

Shortwood Teachers' College Technology in Education 2

Assignment #1: Multimedia Instructional Presentation (40%)

In groups of two to three (2-3) create an interactive, computer-based instructional presentation (PowerPoint) to be used to teach your classmates **how to create or use one of the following computer & multimedia tools for educational purposes (content details used should be related to your area of specialization):**

1	Use Word to perform basic documents functions – e.g. create a document and use it to demonstrate: paragraph alterations & page layout – setting margins, header/footer, page number)
2	Use Word to create a document and use it to demonstrate the “track change” feature
3	Use Word to create table of contents & reference pages
4	Use Word to create a letter and demonstrate the mail merge feature
5	Use Publisher to create brochures
6	Use publisher to create informational flyers & invitations
7	Use Excel to create a register & to show how it can be used to do simple calculations
8	Use Excel to create charts & graphs

The presentation should have at least 10 slides but not exceed 20 slides.

The presentation must be enhanced with the following:

- a) Text
- b) Graphics
- c) Hyperlinks to appropriate websites, text, slides, etc., using appropriate action buttons/triggers.
- d) Animation themes – entrance, exit, emphasis
- e) Video or audio clips
- f) Interactive activities

You are required to:

1. Prepare a plan based on the topic selected using the ASSURE Model Plan
2. Submit the Plan Submit a copy of the presentation on CD

3. Teach the lesson (Beginning February 23, 2015) for **NO MORE** than **45 minutes**. Each member of the group should be prepared to teach any component of the lesson.

You will be assessed in the following areas:

1. Plan: using the ASSURE Model	10 marks
2. PowerPoint Presentation	12 marks
• (technical & instructional quality, creativity, interactivity)	
3. Demonstration	10 marks
4. Oral & Written Language	4 marks
5. Time Management	2 marks
6. Documented Evidence of Collaboration	<u>2 marks</u>
Total:	40 marks

Presentations begin: February 23, 2015

ALL plans must be **submitted on February 23, 2015.**

NB: If Plans are not submitted, you will not be allowed to teach the lesson and thus no grade will be given.