

POWERPOINT TRAINING SESSION

~ FIELD TRIP ~

We will be visiting the OIT on **Thursday, March 31** (2-3:00 pm) for a class tutorial to learn more about how to design a Powerpoint lecture. Topics to be discussed include:

- How to lay out a lecture
- How to collect images for your presentation
- Effective presentation methods
- How to capture video clips & sound from the web
- Proper citation methods for using materials from the web

We will meet at the **DeBartolo Classroom Building, Room B002 (Training Lab A)**. Arrive on time (or early) for this meeting, because you have to walk thru another classroom to get to the computer training room. Take the northeast or northwest stairway to reach the basement. The room is in the back of the training lounge.

REQUIREMENTS FOR THIS ACTIVITY:

1. Meet with your disease research partner prior to this class and begin a preliminary search for resources. Come to class with two web site addresses that contain information and images related to your topic. Write out each address below:
 - <http://> _____
 - <http://> _____
2. Have questions ready for Shiree Moreland regarding the use of electronic resources, shortcuts to finding images, the best use of transitions, sounds, etc., how to import images, and so forth. She's an excellent computer program instructor, take advantage of her skills.
3. If you'd like to do a bit of reading about how to use Powerpoint before class and/or you want to look something up after the class is over, go to the following website, and click on the Powerpoint level of choice under "Presentations."
 - <http://oit.nd.edu/training/documentation/index.shtml>
4. I will be paying attention to the level of class participation – it is expected that you will come to class with questions, and that you will take notes during the presentation.



Shiree Moreland (moreland@nd.edu)
B012 DeBartolo Hall
Manager, Technical Training Programs
Educational Technologies & Services
Office of Information Technologies