JANUARY
Makugihon

FEBRUARY
Mahigugmaon

MARCH
Matinabangon

APRIL
Matinahuron

MAY
Mahapsay og Malimpyo

JUNE
Maabtik og Musunod sa Iksaktong Oras

JULY
Maantigo og Maabilidad

AUGUST
Maginhunahunaon para sa Uban

SEPTEMBER
Madaginoton

OCTOBER
Matinud-anon

NOVEMBER
Masaligan

DECEMBER
Maalampuon

Republic of the Philippines
Department of Education
Regional Office IX, Zamboanga Peninsula

Kagawaran ng Edukasyon
Republika ng Pilipinas

Zest for Progress
Zeal of Partnership

6

**Technology and Livelihood Education (TLE)
ICT and Entrepreneurship**

Quarter 3 - Module 7
Use Advanced Features of Multimedia

Name of Learner: _____
Grade & Section: _____
Name of School: _____

N-AVIGATING
O-PPORTUNITIES TO
R-EENGINEER FOR
T-RANSFORMATION &
E-MPOWERMENT

Service with a Heart

"Be and Do Much Better Each Day
with a Sense of Urgency"

What I Need to Know

This module was designed and written with you in mind. It is here to help you understand fully about advance features of a slide presentation tools. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course.

This lesson will expand your knowledge about advance features of a slide presentation tools. The module covers the different advance features of slide presentation tools to create a multimedia presentation with different types of media embedded on.

After going through this module, you are expected to:
- Identify the different features in making a PowerPoint presentation.
- Match the PowerPoint presentation advance feature to its outcome.
- Prepare a multimedia presentation using Microsoft PowerPoint.

What I Know

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

1. What motion effects happen during slide show when moving slides?
   a. Slide Animation
   b. Slide Show
   c. Slide Transitions
   d. Slide Design

2. What motion effect is applied to text, pictures, or shape on the slides?
   a. Animation
   b. Slide Show
   c. Slide Transitions
   d. Slide Design

3. This means storing files in the presentation itself.
   a. Inserting
   b. Embedding
   c. Saving
   d. Moving

4. It is used to create link in a presentation for quick access to online files or contents.
   a. Hypolink
   b. Hyperlink
   c. Interlink
   d. Crosslink

5. It is a button used to check the advance options for slide show.
   a. Setup Slideshow
   b. Custom Slideshow
   c. Hide Slideshow
   d. Begin Slideshow

Lesson	1	ADVANCE TOOLS IN CREATING MULTIMEDIA PRESENTATION

What's In

In the previous lesson, you learn on the different e-groups which could provide discussion groups to people distanced to each other. Especially in this time of pandemic, e-platforms such as e-groups is essential for communication to continue even if there is no face to face meet ups.

Activity 1: List down e-groups that you know and identify the possible ways of presenting information using the e-group listed.

E-group (ex. Google Meet)	Possible ways of presenting information in distance (ex. Video Presentation)

What's New

Activity 2

Read the scenario below and answer the follow up question below.

Ana is a Grade 6 pupil. Her science teacher gives her a task to make a presentation about the solar system. After knowing the topic, she then decided on what particular objects she may include in her presentation to make it more

interesting to her classmates. All the ideas are all prepared and sequence, but she had one big problem. She doesn't know on how she is going to make a presentation and be able to capture the attention of her classmates.

Questions:

1. If you were Ana in the story, how are you going to present the topic assigned to you in a way that would surely capture the attention of your classmates?
   _____
   _____
   _____

2. What computer application you know that maybe use to create a visually interesting presentation? Name it.
   _____
   _____

3. What do you think is the advantage of a computer aided presentation than that of a traditional way like using manila paper and a pen?
   _____
   _____
   _____

What is It

Multimedia

A multimedia refers to any visual representation with a combination of different types of media such as audio, video, animation or graphics. There are different presentation tools which make use of multimedia in conveying information to their respective target audience. This module will tackle more one multimedia presentation tool, the *Microsoft PowerPoint*.

Microsoft PowerPoint
 It is a powerful presentation software developed by Microsoft. This program use slides to convey information rich in multimedia and is used create presentations such as for business, education and etc.

Advance Features of Microsoft 2013

1. *Slide Transitions* - this are motion effects that happen during Slide Show when you move from one slide to the next. To add transitions to your presentation, follow the steps below.
   Step 1: Click the slide in the thumbnail pane that you want to apply a transition.
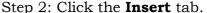   Step 2: Click Transition Tab

   options

Step 4: Click the transition effect that you want for that slide.
Step 5: To change the properties of the transition effect that you have chosen, click effect options in the **Transition To This Slide** group.
Step 6: To set how fast the transition goes, enter a time or **Duration** in the **Timing** group.

2. *Animations to text or objects* -animations are motion effects to text, pictures or shapes on the slides. To add animations to your slide, follow the steps below.
    Step 1: Select the text or object on the slide that you want to animate.
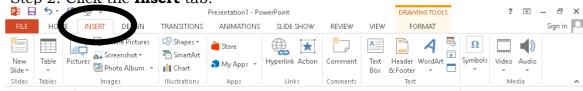   Step 2: Click **Animations** tab.

Step 3: Click **Add Animation** in the **Advanced Animation** group.
Step 4: Select the **Animation Effect**. Effects are categorize as More Entrance Effects, More Emphasis Effects, More Exit Effects or More Motion Paths.

3. *Adding Sound Effects to Animation* – this feature allows you to add sound effects to your animation. How? Follow the steps below.
    Step 1: Select the text or object you want to add sound effects to.
    Step 2: Click **Animations** Tab .
    Step 3: In the **Advanced Animation** Group
    Step 4: Click the drop-down arrow beside the animation effect in the **Animation** pane and **Effect Options.**
    Step 5: On the Effect tab, under **Enhancements** , click the **Sound** drop-down, and do one of the following:
    - If you want to add a sound from the list, click any of the given options.
    - If you want to add a sound from a file, click **Other Sound,** and then search for the file.
    Step 6: Click **OK.**

4. *Embedding audio and video into a presentation*– embedding means storing files in the presentation itself. The files become part of the presentation file even if you move it, but it will make the presentation file larger. Only .wav, .ai, .au, .mid, .mp3,. mp4 and .wma sound files are supported by Powerpoint. In order to embed audio in the presentation, do the steps below:
    Step 1: Select the slide where you want to embed audio or video into.
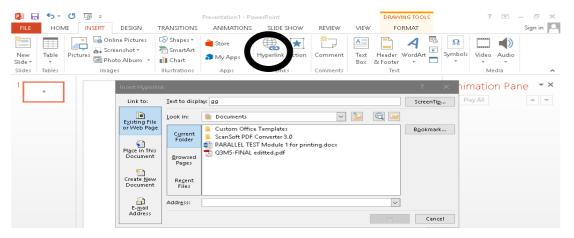   Step 2: Click the **Insert** tab.

Step 3: In the media group, do any of the following:
    - To embed an audio, click **Audio.** Select **Online Audio** if the file you are going to embed is online. Select **Audio on my PC** if the file your are going to embed is in your computer.
    - To embed video, click **Video.** Select **Online Video** if the file you are

going to embed is online. On the other hand, select **Video on my PC** if the file you are going to embed is in your computer.

5. *Using Hyperlink* – is used to create a link in your presentation for quick access to webpage s and files online or within your computer. To do this, follow the steps.
Step 1: Select the object or highlight the text that you want to add hyperlink to.
Step 2: Click Insert tab
Step 3: Click **Hyperlink** in the **Links** group. **Insert hyperlink** dialog box will appear.

Step 4: Do any of the following:
- To insert a hyperlink to another slide, click **Place in This Document**, click the name of the slide you would like to link to.
- To insert a hyperlink to another file, click **Existing File or Webpage.** Select the file.
- To insert a webpage, click **Existing File or Webpage**. Type the web address in the Address textbox.

Step 5: Click **OK.**

6. *Inserting Action Buttons* **–** Are built-in shapes which you can use to perform some other actions like linking or playing a sound. To do this, follow the steps.
Step 1: Click Insert tab.
Step 2: Click shapes in the Illustrations group. A drop –down menu will appear with the actions buttons located at the bottom.
Step 3: Click the desired action button.
Step 4: Click the desired location on the slide. The **Action Settings** Dialog box will appear.
Step 5: Click the **Mouse Click** or **Mouse Over** tab. Selecting the Mouse Click tab means the action button will perform its action only when clicked, and Mouse Over tab will make action button when you move the mouse over it.
Step 6: In the **Action on Click** section, click **Hyperlink to** and then click the drop-down arrow and choose from the given options.

Step 7: Select **Play Sound** if you want to play a sound when the action button is clicked. Choose a sound from the given options. You may also select **Other Sound** to use a sound file from your computer.
Step 8: Click **OK**

7. *Recording your Slide Show* – If you have a microphone attached to your computer, you can record voice over narration for the entire presentation. To record a slide show, do the following:

Step 1: Click the **Slide Show** tab.

Step 2: From the **Set Up** group, click the **Record Slide Show** drop-down arrow.

Step 3: Select either **Start Recording from Beginning** or **Start Recording from Current Slide**. A dialog box will appear.

Step 4: Select the desired option and then click **Start Recording**.

Step 5: Perform your slide show and speak clearly into the microphone. Click the next **Next** button on the **Recording** toolbar in the top-left corner or use the right arrow key when you are ready to move to the next slide.

Step 6: As soon as your reach the end of the show, Powerpoint will close the full-screen view. The timings and narration are now included in your presentation.

 What's More

Activity 3

List down in the table below the different advance features of a Microsoft PowerPoint and identify its corresponding effect to a multimedia presentation. Copy the table in a separate sheet of paper and write your answers on it. Number one is given as example.

Feature	**Effect to the presentation**
1. **Slide Transition**	**Enable different slide movements**
2. Animations to text or objects	
3. Adding Sound Effects to Animation	
4. Embedding audio and video into a presentation	
5. Using Hyperlink	
6. Inserting Action Buttons	
7. Recording your Slide Show	

Activity 4

Match column A to column B . Write the letter of your answer on a sheet of paper. belike

Column A	Column B
1. Recording your Slide Show	a. Link presentation to sources online or within the computer
2. Using Hyperlink	b. Allows pictures to move within the slide
3. Embedding audio and video into a presentation	c. Used microphones to capture narration over entire presentation.
4. Animations to text or objects	d. Insert the audio within the presentation
5. Slide Transitions	e. Effects that happen from slide to slide

What I have learned

Activity 5

Let us check what you have learned in the lesson. Fill in the blanks with the corresponding correct word to complete the paragraph.

In creating multimedia presentation, it is essential to identify and familiarize the different media that may be integrated in the presentation to make it more informative and easy to understand. (1)_____ is a combination of any types of media such as audio, video, animation or graphics.

One of the most common multimedia presentation tool used today is the Microsoft (2) _____ which was developed Microsoft Company. This presentation tool includes a lot of advance features which can be used to enhance the information to be presented. This includes **(3)_____** which refers to the motion effects that happen during Slide Show when you move from one slide to the next. **Animations to text or objects** which gives (4)_____ effects to text, pictures or shapes on the slides. **Adding Sound Effects to Animation,** allows you to add sound effects to your animation. **Embedding audio and video into a presentation**, which allows you to (5) _____ any types of media into your presentation. **Using (6) _____** creates a link in your presentation for quick access to webpage and files online or within your computer. **Inserting Action Buttons,** which are built-in shapes which you can use to perform some other actions like (7) _____or playing a sound **T**hen, lastly is **Recording your Slide Show** which made use of (8) _____ to record narration for voice over in the entire presentation. Each of these presentation tools has its own way on how to use them. Therefore it is important to know the steps on how to use those features to come up with an (9)_____ and easy to (10) _____ presentation.

What I can do

Activity 6

In this section, you will be given two options. If you have a computer at home, do the OPTION 1and if none, answer OPTION 2.

OPTION 1: Make a PowerPoint presentation about a product that you want to sell in the market. Your presentation must consist of at least 5 slides. Then integrate in your slides the different advance features of Microsoft PowerPoint. Remember NOT to overuse the tools for it not to mislead your audience. After making the presentation, send it to your teacher. Your presentation will be graded using the criteria below.

PowerPoint Presentation Criteria

Criteria	Percentage
Content	40%
Media used	25%
Spelling and Grammar	10%
Background	25%

OPTION 2: Assume that your teacher assigned you to make a presentation about the solar system. Make a plan on how are you going to make that presentation by listing down the possible advance features and effects that you may integrate in your presentation to make it informative and easy to understand. Write your answers in a separate sheet of paper.

Assessment

Direction: Read and understand each question carefully and encircle the letter of the correct answer.

1. A combination of all media is called _____.
   a. Presentation   c. Multimedia
   b. Combi-media   d. Video

2. What tab are your going to click when you want to insert animation to your objects?
   a. Animation Tab   c. View Tab
   b. Slide Show Tab   d. Insert Tab

3. Hyperlink can be inserted to the following EXCEPT:
   a. Shape   c. Text
   b. Slide   d. Picture

4. What advance feature will be used if you want to make a presentation with narration?
   a. Slide Transitions   c. Recording your Slide Show
   b. Animations to text or objects   d. Inserting Action Buttons

5. What does Mouse Over mean?
   a. Action will happen if the mouse is clicked on the button
   b. Action will happen when the mouse is hovered over the button
   c. Action will take place if the mouse is moved
   d. Action will take place when the mouse is touched.

6. What motion effects happen during slide show when moving slides?
   a. Animation   c. Slide Show
   b. Slide Transitions   d. Slide Design

7. What motion effects is applied to text, pictures, or shape on the slides?
   a. Slide Animation   c. Slide Show
   b. Slide Transitions   d. Slide Design
   c.

8. This means storing files in the presentation itself.
   a. Inserting   c. Embedding
   b. Saving   d. Moving
   c.

9. It is used to create link in a presentation for quick access to online files or contents.
   a. Hypolink   b. Hyperlink
   c. Interlink   d. Crosslink

10. It is a button used to check the advance options for slide show.
    a. Setup Slideshow   c. Custom Slideshow
    b. Hide Slideshow   d. Begin Slideshow

Answer Key

What I know	What's in	What's new	What's More Activity 3

What I know

5. a
4. b
3. b
2. a
1. c

What's in

Answers vary

What's new

Answers vary

What's More
Activity 3

Feature	Effect to the presentation
1. Slide Transition	Enable different slide movements
2. Animations to text or objects	Allows objects or text to move within the slide
3. Adding Sound Effects to Animation	Gives the presentation a background audio every animation applied.
4. Embedding audio and video into a presentation	Plays audio or video locally stored in the computer.
5. Using Hyperlink	Access files from online or locally stored files.
6. Inserting Action Buttons	Makes clickable button like linking or playing sounds.
7. Recording your Slide Show	Creates a narration of the presentation.

What's More
Activity 4

5. e
4. b
3. d
2. a
1. c

What I have learned

10. understand
9. informative
8. microphone
7. linking
6. hyperlink
5. embed
4. motion
3. Slide Transitions
2. Powerpoint
1. multimedia

What I can do

Answer vary

Assessment

10. a
9. b
8. c
7. a
6. b
5. b
4. c
3. b
2. a
1. c

REFERENCES:

1. Ivy M. Tarun. Technology and Livelihood Education Textbook, p.112-131.
2. https://www.techopedia.com/definition/5457/microsoft-powerpoint-ppt
3. https://computerhope.com/jargon/m/multimed.htm