

Presensational Learning Template Slides

User's guide

William
Horton
Consulting



838 Spruce Street
Boulder, CO
80302-5022 USA
+1.303.545.6964
william@horton.com
www.horton.com

CONTENTS

ACCEPTABLE USE	4
HOW THE TEMPLATES WORK TOGETHER	4
1. Open a new course structure file	4
2. Add lessons	5
3. Add topics	5
4. Add content	5
From scratch	5
By modifying a template slide (sold separately)	6
5. Add tests and quizzes	6
6. Connect the course menu	6
7. Save, test, and refine	7
THE COURSE TEMPLATE—A DEEPER LOOK	7
Organization	7
Individual slides and notes	8
THE LESSON TEMPLATE—A DEEPER LOOK	18
Organization	18
Individual slides and notes	19
THE TOPIC TEMPLATE—A DEEPER LOOK	25
Organization	25
Individual slides and notes	26
STRATEGIES FOR USING THE LEARNING TEMPLATE SLIDES	29
Customize the appearance of the template slides	29
Consolidate templates	30
Include quizzes	30
With Adobe Presenter®	30
With Articulate Presenter®	30
With a separate test-creation tool or service	31
Tools and services for creating external assessments	31
Linking to external assessments	31
With an LMS/LCMS testing module	32

With informal self-check activities	32
CONVERSION NOTES	32
Conversion methods and tools	32
Issues to consider	32
REVIEW THE BASIC POWERPOINT SKILLS YOU WILL NEED	33
Delete unneeded objects	33
Duplicate slide objects	33
Group objects	33
Ungroup objects	34
Edit text in placeholders	34
Change text color	34
Change line color	35
Change fill color, fill effect, and transparency	35
Arrange objects	35
Adjust animation order	36
Adjust animation direction	36

The *Presensational Learning Template Slides* package contains three PowerPoint® files that together help you quickly and easily begin creating courses in PowerPoint and present them in the classroom or publish them for Web delivery using a variety of conversion tools. These files include a course structure template (*horton_course_template.potx*), a lesson structure template (*horton_lesson_template.potx*), and a topic template (*horton_topic_template.potx*). 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 33.

ACCEPTABLE USE

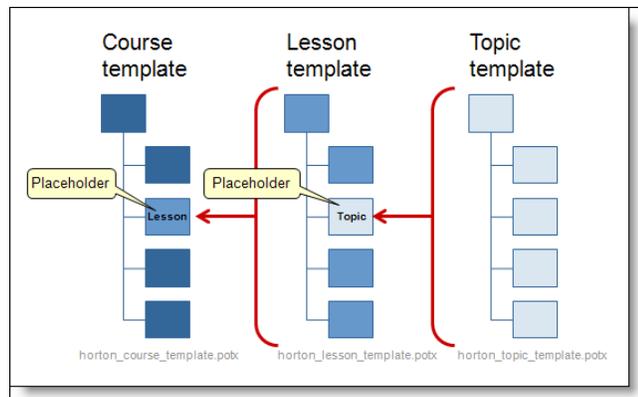
What can you do with these templates? In case you skipped over the legal agreement, or just don't remember the details, let's review. You can use these templates to build slide presentations. You can then show those presentations as often as you like. You do not have to credit our templates, though we 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 TEMPLATES WORK TOGETHER

Using the three templates, you can easily build a complete course.

1. Open a new course structure file (*horton_course_template2010.potx*).
2. Add lessons to the course (*horton_lesson_template2010.potx*).
3. Add topics to lessons (*horton_topic_template2010.potx*).
4. Add content to the topics.
5. Add tests and quizzes at the course, lesson, and topic level.
6. Connect the course menu (optional).
7. Save, test, and refine the course.



Let's look at these steps in more detail:

1. Open a new course structure file

Find the *Presensational_Template_Slides* directory you downloaded containing the three template slide files. Note: If you purchased the Get-It-All-Pack, you have a fourth template named *horton_content_template2010.potx*.

Click on *horton_course_template2010.potx* to start PowerPoint and open a new course structure file. Before going further, save this file.

2. Add lessons

Find the lesson placeholder slide. This slide marks the spot where you should insert lessons from *horton_lesson_template2010.potx*. Here's how:

1. Click the **Home** tab
2. Click the downward-pointing arrow next to the **New Slide** button in the Slides section of the Home ribbon.
3. Choose **Reuse Slides...** at the bottom of Office Theme window.
4. Click the **Browse** button and choose **Browse File...**
5. Navigate and choose **horton_lesson_template2010.potx**. (The slides in the selected presentation will appear in the Reuse Slides panel.)
6. Check **Keep source formatting**.
7. Click the thumbnail of each slide you want to insert – in the order you want to add them. (No, there is no way to select all of the slides and insert them in one action.)
8. Repeat for each additional lesson.
9. Delete the placeholder slide.

3. Add topics

Within each group of lesson slides is a topic placeholder slide. This slide marks the place where you should insert topic slides from *horton_topic_template2010.potx*. Here's how:

1. Click **Home** → **New Slide**.
2. Choose **Reuse Slides...**
3. Click the **Browse** button and choose **Browse File...**
4. Navigate to and choose **horton_topic_template2010.potx**. (The slides in the selected presentation will appear in the Reuse Slides panel.)
5. Check **Keep source formatting**.
6. Click the thumbnail of each slide you want to insert – in the order you want to add them. (No, there is no way to select all of the slides and insert them in one action.)
7. Repeat for each additional topic.
8. Delete the placeholder slide.

4. Add content

Within each topic is a content placeholder slide. At this point in the topic, you should add your instructional content. You can do that in two ways:

From scratch

1. Click **Home** → **New Slide**.

2. Choose one of the layouts displayed.
3. Add text, graphics, animation, sound, music, and other media to express the ideas you are trying to communicate.
4. Repeat for additional content slides.
5. Delete the content placeholder slide.

By modifying a template slide (sold separately)

You can save time by inserting pre-built, animated slides from the *Presensational* Content Template Slides (sold separately at www.horton.com/ppttemplates.aspx). This file contains over 340 animated slides you can modify and use to express all kinds of information.

1. Click **Home** → **New Slide**.
2. Choose **Reuse Slides....**
3. Click the **Browse** button and choose **Browse File....**
4. Navigate and choose **horton_content_template2010.potx**. (The slides in the selected presentation will appear in the Reuse Slides panel.)
5. Check **Keep source formatting**.
6. Click the thumbnail of each slide you want to insert.
7. Delete the content placeholder slide.

Note: There are extensive instructions included in the notes field of the *Presensational* Content Template Slides. And, there is a Quick-Start Guide to get you up and running quickly.

5. Add tests and quizzes

The course, lesson, and topic templates contain placeholders for pre-tests, post-test, and quizzes. 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.

For more detailed instructions see **Include quizzes** on page 30.

6. 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 the slide master.

7. Save, test, and refine

Now that you have added lessons, topics, and content to your course, save the newly created PowerPoint file.

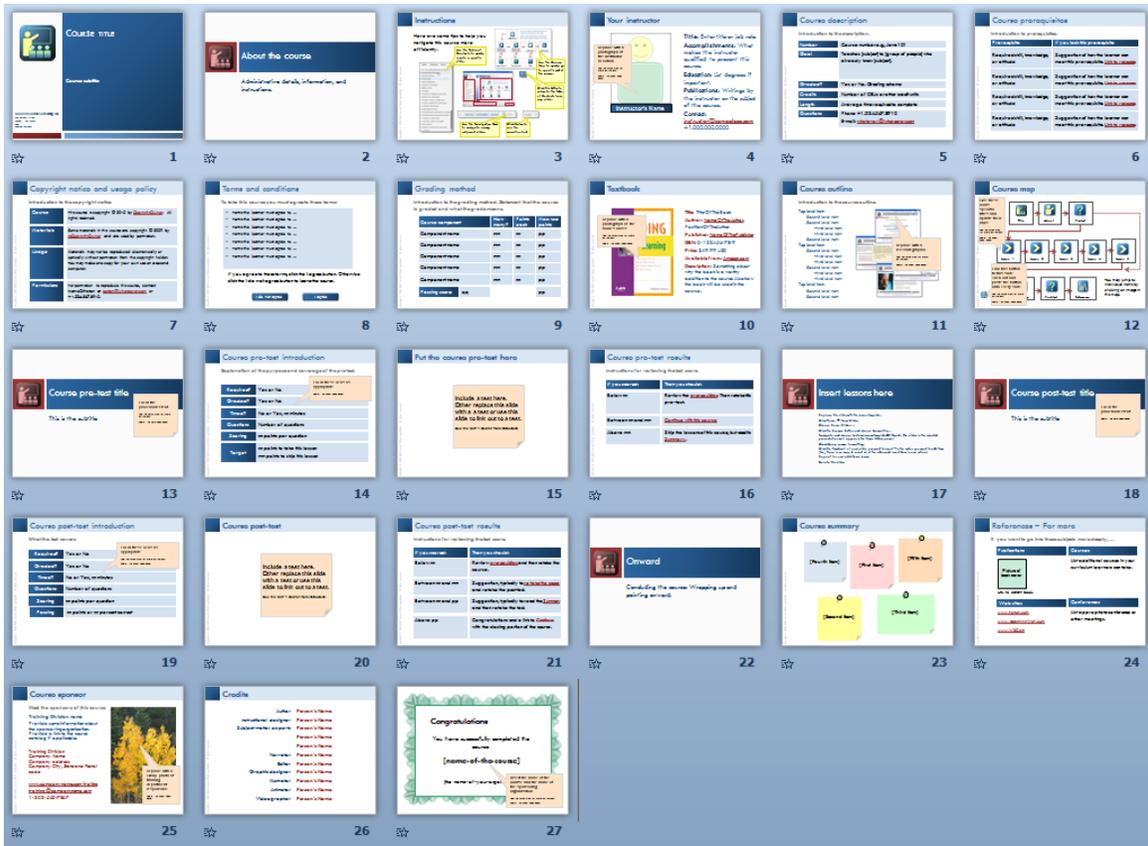
Before going further, review the file in Slide Show view (F5). If you are planning to use this course on the Web, convert the file using your chosen conversion method. Carefully review the results to ensure that slide objects appear as expected and animate smoothly.

THE COURSE TEMPLATE—A DEEPER LOOK

The course template (*horton_course_template2010.potx*) provides a structure you can use to quickly and easily build a course. Simply use the slides you need and delete the rest. Replace the text, graphic, and content placeholders and you are ready to take it into the classroom. If you are creating e-learning, add narration and then publish for delivery over the Web.

Organization

Here is an overview of the slides included in the template file. Each slide is discussed in more detail under the section *Individual slides and notes* starting on page 8.



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 course structure file (*horton_course_template2010.potx*). The notes to the right are the same as those in the Notes field of the PowerPoint 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.

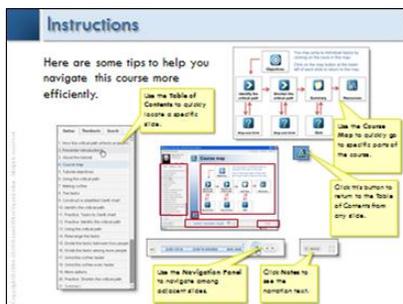
In naming your course, strive for a short name that clearly communicates what the course does for the learner. Use terms that the learner will recognize *before taking the course*.

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.
-



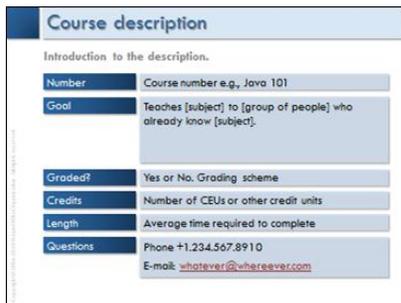
People are naturally curious about people, especially people they are asked to trust and rely on for their own success. Use the **Your instructor** slide to:

- ▶ 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.



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**.

Copyright notice and usage policy	
Introduction to the copyright notice	
Course	This course is copyright © 2010 by CopyrightOwner . All rights reserved.
Materials	Some materials in this course are copyright © 2009 by InCopyrightOwner and are used by permission.
Usage	Materials may not be reproduced electronically or optically without permission from the copyright holder. You may make one copy for your own use on a second computer.
Permissions	For permission to reproduce this course, contact NameOfPerson at person@uherserver.com or +1.234.567.8910.

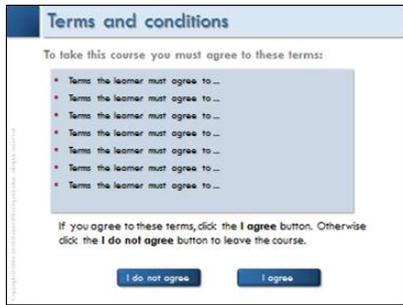
Include a **Copyright notice and usage policy** slide if you are concerned with protecting the intellectual property of your course. Such a slide may not be necessary if ownership is simple and you have edited the copyright notice on the slide master.

Use this template slide when:

- ▶ Your course includes material you are using with permission of its owner.
- ▶ Learners may need to make a backup copy of the course.
- ▶ You want to allow controlled reproduction of the course.

Don't forget to edit the hyperlinks so they point somewhere meaningful. Just point to one of the links, right-click, and select **Edit Hyperlink ...**

Or if you feel that the hyperlinks will prove too much of a distraction or will lead learners out of the course, right-click each link and select **Remove Hyperlink**.



Sometimes you need a legal gateway to ensure that learners agree to abide by certain rules of conduct. The **Terms and conditions** template slide both informs learners of these conditions for taking the course and prompts them to accept them.

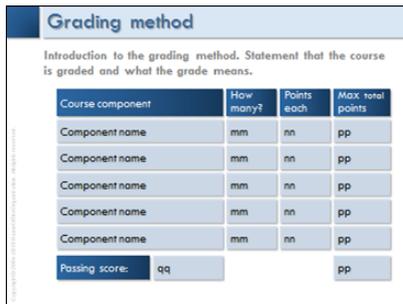
Terms can concern issues such as:

- ▶ Not making illegal copies of the course.
- ▶ Not revealing passwords or answers to test questions.
- ▶ Behaving professionally toward others.

If your terms and conditions will not fit a single slide, create a complete document and include a link to the document from the slide.

Note the buttons are set as follows: Clicking **I do not agree**, quits the course. Clicking **I agree**, continues with the next slide. Of course, you will need to test these with your conversion process, as they do not work with all conversion tools. If the buttons do not work after conversion, replace them with a statement that the learner should not continue without agreeing to the terms and conditions.

And be sure to have this slide reviewed by your legal department.

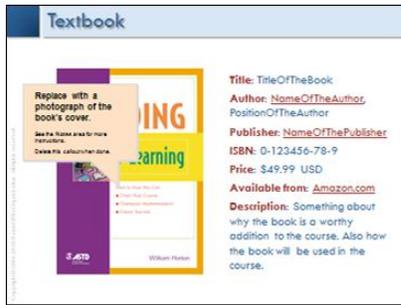


If the course is graded, tell learners what the grade means and how it will be calculated.

In the introduction, tell learners clearly that a grade is calculated and recorded. Tell them how this grade affects them. For example, is it used to qualify them for a particular job or for enrollment into an advanced course?

Then, spell out the formula used to calculate the total course grade. Components might include:

- ▶ Quizzes
- ▶ Exercises
- ▶ Discussions
- ▶ Projects



If the course has a textbook (or other primary reference work), use the **Textbook** template slide to introduce it. A plain old paper textbook might seem an anachronism in an e-learning course—or it might be a lifeboat for learners not yet accustomed to e-learning media and procedures.

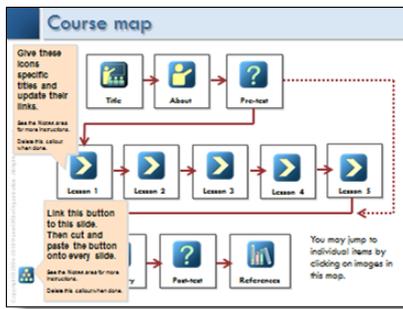
Also, if your course closely follows a textbook, use textbook readings for the informational component of your course. Then, target your e-learning efforts at creating engaging activities to lock in the concepts learners have read about.



Use the **Course outline** template slide to provide a concise overview of how the course is organized and to preview the sequence in which learning experiences will occur. The Course outline template slide is an alternative to the Course map template slide.

If you need more space for the outline, delete the placeholder for the graphic and duplicate the placeholder for the outline.

If you want to use the course outline as a table of contents or menu, hyperlink each line in the outline to the first slide of the corresponding section.



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.

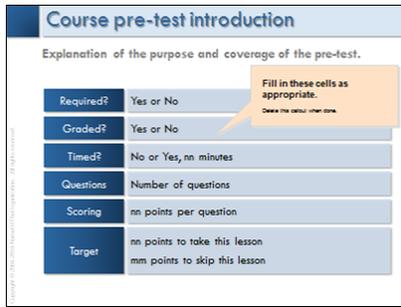
For more, search for “About hyperlinks and action buttons” in the PowerPoint Help.



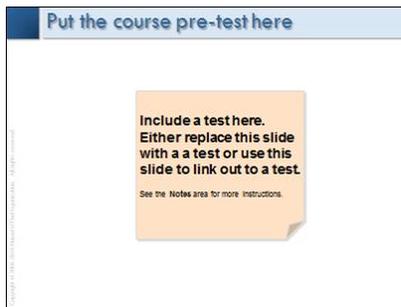
The **Course pre-test** helps learners decide if they should continue this course. If learners score too low on the pre-test, they lack prerequisite knowledge. If they score high, they may want to skip this course.

The pre-test can also be used to motivate learners by showing them that they do not yet know the subject and by arousing their curiosity about the subject.

Note: The Lesson template has placeholders for a lesson pre-test. If you do your pre-testing at the lesson level, you can delete the template slides of this section.



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

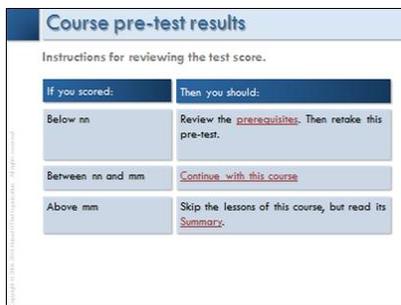


Here you will need to insert a test. The way you do that depends on how you will be converting your slides for online delivery. Here are some options:

- ▶ 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 *Presensational 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 30.

Delete this placeholder slide.



Use the **Course pre-test results** template slide to help learners decide whether to continue with this course. This slide lists three ranges of scores: passing, marginal, and failing. For each it suggests what learners should do.

Note: Take care to link to the course summary, not to 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 learners should perform.

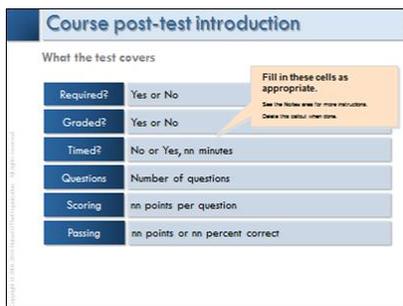


This slide is just a placeholder to show where to insert the lessons. Replace this slide with the lesson template slides:

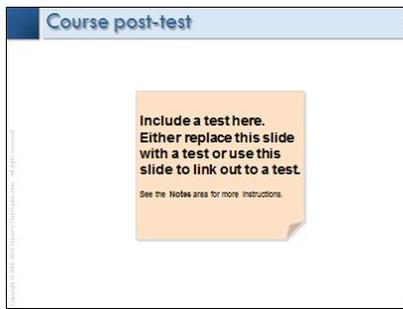
1. Click **Home** → **New Slide**.
2. Choose **Reuse Slides....**
3. Click the **Browse** button and choose **Browse File....**
4. Navigate and choose *horton_lesson_template2010.potx*. (The slides in the selected presentation will appear in the Reuse Slides panel.)
5. Check **Keep source formatting**.
6. Click the thumbnail of each slide you want to insert—in the order you want to add them. (No, there is no way to select all of the slides and insert them in one action.)
7. Repeat for each additional lesson.
8. Delete this slide.



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.

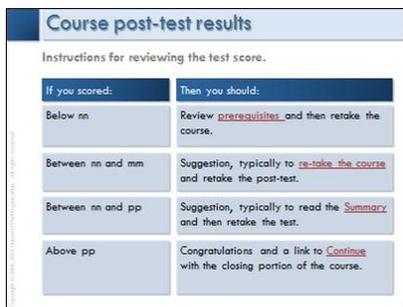


Here you will need to insert a test. The way you do that depends on how you will be converting your slides for online delivery. Here are some options:

- ▶ 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 *Presensational 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 30.

Delete this placeholder slide.



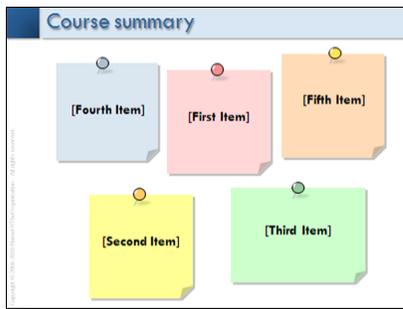
Use the **Course post-test results** template slide to help learners decide whether they met their objectives. This slide lists four ranges of scores. For each it suggests what learners should do.

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.



The **Onward** section concludes the course making sure learners got the main points and can continue their learning. This section also acknowledges hard work by those who created the course and the student, who took it. It includes template slides for a summary, references, credits, and a diploma.

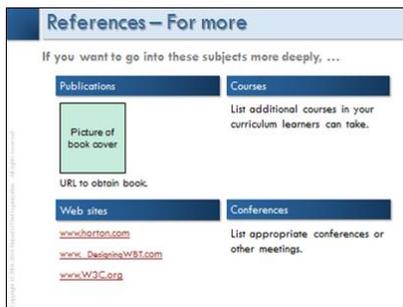


Use the **Course summary** slide to recap the most important points of the course. Keep the points short and easy to remember.

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.



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

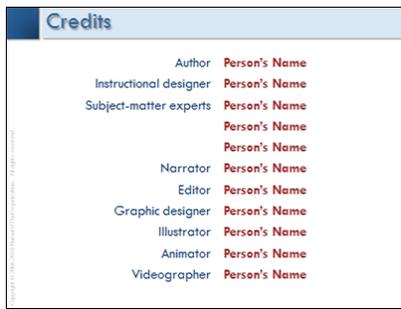
Add or remove elements as needed. If you add additional elements, such as images or text, remember to give each element a Fade or some other animation effect. And, be sure to check the order each item appears using the Custom Animation panel (available from the Animation ribbon).

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 ...

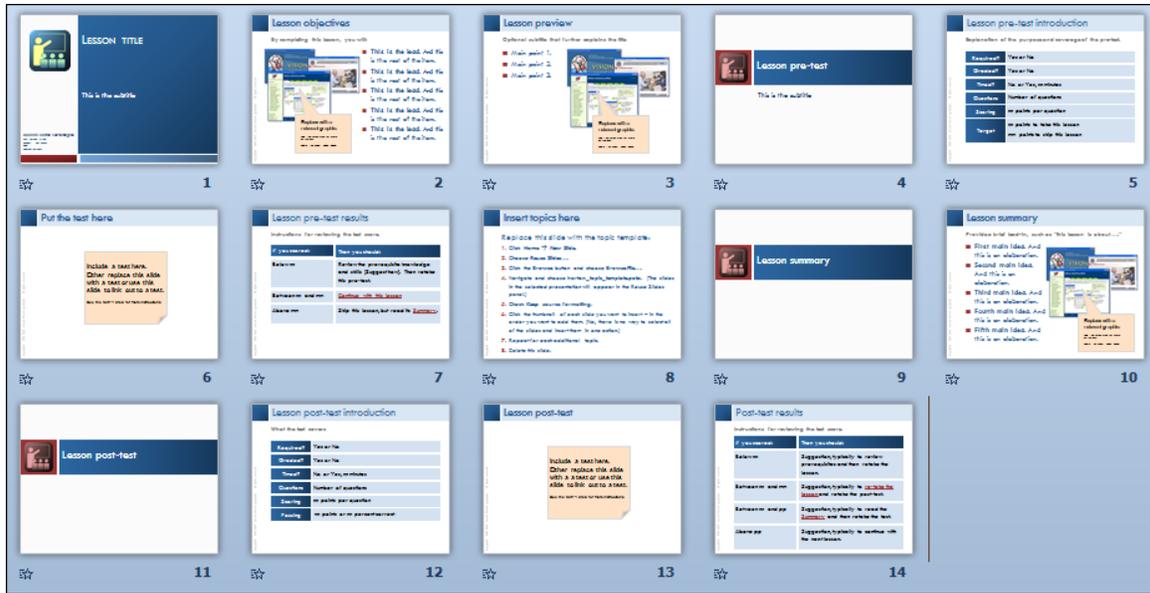
If learners log in to an LMS to access your course, then you may be able to pair that log-in information with the learner's name and dynamically insert the name into a placeholder in the certificate. You will need to talk with your IT department to see what is possible.

THE LESSON TEMPLATE—A DEEPER LOOK

The lesson template (*horton_lesson_template2010.potx*) provides structure for the lessons in your course. As with the course structure template, simply use the slides you need and delete the rest. Replace the text and graphic placeholders, and add your topics.

Organization

Here is an overview of the slides included in this template file. Each slide is discussed in more detail under the section "Individual slides and notes" on page 19.



Before you begin editing the lesson 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 lesson structure file (*horton_lesson_template2010.potx*). The notes to the right are the same as those in the Notes field of the PowerPoint slide.



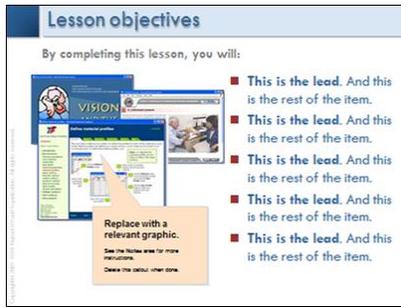
A lesson is a subdivision of a course and contains several topics.

The **Lesson title** slide marks the start of a sub-division of your course. Use it like you might use a level-one heading in a document.

The Lesson title should be sufficient to communicate the lesson's goal and 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 lesson.

If the lesson accomplishes a specific learning objective, you may want to imply that objective in the subtitle.



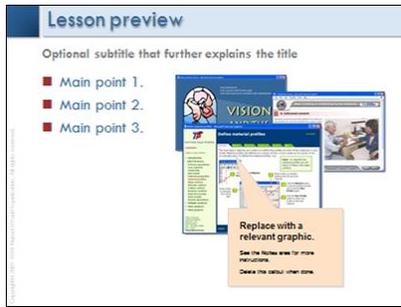
The **Lesson objectives** slide tells learners in detail what they will get out of taking the lesson. Use this slide to answer questions learners have about what the lesson accomplishes and to provide motivation for learners to complete the lesson. Do not make a big deal about objectives. Just tell people 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 topics to include. You may want to include one topic 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 **Lesson preview** slide prepares learners for the lesson. It provides a concise introduction and overview.

Use the subtitle to introduce the bullet list. Or, delete the subtitle.

Summarize the main points of your lesson using the bullet list. Use voice narration to explain each bullet item and to elaborate upon it.

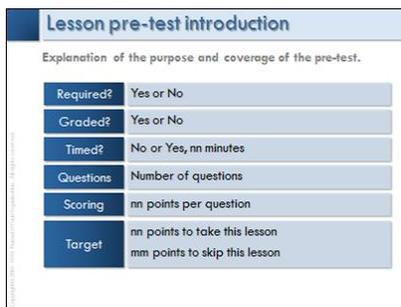
Replace the graphic placeholder with a relevant graphic to lock in the concept. The graphic could show an example of the concept, a diagram of the concept, or a formula for a relationship.

This slide is very similar to the Lesson Objectives slide. Use one or the other—but not both. If your lesson is very simple, you may want to omit this slide. Or you may want to put the **Lesson summary** here. If you are using a strategy of discovery learning, you may want to omit this slide but include a summary near the end.

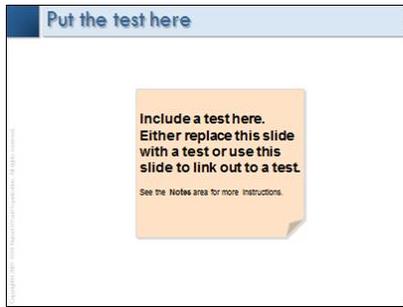


The **Lesson pre-test** helps learners decide if they should continue this lesson. If learners score too low on the pre-test, they lack prerequisite knowledge. If they score high, they may want to skip this lesson.

A pre-test can also be used to motivate learners by showing them what they do not yet know and arousing their curiosity about the lesson content.



The **Lesson pre-test introduction** slide announces the course quiz and provides information the learner may need to begin the quiz. This slide covers the rules specific to the individual quiz.

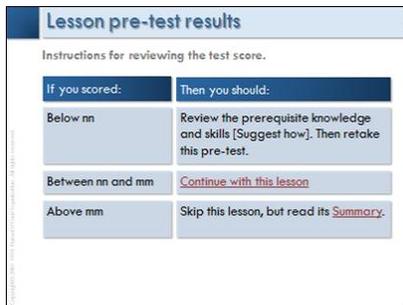


Here you will need to insert a test. The way you do that depends on how you will be converting your slides for online delivery. Here are some options:

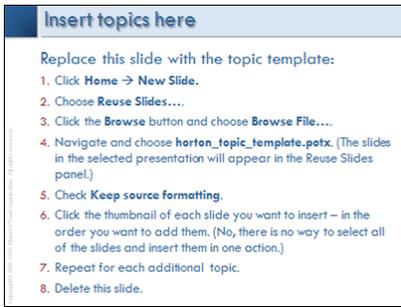
- ▶ Use a conversion tool such as Articulate Presenter, Adobe Presenter, or iSpring Presenter to insert a test right into your PowerPoint slides.
- ▶ Link to a test created in a separate tool, such as Adobe Captivate or Hot Potatoes.
- ▶ Link to tests created and hosted on your LMS (learning management 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.

For more information, see **Include quizzes** on page 30.

Delete this placeholder slide.

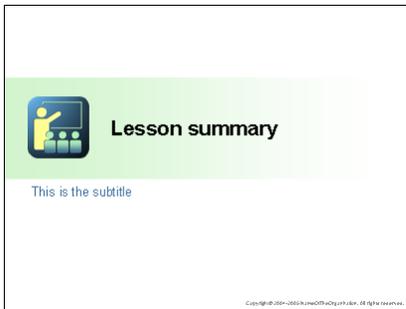


Note: Take care that the Summary link points to the lesson summary, not the summary for the overall course or for an individual topic.

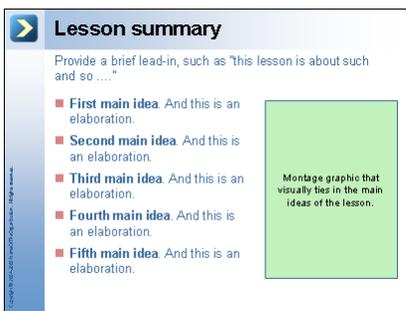


Replace this slide with the topic template:

1. Click **Home** → **New Slide**.
2. Choose **Reuse Slides**....
3. Click the **Browse** button and choose **Browse File**....
4. Navigate and choose *horton_topic_template.potx*. (The slides in the selected presentation will appear in the Reuse Slides panel.)
5. Check **Keep source formatting**.
6. Click the thumbnail of each slide you want to insert – in the order you want to add them. (No, there is no way to select all of the slides and insert them in one action.)
7. Repeat for each additional topic.
8. Delete this slide.



The **Lesson summary** section recaps the main points of the lesson. Use it to integrate the skills, knowledge, and attitudes taught by the separate topics of the lesson. The summary is especially important to consolidate learning after discovery-learning activities, where each learner may have discovered different combinations of the whole subject.



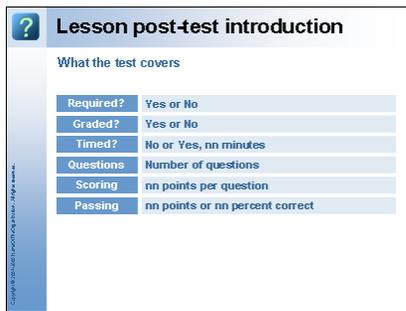
Use a **Lesson summary** template slide to recap the main points of the lesson—or at least a part of the lesson.

If your lesson was long and complex, you may need more than one summary slide. Just duplicate this template slide as necessary.

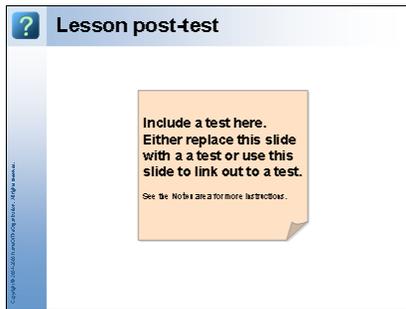


The **Lesson post-test** helps learners verify that they have met the objectives of the course. And, they may be required by your organization to prove learners have mastered those objectives.

Depending upon how you create and deploy the test, the slides we include in this section may not be needed.



The **Lesson post-test introduction** slide announces the lesson post-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 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 *Presential 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 30.

- Delete this placeholder slide.

? Post-test results	
Instructions for reviewing the test score.	
If you scored:	Then you should ...
Below nn	Suggestion, typically to review prerequisites and then retake the lesson.
Between nn and mm	Suggestion, typically to re-take the lesson and retake the post-test.
Between nn and pp	Suggestion, typically to read the Summary and then retake the test.
Above pp	Suggestion, typically to continue with the next lesson.

Notes:

You may want to link **re-take the lesson** to the first topic of the lesson, rather than the first slide of the lesson, especially if the lesson includes a pre-test.

You may want to link **continue with the next lesson** to the start of that next lesson.

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.

THE TOPIC TEMPLATE—A DEEPER LOOK

The topic template (*horton_topic_template.potx*) provides structure for the topics in your course. As with the course and lesson templates, simply use the slides you need and delete the rest. Replace the text and graphic placeholders, and then add your content.

Organization

Here is an overview of the slides included in the template file. Each slide is discussed in more detail under the section “Individual slides and notes.”

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

Individual slides and notes

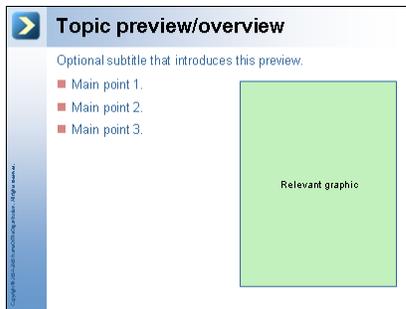
Here are the individual slides in the topic structure file (*horton_topic_template.potx*). The notes to the right are the same as those in the Notes field of the PowerPoint slide.



The **Topic title** slide marks the start of a sub-division of your lesson. Use it like you might use a level-two heading in a document.

The topic title should be sufficient to communicate the topic'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 topic.

If the topic accomplishes a specific learning objective, you may want to imply that objective in the subtitle. If the actual content of your topic is short, only a slide or two, you may want to omit this slide.



The **Topic preview/overview** slide prepares learners for the topic. It provides a concise introduction and sets the context of the content that follows. Use the subtitle to introduce the bullet list. Or, delete the subtitle.

List the main points of your topic using the bullet list. Use voice narration to explain each bullet item and to elaborate upon it.

Replace the graphic placeholder with a relevant graphic to lock in the concept. The graphic could show an example of the concept, a diagram of the concept, or a formula for a relationship.

If your topic is very simple, you may want to omit this slide. If you are using a strategy of discovery learning, you may want to omit this slide but include a summary near the end.



Now we have come to the actual learning content of your course. Replace or edit this slide with content that communicate the ideas of the topic. You can:

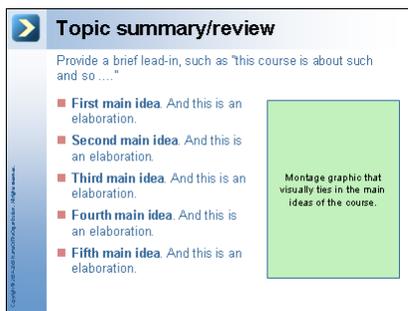
From scratch

1. Click **Home** → **New Slide**.
2. Choose a layout from the window that appears.
3. Add text, graphics, animation, sound, music, and other media to express the ideas you are trying to communicate.
4. Add an appropriate icon to the upper left-hand corner. Have you noticed that each type of slide has a unique icon?

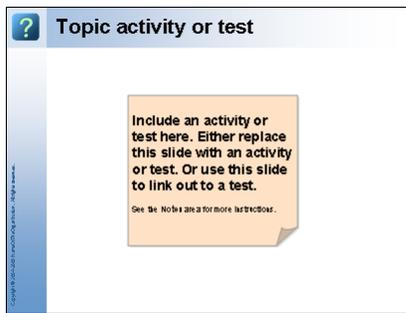
By modifying a template slide (sold separately)

You can save time and insert pre-built, animated slides from the *Presensational* Content Template Slides. This file contains over 300 animated slides you can modify and use to express all kinds of information.

1. Click **Home** → **New Slide**.
2. Choose **Reuse Slides...**
3. Click the Browse button and choose **Browse File...**
4. Navigate and choose *horton_content_template.potx*. (The slides in the selected presentation will appear in the Reuse Slides panel.)
5. Check **Keep source formatting**.
6. Click the thumbnail of each slide you want to insert.
7. Repeat as needed.
8. Delete this slide.



Use the **Topic summary/review** template slide to recap the main ideas learners should have acquired in the topic.



End the topic with a simple activity—a quiz or a simple game—so learners can determine whether they accomplished the objective of the topic.

The activity should be short and simple—nothing that requires a complex explanation.

The way you add an activity 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 an activity right into your PowerPoint slides.
- ▶ Link to an activity created in a separate tool, such as Adobe Captivate or Hot Potatoes.
- ▶ Link to quizzes created and hosted on your LMS (learning management system) or LCMS (learning content management system).
- ▶ 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.

For more information, see **Include quizzes** on page 30.

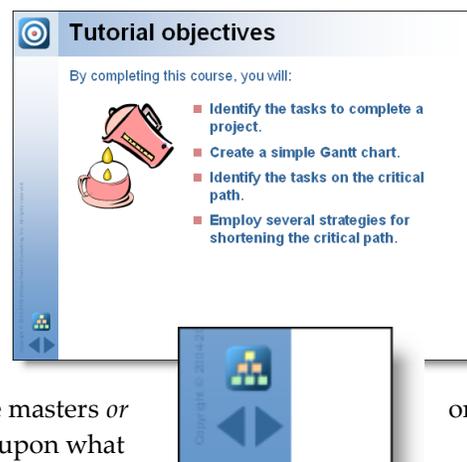
Delete this placeholder slide.

STRATEGIES FOR USING THE LEARNING 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.

Customize the appearance of the template slides

- ▶ **Change the copyright notice for the slides, notes, and handouts.** From the **Insert** tab, select **Header & Footer...** Edit the footer information on the **Slide** tab and on the **Notes and Handouts** tab.
- ▶ **Add your organization's logo, if necessary.** Before adding logos and other identifiers, consider how much space they will take away from the content. Also visualize where these slides will appear. If they appear within a live presentation, the logos and other identifiers will have already been shown on the title slide. If the slides appear within a course for the Web, the logos and identifiers will probably already be visible within the interface. If you are concerned viewers will have forgotten who owns this information, the copyright notice should tell them—not a plethora of irrelevant graphics.
- ▶ **Change the theme of the template slides.** To do that, from the **Design** tab choose a new theme from the visual menu. You can preview how the new theme will look by simply hovering your cursor over each of the themes, For example, here is the original slide:
- ▶ **Change just the color and text scheme of the template slides.** To do that, from the **Design** tab change the current color pallet, fonts, and effects. To learn more about how to choose and modify themes, go to <http://office.microsoft.com>. Navigate to the PowerPoint area of the site and then search using the term "PowerPoint themes." Choose one of the demos to show you how to get started with themes.
- ▶ **Add navigation buttons, such as previous, next, and course map.** These buttons are optional depending upon how you want learners to navigate through your course. For instance, if the conversion method you use to publish PowerPoint to a Web-ready format provides a table of contents and navigation controls, then you may not wish to add them to your course. Sample buttons are available in the *Presensational Content Template Slides*



on

You can add these buttons on the slide and title masters *or* each individual slide. Your choice will depend upon what conversion method you use. If you do add navigation buttons, be sure they appear on any new content you add to your course.

Consolidate templates

If your courses follow a common pattern, you can streamline production by consolidating the three levels of templates into one. For example, if most of your courses have about five lessons of six topics each, you would:

- ▶ 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®.

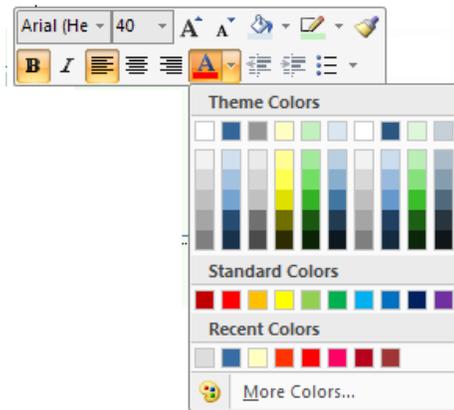
1. Place your cursor right before the first letter of the first word of the text you want to edit.
2. Hold down the **Shift** key.
3. Place the cursor after the last letter of the last word of the text you want to edit. (All the text should be highlighted.)
4. Edit the text.

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.

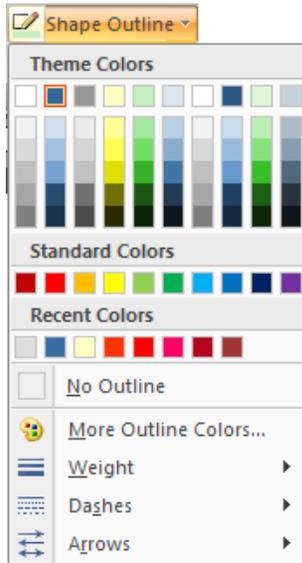
Change text color

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.

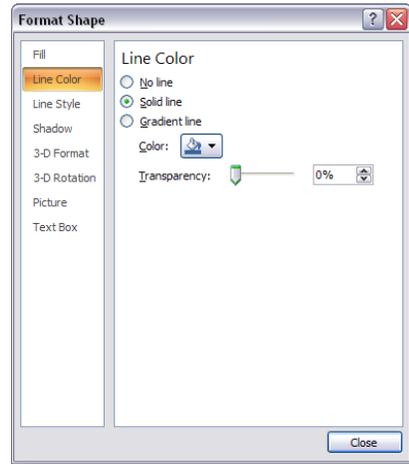


Change line color



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

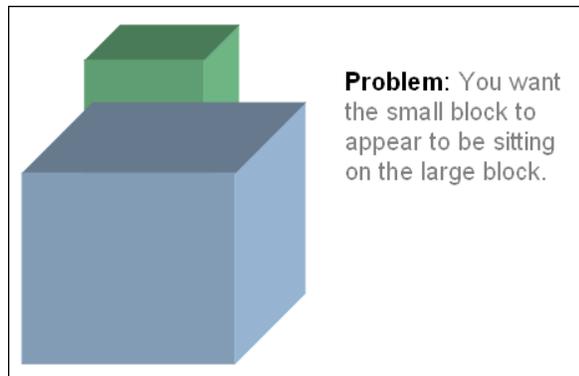
You can easily change the fill color for text and drawing objects. Just select what you want to recolor, right-click, and choose Format Shape. In the Format Shape dialog box, you can change the fill color, fill effects, and fill transparency.

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.

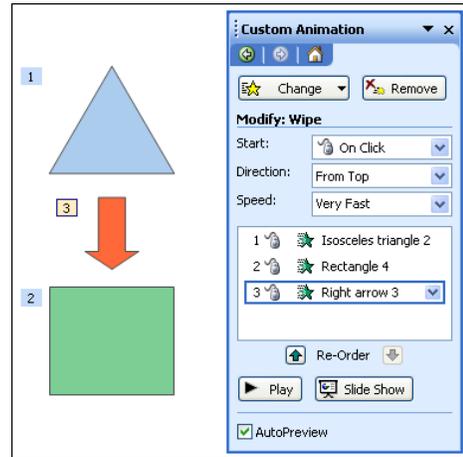


Adjust animation order

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).

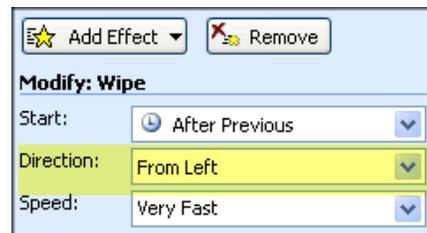


Caution: Some objects may have multiple animations. When you select them on the slide, more than one item will highlight in the Custom Animation panel. Make sure you select just the item you want to reorder before making any changes.

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.