

Presensational Learning Object Course Template Slides

User's guide

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The *Presensational Learning Object Course Template Slide* package is a PowerPoint® 2010 file that helps you quickly and easily create courses in PowerPoint and publish them for Web delivery using a variety of conversion tools.

This file (*horton_tabbed_course_template2010.potx*) provides a structure you can use to quickly and easily build a course composed of learning objects. The file contains course-wide slides, such as an introduction, a course map, a summary, post-test placeholder, resources, and certificate. The file also contains five learning objects that use a tab metaphor for navigation. Simply use the slides you need and delete the rest. Replace the text, graphic, and content placeholders, add narration, and then publish for delivery over the Web. Note: The following instructions are written for PowerPoint 2010. They assume you are familiar with this program and can perform common procedures. If you need a refresher, take a look at the section *Review the basic PowerPoint skills you will need* starting on page 22.

ACCEPTABLE USE

What can you do with these templates? In case you skipped over the legal agreement, or just don't remember the details, let's review. You can use these templates to build slide presentations. You can then show those presentations as often as you like. You do not have to credit our templates, though we would not object. You can let other people show your presentations. Only the person creating and editing the slides needs to buy a copy of our templates.

Only the person who bought these template slides can use them to create content. You cannot give these templates away to others. Nor can you resell them either as is or part of your own template package.

HOW THE SLIDE TEMPLATES WORK

Using slide templates, you can easily build a complete course.

1. Open a new course structure file (*horton_tabbed_course_template2010.potx*).
2. Fill in the graphic and text placeholders.
3. Add content to the learning objects.
4. Add tests and quizzes at the course and learning-object level.
5. Connect the course menu (optional).
6. Save, test, and refine the course.

Let's look at these steps in more detail:

1. Open a new course structure file

Click on *horton_tabbed_course_template2010.potx* to start PowerPoint and open a new course structure file. Before going further, save this file.

2. Fill in the placeholders for course-wide slides

Review the available text and graphic placeholders. Fill them in (or edit then) with your own content. If you do not need a type of slide, simply delete it. For instance, if you do not want to list course objectives, delete that slide. If you do not want a course map, delete that slide too. This is an overstuffed template file. We wouldn't expect you to use every single slide.

3. Add content to the learning objects

There are five tabbed learning-object sets in this file. You may need fewer objects or you may need more.

A learning object contains what is necessary to completely accomplish a learning objective. The tabs on the left enforce the idea of "completeness." That is, learners can see in one glance that everything they need to know about a topic (as described by the Learning Object's title) is right here on these 5 tabs.

So, what do you put on each tab? Well, Tab 1 might be labeled "Introduction" and contain text, graphics, and other media to acquaint learners with the problem or issue learners can solve or accomplish upon completing this learning object. Tab 2 might be labeled "Assignment" and outline an assignment for the learner to perform, and Tab 3 might be labeled "Resources" and provide links to additional information to help the learner accomplish the assignment. Tab 4 might be labeled "Summary" and recapitulate the important points. Tab 5 could be labeled "Practice" and contain an activity to help learners lock in these important points.

There are others strategies you might use for such a tabbed learning object. Take a look at the examples on this page: <http://horton.com/portfolioguidedresearch.aspx>. The first example deals with the issues surrounding controlled burns in National Parks. The second example teaches learners how to navigate the conflicting policies regarding the concept of "minimum action" wilderness areas.

Each of the tabbed slides has placeholders for text and graphics. They are just a suggestion. Arrange the media as you see fit. If you further customize these template slides, save the file as a template so that others on your team can use it too.

If you do not need all five tabs, delete the fifth slide of the learning object. And, be sure to delete the tab for the fifth slide on the remaining four slides. If you need fewer learning objects, delete the learning object you do not need. If you need more learning objects, then copy an entire group and paste it after the last slide in the last learning object. You will need to redirect the links on the tabs so that they go to the correct slide.

4. Add tests and quizzes

This file contains placeholders for a post-test and quizzes/tests after each learning object. If you decide to include such assessments, here are some options to consider:

- ▶ Build your tests and quizzes within the tool you will use to convert the PowerPoint slides to a Web-ready format, such as Flash. There are several tools to consider, including Adobe Presenter, Articulate Presenter, and iSpring Presenter.
- ▶ Link to tests prepared in another tool, such as Macromedia Captivate or Hot Potatoes, link to tests hosted by a testing service, such as HostedTest.Com, or link to tests created

and hosted on your LMS (learning management system) or LCMS (learning content management system).

- ▶ Use informal self-check activities created directly in PowerPoint. There is a selection of such slides in the *Presensational Content Template slides package* (sold separately).

For more detailed instructions see **Include quizzes** on page 19.

5. Connect the course menu

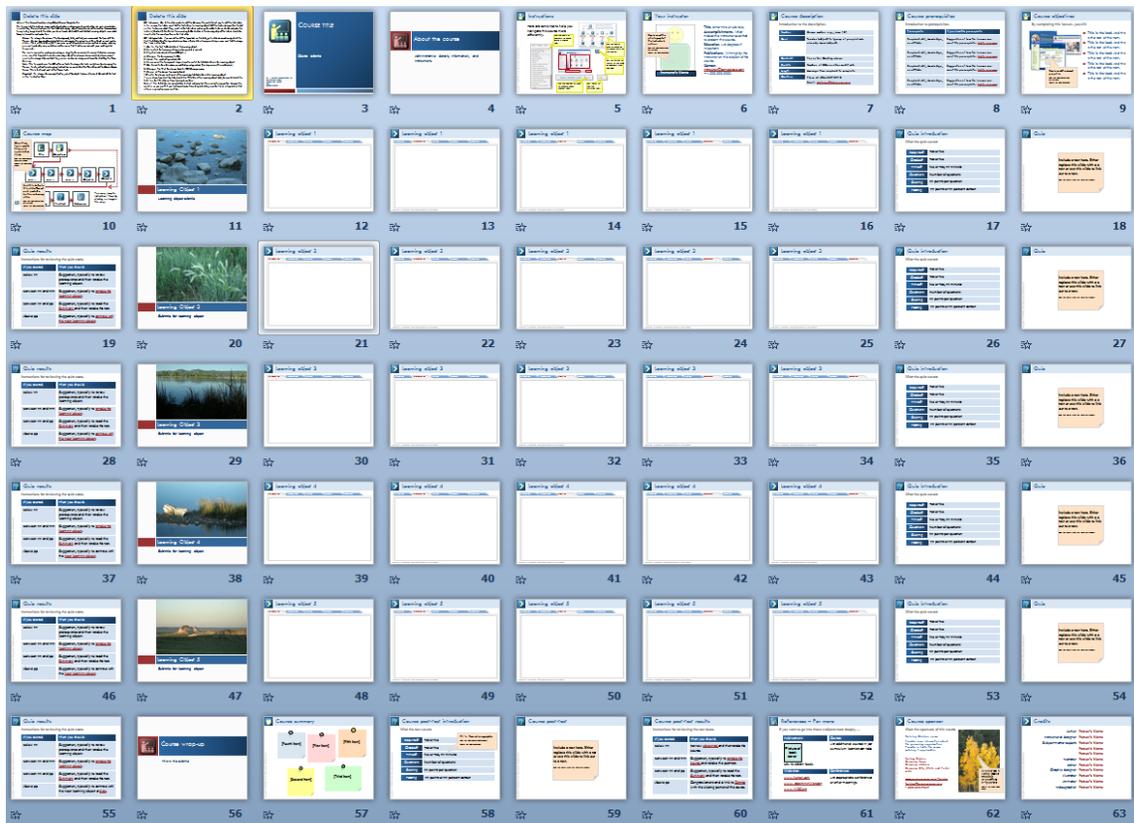
If including a course map, go to the Course Map template slide and follow the instructions in its Notes field. Don't forget to copy the Course Map button to each slide or to the slide master.

6. Save, test, and refine

Now that you have filled in your content, save and review the file in Slide Show view (F5). If you are planning to use this course on the Web, convert the file using your chosen conversion method. Carefully review the results to ensure that slide objects appear as expected and animate smoothly.

THE LEARNING-OBJECT COURSE TEMPLATE—A DEEPER LOOK

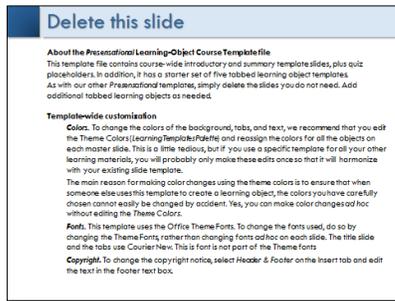
Here is an overview of the slides included in the template file. Each different slide is discussed in more detail under the section *Individual slides and notes* starting on page 7.



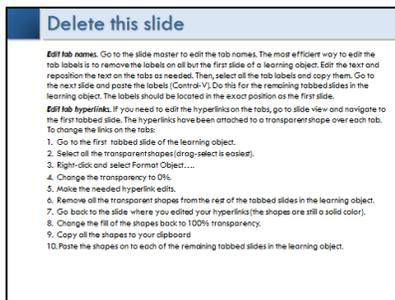
Please, before you begin editing the course template slides, play them in Slide Show view (F5) to see the animation effects that are built in.

Individual slides and notes

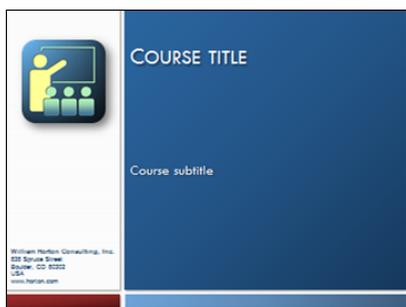
Here are the individual slides in the Learning-Object Course Template file (*horton_tabbed_course_template2010.potx*). The notes to the right are the same as those in the Notes field of the PowerPoint slide.



Here are some general instructions that didn't fit on an individual slide. Read them and then delete the slide.



Here are some more general instructions that didn't fit on an individual slide. Read them and then delete the slide.



The **Course title** slide identifies the course. It helps learners confirm that they have launched the right course and motivates them to dive right into learning.

Replace the **Course title** placeholder with the official name of the course. It should be the same as the one the learner selected to launch the course.

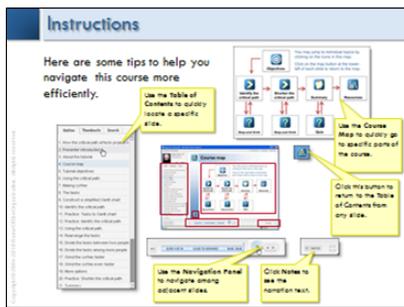
In naming your course, strive for a short name that clearly communicates what the course does for the learner. Use terms that the learner will recognize *before taking the course*.

Use the **Course subtitle** placeholder to elaborate on the title. Make the subtitle up to three lines long.

Add any notices the learner must see before continuing, for example, a safety warning or the requirement for a security clearance.



Before plunging into a course, potential learners need information and orientation. Use the **About the course** section to prepare learners to learn. Here you will find template slides for much of what learners need to know before commencing learning. We have been generous with template slides here. Feel free to delete ones you do not need in your situation. For a simple, short course, you may need only a few of the template slides in this section.



Unless learners can navigate your course, they are not going to learn. Include a slide or two to how to get around.

Because the exact user interface and navigation methods will depend on your conversion process and tools, this template can only offer general suggestions. Some tips:

- ▶ Create this slide *after* other aspects of your course are stable. Otherwise the pictures will not be accurate.
- ▶ Replace graphics with snapshots from your course.
- ▶ Include generic instructions based on the user-interface provided by your conversion process.



People are naturally curious about people, especially people they are asked to trust and rely on for their own success. Use the **Your instructor** slide to:

- ▶ Put a face and a personality with the name of instructor.
- ▶ Establish the authority and credibility of the instructor and hence the course.
- ▶ Capitalize on the fame or reputation of the instructor associated with the course.

Use a photograph that shows the instructor *doing* something relevant, rather than the typical drivers-license photo.

Edit the description at the right of the photo to highlight the qualifications of the instructor. An academic audience may be more impressed with degrees and publications while an industry audience may be more interested in successful projects and awards.

Along with the instructor, you might want to introduce the course author, narrator, or primary subject-matter expert.

Course description	
Introduction to the description.	
Number	Course number e.g., Java 101
Goal	Teaches [subject] to [group of people] who already know [subject].
Graded?	Yes or No. Grading scheme
Credits	Number of CEUs or other credit units
Length	Average time required to complete
Questions	Phone +1.234.567.8910 E-mail: whatever@whereever.com

You may want to include a description of the course. The **Course description** slide should serve as a *reminder* of the complete course description learners should have read before enrolling.

Other items you may want to include are:

- ▶ Fee
- ▶ Version
- ▶ Date
- ▶ Language
- ▶ Special bonuses or incentives
- ▶ Style of learning (WBT, blended, virtual classroom, classroom)
- ▶ Alternatives, e.g., for accessibility.

Remember to edit the e-mail. To do that:

1. Select the e-mail address.
2. Right-click and choose **Edit Hyperlink....**
3. Edit the e-mail address.
4. Click **OK**.

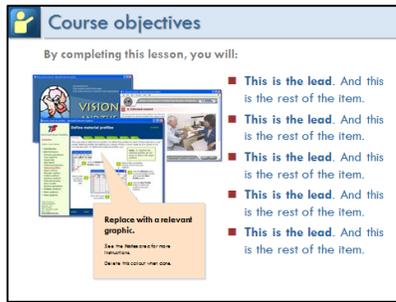
Course prerequisites	
Introduction to prerequisites.	
Prerequisite	If you lack this prerequisite
Required skill, knowledge, or attitude	Suggestion of how the learner can meet this prerequisite. link to resources .
Required skill, knowledge, or attitude	Suggestion of how the learner can meet this prerequisite. link to resources .
Required skill, knowledge, or attitude	Suggestion of how the learner can meet this prerequisite. link to resources .
Required skill, knowledge, or attitude	Suggestion of how the learner can meet this prerequisite. link to resources .

Unprepared learners are cruising for disappointment. Before you let learners get too far into the course, inform them of what skills, knowledge, and attitudes they need in order to take advantage of your course.

Use the **Course prerequisites** template slide to tell learners what the course requires. As a courtesy, tell learners how they can meet the prerequisites. If possible, include links to other courses or Web sites where learners can start learning the prerequisites.

To link to a Web address:

1. Select the text to be the link trigger.
2. Right-click and choose **Hyperlink....**
3. In the **Link to:** section of the dialog box, click the **Existing File or Web Page** button.
4. In the **Address** field enter the URL of the resource.
5. Click **OK**.



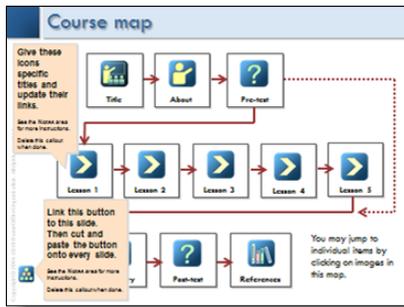
The **Course objectives** slide tells learners in detail what they will get out of taking the lesson. Use this slide to answer questions learners have about what the lesson accomplishes and to provide motivation for learners to complete the lesson. Do not make a big deal about objectives. Just tell people what they will individually gain by completing the lesson.

Include a relevant graphic to show what learners will be able to do after completing the lesson. You might, for example, show an attractively styled report, a smiling team, or a happy customer.

In the bullet list, tell learners what they will be able to do (skill), come to understand (knowledge), or grow to feel (attitude). Emphasize benefits that learners will value. Ask yourself, “Can learners see how the objectives make them healthier, wealthier, or wiser?”

If your learners are highly visual, consider replacing the bullet list with a series of appropriate pictures illustrating the outcomes you promise.

In designing the content of your course, use these objectives as a checklist for learning objects to include. You may want to include an object for each objective. Or, you may prefer a less direct approach. In any case, you must create content to accomplish each and every objective—or remove the objective.



The **Course map** helps learners see the “big picture” organization of your course. If you add hyperlinks to the map icons, it can also help learners quickly move around in the course by clicking the appropriate icon on the map. To return to the map, learners click the map button in the lower-left corner of the slide.

After you have completed your course, you will need to add, remove, or rearrange the icons, arrows, and the white boxes beneath the icons depending upon the content of your course. Then you will need to add or edit the hyperlinks on each icon. To link an icon to a specific slide:

1. Select the icon.
2. Right-click and choose **Hyperlink....**
3. In the Edit Hyperlink dialog box, click the **Place in This Document** button.
4. In the list that appears, expand the **Slide Titles** list.
5. Choose the slide name from the list.
6. Repeat for each icon.
7. Copy and paste the Course Map button onto every slide. You may want to add it to the slide and title master, too.

For more, search for “About hyperlinks and action buttons” in the PowerPoint Help.



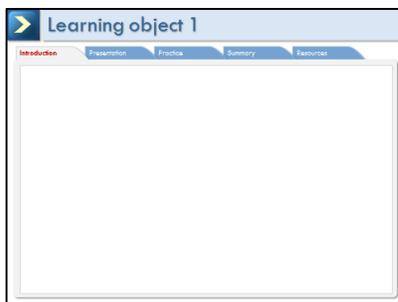
A learning object contains what is necessary to completely accomplish a learning objective. The tabs at the top enforce the idea of “completeness.” That is, learners can see in one glance that everything they need to know about a topic (as described by the Learning Object’s title) is right here on these 5 tabs.

Take a look at some examples of tabbed learning objects on this page: <http://horton.com/portfolioguidedresearch.aspx>. The first example deals with the issues surrounding controlled burns in National Parks. The second example teaches learners how to navigate the conflicting policies regarding the concept of “minimum action” wilderness areas.

The **Learning Object title** slide marks the start of a sub-division of your course. Use it like you might use a level-two heading in a document. The title should be sufficient to communicate the learning object’s contents to most learners. Keep the title short and use the subtitle (up to three lines) to elaborate on the title. A good subtitle will imply what the learner gains in this learning object. If the learning object accomplishes a specific learning objective, you may want to imply that objective in the subtitle.

To change the photograph to one that represents the theme of the learning object:

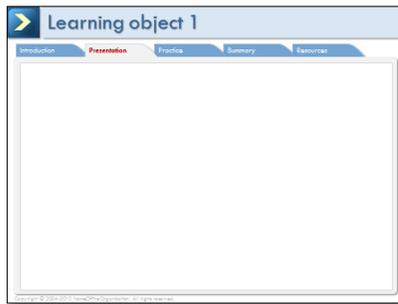
1. Select the photo.
2. Right-click and choose **Change Picture ...**
3. Browse for the new graphic (it doesn’t have to be a photograph).



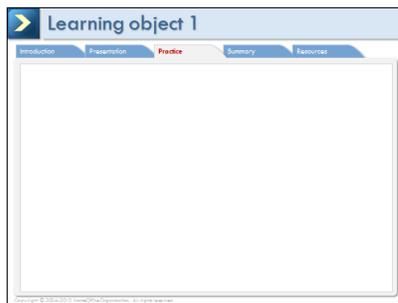
First of all, please remember that these tab labels are arbitrary. We tried to create a generic learning object that could be used as-is for a variety of training. Be sure to take a look at some other examples of learning objects at : <http://horton.com/portfolioguidedresearch.aspx>.

The **Introduction** tab uses text and other media to explain to learners why this learning object is important and what learners will be able to accomplish upon completion of the object.

The title should be the same as that on the Title slide for the object.



The **Presentation** tab provides the knowledge, or Absorb, component of the object. It can include text, graphics, video, animation, and audio to present the main ideas of the learning object..



The **Practice** tab provides a way for learners to ensure they understand the content of the Presentation tab.

What can you place on this slide? Well, you can build an activity from scratch using PowerPoint's drawing tools and Trigger Effects to provide interactivity.

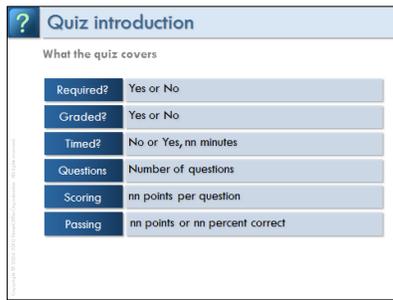
If you are short on time, you can copy an activity from our *Presentational Content Template Slides* (sold separately) and paste it on this slide. You can also embed a Flash activity (SWF) built in some other tool, such as Adobe Captivate, using the Video tool on the Insert ribbon.



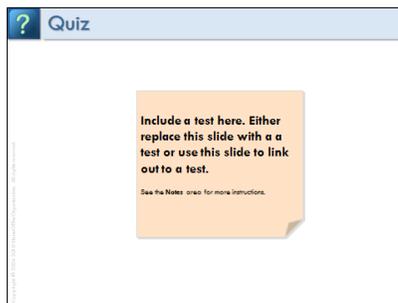
On the **Summary** tab, present the main points learners should have gleaned from taking this learning object. The summary should not just restate the objectives, but should contain the key points necessary to accomplish those objectives.



The **Resources** tab should provide ways to get additional or deeper information about the subject of the learning object. It could contain links to scholarly papers, books, articles, forums, conferences, and job aids.



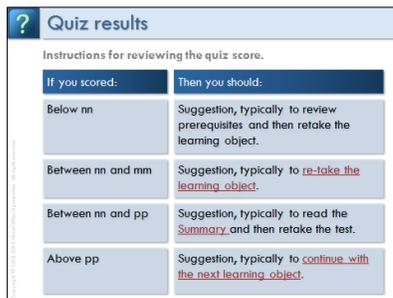
The **Learning object quiz introduction** slide announces a quiz, test, or some kind of assessment and provides information the learner needs to begin it. This slide covers the rules specific to the individual assessment.



Here you will need to insert a test. The way you do that depends on how you will be converting your slides for online delivery. Here are some options:

- ▶ Use a conversion tool such as Articulate Presenter, Adobe Presenter, or iSpring Presenter to insert a test right into your PowerPoint slides.
- ▶ Link to a test created in a separate tool, such as Adobe Captivate or Hot Potatoes.
- ▶ Link to tests created and hosted on your LMS (learning management system) or LCMS (learning content management system).
- ▶ Link to a testing service such as HostedTest.com.
- ▶ Include some self-check activities from the *Presensational Content Template Slides* (sold separately). If you take this route, be sure to tell learners how to score themselves.

Delete this placeholder slide.



Use this slide if you want to give learner's more control of their learning. Provide guidance on the action learner's should take based upon the score they received.

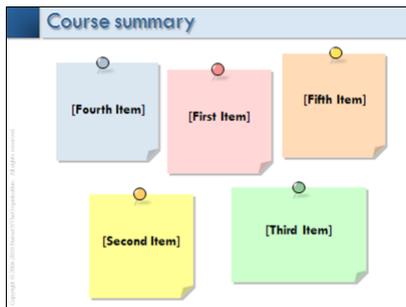
You may want to link **re-take the learning object** to the first tab of the object, rather than the title slide of the object.

Be sure the **Summary** link points to the summary for this lesson rather than the summary for the overall course, another lesson, or a topic.

Link **continue with the next learning object** to the title slide of the next learning object.



The **Course wrap-up** may include a summary, a post-course test, additional resources, information about the sponsor of the course, credits, and a completion certificate. All of these items are optional. Just delete the slides you do not need.

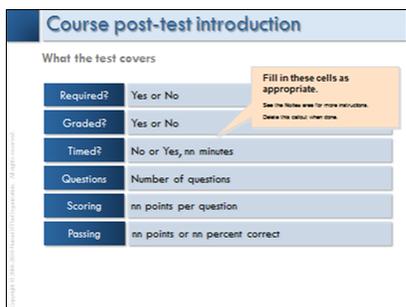


Use the **Course summary** slide to recap the most important points of the course. Keep the points short and easy to remember.

Summarize the content in short sentences or phrases. If a summary item is more than a few lines long, left align its text.

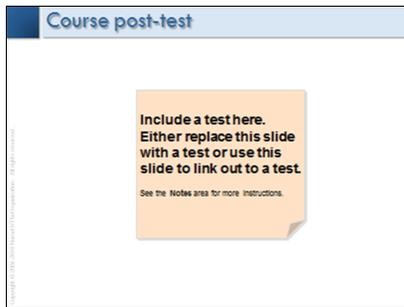
Compare your **Course summary** slide to your **Course objectives** slide. The summary should not just restate the objectives, but should contain the key points necessary to accomplish those objectives.

If you have more than five or six important points, consider breaking the course into multiple courses or reducing the coverage of the course.



The **Course post-test** helps learners verify that they have met the objectives of the course. In addition, the course post test may be needed by your organization to document that learners have mastered the course content.

The **Course post-test introduction** slide announces the course test and provides information the learner needs to begin the test. This slide covers the rules specific to the individual test.



Here you will need to insert a test. The way you do that depends on how you will be converting your slides for online delivery. Here are some options:

- ▶ Use a conversion tool such as Articulate Presenter, Adobe Presenter, or iSpring Presenter to insert a quiz right into your PowerPoint slides.
- ▶ Link to a test created in a separate tool, such as Adobe Captivate or Hot Potatoes.
- ▶ Link to tests created and hosted on your LMS (learning management system) or LCMS (learning content management system).
- ▶ Link to a testing service such as HostedTest.com.
- ▶ Include some self-check activities from the *Presentational Content Template Slides* (sold separately). If you take this route, be sure to tell learners how to score themselves.

For more information, see **Include quizzes** on page 19.

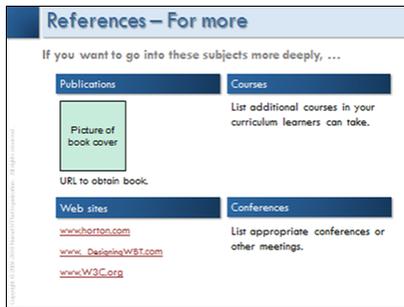
Delete this placeholder slide.

Course post-test results	
Instructions for reviewing the test score.	
If you scored:	Then you should:
Below nn	Review prerequisites and then retake the course.
Between nn and mm	Suggestion, typically to re-take the course and retake the post-test.
Between nn and pp	Suggestion, typically to read the Summary and then retake the test.
Above pp	Congratulations and a link to Continue with the closing portion of the course.

Use the **Course post-test results** template slide to help learners decide whether they met their objectives. This slide lists four ranges of scores. For each it suggests what learners should do.

Notes:

- ▶ Link **Re-take the course** to the first lesson.
- ▶ Make sure **Summary** links to the course summary, not the summary for an individual lesson or topic.
- ▶ If you deleted the Course prerequisites slide, remove the hyperlink for “prerequisites” and provide an alternative activity for learners to perform.



Use the **References – For more** slide to provide learners with suggestions on how to continue learning about the subject of this course.

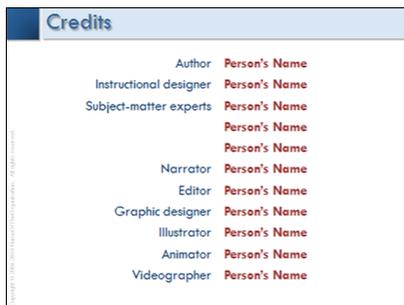
Add or remove elements as needed. If you add additional elements, such as images or text, remember to give each element a Fade or some other animation effect. And, be sure to check the order each item appears using the Custom Animation panel (available from the Animation ribbon).

Consider referring learners to job-aids, online discussion forums, blogs, knowledge bases, help desks, Webinars, and other sources of knowledge. To make links open referenced Web sites:

1. Select the text you want as a link.
2. Right-click and choose **Hyperlink...** or type **Ctrl-K**.
3. Enter the Web address in the **Address** field.
4. Click **OK**.



Use the **Course sponsor** slide to tell learners who created or offers the course. Don't get egotistical, but do present the credentials of the group providing the course.



Use the **Credits** slide if you wish to recognize the individuals who contributed to your course.



Congratulate learners and leave them with a warm feeling and a sweet taste upon successfully completing the course.

Here is an idea: Prepare a real certificate in Microsoft Publisher or other program and save it as an Adobe PDF document. Then, provide a hyperlink on this slide that learners can click to open the PDF document. From the Adobe Acrobat window, they can print the certificate to their local printer. Or ...

If learners log in to an LMS to access your course, then you may be able to pair that log-in information with the learner's name and dynamically insert the name into a placeholder in the certificate. You will need to talk with your IT department to see what is possible.

STRATEGIES FOR USING THESE TEMPLATE SLIDES

You have purchased our template slides. Now you need to make them your own. We suggest you do several things: customize the appearance of the template slides to reflect your organization's style guidelines, consolidate the template slide files and re-sequence them as necessary, and then add the quizzes.

Template-wide customization

Colors. To change the colors of the background, tabs, and text, we recommend that you edit the Theme Colors (*LearningTemplatesPalette*) and reassign the colors for all the objects on each master slide. This is a little tedious, but if you use a specific template for all your other learning materials, you will probably only make these edits once so that it will harmonize with your existing slide template.

The main reason for making color changes using the theme colors is to ensure that when someone else uses this template to create a learning object, the colors you have carefully chosen cannot easily be changed by accident. Yes, you can make color changes *ad hoc* without editing the *Theme Colors*.

Fonts. This template uses the *Office* Theme Fonts. To change the fonts used, do so by changing the Theme Fonts, rather than changing fonts *ad hoc* on each slide. The title slide and the tabs use Courier New. This font is not part of the Theme fonts

Copyright. To change the copyright notice, select *Header & Footer* on the Insert tab and edit the text in the footer text box.

Add or remove templates

If your courses follow a common pattern, you can streamline production by adding or removing individual template slides. For instance, if your courses typically have six or seven learning objects

- ▶ Open the lesson template.
- ▶ At the appropriate place, insert the topic template six times.
- ▶ Save the modified lesson template.
- ▶ Open the course template.
- ▶ At the appropriate place, insert the modified lesson template five times.
- ▶ Save the modified course template.

Include quizzes

PowerPoint does NOT provide a mechanism to build scored or tracked quizzes or tests. You must link to assessments created and hosted elsewhere or use capabilities provided by some PowerPoint conversion tools.

With Adobe Presenter®

The Adobe Presenter® PowerPoint plug-in allows you to add true/false, multiple-choice, and multiple-answer quizzes. These quizzes may communicate with a learning management system using either AICC or SCORM protocols.

These quizzes are represented in your PowerPoint file by a quiz placeholder. When the file is published for Web delivery, each quiz is built and the entire file is converted to Shockwave Flash®.

With Articulate Presenter®

If you own Articulate Presenter®, the Articulate PowerPoint plug-in allows you to add true/false, multiple-choice, sequence, or word game (like hangman). These quizzes may communicate with a learning management system using either AICC or SCORM protocols.

In addition, Articulate has a standalone program called Quiz Maker in which you can create a wider variety of assessments, which also can communicate with a SCORM-compliant LMS/LCMS. These assessments can then be integrated into your PowerPoint file.

Articulate's quizzes are represented in your PowerPoint file by a quiz placeholder. When the file is published for Web delivery, each quiz is built and the entire file is converted to Shockwave Flash®.

With iSpring Presenter®

The iSpring Presenter® PowerPoint plug-in allows you to insert ten types of quiz questions – including cloze questions. These quizzes may communicate with a learning management system using either AICC or SCORM protocols.

These quizzes are represented in your PowerPoint file by a quiz placeholder. When the file is published for Web delivery, each quiz is built and the entire file is converted to Shockwave Flash®.

With a separate test-creation tool or service

You can also create assessments using a variety of authoring tools and services, and then link to the assessments from within PowerPoint.

Tools and services for creating external assessments

Here are some popular tools used to create assessments:

- ▶ **Adobe Captivate®** is a desktop tool most often used to create software simulations. However, it also makes it easy to create a variety of test questions as well as scenario-based activities. Go to <http://www.adobe.com/captivate>.
- ▶ **Questionmark Perception®** is a server-based tool that allows you to create, deploy, and administer a variety of question types. Questionmark Perception is SCORM 1.2 compliant and may be integrated with certain LMSs and LCMSs. Go to www.questionmark.com for more information.
- ▶ **Hot Potatoes** from Half-Baked Software is a desk-top tool that produces a variety of question types in the Java. Results can be reported to a server using CGI script or sent to an individual via e-mail. Go to <http://hotpot.uvic.ca> for more information.

- ▶ **Random Test Generator-PRO** from Hirtle Software is a desktop tool that allows you to create a wide variety of question types using HTML and JavaScript. Go to <http://www.hirtlesoftware.com> for more information.
- ▶ **QuizPoint** from LearningWare, Inc. is an online service that allows you to create a variety of question types in the Flash® format and administer their delivery. Results can be sent to you via e-mail, or you may select to have users' results written to the database of your choice. Go to <http://www.learningware.com> for more information.
- ▶ **Hosted Test®** from HostedWare, Inc. is an online service that allows you to create a variety of question types and administer their delivery. Go to <http://www.hostedtest.com> for more information.

For more testing tools, go to horton.com/tools.

Linking to external assessments

You link to assessments in the same manner you would link to any other external resource.

1. Insert a blank slide with the title of your activity.
2. Add a link trigger, such as a screen shot of the assessment or just some text.
3. Right-click on the screen shot or text and select **Hyperlink....**
4. Type in the URL to the assessment. The URL can be relative or complete. If you use a relative URL (one that is based on the location of the presentation), the assessment must always be located in the same location relative to the converted PowerPoint file. If you use a full URL (<http://www.something.com/whatever>), the assessment can be anywhere on the Internet.

With an LMS/LCMS testing module

Many LMSs and LCMSs provide tools for creating assessments. Once created, there are a variety of ways to make them available to learners. How you choose to do it will depend upon the management system you are using and the procedures you have in place for authoring and delivering courses.

With informal self-check activities

If you do not need scores or other types of data, then consider building self-check activities within PowerPoint.

The *Presensational* Content Template Slides (sold separately) contain templates for building a number of self-check activities. They contain matching, multiple-choice, true/false, short-answer, and click-in-picture activities.

You can purchase the *Presensational* Content Template Slides at <http://www.horton.com>.

CONVERSION NOTES

If you are creating courses for Web delivery, you need to think about how to convert them so that they are Web-friendly. In this section are some conversion tools you may want to consider. To learn more about them, go to their respective Web sites.

Conversion methods and tools

This is not an exhaustive list of conversion methods. For more, go to www.horton.com/tools.

- ▶ **Save As → HTML (Web page)** command from within PowerPoint, office.microsoft.com
- ▶ **PowerPoint Producer 2007** is available from connect.microsoft.com
- ▶ **Articulate Presenter**, www.articulate.com
- ▶ **Adobe Presenter**, www.adobe.com
- ▶ **iSpring Presenter**, www.ispringsolutions.com
- ▶ **Impatica for PowerPoint**, www.impatica.com
- ▶ **PowerConverter**, www.presentationpro.com

Issues to consider

When choosing a conversion method to make PowerPoint Web-ready, here are some issues to consider:

- ▶ What PowerPoint features are preserved?
- ▶ Does the tool produce HTML, Java, Flash, Windows Media, Real Media, or a combination of these formats?
- ▶ What player is required?
- ▶ Can narration be tightly synchronized with animation?
- ▶ What is the file format of the converted audio? For instance, is it converted to a web-ready format like MP3?
- ▶ Is the conversion method a product or service?
- ▶ Does the conversion tool or method add additional features—like assessments, table of contents, functional interface, or administrative tools?

REVIEW THE BASIC POWERPOINT SKILLS YOU WILL NEED

This section contains instructions for the tasks you will need to perform to get the most from these templates. This is not a tutorial on PowerPoint but just a quick reminder of some crucial procedures. These instructions are for **PowerPoint 2007**.

Delete unneeded objects

Select the object you want to delete, and then hit the **Delete** key. Alternatively, from the **Home** tab, select **Cut**.

Duplicate slide objects

You often must duplicate existing slide objects. To do so simply:

1. Select the object you want to duplicate.
2. Hold down the **Ctrl** key and press the **D** key. The copy will appear a little to the right and a little below the original object. And, it will be selected.

Group objects

You will often need to group a number of objects together so that they can be manipulated as one object. Here's how:

1. Select the first object you wish to group.
2. Hold down the **Shift** key and select the other objects you want to add to the group.
3. On the **Home** tab, click **Arrange** in the Drawing section of the Home ribbon
4. Select **Group**.

Even easier:

1. **Select** the items to group.
2. Right-click and choose **Group** in the context menu.
3. Then choose **Group** in the submenu.

For you power users out there, there is a **Selection and Visibility** pane that displays a list of all the objects on your slide. You can use it to check the items you want to select. This is useful if some of the items you want to select are behind other objects. It is available from the **Select** menu item on the **Home** ribbon.

Ungroup objects

This one is really easy. Just click on the group. Right-click, choose **Group**, then choose **Ungroup** in the submenu.

Tip: If you wish to group the items again, just select one of the items in the old group, right-click and choose **Group**, then **Regroup**.

Edit text in placeholders

Edit placeholder text or sample text as you would in Microsoft Word®.

Place your cursor right before the first letter of the first word of the text you want to edit.

Hold down the **Shift** key.

Place the cursor after the last letter of the last word of the text you want to edit. (All the text should be highlighted.)

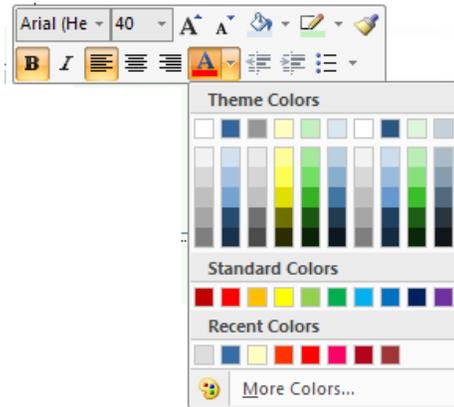
Edit the text.

Shortcut: Another way to select text is to double-click to select a whole word, Ctrl-click to select an entire sentence, or triple-click to select an entire paragraph.

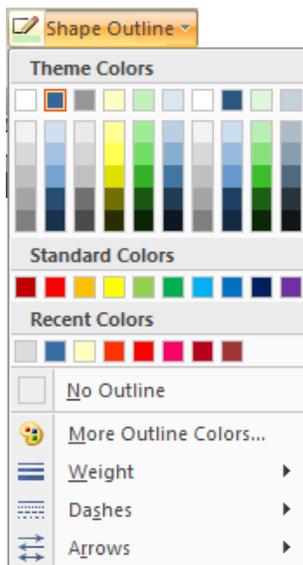
Change text color

You can change the color of a letter, a word or group of words, or a text box. Simply select what you want to recolor, and then click the downward-pointing arrow next to the font color button in the floating formatting pallet.

Either select one of the colors shown or click **More Colors...** to choose another color.

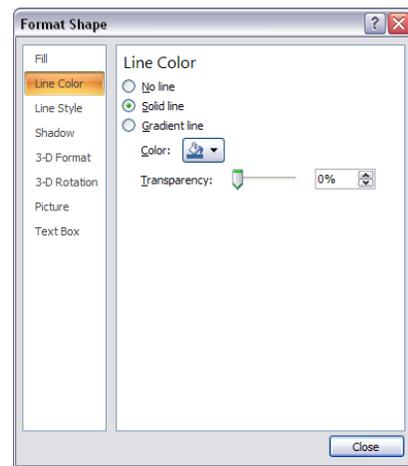


Change line color



Just as you can change font color, you can also change the line color of text and drawing objects. Simply select what you want to recolor and then right-click and choose **Format Shape**. In the Format Shape dialog box, make the changes you wish. Notice how many characteristics you can control from this one dialog box!

You can also change line color by clicking the **Shape Outline** button tab in the Drawing section of the Home ribbon.



Change fill color, fill effect, and transparency

You can easily change the fill color for text and drawing objects. Just select what you want to recolor, right-click, and choose Format Shape. In the Format Shape dialog box, you can change the fill color, fill effects, and fill transparency.

Experiment with these options to see how they work.

Arrange objects

As you add objects on a slide, you will often need to change their front-to-back order. That is, you must control which object appears in front of or behind other objects. This is an easy process.

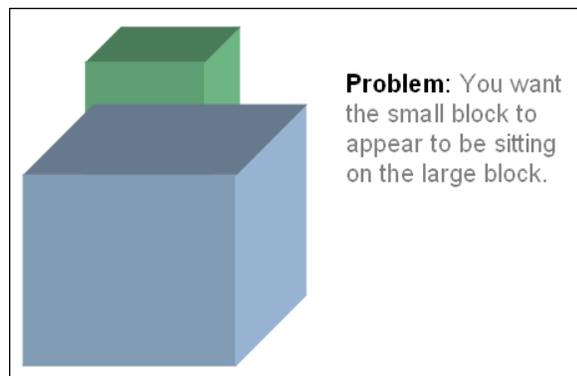
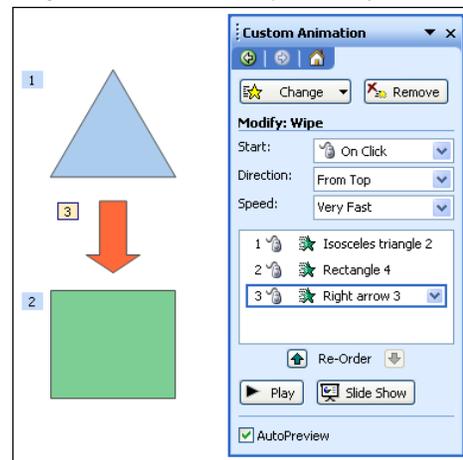
1. Select the object you want to change. In this example, we want to move the small block out from behind the large block—that is, bring the small block to the front.
2. Select the small block and right-click.
3. Choose **Bring to Front** from the context menu.
4. Then, choose **Bring to Front** from the submenu.
5. Adjust the position of the small block and you're done.

Adjust animation order

As you modify the template slides, you will often have to change in what order objects on your slide animate. *Animation* refers to how objects first appear, disappear, move, or change characteristic on a slide.

Take a look at the example to the right. The bottom block wipes on before the arrow. We need to change the animation order of the arrow:

1. Click the **Animations** tab.
2. Select **Custom Animation** in the Animations section of the ribbon to display the Custom Animation panel docked to the right side of the PowerPoint window.
3. On the slide, select the object whose animation order you want to change—in this case the arrow.
4. Select the highlighted object in the Custom Animation panel. Notice that it is now bordered in blue.
5. Using the **Re-Order** arrows near the bottom of the Custom Animation panel, move the selected object up or down into the desired order—in this case we will move the arrow (labeled Right arrow 3) up just before the bottom block (labeled Rectangle 4).



Caution: Some objects may have multiple animations. When you select them on the slide, more than one item will highlight in the Custom Animation panel. Make sure you select just the item you want to reorder before making any changes.

Adjust animation direction

As you customize these template slides, you will need to change the direction of an animation effect. For instance, if you use arrows to show how a process flows left to right, you want to make sure that the arrows all wipe left to right. In PowerPoint parlance, left-to-right is called "From Left."

1. On the slide, select the item whose animation direction you want to change.
2. Display the **Custom Animation** panel.
3. Next to **Direction:**, click the downward-pointing arrow to see the direction choices you have.
4. Select the appropriate direction.

Note: Not all animation effects have directions.

