

## Presentation Workshop PowerPoint/HyperStudio

1. Review of Basics
  - Standard Toolbar
  - Menu Bar
  - Cards are in stacks (HS); Slides are in a presentation (PP)
  - Define elements of Hypermedia (text, movies, clipart, sound, buttons)
2. Templates or from scratch
  - Import Word files or use available templates
  - Demo and use clipart from available files
  - Demo and use sound and movies from available files
3. Storyboarding
  - Plan and organize with pencil and paper
  - Limit choices or options until mastery
  - Content comes before form
4. Details of toolbar
  - Demonstrate various tools
  - Explain differences in right and left mouse clicks
  - Text boxes (typing and formatting)
5. Navigation and layout
  - Views (outline, slide, slide sorter, notes) in PowerPoint
  - Storyboarding in HyperStudio
  - Linear versus non-linear
6. Assessment and Evaluation
  - Develop rubrics or standards
  - Give criteria at beginning of project
  - Emphasize content over looks