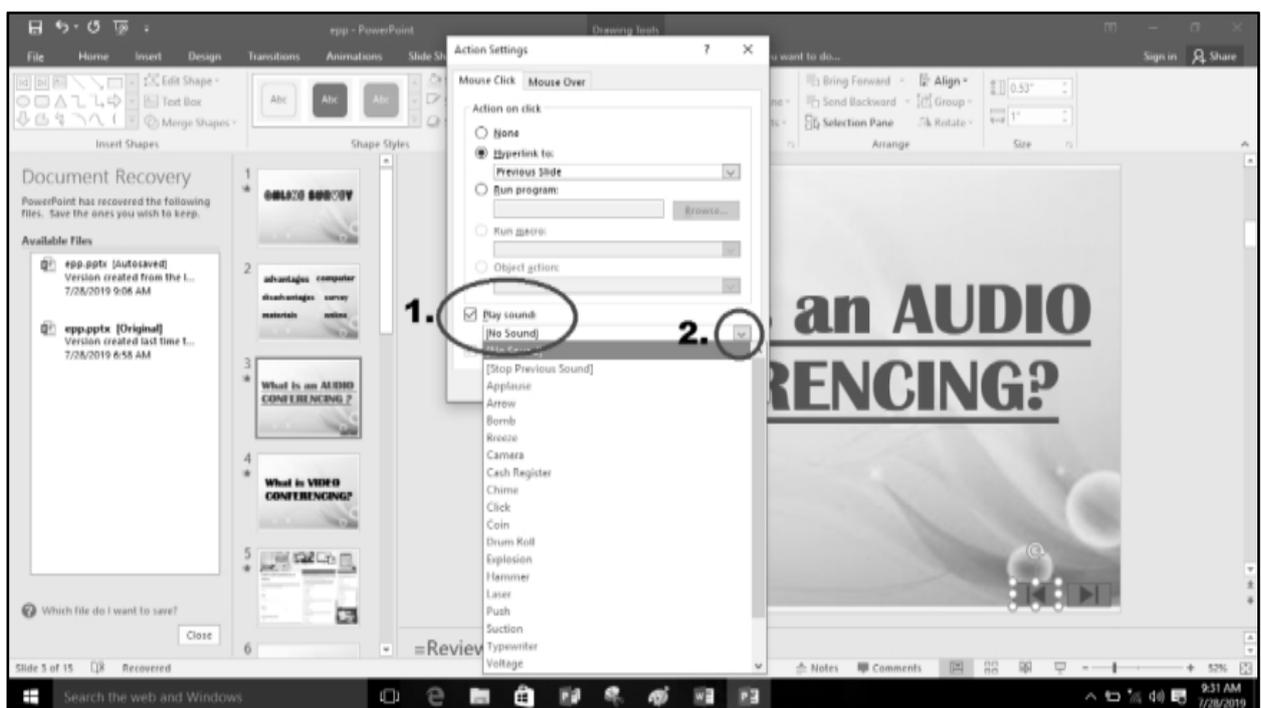
5. In the **Action Settings** dialog box, Click the **Mouse Click** or **Mouse Over** tab. If you select the **Mouse Click** tab, the action button will perform its action only when clicked and if you select the **Mouse Over** tab, the action will perform its action when we move the mouse over it.



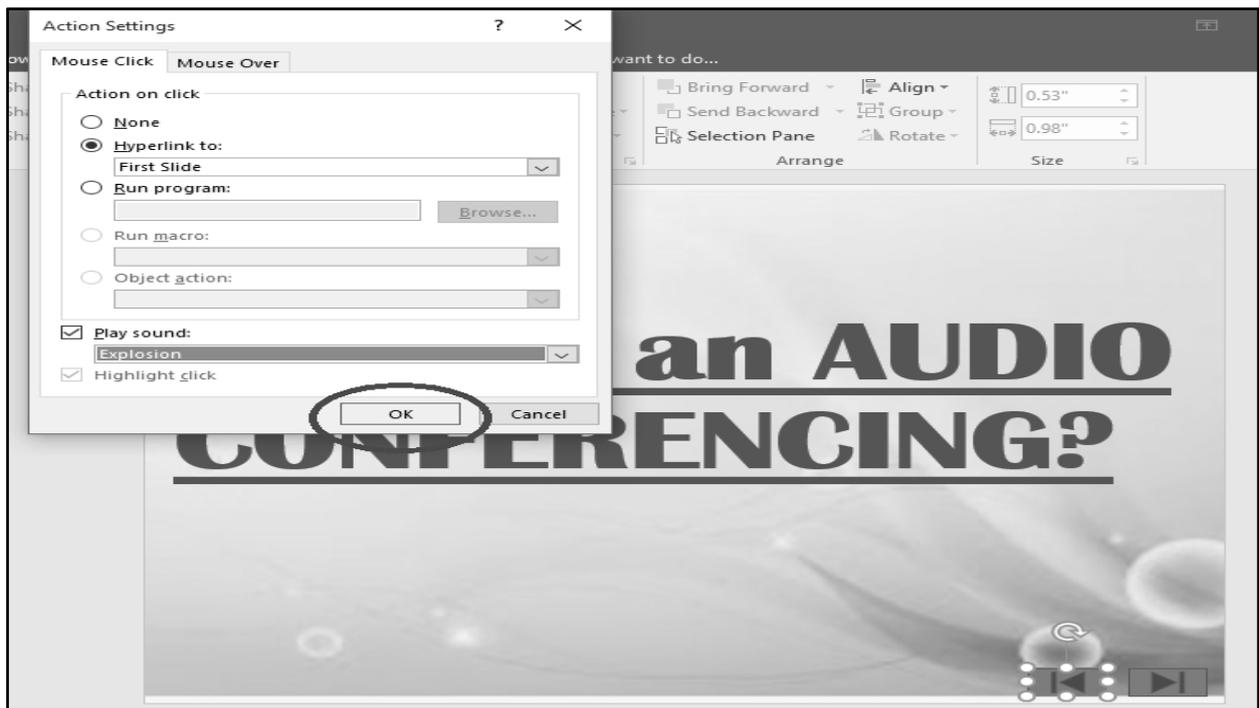
- In the **Action Settings** dialog box, Click **Hyperlink to**, after that click the Drop-down Arrow and choose an option from the menu where you want to link the action button whether you click it or you move the mouse over it.



- Click **Play Sound** box, If you want a sound to play when the action button is clicked. Choose a sound from the given options. You may also select Other Sound to use a sound file from your computer.



8. Click **Ok** button.



F.) 1.1 APPLYING ANIMATIONS TO TEXT OR OBJECTS

1. Select the text or object on the slide you want to animate.
2. On the Ribbon, select the **Animations** Tab. Click **Add Animation** in the **Advance Animation** group. Select the animation effect. To see more effects, click **More Entrance Effects**, **More Emphasis Effects** or **More Motion Paths**.



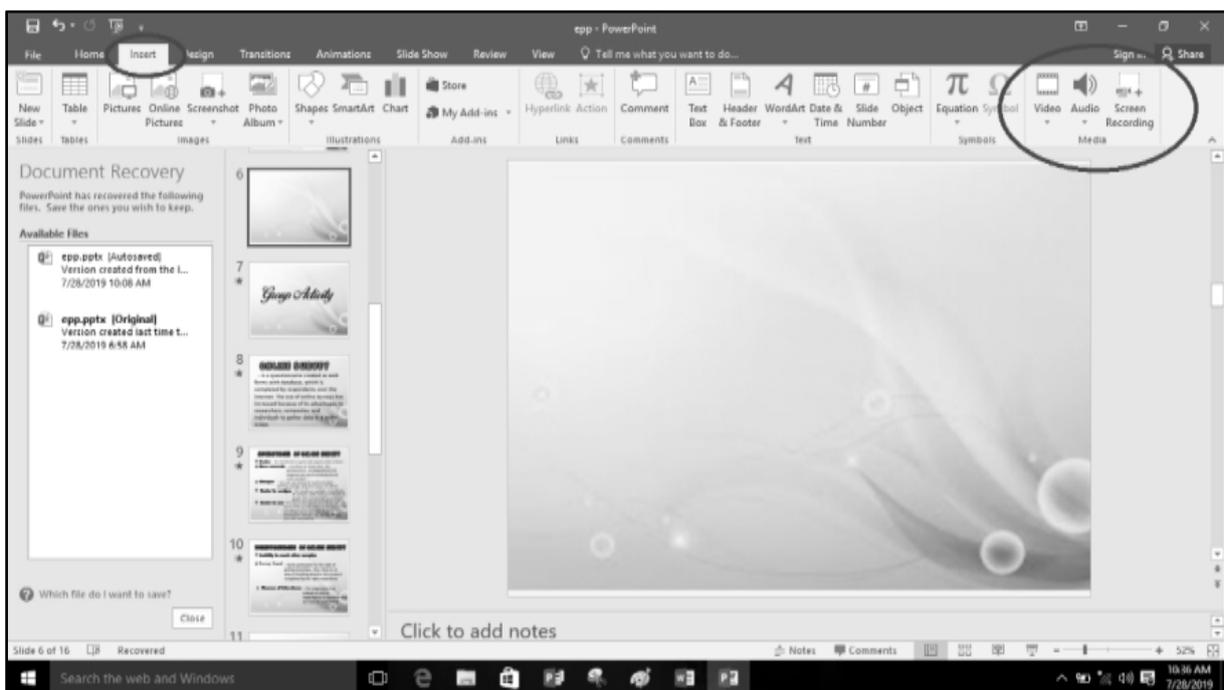
F.) 1.2 REMOVING ANIMATIONS ON TEXT OR OBJECTS

1. To remove an animation effects to text or objects, click the text or object that you want to have no animation. Click **NONE** in the Animation gallery in the **Animation** group.

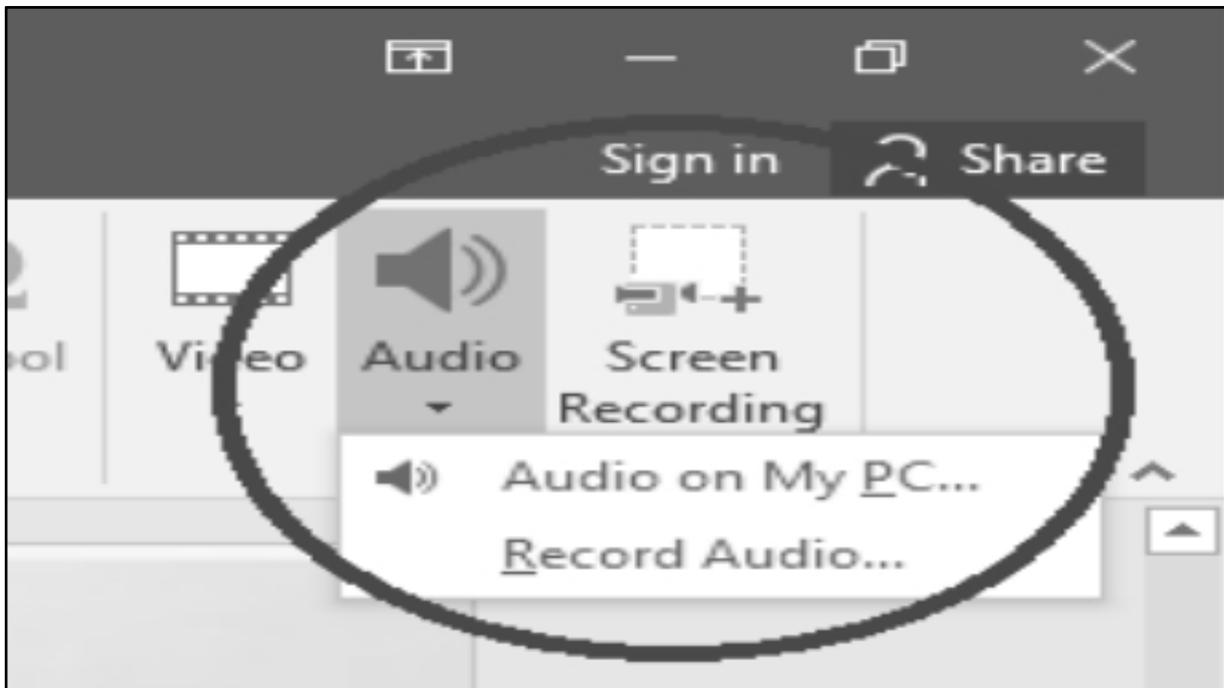


G.) EMBEDDING AUDIO and VIDEO

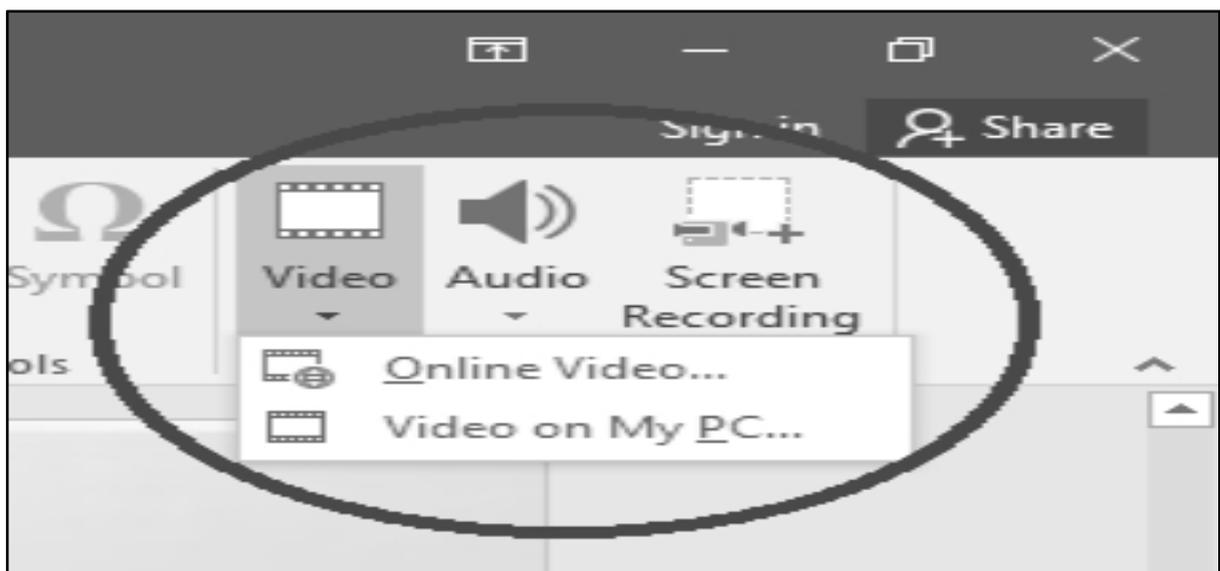
1. Choose a slide where you want to embed audio or video.
2. Select the **Insert** tab.



3. In the **Media** group, do any of the following:
- a. In embedding an **Audio** file, Click **Audio** command. Click **Audio on My PC** if the Audio file you are going to embed is in your computer. Click **Record Audio** if you want to embed a recorded audio file.



- b. In embedding a **Video** file, Click **Video** command. Either click **Online Video**, If the Video file you are going to embed is online or clicks **Video on My PC**, If the file you are going to embed is in your computer.





What is It

Slides – According to Microsoft Office (2016), “slide is a single screen of a presentation, and every presentation is composed of several slides”. Collectively, a group of slides may be known as a slide deck typically created in PowerPoint.

Text Merriam Webster (2021) defined text as an actual use of language, as distinct from a sentence which is an abstract unit of linguistic analysis. As used in computer, text is a collection of words or letters that are to be understood by the reader. Text is added, viewed, edited, and modified using a text editor or word processing program. In adding the text, a keyboard is used. However, using touch and an on-screen keyboard or through voice recognition can also be used.

Graphics Merriam Webster (2021) defined graphics as pictorial image or series of images displayed on a computer screen.

Photos Webster Dictionary (2010) defined photo as a representation of a person or scene in the form of a print or transparent slide; recorded by a camera on light-sensitive material.

Slide Transition This is the change from one image to the next in a slide show. A “wipe” moves the next image onto the first either horizontally, vertically, in a circle, like a checkerboard or in some other pattern. A “fade” gradually turns the image into black or white, followed by the reverse action for the next one.

Hyperlink Merriam Webster (2021) defined hyperlink as a highlighted word or picture in a document or Web page that you can click on with a computer mouse to go to another place in the same or a different document or Web page.

Action Buttons An action button is an object on a slide that performs an action when clicked or pointed to, such as jumping to another slide or playing a sound. It is most commonly used for self-running presentations.

Animations Is something that makes slide objects move on a slide. It can help make a PowerPoint presentation more dynamic, and help make information more memorable.

Audio is a sound that is heard on a recording or broadcast.

Video is the visual part of a movie or recorded program, or something recorded to watch in the future.



What's More

The possible uses of PowerPoint are countless. A slide show can help a teacher/pupils teach and learn a lesson, illustrate an event in history, easily display statistical information, or be used for output presentation. A slide show can be a valuable tool for teaching, sharing and learning. PowerPoint presentations are useful no matter what the topic and help communicate ideas to an audience.

The following are steps on how to create a basic PowerPoint presentation, however certain steps may vary slightly depending upon what version of PowerPoint you are using. (<https://www.instructables.com/How-to-Create-a-PowerPoint-Presentation/>)

A.) Adding Text on Slides

Present Your Most Favorite Fruits in Your Community.

1. List your top three (3) favorite fruits in your community.
2. Open a multimedia slide presentation.
3. Add another slide.
4. Using the Title and Content slide layout, type your top three (3) most favorite fruits in your community.

B.) Adding Graphics and Photos

5. Add another three (3) slides. Use two (2) Content slide layouts.
6. Type your title (Name of your favorite fruit in your community)
7. In the Left Content of each slide, add a photo or graphic of your favorite fruits in your community.
8. In the right content of each photo or graphics, type the three (3) reasons why you like those fruits.

C.) SLIDE TRANSITION

9. Put a transition effects on your slide presentation about your favorite fruits in your community.
10. Apply your chosen transition to all the slides in your presentation.

D.) ADDING A HYPERLINK

11. Go back to the first slide. Create hyperlinks on your selected three (3) favorite fruits in your community. Link each fruit to its corresponding slide.

E.) INSERTING ACTION BUTTONS

12. For each slide, add the **Previous** and **Next** action buttons except for the first and last slides. The first slide should have only the **Next** action button while the last slide should only have the **Previous** action button.

F.) APPLYING ANIMATIONS TO TEXT OR OBJECTS

13. Add animation effects to the text and objects of your presentation.
14. Apply the selected animations and effects to all your slides.

G.) EMBEDDING AUDIO and VIDEO

15. Insert an appropriate background music that will play across all the slides.
16. Add another slide. On this slide, you must choose and insert at least one video of your favorite fruit in your community about the benefits you can get on it.
17. Save to my computer, type a filename “My Favorite Fruits” and close your slide presentation.



What I Have Learned

- Multimedia presentation can be created using online and digital tools.
- It is combining multiple types of media presentation. You can use combinations of **images**, **audio**, and **video** to make your point.
- It's always better to create your own presentation. Do not copy other peoples' work because it is considered plagiarism. If you need to borrow other people's ideas, you have to cite them or mention them as a source.
- To make a good multimedia and keep our presentation on point: choose wisely, stay consistent, keep it short, keep it simple, keep it sharp, and think you got it? Check again.



What I Can Do

Using the draft below, make your own PowerPoint Advertisement. Make sure to add actual images and footage of your food product.

- a. Create a new blank presentation by clicking **File, New** and then click **Blank Presentation**.
- b. In the **Home** tab, click **Layout** and select **Blank**.
- c. Click **Insert** tab. In the **Text** group, click **WordArt** and then select any from the given options.
- d. Type your products name (ex. Calamay-Hati). Change the font size to 70.
- e. Click **Insert** tab, click on **Pictures** to choose a photo that you want to insert on the slide and click **Insert**. Move your photo to the left side of the slide.

- f. Insert another WordArt of your choice and type “Very Delicious” Change the font size to 50 and place it to the right side of the slide.
- g. Add another WordArt of your choice and type “Affordable” Change the font size to 50 and place it under the WordArt “Very Delicious”
- h. Add another WordArt of your choice and type “Come and Taste our Delicacy” Change the font size to 50 and place it under the WordArt “Affordable”.
- i. Add another slide.
- j. Click **Insert** tab, click on *Pictures* to choose a photo of you eating your product and insert it on the slide. Adjust and move your photo to the center of the slide.
- k. Click **Insert** tab, click on shapes and Add Action Button **Back or Previous** to the left bottom corner off the slide and **Hyperlink** it to the *first slide*.
- l. Add another slide.
- m. Click **Insert** tab, click on *Pictures* to choose a photo of the amount (coins or bills) of your product and insert it on the slide. Adjust and move your photo to the center of the slide.
- n. Click **Insert** tab, click on shapes and Add Action Button **Back or Previous** to the left bottom corner off the slide and **Hyperlink** it to the *first slide*.
- o. Add another slide.
- p. Click **Insert** tab, In the media group click on the **Video** command and select video on my PC to choose a video presentation about the steps in making your product and insert it on the slide.
- q. Click **Insert** tab, click on shapes and Add Action Button **Back or Previous** to the left bottom corner off the slide and **Hyperlink** it to the *first slide*.
- r. Go back to the first slide, Click the WordArt “Very Delicious” and **Hyperlink** it to the second slide. Click the WordArt “Affordable” and **Hyperlink** it to the third slide. Click the WordArt “Come and Taste our Delicacy” and **Hyperlink** it to the fourth slide.
- s. On the first slide, add any Transition effect. In the **Timing** group, deselect **On Mouse Click** and click **After**. Make it four seconds. Add a **Spin** Emphasis animation effect on the image. In the **Timing** group, click the **Start** drop-down arrow and select **After Previous**. Add a delay of 1 second.
- t. On the second slide, add any entrance animation effect to the WordArt. In the **Timing** group, click the **Start** drop-down arrow and select **After Previous**. Add a delay of 1 second. Go back to **Transitions** tab. In the **Timing** group, click the **Start** drop-down arrow and select **After Previous**. Add a delay of 1 second.
- u. On the third slide, add any entrance animation effect to the WordArt. In the **Timing** group, click the **Start** drop-down arrow and select **After Previous**. Add a delay of 1 second. Go back to **Transitions** tab. In the **Timing** group, click the **Start** drop-down arrow and select **After Previous**. Add a delay of 1 second.

- v. On the fourth slide, add any entrance animation effect to the WordArt. In the **Timing** group, click the **Start** drop-down arrow and select **After Previous**. Add a delay of 1 second. Go back to **Transitions** tab. In the **Timing** group, click the **Start** drop-down arrow and select **After Previous**. Add a delay of 1 second.

Save and close your slide presentation.



Assessment

Write your answers in your notebook.

1. What are the different uses of MS PowerPoint?

2. What are the benefits that we can get when we use MS PowerPoint?

3. How does MS PowerPoint helps you in making presentation?



Additional Activities

True or False. Write your answer in your notebook.

- _____ 1. Slide show elements can be animated and transitions can be applied to each slide.
- _____ 2. Along with text and images, a user can embed videos in his or her slide presentation
- _____ 3. You should NOT limit the number of words on each screen.
- _____ 4. Slide presentations are more effective for business presentations.
- _____ 5. Be sure the text is large enough to be read from a distance.



Answer Key

<p>Additional Activities</p> <ol style="list-style-type: none">1. True2. True3. False4. True5. True	<p>What I Know</p> <ol style="list-style-type: none">1. d2. c3. d4. b5. c
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References:

“Microsoft PowerPoint Environment”, July 13, 2021. https://prezi.com/m/4m_99z9nngpl/microsoft-powerpoint-environment/

“How to create a PowerPoint Presentation”, July 22, 2021. <https://www.instructables.com/How-to-Create-a-PowerPoint-Presentation/>

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