

Empowerment Technologies

**Quarter 1 – Module 2:
Advanced Productivity Tools
to Create or
Develop ICT Content**



11

Empowerment Technologies

**Quarter 1 – Module 2:
Advanced Productivity Tools
to Create or
Develop ICT Content**

Module in Empowerment Technologies

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School Address: MALVAR, BATANGAS

For the learner:

Welcome to the Empowerment Technologies Alternative Delivery Mode (ADM) Module on Advanced Productivity Tools to Create or Develop ICT Content.

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning resource while being an active learner.

This module has the following parts and corresponding icons:



What I Need to Know

This will give you an idea of the skills or competencies you are expected to learn in the module.



What I Know

This part includes an activity that aims to check what you already know about the lesson to take. If you get all the answers correct (100%), you may decide to skip this module.



What's In

This is a brief drill or review to help you link the current lesson with the previous one.



What's New

In this portion, the new lesson will be introduced to you in various ways such as a story, a song, a poem, a problem opener, an activity or a situation.



What is It

This section provides a brief discussion of the lesson. This aims to help you discover and understand new concepts and skills.



What's More

This comprises activities for independent practice to solidify your understanding and skills of the topic. You may check the answers to the exercises using the Answer Key at the end of the module.



What I Have Learned

This includes questions or blank sentence/paragraph to be filled in to process what you learned from the lesson.



What I Can Do

This section provides an activity which will help you transfer your new knowledge or skill into real life situations or concerns.



Assessment

This is a task which aims to evaluate your level of mastery in achieving the learning competency.



Additional Activities

In this portion, another activity will be given to you to enrich your knowledge or skill of the

lesson learned. This also tends retention of learned concepts.



Answer Key

This contains answers to all activities in the module.

At the end of this module you will also find:

References

This is a list of all sources used in developing this module.



What I Need to Know

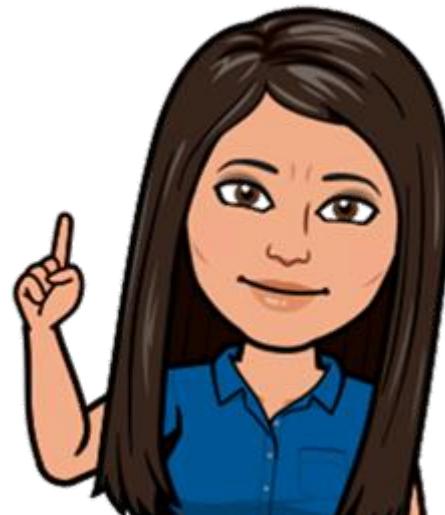
This module was designed and written with you in mind. It is here to help you master the Empowerment Technologies. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

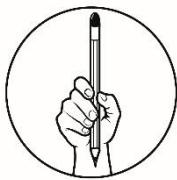
The module is divided into Six lessons, namely:

- Lesson 1 - **Advanced Word Processing Skill**
- Lesson 2 – **Mail Merge and Label Generation**
- Lesson 3 – **Advanced Formulas and Computations in Spreadsheet**
- Lesson 4 – **Advanced Animations and Timing in Presentation Software**
- Lesson 5 – **Hyperlinking in Presentations**

After going through this module, you are expected to:

1. insert pictures, clip art, shapes, SmartArt, charts and screen clippings; and
2. format pictures, clip art, shapes, SmartArt, charts and screen clippings.
3. Discuss the concept of Mail Merge;
4. Create a main document, a data source; and
5. Link the main document with the data source.
6. Use selected financial, statistical, and lookup and reference functions of Microsoft Excel; and
7. Apply advanced formulas in Excel workbook.
8. Animate text or objects in a presentation; and
9. Apply timing in a presentation.
10. insert hyperlinks in a presentation.





What I Know

Pre-Test:

- I. **Multiple Choice:** Circle the letter that corresponds to the correct answer.

 1. What feature of Microsoft Word allows you to efficiently create documents that have the same general content but may have different recipients or purpose?
a. mail merge c. send merge
b. print merge d. view merge
 2. Which of the following is not a component of the mail merge?
a. address c. form document
b. file name d. data file
 3. What are the steps in creating a simple mail merge?
a. Create form document; preview; insert place holders; print
b. Preview; insert place holders; create form document; print
c. Create main document; create data source; insert place holders; preview
d. Create data source; insert place holders; preview; print
 4. Where can you find the Start Mail Merge button?
a. file tab c. references tab
b. mailings tab d. home tab
 5. What tells Microsoft Word exactly where to place the information coming from the data file to the main document?
a. data source c. place holder
b. insertion line d. insertion tag
 6. What types of document can you create using mail merge?
a. envelopes c. posters
b. letters d. labels
 7. What button allows you to see the result of your mail merge even before you print or send it out?
a. preview results c. address block
b. insert merge field d. greeting line
 8. What file contains the information you need to merge with your main document?
a. address block c. data file
b. contact list d. directory

9. What essential component of mail merge is required from users when generating labels?
- a. data file c. place holder
b. form document d. merge field
10. what image compression/file type is capable of displaying simple animation?
- a. bmp b. gif c. jpeg d. png
11. Among the text wrap options, which one allows you to place an image or external material in line with the text, treating the image just like how a text is treated?
- a. in line with text c. through
b. square d. tight
12. Which image compression type allows you to display images in full color just like in digital pictures?
- a. bmp b. .gif c. jpg d. .tiff
13. Under what ribbon group does "Insert → Smart Art" fall?
- a. apps c. media
b. illustrations d. pages
14. When inserting charts on your document, what Microsoft Office application pops up to allow you to enter and manage the parameters of your chart?
- a. Access c. Note
b. Excel d. Word
15. What external material allows you to insert organizational or structural templates like organizational charts and flow charts on your document?
- a. chart c. screenshot
b. pictures d. smart art

II. Answer the following questions in three sentences or less.

1. How important is the mail merge feature of Microsoft Word in different organizations?

Give an instance where it would be better to use the feature of Microsoft Word in labeling envelopes.

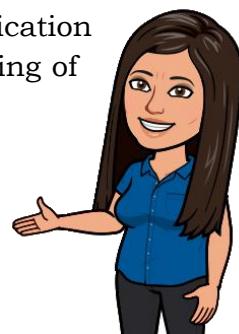
2. When do images or graphics in Microsoft° Word hurt the document rather than help?

Lesson 2

Advanced Word Processing Skill

In the professional world, sending out information to convey important information is vital. Because of ICT, things are now sent much faster than the traditional newsletters or postal mail. You can now use internet to send out information you need to share. What if we could still do things much faster – an automated way of creating and sending uniform letters with different recipients? Would not be more convenient? ⁱ

Word Processor – is an electronic device or computer software application that performs the task of composing, editing, formatting, and printing of documents.ⁱⁱ



What's In

EXAMPLES OF WORD PROCESSORS:

- OPENOFFICE WRITER
- LIBREOFFICE WRITER
- POLARIS OFFICE
- KINGSOFT WRITER
- WORDPERFECT
- WORDPAD
- MICROSOFT WORD





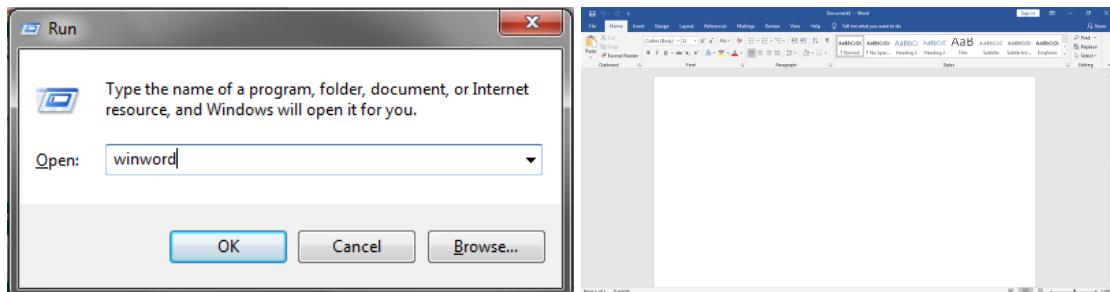
What is It

MICROSOFT WORD

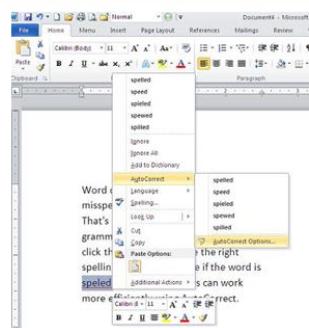
Microsoft Word is a word processor developed by Microsoft. It was first released on October 25, 1983. It is also known as MS Word.



Press “Windows Logo” + R then type “winword” then enter.



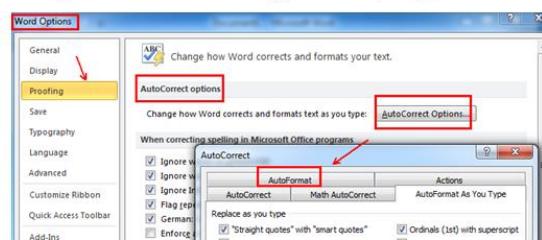
MICROSOFT WORD FEATURES



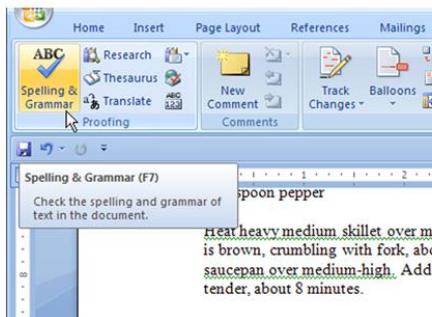
1. AutoCorrect –
corrects common
spelling errors as well
as capitalization
mistakes



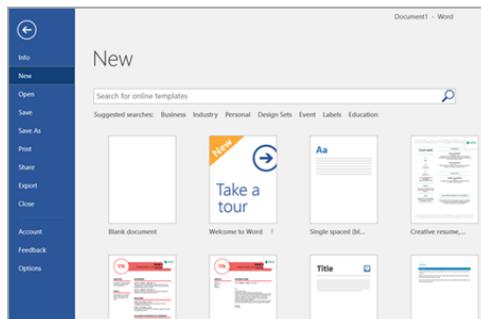
2. AutoFormat – applies formatting to text,
e.g. number listing, bullet, hyperlinks



SOME FEATURES OF MS WORD:



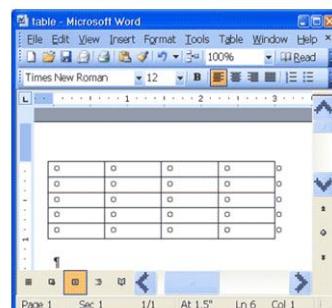
3. Grammar Checker – proofreads documents for grammar, writing style, sentence structure errors and reading statistics.



4. Template – a document that contains the formatting necessary for a specific document type.

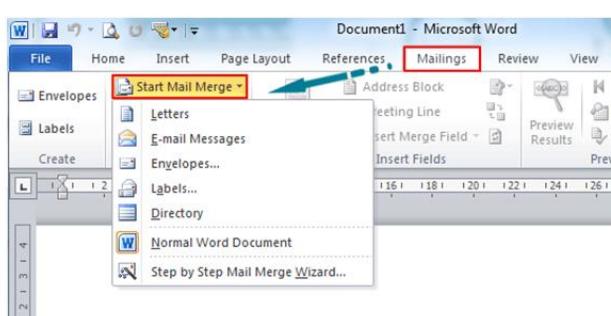


5. Thesaurus – provides synonyms for a word in a document



6. Tables – organize information into rows and columns

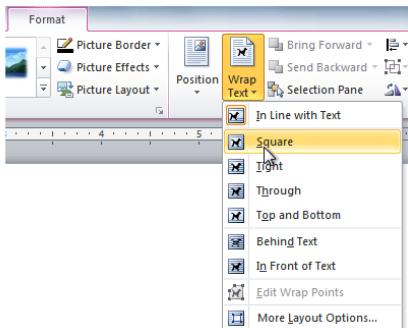
SOME FEATURES OF MS WORD:



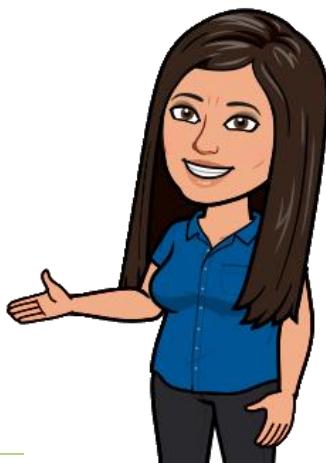
7. Mail Merge – a feature that allows you to create a document and merge them with another document or data file.



SOME FEATURES OF MS WORD:



8. Text Wrap – adjusts how the image behaves around other objects or text



MICROSOFT WORD SHORTCUTS

Keyboard shortcuts in MS Word.



KEYBOARD SHORTCUTS IN WORD PROCESSING SOFTWARE

Ctrl + A – Select All



Ctrl + B – Bold Text

Ctrl + C – Copy Text

Ctrl + D – Show Font Dialog Box

Ctrl + E – Align Text to Center

HISTORY OF MY LAYF, SEARCHING FOR DA RAYT

HISTORY OF MY LAYF, SEARCHING FOR DA RAYT

HISTORY OF MY LAYF, SEARCHING FOR DA RAYT

HISTORY OF MY LAYF,



Ctrl + F – Display Find Dialog Box



Ctrl + G – Display Go To Dialog Box

Ctrl + H – Display Replace Dialog Box

Ctrl + I – Italicize Text

Ctrl + J – Justify Text

HISTORY OF MY LAYF,

History of my layf searching for da rayt keepkrss a fodamili sorrow in ma sowl, gasasi sa rong ril dasma kempaani hisamor da man, disis mor da love the reason that the sky is bluuu the clouds are roll...



KEYBOARD SHORTCUTS IN WORD PROCESSING SOFTWARE

Ctrl + K – Create a hyperlink

Ctrl + L – Align Text to Left

Ctrl + M – Tab

Ctrl + N – Create a new document

Ctrl + O – Open a document



History of my layf
searching for da rayt

History of my layf
searching for da rayt

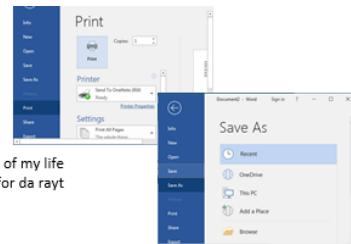


Ctrl + P – Display Print dialog box

Ctrl + R – Align Text to Right

Ctrl + S – Save a document

Ctrl + U – Underline Text



story of my life
searching for da rayt

story of my life
searching for da rayt



KEYBOARD SHORTCUTS IN WORD PROCESSING SOFTWARE

Ctrl + V – Paste a copied text

story of my life
story of my life
story of my life

Ctrl + X – Cut a selected Text

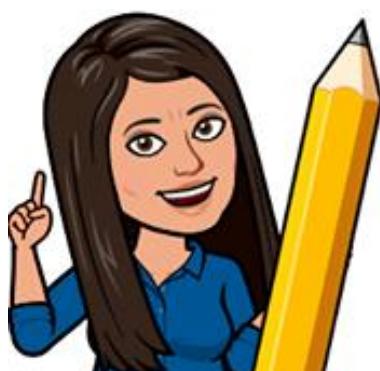
story of my life
story of my life
story of my life

Ctrl + Y – Redo the last undone action

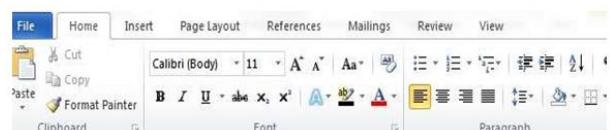
story of my life
story of my life
story of my life

Ctrl + Z – Undo the last action

story of my life
story of my life
story of my life



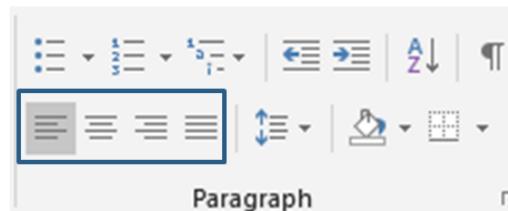
Home Tab – allows you to change document settings, such as the font properties, adding bullets or a numbered list, adjusting styles, and other common features



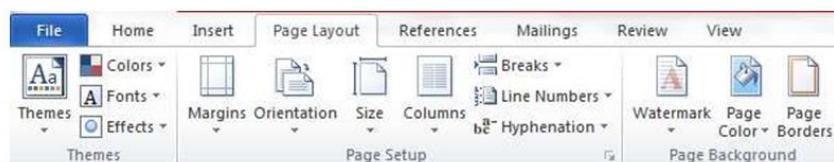


CUSTOMIZING A WORD DOCUMENT

Text Alignment – Left, Center, Right, Justified.

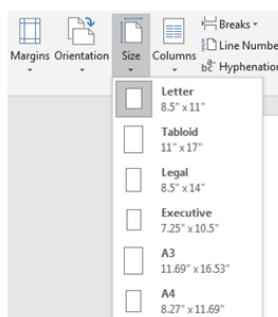


Page Layout Tab – refers to the arrangement of text, images, and other objects on a page.



Page Sizes

- Short (Letter) – 8.5" by 11"
- Long (Folio) – 8.5" by 13"
- A4 – 8.27" by 11.69"



Page Orientation

- Portrait
- Landscape

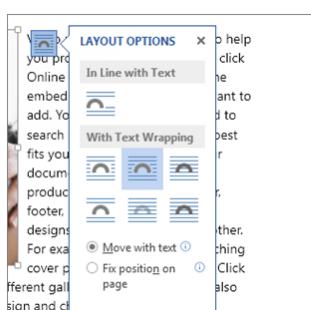
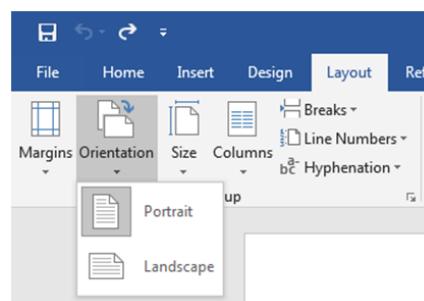
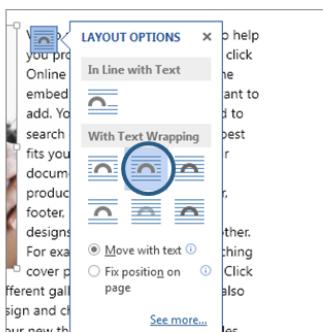
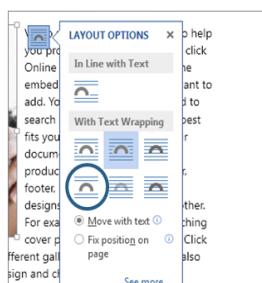
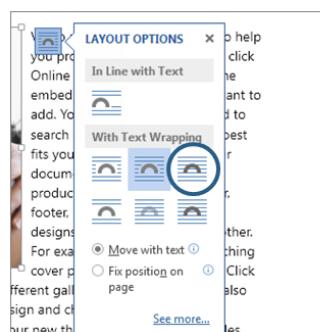


Image Placement – This is the default setting for images that are inserted or integrated in a document.

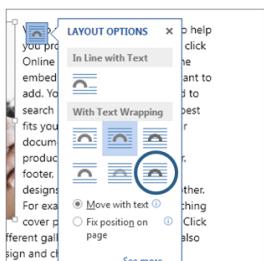
CUSTOMIZING A WORD DOCUMENT



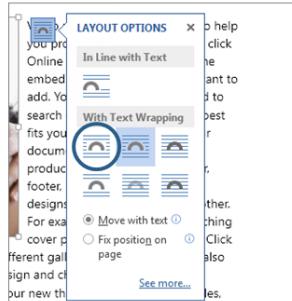
Tight – This is almost the same as the square setting, but here the text “hugs” to the general shape of the image.



Top and Bottom – This setting pushes the text away vertically to the top and/or the bottom of the image so that the image occupies a whole text line on its own.

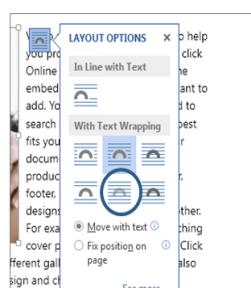


In Front of Text – This setting allows your image to be placed right on top of the text as if your image was dropped right on it.

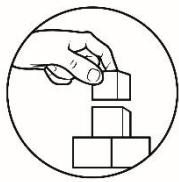


Square – This setting allows the image you inserted to be placed anywhere within the paragraph with the text going around the image in a square pattern like a frame.

Through – This setting allows the text on your document to flow even tighter, taking the contour and shape of the image.



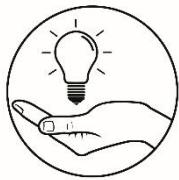
Behind Text – This allows your image to be dragged and placed anywhere on your document but with all text floating in front of it.



What's More

Activity - Your Turn to Shine

1. Download/Insert a picture.
2. After inserting an image to your document, double click your image and practice the “Wrap Text”.
3. Using the same image, make a letter head by using Microsoft word features.



Take the Challenge!

1. Make a newsletter about news and events in your previous school.



Lesson 3

Mail Merge and Label Generation

Mail Merge

- A **mail merge** is a word processing feature that allows you to easily create multiple letters, labels, envelopes, nametags, or catalogue documents to a group of people as stored in a list in a database or spreadsheet.
- When making a Mail Merge you will need a **document** using Microsoft Word and a recipient list which is typically done using Excel workbook. But you can also use data from various sources including a Microsoft Outlook contact list, a Microsoft Access database, or a Notepad text document.



What's In

Three Components:

1. **Main document** – the letter which contain the mail information for each of the merged document that can be letter, stationary or template. It also contains the field names which contain the instructions for carrying out the merge.
2. **Data source** – it is also called **data file** which comprises the information to be merged into a document such as the list of names and addresses to be use in a mail merge. This must be connected to the data source before it can use the information in it.
3. **Merge document** – this is also a word processing document that is the generated output after executing the merge process.

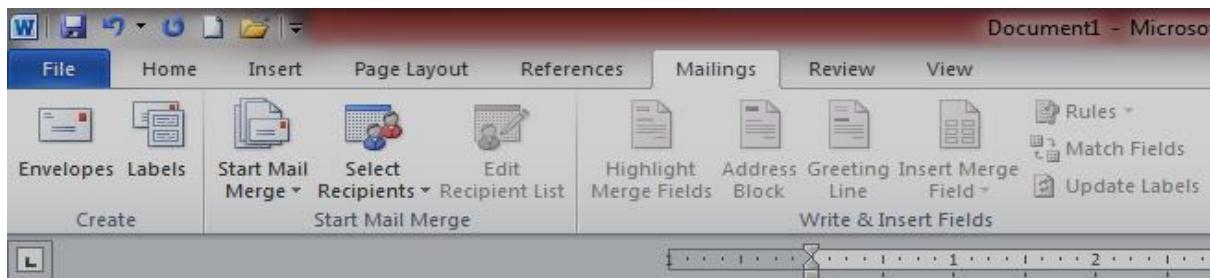


In Mail Merge you need to:

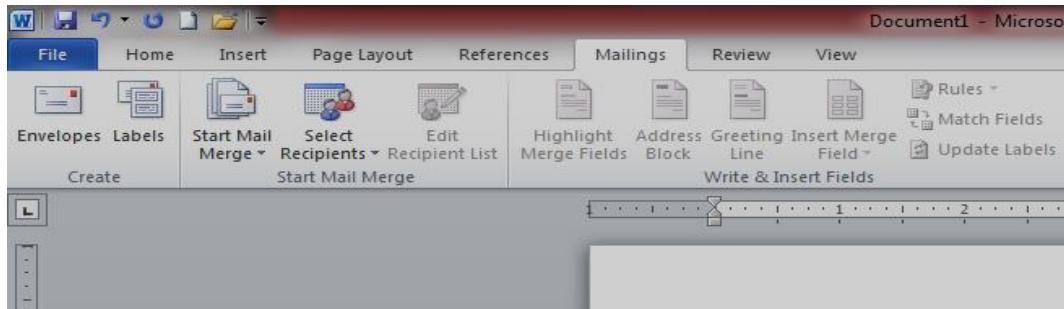
- Create the main document
- Create data source
- Merge data with document

To create a form letter, do the following:

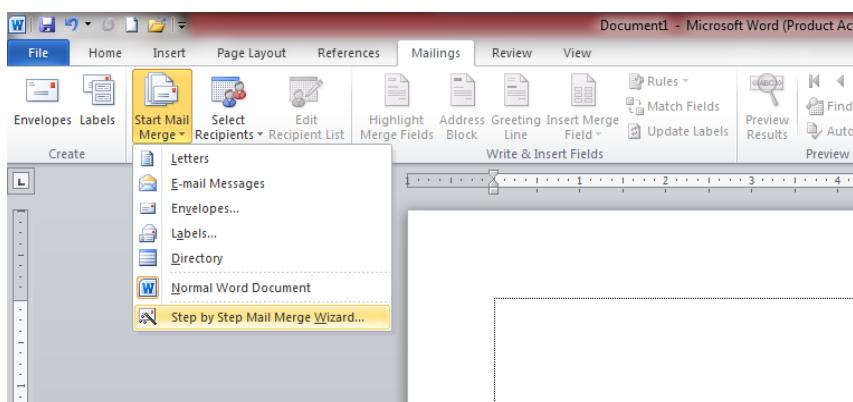
1. Open an **existing** Word document, or create a **new** one.
2. Click the **Mailings** tab.



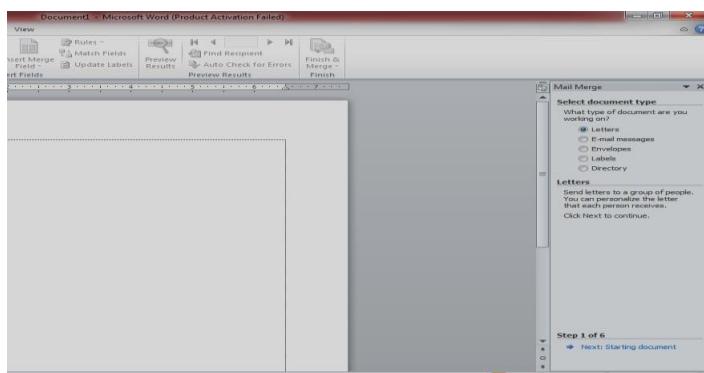
3. Click the **Start Mail Merge** command.

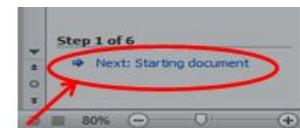
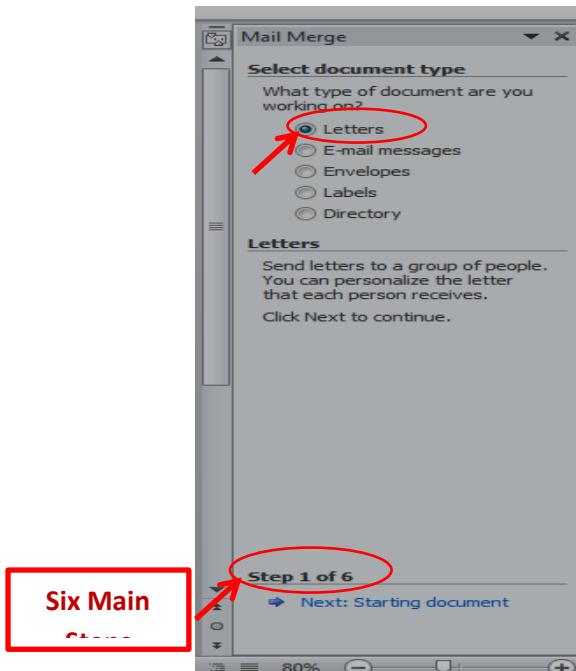


4. Select **Step by Step Mail Merge Wizard**.



Mail Merge task pane appears at the right side of your screen.





6. Click **Next: Starting document** to move to Step 2.

7. Select **Use the current document**. Click **Next: Select recipients** to move to Step 3.

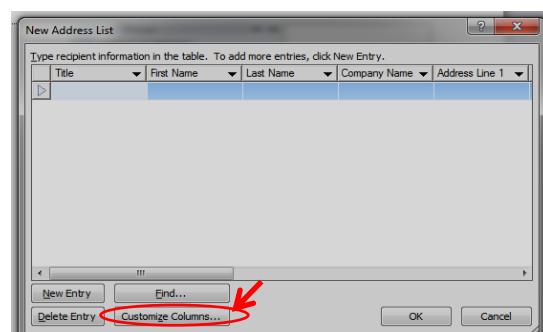
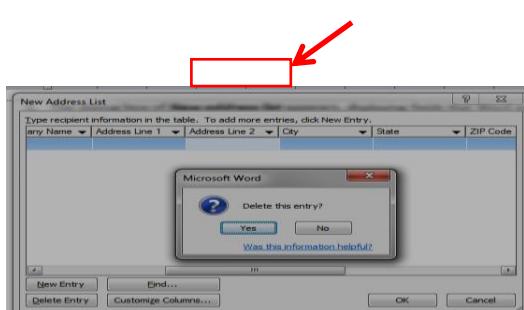
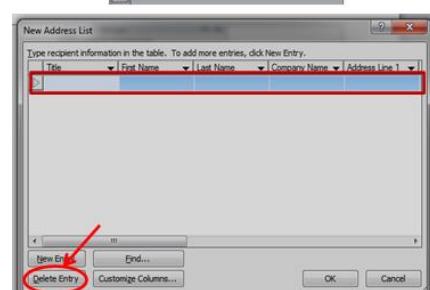
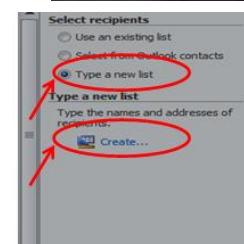
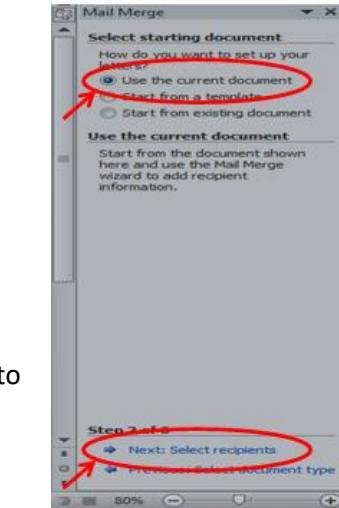
You will need an address list so Word can automatically place each address into the document. The list can be in an existing file, such as an **Excel workbook**, or you can **type a new address list** from within the Mail Merge Wizard.

8. From the **Mail Merge** task pane, select **Type a new list**, then click **Create**.

9. The dialog box of **New address list** appears, displaying fields that Word assumes you need. Select an entry that you don't need and click the **Delete** button. Use the **TAB** key to move from cell to cell.

When you delete, a confirmation dialog box will appear.

To customize the address list, click **Customize Columns** button at the bottom of the window.

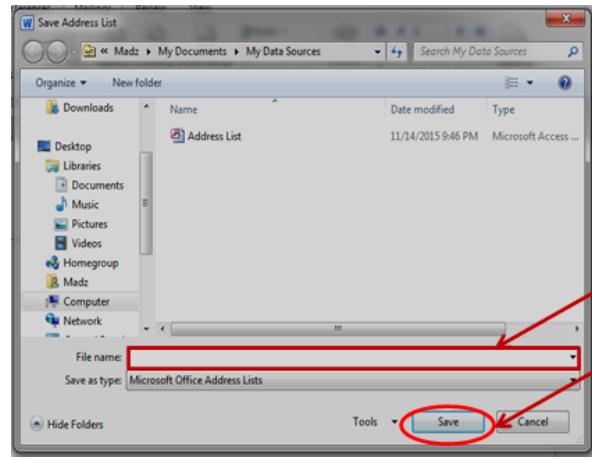
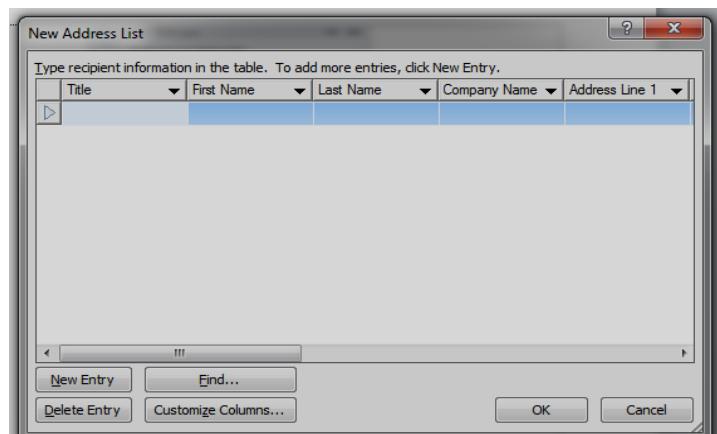
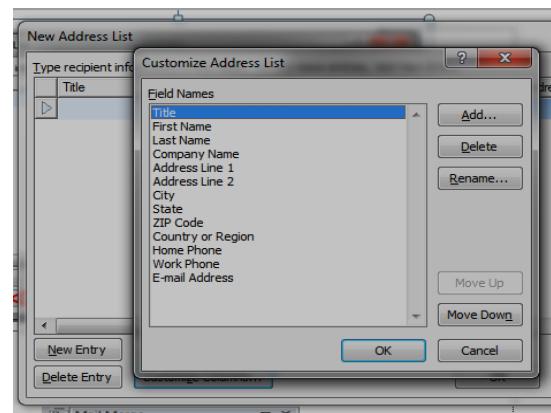


The dialog box of **Customized Address List** will appear. The resulting window lists the **Field Names** provided. When you are done, click **OK** then customized fields appear as column headings in the **New Address List** dialog box.

Fill in the recipient list by typing the record's data. Type the information that's appropriate to each field, then press Tab to enter the next field. After filling in the last field, and add another record just press the Tab key after inputting the last field.

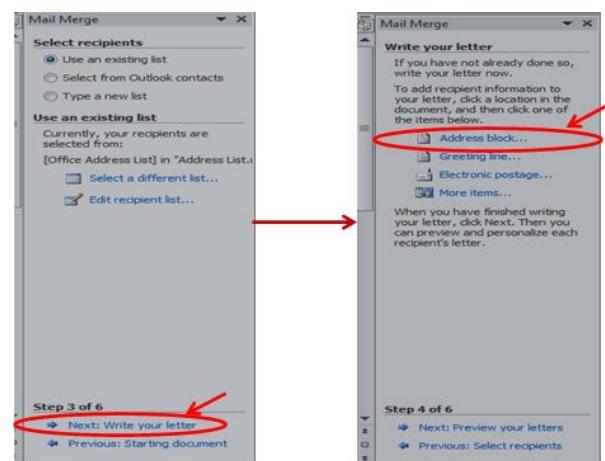
When you press the Tab key on the last field in a record, a new record is automatically created and added on the next line.

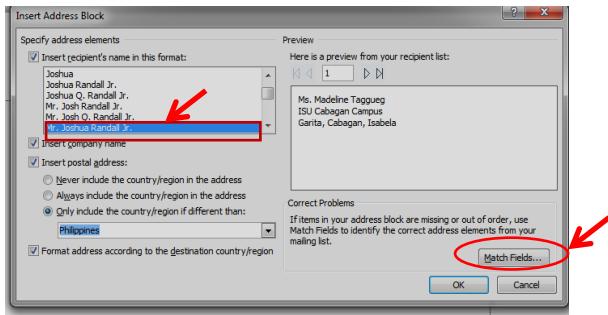
10. Click **OK** after filling the recipient list. A special **Save As dialog box** pops up, allowing you to save the recipient list. Type a name for the address list then click the **Save** button.



Return to your document. You are now ready to write your letter, each copy of the letter will mostly be the same, except the **recipient data (name and address)**. You have to add **placeholders** for the recipient data so Mail Merge identifies correctly where to add the data. If you're using Mail Merge with an existing letter, make sure the file is open.

11. Click **Next: Write your letter**. Click the **Address Block** button to insert an address block into your letter.





12. Dialog box of **Insert Address Block** appears. Choose the desired format for the address block and click **OK**. The placeholder of **Address block** will appear in the document.



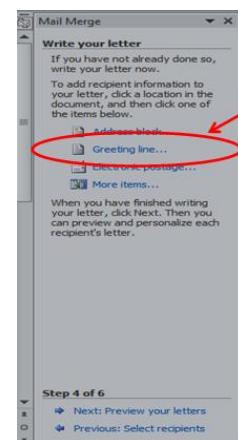
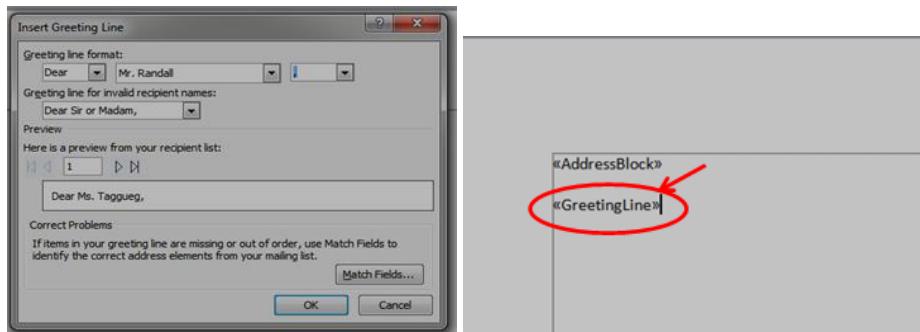
Use the **Match Fields** button to match your field names with the required fields to correct problems. This may be essential if you created the address list in another program, such as Excel.

13. Click **Greeting Line** from the Mail Merge task pane to insert a greeting line into your document.

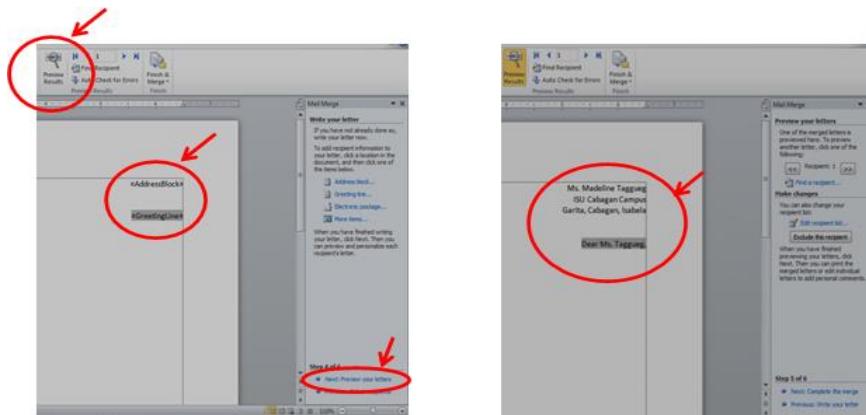
Dialog box of **Insert Greeting Line** will appear.

14. Choose a format for the greeting line and click **OK**.

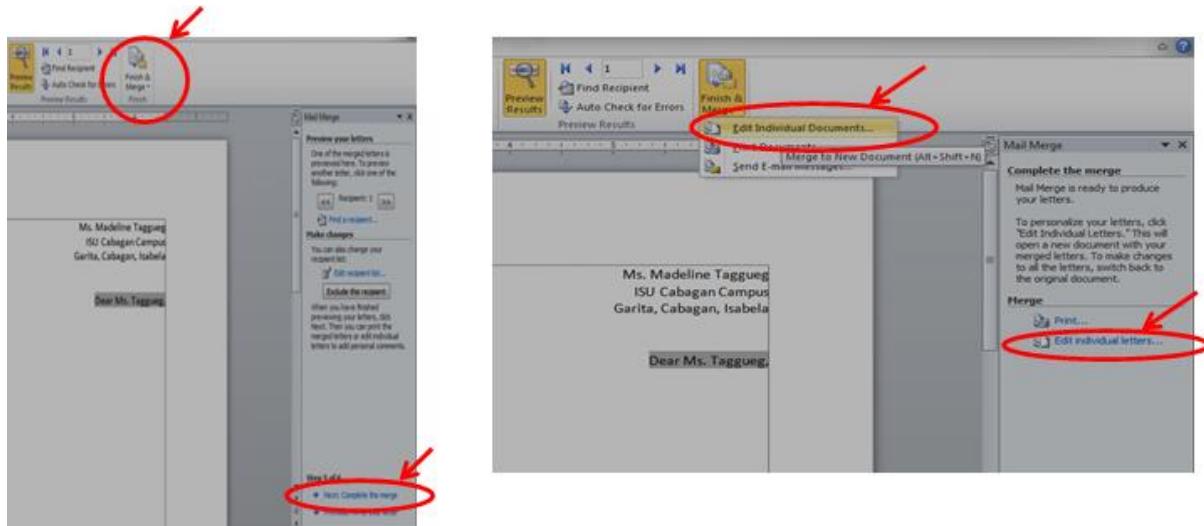
The placeholder of **Greeting lines** will appear in the document.



15. To view your merged data, click the Preview Results button on the Mail merge task pane or on the ribbon to replace the merge fields with data from your recipient list.

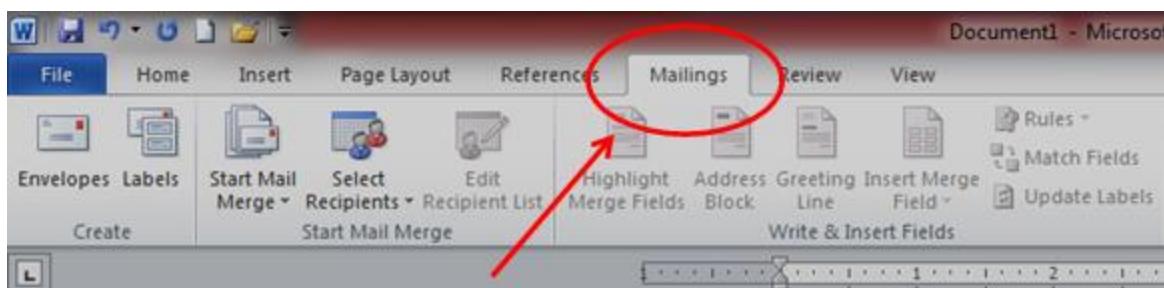


16. Click the *Next : Complete merge* on the mail merge task pane or *finish & merge* button on the preview results section of the ribbon. It is highly recommended that choose “**Edit Individual Documents**” rather than sending directly to the printer.

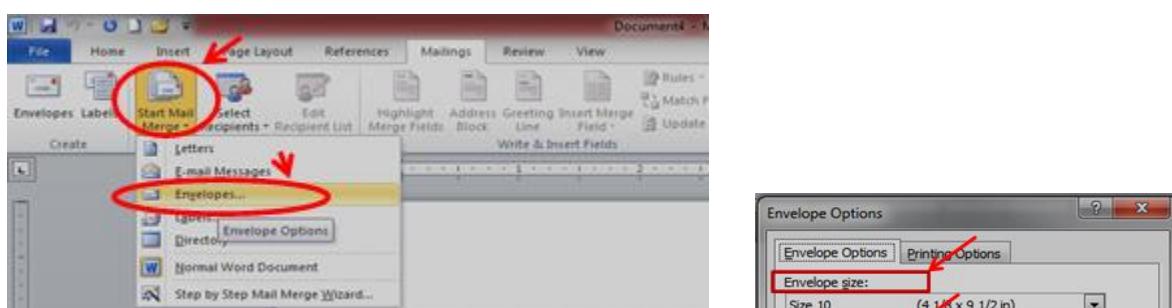


To create Envelopes, do the following:

1. Click the *Mailings* tab.

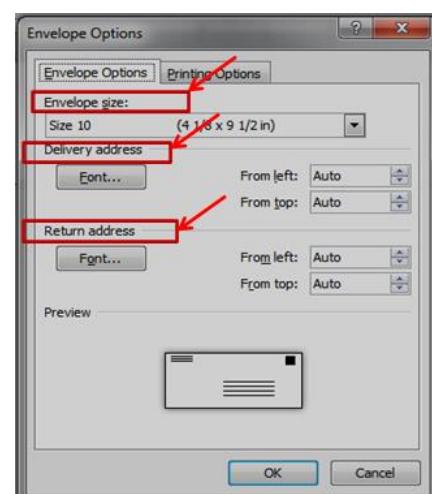


2. Click Start *Mail Merge* and choose *Envelopes* command.



Options include:

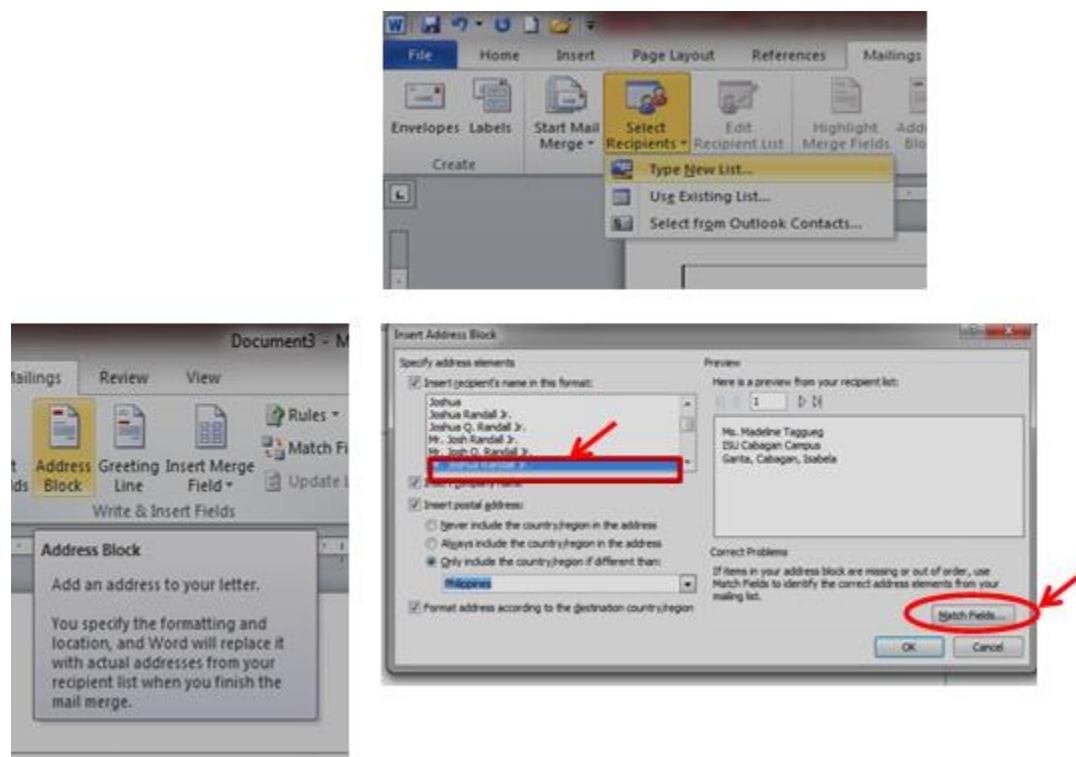
- envelope size
- delivery address font
- return address font.



3. To Select Recipients, Type a New List as described above in Creating a Form Letter or use an existing list.

4. To Insert an Address Block, With the **Mailings** tab selected, click the **Address Block** button on the **Write & Insert Fields** section of the ribbon.

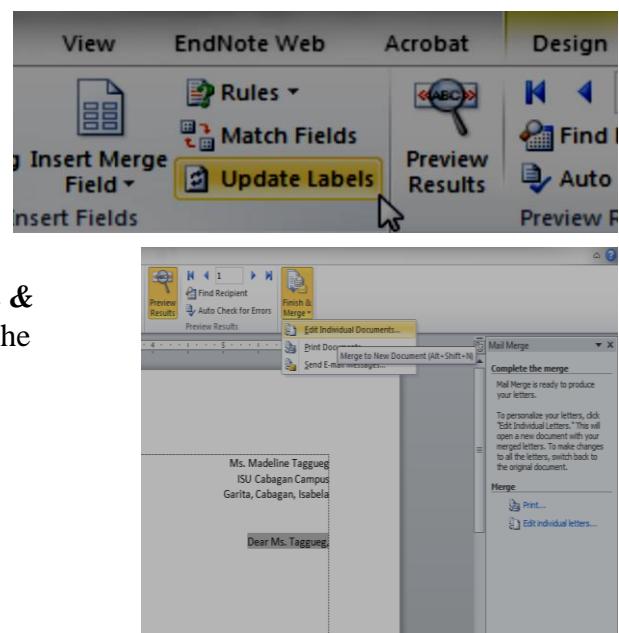
Choose a format for the address block and click **OK**. Use the **Match Fields** button to match your field names with the required fields to correct problems. This may be necessary if you created the address list in another program, such as Excel.



5. To update the **Label**, click the **Update Labels** button on the **Mailings** tab.

This step updates all the labels in the document with an address block to use the information from the recipient list.

6. To complete the Mail merge, Click the **finish & merge** button on the preview results section of the ribbon.

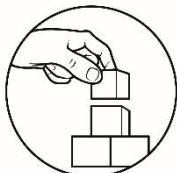




What you will do

Mail Merge and Label Generation

1. Let us expand your list from 10 to 20. Again, it might be a good idea to collaborate and exchange names and addresses with your classmates. Also, add additional fields on your list so that it includes Email Address.
2. On Microsoft Word 2010, open your merged document. Go to the mailings tab and modify your recipient list so that you have Email Address on the last column and ten more additional entries on your list.
3. Examine as well how you can quickly add an address block and a greeting line through the ribbon.
4. Generate labels using your recipient list.
5. Refer to the rubrics on page 60 to see how you will be graded in this activity



Generate ideas!!!

Activity 3.2 Your Turn to Shine

1. On a piece of paper, create a simple flow chart that summarizes the steps in creating a merged document.
2. Describe how or in what ways you can manage the recipients list.
3. In your own words, describe or enumerate the steps in generating labels.



Take the Challenge!

Identify at least two other opportunities to create and distribute or send a merged document or labels and make samples of each.





What you will do

1. What are some ways you can use to acquire images that can be inserted in a Word document?
2. Describe the steps on how you are able to transfer your pictures to your computer.

Rubrics for Activities

Category	Exemplary	Accomplished	Developing	Beginning	Score
SKILLS	All skills in Advanced Word Processing are applied	Most skills in Advanced Word Processing are applied	Some skills in Advanced Word Processing are applied	Few or no skills in Advanced Word Processing are applied	
CONTENT	The output exceeds the expectations	The output is complete	The output is somewhat complete	The output is incomplete	
CORRECTNESS	The output is free from errors	The output contains minimal errors	The output has several errors	The output contains many errors	
EFFICIENCY	The learner was able to finish the task in the most effective way without wasting time and effort	The learner was able to finish the task in the projected amount of time	The learner was able to complete the task but used methods that consumed more time or resource	The learner used the least efficient method in finishing task.	

Lesson 4

Advanced Formulas and Computations in Spreadsheet

Excel Functions

- Microsoft Excel provides several **functions** which are very useful in calculating data. These functions are categorized into **financial, logical, text, date and time, lookup and reference, math and trigonometry, statistical, engineering, cube, and file-related information.**

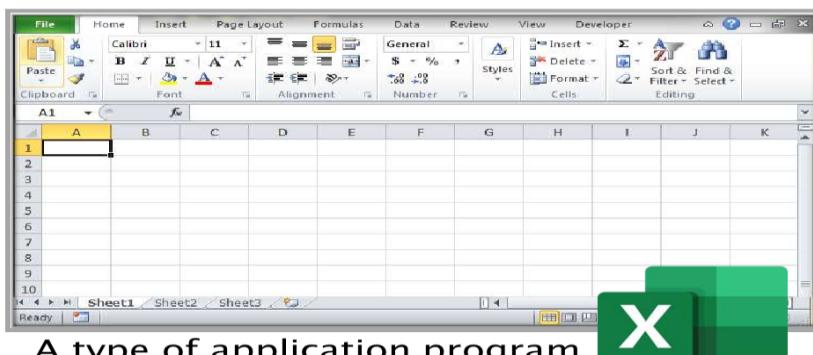


What's In

BASIC EXCEL FORMULAS:

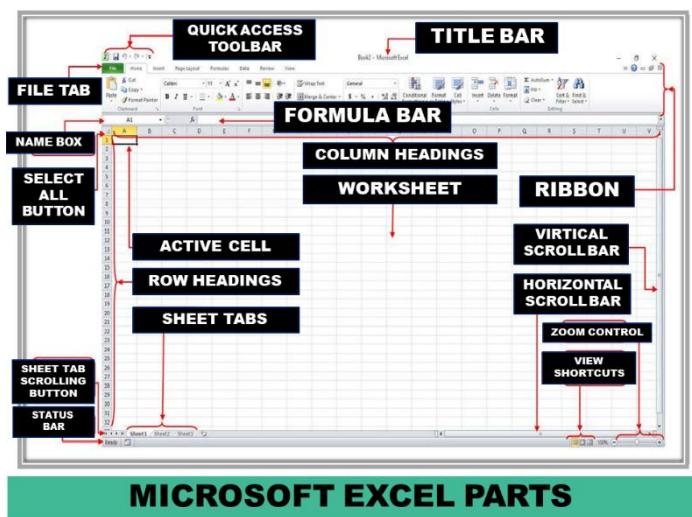
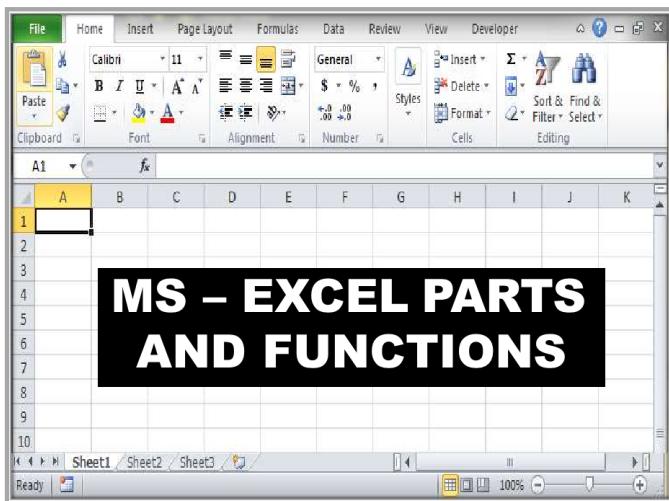
- Addition (+)
- Subtraction (-)
- Multiplication (*)
- Division (/)
- *type <=> before the formula, thus: =a1+a2 <then, hit the ENTER key>
- Average – a function used to compute for the average of the number of a range.
- COUNTIF – a function used to count the cells with a specified content within a range.
- SUMIF – a function used to compute for the summation of a range if a certain condition is met
- AVERAGEIF – a function used to compute for the average of a range if a certain condition is met

SPREADSHEETⁱⁱⁱ



A type of application program which manipulates **numerical** and string **data** in rows and columns of **cells**.

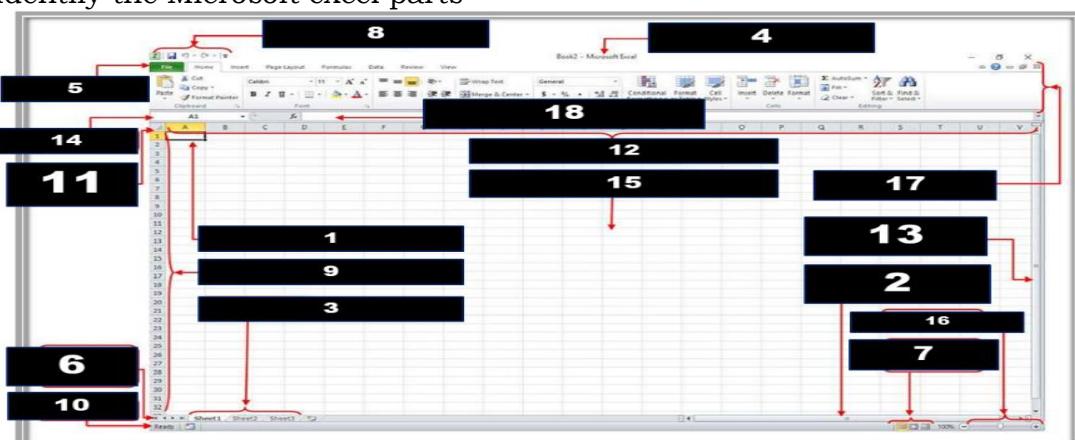




Take the Challenge!



Identify the Microsoft excel parts



MS – EXCEL PARTS AND FUNCTIONS

A button that provides **access to workbook** – level features and program



OFFICE BUTTON

A bar that displays the **name of the active workbook** and the Excel program name.



TITLE BAR

The letters that appear **along the top** of the worksheet

Column Headings			
A	B	C	D
1			
2			
3			
4			
5			

COLUMN HEADINGS

A window that **displays** an Excel **Workbook** (Spreadsheet)

A	B	C	D	E	F	G	H	I	J
1									
2									
3									
4									
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7									
8									
9									
10									
11									
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A	B	C	D	E	F	G	H	I	J
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99									
100									

A scroll bar used to **scroll horizontally** through the workbook window.



HORIZONTAL SCROLL BAR

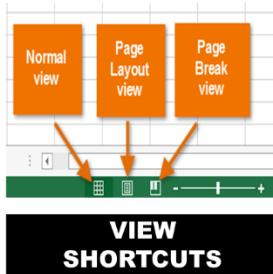
Controls for **magnifying** and **shrinking** the content displayed in the active workbook

ZOOM SLIDER/ CONTROL

ZOOM SLIDER/ CONTROL



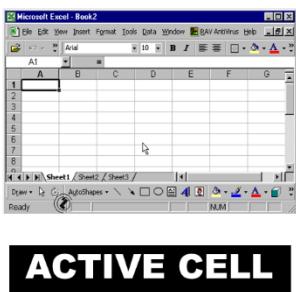
Buttons used to change how the **worksheet content** is displayed – Normal, Page Layout, or Page Break Preview View.



Buttons to scroll the list of sheet tabs in the workbook.



The **cell currently selected** in the active workbook.



A bar that displays the value or formula entered in the active cell.



Tabs that display the name of the **worksheets** in the

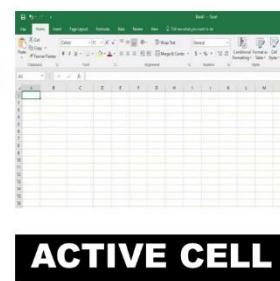
A	B	C	D	E
Type of Car	Sales			
Crossover	4583			
Sedan	1445			
MPV	1566			
Benz	3652			
Coupe	1478			
Maruti Suzuki	9852			
Audi	6578			
Chevrolet	2365			
Total Sales	?			
11				
12				

SHEET TABS

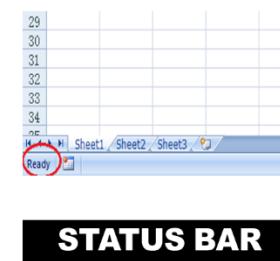
A button used to **select all the cells** in the active workbook.



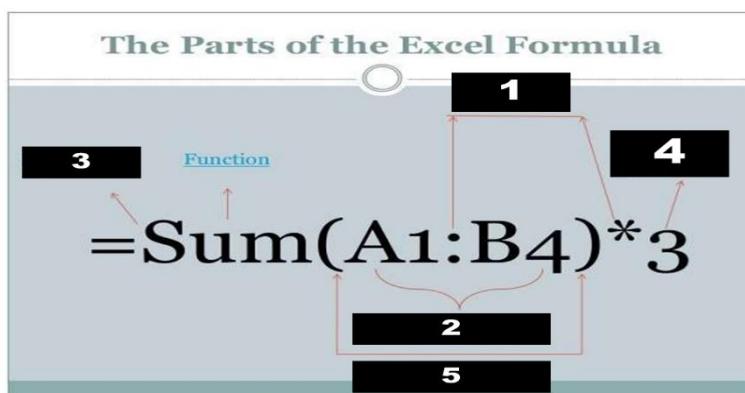
A box that displays the cell reference of the active



To display information about the current state of its



MS – EXCEL CREATING FORMULA





What's In

MS – EXCEL CREATING FORMULA

Equals sign
 $=\text{SUM}(\text{A1:A20})$
 Function name Argument

EQUAL SIGN

A sign that tells Excel that the succeeding characters **constitute a formula**.

Equals sign
 $=\text{SUM}(\text{A1:A20})$
 Function name Argument

CELL REFERENCE/ ARGUMENT

The address of a cell based on the **relative position** of the cell that contains formula.

Equals sign
 $=\text{SUM}(\text{A1:A20})$
 Function name Argument

OPERATOR

A sign or symbol that specifies the **type of calculations** to perform with an expression.

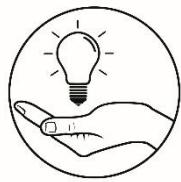
Equals sign
 $=\text{SUM}(\text{A1:A20})$
 Function name Argument

CONSTANT VALUE

A value is not calculated and therefore **does not**

ARITHMETIC OPERATOR	MEANING	EXAMPLE
+ (Plus Sign)	Addition	A1+C7
- (Minus Sign)	Subtraction or Negation	A1-C7
* (Asterisk)	Multiplication	A1*C7
/ (Forward Slash)	Division	A1/C7
% (Percent)	Percent	20%
^ (Caret)	Exponentiation	A1^C7

COMPARISON OPERATOR	MEANING	EXAMPLE
= (Equal Sign)	Equal to	A1=B5
> (Greater than Sign)	Greater than	A1>B5
< (Less than Sign)	Less than	A1<B5
>= (Greater than or Equal to Sign)	Greater than or Equal to	A1>=B5
<= (Less than or Equal to Sign)	Less than or Equal to	A1<=B5
<> (Not Equal to)	Not Equal to	A1<>B5



Take the Challenge!

Using the sample data below:

Case 1: Find the Total Value of Column B to E, Row 2 up to Row 11;

Case 2: Find the Average Value of Column B to E, Row 2 up to Row 11

	A	B	C	D	E	F	G
1	SUBJECTS	1ST QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER	TOTAL	AVERAGE
2	ENGLISH	75	76	77	78		
3	MATHEMATICS	76	77	78	79		
4	SCIENCE	77	78	79	80		
5	FILIPINO	78	79	80	81		
6	HEKASI	79	80	81	82		
7	CLE	80	81	82	83		
8	MUSIC	81	82	83	84		
9	ART	82	83	84	85		
10	PHYSICAL EDUCATION	83	84	85	86		
11	HEALTH	84	85	86	87		
12	QUARTER GRADE						
13	SAMPLE DATA						
14							

SAMPLE GUIDE IN CASE NO. 1

	A	B	C	D	E	F	G
1	SUBJECTS	1ST QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER	TOTAL	AVERAGE
2	ENGLISH	75	76	77	=E2+D2+C2+B2		
3	MATHEMATICS	76	77	78	79		
4	SCIENCE	77	78	79	80		
5	FILIPINO	78	79	80	81		
6	HEKASI	79	80	81	82		
7	CLE	80	81	82	83		
8	MUSIC	81	82	83	84		
9	ART	82	83	84	85		
10	PHYSICAL EDUCATION	83	84	85	86		
11	HEALTH	84	85	86	87		
12	QUARTER GRADE						
13	DRAG DOWN OR COPY THE SAME						
14							

Now It's Your Turn

Lesson 5

Advanced Animations and Timing in Presentation Software

Microsoft PowerPoint

Microsoft PowerPoint provides several animation styles in different categories, namely **Entrance**, **Emphasis**, **Exit** and **Motion Paths**. Animations make your presentation more dynamic.



What's In

Animation

To animate objects to create the illusion of movement, let's say you want a person to pass the ball to another person, do the following:

1. On the first slide of your presentation, change the layout into a blank layout. To do this, follow the steps below:
 - Click the **Home** tab.
 - On the Slides group, click **Layout**.
 - Click **Blank**.



Animation

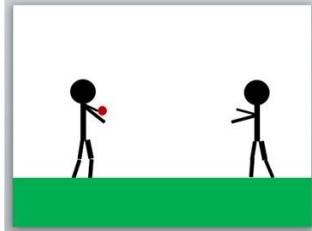
To animate objects to create the illusion of movement, let's say you want a person to pass the ball to another person, do the following:

2. Draw two objects in the form of a man using PowerPoint's shapes. To do this, follow the steps below:
 - Click the **Insert** tab.

Animation

To animate objects to create the illusion of movement, let's say you want a person to pass the ball to another person, do the following:

- Click **Shapes** and select the appropriate shapes as shown on the figure using a black fill color for the two men, dark red for the ball and green for the rectangular ground.

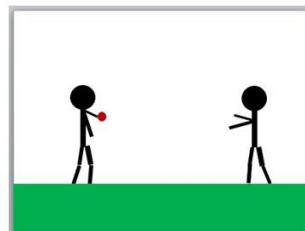


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Animation

To animate objects to create the illusion of movement, let's say you want a person to pass the ball to another person, do the following:

3. Right-click the slide thumbnail on the Slides pane and click **Duplicate Slide**.
4. Move the right hand of the first man a little backward as shown below:



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Animation

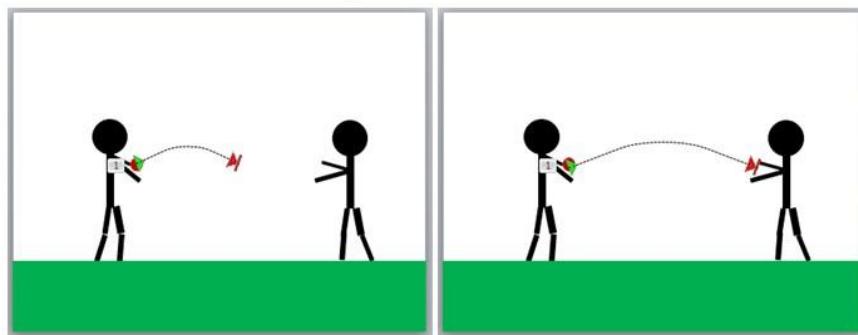
To animate objects to create the illusion of movement, let's say you want a person to pass the ball to another person, do the following:

5. Right-click the first slide thumbnail on the Slides pane and click **Copy**.
6. Paste the slide after the second slide on the Slides pane.
7. On the third slide, click the ball.
8. Click the **Animations** tab.
9. Click Add Animation and then select **More Motion Paths**. **Add Motion Path** dialog box will appear.

Animation

To animate objects to create the illusion of movement, let's say you want a person to pass the ball to another person, do the following:

10. Click **Arc Up** and then click **OK**. The motion path will look similar to the one below. Adjust the motion path such that the arrow is extended up to the hands of the second man.

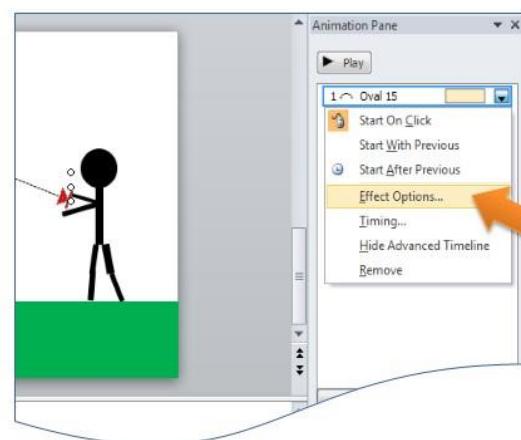


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Animation

To animate objects to create the illusion of movement, let's say you want a person to pass the ball to another person, do the following:

11. Make sure the motion path is still selected. Click **Animation Pane** on the **Advanced Animation** group.
12. On the Animation pane, click the drop-down arrow on the Oval animation and then select **Effect Options**.

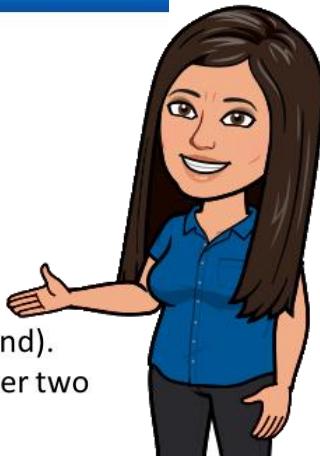


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Animation

To integrate timing, do the following:

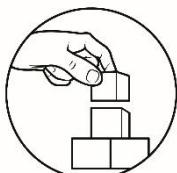
1. Click the **Timing** tab.
2. On the **Start** drop-down arrow, click **With Previous**.
3. Click **OK**.
4. Click the first slide thumbnail.
5. Click the **Transitions** tab. On the **Timing** group under **Advance Slide**, click **After** and select **00:01:00 (1 second)**.
Make sure that the same timing is selected to the other two slides.



Check your output > Go to the first slide and click **Slide Show view** button.



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Generate ideas!!!

Activity 3.2 Your Turn to Shine

Directions: Perform the following using Microsoft PowerPoint:

1. Open an existing PowerPoint presentation.
2. Add multiple effects to an object.
3. Use animation Painter to copy the effect to another object.
4. Use the animation Pane to reorder the effects
5. Experiment with different start options and timing.





Take the Challenge!

Answer the following questions on your activity sheet:

1. What is the importance of making customizations on a presentation?
2. What are the points to consider when preparing a presentation? Why do you say so?



Lesson 6

Hyperlinking in Presentations

Inserting Hyperlinks

- A **Hyperlink** which is frequently stated to as "**links**" is a text or image on the screen that you can click-on to jump to another file or within the existing file.
- When you hover your pointer over a hyperlink, either it is text or an image, the arrow changes to a small pointing hand, called **hyperlink cursor**.



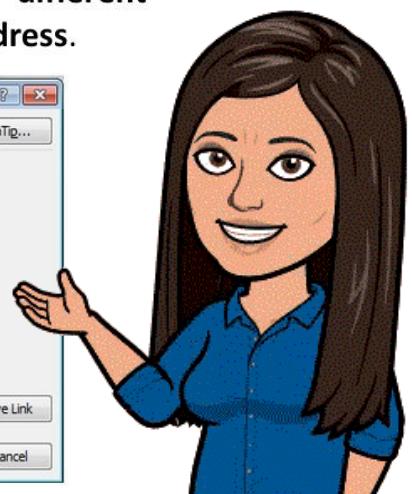
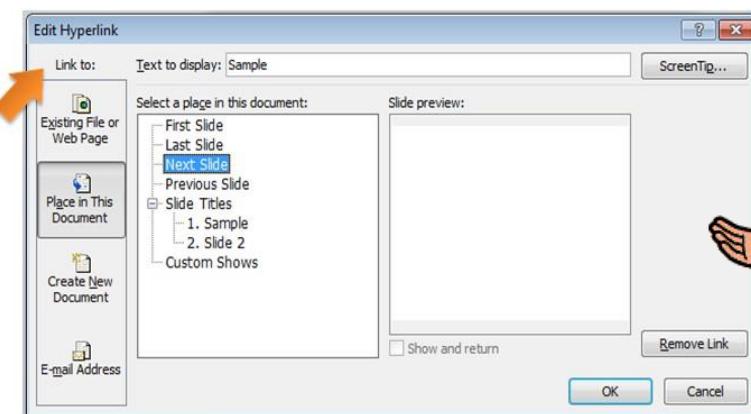
- It is usually activated by clicking on the text or image. **Text hyperlinks** are usually in color blue and underlined.



What's In

Inserting Hyperlinks

- *Hyperlinks in PowerPoint* allow you to link to **another slide in the current presentation, another slide in a different presentation, another file or webpage, or email address**.



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Inserting Hyperlinks

To insert hyperlink, do the following:

1. Select the text or object you want to insert a hyperlink to.
2. Click the **Insert** tab.
3. On the **Links** group, click **Hyperlink**. **Insert Hyperlink** dialog box will appear.
 - To insert a hyperlink to another **slide in the current presentation**, do the following:
 - a. Click **Place in This Document**.
 - b. You may also add a text to display when you hover your pointer by clicking the **ScreenTip** button. **Set Hyperlink Screen Tip** dialog box will appear.



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Inserting Hyperlinks

To insert hyperlink, do the following:

1. Select the text or object you want to insert a hyperlink to.
2. Click the **Insert** tab.
3. On the **Links** group, click **Hyperlink**. **Insert Hyperlink** dialog box will appear.
 - To insert a hyperlink to another **slide in the current presentation**, do the following:
 - c. Enter text to the **ScreenTip** text box.
 - d. Click the slide where you want to link to under the **Select a place in this document**.
 - e. Click **OK**.



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Inserting Hyperlinks

To insert hyperlink, do the following:

1. Select the text or object you want to insert a hyperlink to.
2. Click the **Insert** tab.
3. On the **Links** group, click **Hyperlink**. **Insert Hyperlink** dialog box will appear.
 - To insert a hyperlink to another **slide in a different presentation**, do the following:
 - a. Click **Existing File or Webpage**.
 - b. Browse and select for the PowerPoint file.
 - c. Click the **Bookmark** button.



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Inserting Hyperlinks

To insert hyperlink, do the following:

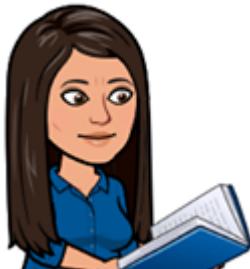
1. Select the text or object you want to insert a hyperlink to.
2. Click the **Insert** tab.
3. On the **Links** group, click **Hyperlink**. **Insert Hyperlink** dialog box will appear.
 - To insert a hyperlink to another slide in a different presentation, do the following:
 - d. Click the slide where you want to link to under the **Select an existing place in the document**.
 - e. Click **OK**.



Inserting Hyperlinks

To insert hyperlink, do the following:

1. Select the text or object you want to insert a hyperlink to.
2. Click the **Insert** tab.
3. On the **Links** group, click **Hyperlink**. **Insert Hyperlink** dialog box will appear.
 - To insert a hyperlink to another file, do the following:
 - a. Click **Existing File or Webpage**.
 - b. Browse and select for the PowerPoint file.
 - c. Click **OK**.

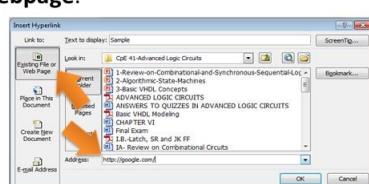


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Inserting Hyperlinks

To insert hyperlink, do the following:

1. Select the text or object you want to insert a hyperlink to.
2. Click the **Insert** tab.
3. On the **Links** group, click **Hyperlink**. **Insert Hyperlink** dialog box will appear.
 - To insert a hyperlink to a webpage, do the following:
 - a. Click **Existing File or Webpage**.
 - b. Enter the complete URL in the **Address** text box.
 - c. Click **OK**.



Inserting Hyperlinks

To insert hyperlink, do the following:

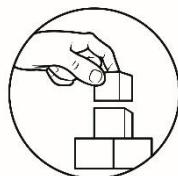
1. Select the text or object you want to insert a hyperlink to.
2. Click the **Insert** tab.
3. On the **Links** group, click **Hyperlink**. **Insert Hyperlink** dialog box will appear.
 - To insert a hyperlink to an email address, this will start up an email program that is already installed on your computer. Once the hyperlink is activated, it will open a blank message in your default email program, with the email address already inserted in the **To:** line.



Inserting Hyperlinks

To insert hyperlink, do the following:

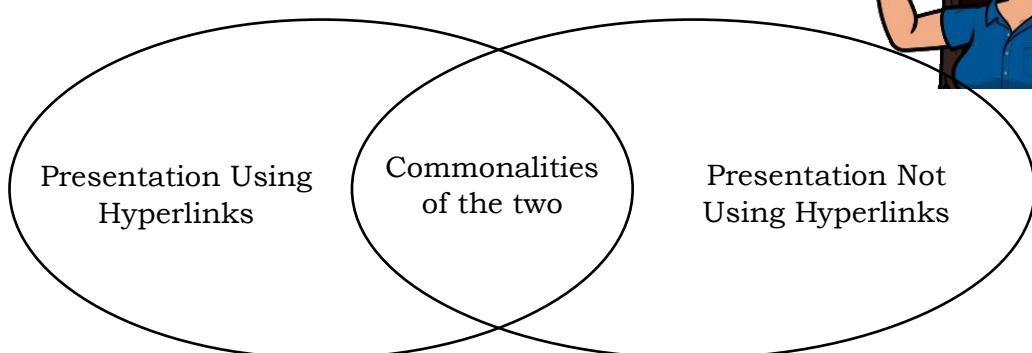
1. Select the text or object you want to insert a hyperlink to.
2. Click the **Insert** tab.
3. On the **Links** group, click **Hyperlink**. **Insert Hyperlink** dialog box will appear.
 - To insert a hyperlink to an email address, do the following:
 - a. Click **E-mail Address**.
 - b. Enter the complete email address in the **E-mail address** text box.
 - c. Enter the subject in the **Subject** text box.
 - d. Click **OK**.

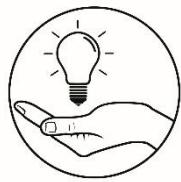


Generate ideas!!!

Activity - Your Turn to Shine

In your activity sheet, using a Venn Diagram, compare and contrast presentations with hyperlinks and presentations without hyperlinks. Draw a conclusion based on the diagram.



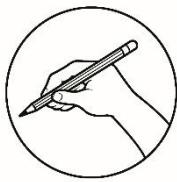


Take the Challenge!

Do the following:

1. How to link a slide to a different presentation
 - a. Link a slide to a new file
 - b. Link a slide to an e-mail address





Assessment

Name:	Score:
Section:	Date:

Post-Test

- a. In line with text
- b. square
- c. through
- d. tight

II. **True or False.** Write **T** if the sentence is correct, otherwise, write **F**.

- 9. Use as many slides as you can so that the audience can clearly understand your >Smart Art
- 10. Use bullets to simplify your message.
- 11. PowerPoint Presentation is a form of visual aid.
- 12. To insert a hyperlink, go to the Home tab then click the Hyperlink options.
- 13. Use dark fonts on dark backgrounds to gain proper contrast.
- 14. To embed an object, go to the Insert tab and under the text group, click object.
- 15. There are two options when inserting an object, create new from file and create new from existing file.

References

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ISBN 978-971-23-7830-0

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Empowerment Technologies Textbook by Ivy M. Tarun - Isabela State University, Cabagan, Philippines · College of Computing Studies Information and Communication Technology

https://www.google.com/search?q=%C2%A1+Crawler-based+search+engine&client=opera&hs=Mrp&sxsrf=ALeKk02WxOqtz5AAtP5QHT7G5XRewGx8vQ:1591661239058&source=lnms&tbo=isch&sa=X&ved=2ahUKEwi_zoaWuPPpAhW8yIsBHRuTBcgQ_AUoAXoECBAQAw&biw=1326&bih=627#imgrc=vw4cGx2TbIfTAM

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ⁱⁱ Advanced Word Processing Skill by Mr. Teodoro R. Llanes II

ⁱⁱⁱ SPREADSHEET BY: MELVINEMT. ARIAS

