

Interactive
PowerPoint
for Teachers

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for Teachers

Tan King Hiyang


Penerbit
UTHM
2013

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First Edition 2013

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Cataloging in Publishing Data National Library of Malaysia

Tan, King Hiyang
Interactive powerpoint for teachers/Tan King Hiyang.
Includes index

Bibliography:p. 101

ISBN 978-967-0468-31-0

1. Microsoft PowerPoint (Computer file). 2. Teaching—Aids and devices.

I. Title.

005.58

Published by:
Penerbit UTHM
Universiti Tun Hussein Onn Malaysia
86400 Parit Raja,
Batu Pahat, Johor
Tel: 07-453 7051 / 7454
Fax: 07-453 6145

Website: <http://penerbit.uthm.edu.my>
E-mail: pt@uthm.edu.my

Penerbit UTHM is a member of
Majlis Penerbitan Ilmiah Malaysia
(MAPIM)

Printed by:
Percetakan Surya Sdn. Bhd.
Plot 29, Jalan IKS BK 2
Taman Bukit Katil
75450 Bukit Katil
Melaka

DEDICATION:

This book is dedicated to my wife, Wong Sow Fong
and my family Chun Kee, Yon Lack and Hiaw Luck

Who have been
the inspiration and motivation
behind the completion of this book.

APPRECIATION

In the year 2005, when I was the lecturer for Education Technology in the Faculty of Technical Education, University of Tun Hussein Onn Malaysia, the urge to improve the format of instructional design and the quality of teaching presentation pushed me to search for creative ideas of utilizing Microsoft Office to fulfill the mission. It was not until I found the University of Tasmania web site that changed my focus and my design format. Their PowerPoint material developed for "PowerPoint Multimedia Basic Workshop" which I have downloaded and shared with my trainee teachers changed my horizon of PowerPoint design and application. Thank you very much for the sharing, University of Tasmania.

Since then, semester after semester, year after year and classes after classes, my reservoir of PowerPoint design examples, ideas, templates and information communication techniques expanded tremendously. My best testing ground and critical comments came from my degree and master students. These students were from different background, some were fresh trainee teachers, some were experienced school teachers, a few group of them were school headmasters pursuing their degree in education management, some of them were education technology officers and some of them were holding management position in the Ministry. Such composition of end user ensured and enriched the suitability of my PowerPoint design and application. Further to that, I have also presented a few papers on Non Linear PowerPoint design, Interactive PowerPoint, Triggering and the Power of PowerPoint in national and international convention and seminar. Surprisingly, the responds and the level of acceptability from the participants were convincing and rewarding. After such long period of reviewing, testing, evaluating and refining, I am quite confident to share such accumulated experiences with you.

To the organizations, journal writers, instructional designers, academic references and web based resources from which ideas were generated, I would like to take this opportunity to thank and to express my sincere appreciation to all. My apologies for not been able to trace back and list them in details. I would also like to thank my trainee teachers and my research students for listening patiently to my demonstration and enlighten me with positive recommendations. Please forward to me any comments, reminders, refinements, suggestion and contributions to enrich and enhance the mission of this book: ***to make learning fun and meaningful.***

FOREWORD

As the Dean of the Faculty of Technical and Vocational Education, University Tun Hussein Onn Malaysia, It is my honor to write the forward for this book. As an educator, teaching experiences are accumulated wealth that need to be recorded and share. Sharing of ideas, knowledge, experiences and innovation enlarge and enhance the horizon of effective teaching and learning. It is among one of our prime critical success factor for the faculty to record and share the vast and varied experiences of our academic staff through academic publication. In line with the transformation of our educational system and instructional engagement in the 21th century, multi-sensory learning, student centered learning, multimedia integration, effective teaching as well as meaningful instructional processes are some of the challenges encounter by teachers. Changes are unavoidable but the process need not necessarily accelerated burden onto the teachers. Creative and innovative ideas that require minimal preparation and commitment may be the alternative resolution to the problem.

PowerPoint is a very common presenting software available in most computers. Most of us aware and recognize the functional role of the software and we are confident to create a simple presentation materials to assist us in accomplishing our predetermined objective. However, current changes urge and seek for interactive presentation design as well as interaction. The author once presented a paper in a seminar entitled "The Power of PowerPoint" which simplified and highlighted the main objective of this book, have we ever seriously engage the software for a powerful application and confidently we announce that "that is the Power of PowerPoint".

This book has taken a very distinctive approach by sharing a researched and evaluated practical template for enhancing and transforming a linear and inflexible presentation to a different level. The author has been teaching the

subject on instructional design since the year 2005. Since then, his research involving PowerPoint have been continuous and the design and application template have been refined and strengthened with new practical ideas. This is a book that will serve as an eye opening for teachers. The ideas are simple but practical. The illustrations are short but explanatory. The author started with a brief explanation on interactivity. Then he shared a mechanism that enables flexible and professional multi level navigation. Creative, Innovative and practical application strategies were clearly illustrated and demonstrated. This is a practical book for personal or professional development.

***Dean
Faculty of Technical & Vocational Education
UTHM***

PREFACE

The first edition of this book is the results of my accumulated research findings and refined instructional design concept and practical suggestions on helping every teachers to be professional instructional designer and interactive presenter. Can you design nonlinear PowerPoint materials with professional navigation mechanism for interactive and flexible application in most learning situation? It sounds complicated and technological demanding? But, in actual fact, it is as simple as you prepare your linearly design slides.

When I was the lecturer for Education Technology in the year 2005, training competent trainee teachers is my prime responsibility. Unsatisfactory with the students' linearly design and inflexible usage of their PowerPoint materials stimulated me to explore for alternative solution. Finally, a training workshop template, "PowerPoint Multimedia – Basic Workshop" developed by the University of Tasmania inspired me to focus on two main areas – navigation and interactive application. A navigation framework and interactive application ideas were then compiled. A few field researches have been conducted to test its suitability and acceptability. The concept was further presented in national and international conferences. The acceptance was overwhelming and it gave me the confidence to put them into serious writing for the purpose of sharing.

This book is written for teachers who have a passion for meaningful teaching and who likes to engage his /her student for interactive learning. Time factor and design blocking are two main obstacles for any technology change. The navigation framework suggested in this book enable time saving adjustment to suit different needs arise from time to time. Every design and preparation ideas can be found within the PowerPoint interface. It does not require complicated programming skills and the ideas can be expanded, adjusted or integrated easily into any other instructional alternatives.

I have the ideas and passion to share, but, errors and insufficiency are avoidable. I sincerely appreciate readers to review, comment and suggest for the refinement of this book.

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