

Developing IT skills when creating multimedia presentations

Skills likely to have been acquired before using PowerPoint

- Basic typing skills:
Spaces, capital letters, new lines and paragraphs.
- Basic editing skills:
Correct, edit, delete, copy, paste.
- Insert images:
Pictures from the clipart bank, pictures from other sources
- Basic printing
- Use decorative text (WordArt)
- Basic file management (load and save work)
- Consideration to audience

New skills introduced whilst using PowerPoint

- Evaluate examples of multimedia work
Recognise features of good design including colour, size and location to indicate importance of information, avoid over-use of 'WordArt' etc.
- Create a plan/storyboard for a presentation to show how pages are linked and to be economical with use of text.
- Set frames for text
- Printing specific to PowerPoint, e.g. multiple slide per page
- Include ready made video clips in their work (e.g. from the Granada Toolkit media bank, or from the internet (such as British Pathe News).
- Animate elements on various slides – text and images
- Change the order of effects on a slide
- Alter transition effects from one page to the next
- Change the order of slides in a presentation
- Add buttons or hyperlinks, e.g. to jump directly to a specific page, to create an effect or to link to an internet page.
- Add more slides to the presentation
- Evaluate and discuss their work with others

Add external elements to a PowerPoint presentation

- Capture sound or narrate words using a microphone:
(This can be done either internally within PowerPoint or externally with software such as 'Sound Recorder' which is available as standard on all computers.)
- Capture and prepare basic examples of video work, e.g. using Movie Creator (Digital Blue) – unsuitable for use on Windows '98 computers and earlier.
- Capture images from sources such as scanners, digital microscopes and camera.
- Use a program which allows movement effects (zoom and pan) with static images. Also apply transition effects and background sound. The result of this would be a presentation of images as a video clip. A program such as PhotoStory3 (Microsoft) could be used for this – a free program but requires Windows XP.