



## Welcome

Thank you for taking the time from your busy schedule to participate in our project. HITS101 is designed by us, a group of three graduate students in the Department of Learning Design and Technology. This asynchronous self-paced instructional module aims at providing future UH graduate students with best practices how to design a digital presentation in slide format.

Participation in this instructional strategy project is strictly voluntary, and it will in NO single way affect your grade in your credited courses toward your degree. You are free to choose to participate or not to participate in this project. You may withdraw your permission or discontinue participation at any time without penalty or loss of benefits.

If you decide to participate in this instructional module, find this button  on the course's home page and click on it to join the course.



## Learning Objectives

At the end of the module, you, as a learner, should be able to

1. use the appropriate font properties (e.g. font family, font size, and font color) for the presentation slides for HITS
2. choose the appropriate background for your slides,
3. determine the appropriate uses of media including video, audio and graphics,
4. determine the appropriate uses of animation for your slide elements
5. and evaluate the given presentation slides by looking at the use of font, background, media, and animation.



## Course Contents

This instructional module is designed into five units, each of which focuses on a distinct element or feature in the slide. This is a short instructional module, so you can expect to finish this module in about one hour.

### Unit 1: Text

 30 minutes

In this first unit, you will learn to prepare the text in your slide. You will learn to determine different types of fonts, the text sections of a slide, and color scheme of the text. From then, you will learn to identify the appropriate properties of the text in your slide considering the HITS environment

## Unit 2: Background

⌚ 5 minutes

This unit focuses on the background of a slide. You will learn how the colors of the background and the text should complement one another to enable optimum visibility. From this you will learn to determine the appropriate background for the slide in HITS.

## Unit 3: Multimedia

⌚ 10 minutes

In this unit, you will be introduced to different types of media which you can use in your slide. You will learn the benefits and the drawbacks of each type of media. You will also be introduced to the effective use of each type of media for your slide.

## Unit 4: Animation

⌚ 5 minutes

In this unit, you will first learn to distinguish each type of effects. Then you will learn to apply an effect or effects to an element in your slide using PowerPoint as an example. Finally, you will learn how to use different animations together to enhance your presentation considering HITS environment.

## Unit 5: Put it all together

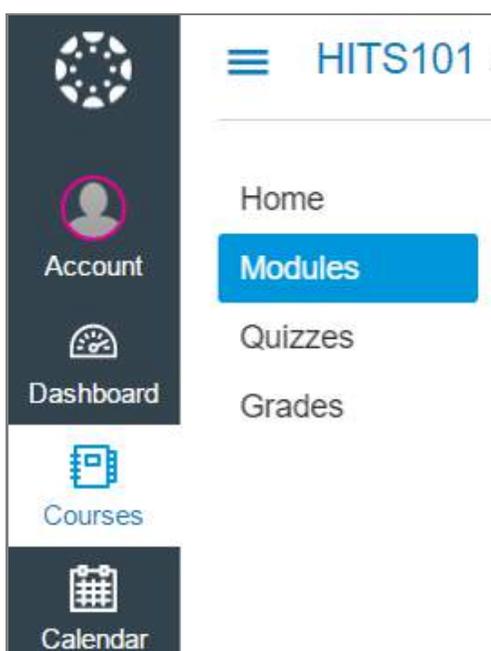
⌚ 10 minutes

This unit is the summary of the skills and knowledge you will have learnt from the previous four units. You will learn to analyze a slide and determine if it is appropriate for HITS.



## Course Navigation

Thanks to Canvas, navigating the course contents is simple to use. You can start the course by clicking on the modules tab in the navigating menu on the right side of the screen.



At the bottom of each page, there are [◀ Previous](#) and [Next ▶](#) buttons. We recommend that you click on them when you want to move back to the previous page or forward to the next page.

Begin your quest by taking the [Entry-level test \(https://canvas.instructure.com/courses/1015440/quizzes/1533701?module\\_item\\_id=9295441\)](https://canvas.instructure.com/courses/1015440/quizzes/1533701?module_item_id=9295441) and move on to the next page in the order you see in the module.



## *Post Instructional Activity*

When you finish the five units in the instructional module, we would highly appreciate it if you could provide us your feedback by taking our [post-instructional survey](https://docs.google.com/a/hawaii.edu/forms/d/199QlfXKgNmuQrnR6iUzqDMT2z2ASQXrkzj_hAi9WjOw/viewform?c=0&w=1) [↗](https://docs.google.com/a/hawaii.edu/forms/d/199QlfXKgNmuQrnR6iUzqDMT2z2ASQXrkzj_hAi9WjOw/viewform?c=0&w=1) ([https://docs.google.com/a/hawaii.edu/forms/d/199QlfXKgNmuQrnR6iUzqDMT2z2ASQXrkzj\\_hAi9WjOw/viewform?c=0&w=1](https://docs.google.com/a/hawaii.edu/forms/d/199QlfXKgNmuQrnR6iUzqDMT2z2ASQXrkzj_hAi9WjOw/viewform?c=0&w=1)). Please rest assured that the data taken from your participation in this study will be used solely for the purpose of this instructional strategy project. When we report the results of our research project, we will not use your name or any other personal information that would identify you. Your information will be kept confidential, so please answer each question to the best of your knowledge. Based on your test results, we will have the opportunity to improve our project.



## *Contact Us*

This is the first prototype of our instructional module. We expect that you will run into some issues while taking this module. If it happens, we suggest that you let one of us know.

		
<b>Megan Gamel</b> ✉ <a href="mailto:mgamel@hawaii.edu">mgamel@hawaii.edu</a>	<b>Sokunthearith Makara</b> ✉ <a href="mailto:smakara@hawaii.edu">smakara@hawaii.edu</a>	<b>Karen Fujii</b> ✉ <a href="mailto:karenkf@hawaii.edu">karenkf@hawaii.edu</a>

We hope you will enjoy the module. Once again, thank you for your time and participation.



Free graphics by [webdesignerdepot](http://www.webdesignerdepot.com/) [↗](http://www.webdesignerdepot.com/) (<http://www.webdesignerdepot.com/>)



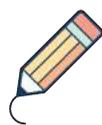
<http://creativecommons.org/licenses/by/4.0>

noted.

# Entry-level test

Started: Jan 5 at 9:18am

## Quiz Instructions



This entry-level test will help you understand the basic skills needed to begin the course. In this test, you **MUST** answer each and every question correctly. You are allowed **THREE** attempts.



### Question 1

1 pts

Which of the following definitions best describes font?

- Font is a set of displayable text characters with a particular size, weight, pitch, shape, and spacing used to describe information.
- Font is a form of communication using ink to symbolize the various forms of the alphabet to describe a person's needs.
- Font is text used to present information in various fields of mediums as a form of communication between parties represented.
- Font expresses voice and tone of one's attitude in writing material to effectively communicate his/her messages in the writing.



### Question 2

1 pts

Which of the following definitions best describes color scheme?

- A subset of all the colors that can be physically displayed
- Colors that contrast with each other and can be used to create patterns
- Colors that go well together, mostly used in material type objects
- A combination of colors in relation to each other on the color wheel

Question 3

1 pts

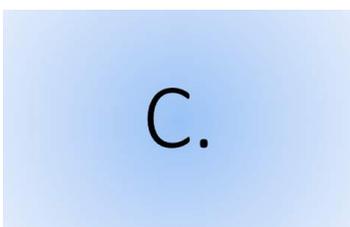
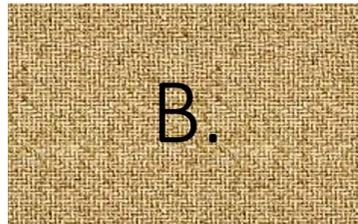
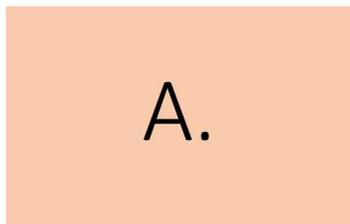
Which of the following definitions best describes a slide layout?

- A movement of elements in a slide
- An arrangement of elements in a slide
- A duration of an element in a slide
- An arrangement of slides in a presentation file

Question 4

1 pts

Choose the name that is correctly corresponding to the each of the color schemes provided.



Question 5

1 pts

Which of the following definitions describes media?

- An item of illustrative matter, such as a film, slide, or model, designed to supplement written or spoken information
-

Illustrative document designed to explain information in a different and artistic way rather than through spoken word or text

- Such elements as graphic, sound and full-motion video in computer applications used to supplement written information
- An item that is embedded in a project that provides a voice and artistic approach to material expressed in a presentation

**Question 6**

**1 pts**

Which of the following definitions describes animation in the context of digital presentation?

- Moving pictures or icons used in various presenting tools to create surprise and gain attention in printing materials
- Cartoon like drawings similarly drawn step by step in order of a specific movement to create life to characters
- The description of being alive and enthusiastic about one's own characteristic and personality used in speech and body language
- The illusion of motion and change of an object's position made to gain attention

Quiz saved at 9:20am

Submit Quiz

# 1. Classify serif, sans-serif, script, and decorative fonts



**Objective:** Given a number of different fonts, you will be able to tell the type of each font correctly.



From the previous entry-level test, you have learned that font is defined as a set of displayable text characters with a particular size, weight, pitch, shape, and spacing used to describe information. There are basic families of the font that affect the various text characteristics.

- Serif fonts are semi-structural details or small decorative flourishes on the ends of some of the strokes that make up letters and symbols. An example would be the Times New Roman font.

## Times New Roman

- Sans serif does not have such details or flourishes. An example would be the Arial font.

## Arial

Can you spot the difference between the two fonts: serif and sans-serif? Look at the following image.



Sans-serif

Serif

Serif  
(red serifs)

Image credit: [W3school](http://www.w3schools.com/) (<http://www.w3schools.com/>)

- Script typefaces are based on the varied and often fluid stroke created by handwriting.

## *Bickham Script*

- Decorative fonts enhance texts and often contain floral or border elements.

## american donuts

Here are a few other examples of fonts of different types that might help you better distinguish between them.

**Serif fonts**

Georgia  
Cambria  
Andada

**Sans-serif font**

Verdana  
SYNCOPA  
**Impact**

**Script fonts**

*Aquafina Script*  
Annie Use Your Telescope  
**Berkshire Swash**

**Decorative font**

CODYSTA  
**EATER**  
**Fascinate**



To check your understanding of the skill in this section, try Exercise 1 by clicking on the  button below.

# Exercise 1

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	1 out of 1

Score for this quiz: 1 out of 1

Submitted Apr 5, 2016 at 3:33pm

This attempt took less than 1 minute.

### Question 1

1 / 1 pts

Below each of the following words, write S if the word is in Serif font, SS if the word is in Sans-Serif font, SC if the word is in Script font, and D if the word is in Decorative font.

Text	Text	Text	Text
------	------	------	------

s	ss	s	sc
---	----	---	----

Text	Text	Text	<b>TEXT</b>
------	------	------	-------------

d	sc	ss	d
---	----	----	---

Answer 1:

Correct Answer

S

Serif: Text contains small decorative flourishes on the ends of some of the strokes on letters.

---

**Answer 2:**

Correct Answer

SS

Sans-Serif: Text does not have added details or flourishes.

---

**Answer 3:**

Correct Answer

S

Serif: Text contains small decorative flourishes on the ends of some of the strokes on letters.

---

**Answer 4:**

Correct Answer

SC

Script font: Text has fluid strokes looking like cursive handwriting.

---

**Answer 5:**

Correct Answer

D

Decorative font: Text is enhanced and has decorative border elements.

---

**Answer 6:**

Correct Answer

SC

Script font: Text has fluid strokes looking like cursive handwriting.

---

**Answer 7:**

Correct Answer

SS

Sans-Serif: Text does not have added details or flourishes.

---

**Answer 8:**

Correct Answer

D

Decorative font: Text is enhanced and has decorative border elements.

Quiz Score: **1** out of 1

## 2. Determine an appropriate font for HITS



**Objective:** At the end of this section, you will be able to choose correctly the slide with an appropriate use of fonts for HITS from a number of given slides.



When a font is used in presentations, it is important to consider various components. One is to consider the audience's visual acuity. This is in accordance to what audience members can easily see and decipher. When presentations are used in HITS courses, content is transmitted throughout various endpoints. As the content is received, projections and televisions may have different resolutions and thus content may not be as clear. With this information presented, a sans serif type font will be able to handle such demands. Although not recommended, a serif type font can also be used for the title. Try to avoid script and decorative fonts since they can be hard to read on the screen.

Following images are examples of slides. Which one do you think is the most appropriate for HITS screen?

### PREPARING A PRESENTATION MATERIAL

#### 1. DEFINITION OF "FONT"

A **font** is a set of printable or displayable text character s in a specific style and size. The type design for a set of **fonts** is the typeface and variations of this design form the typeface family . Thus, Helvetica is a typeface family, Helvetica italic is a typeface, and Helvetica italic 10-point is a **font**.

Figure 1.

### PREPARING A PRESENTATION MATERIAL

#### 1. DEFINITION OF "FONT"

A **font** is a set of printable or displayable text character s in a specific style and size. The type design for a set of **fonts** is the typeface and variations of this design form the typeface family . Thus, Helvetica is a typeface family, Helvetica italic is a typeface, and Helvetica italic 10-point is a **font**.

Figure 2.

The slide in Figure 1. has a good example of the use of fonts. All fonts are in sans-serif type, which makes the content extremely readable on the screen. Unlike in Figure 1., the slide in Figure 2 is a bad example of the slide for HITS. Using a serif font for the title might not be a problem since the title is typically the largest in size in the slide. The worst part that makes this slide inappropriate for HITS is the serif font in the body, especially when the text is small.



Now click on  button and try Exercise 2 to see if you can determine the appropriate fonts for HITS.

# Exercise 2

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	1 out of 1

Score for this quiz: 1 out of 1

Submitted Apr 5, 2016 at 3:34pm

This attempt took less than 1 minute.

### Question 1

1 / 1 pts

From the four slides given below, choose the one slide that contains appropriate fonts for HITS.

PREPARING A PRESENTATION MATERIAL

#### 1. DEFINITION OF "FONT"



A **font** is a set of printable or displayable text characters in a specific style and size. The type design for a set of **fonts** is the typeface and variations of this design form the typeface family. Thus, Helvetica is a typeface family, Helvetica italic is a typeface, and Helvetica italic 10-point is a **font**.

## PREPARING A PRESENTATION MATERIAL

### 1. DEFINITION OF "FONT"

A *font* is a set of printable or displayable text characters in a specific style and size. The type design for a set of **fonts** is the typeface and variations of this design form the typeface family . Thus, Helvetica is a typeface family, Helvetica italic is a typeface, and Helvetica italic 10-point is a *font*.

Correct!

## PREPARING A PRESENTATION MATERIAL

### 1. DEFINITION OF "FONT"

A **font** is a set of printable or displayable text characters in a specific style and size. The type design for a set of **fonts** is the typeface and variations of this design form the typeface family . Thus, Helvetica is a typeface family, Helvetica italic is a typeface, and Helvetica italic 10-point is a **font**.

The subtitle and content are of sans-serif font type, and the title is of serif font, which is acceptable.

## PREPARING A PRESENTATION MATERIAL

### 1. DEFINITION OF "FONT"

A **font** is a set of printable or displayable text characters in a specific style and size. The type design for a set of **fonts** is the typeface and variations of this design form the typeface family . Thus, Helvetica is a typeface family, Helvetica italic is a typeface, and Helvetica italic 10-point is a **font**.

Quiz Score: 1 out of 1

### 3. Identify text color scheme



**Objective:** At the end of this section, you will be able to identify the basic color indicators and differences.



Color scheme is represented by a combination of colors in relation to each other on the color wheel. Knowledge of the color scheme is important in presentations to elicit attention, texture, and character of a presentation in various types of visuals.

Primary colors consists of red, yellow, and blue. These colors are the three pigment colors that cannot be mixed or formed by any combination of other colors. Secondary colors consist of green, orange, and purple and are the colors formed by mixing the primary colors. Tertiary colors consists of yellow-orange, red-orange, red-purple, blue-purple, blue-green, and yellow-green.

These are the colors formed by mixing a primary and a secondary color. Figure 1. below illustrates examples in symbols of appropriate colors in primary, secondary, or tertiary colors.

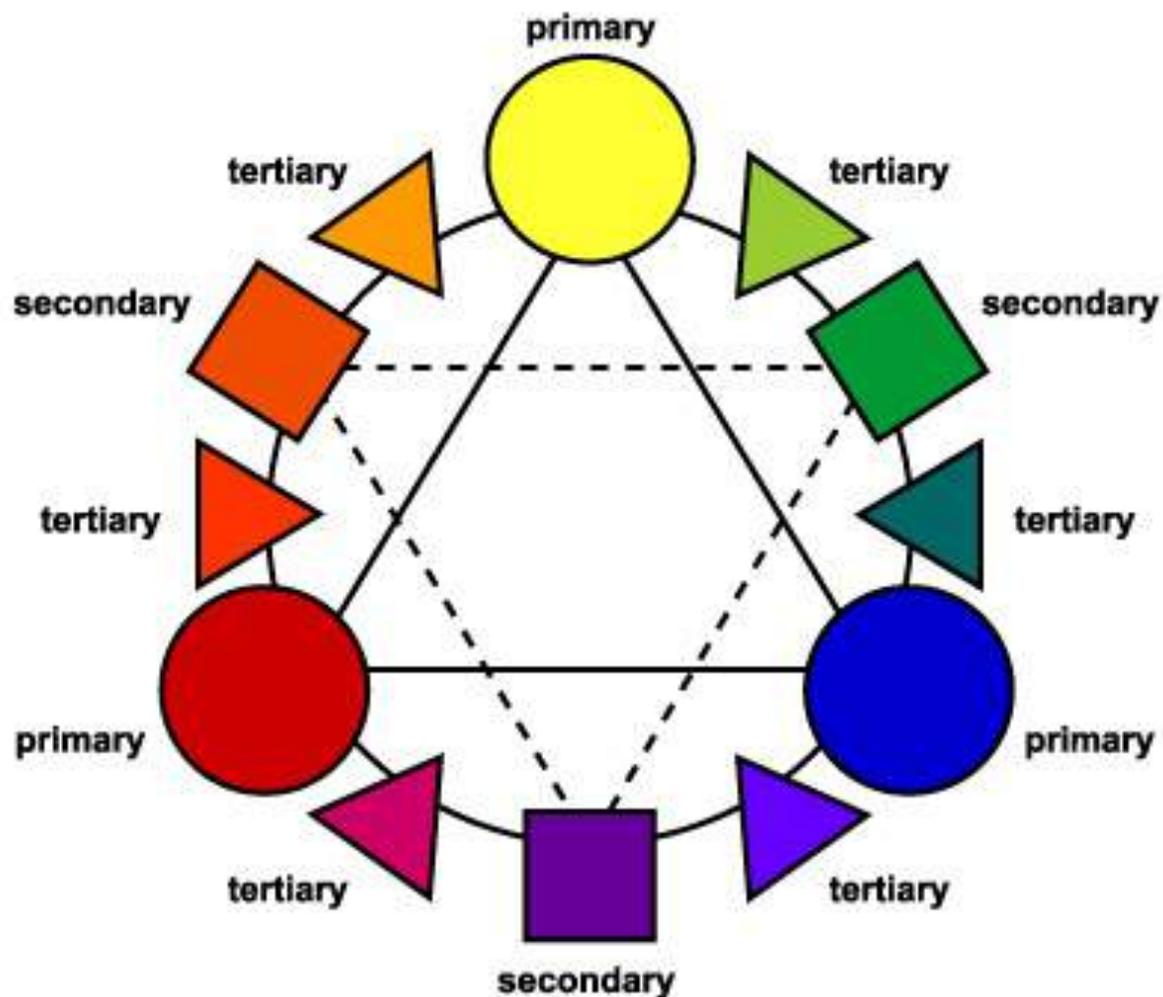


Figure 1.

Image credit: <http://saveliam.com/> [\(http://saveliam.com/\)](http://saveliam.com/)

Various colors can also display a temperate reading such as warm or cool. Understanding a color's temperature can help identify well-designed color schemes. Warm colors are related to the yellow/red side of the color wheel chart. They attract attention and are generally perceived as energetic or exciting. Cool colors sit on the blue/green side of the color wheel; they are generally perceived as soothing and calm. Figure 2. shows examples of warm and cool color schemes.



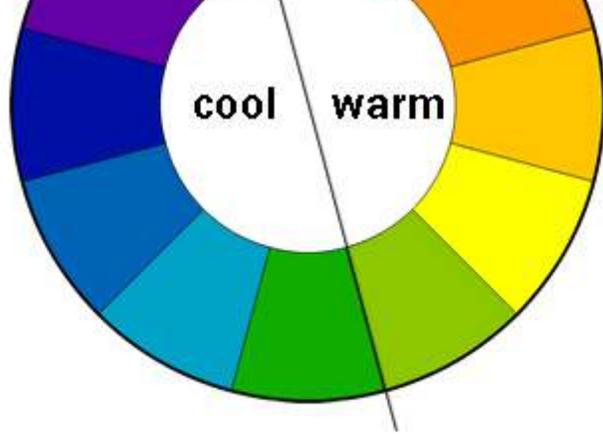


Figure 2.

Image credit: [www.haikudeck.com](http://www.haikudeck.com)  (<http://www.haikudeck.com>)



Now click on



button and try Exercise 3 to see if you can identify the appropriate color differences.

# Exercise 3

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	1 minute	0.5 out of 1

Score for this quiz: **0.5** out of 1

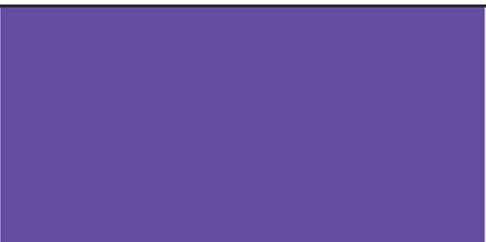
Submitted Apr 5, 2016 at 3:36pm

This attempt took 1 minute.

### Question 1

0.5 / 1 pts

Below each of the given colors, write *primary*, *secondary*, or *tertiary* and *warm* or *cool* according to its color type. For example, in the box, you can write *primary warm*, but NOT *warm primary*.

		
<input type="text" value="secondary warm"/>	<input type="text" value="tertiary cool"/>	<input type="text" value="secondary cool"/>
		
<input type="text" value="primary warm"/>	<input type="text" value="tertiary warm"/>	<input type="text" value="primary warm"/>

**Answer 1:**

You Answered

secondary warm

Correct Answer

tertiary warm

**Answer 2:**

Correct Answer

tertiary cool

Color is composed of secondary (purple) and primary (blue) colors. This color is cool because it is related to the blue/green side of the color wheel chart.

**Answer 3:**

Correct Answer

secondary cool

Color is composed of two primary colors consisting of blue and yellow. This color is cool because it is related to the blue/green side of the color wheel chart.

**Answer 4:**

Correct Answer

primary warm

Color is a singular primary color (red) of the color wheel. This color is warm because it is related to the yellow/red side of the color wheel chart.

**Answer 5:**

You Answered

tertiary warm

Correct Answer

tertiary cool

**Answer 6:**

You Answered

primary warm

Correct Answer

tertiary warm

## 4. Determine the right font color for HITS



**Objective:** At the end of this section, you will be able to indicate appropriate font color for a white background for HITS.



When choosing the font color for the text in a presentation slide, it is important to remember various key factors. The most important of these factors is contrast. The font color and the background needs to have a great amount of contrast. This will allow the font to stand out as the background color and increase visibility of text. The knowledge of the color scheme presented in the previous section is very important in determining the right contrast.

The basic idea to remember when determining the contrast of two colors is that when the warmest color and the coolest color are mixed together, they form a high contrast. Look at the graphic below to see how colors in the color wheel can be mixed to form strong contrasts.

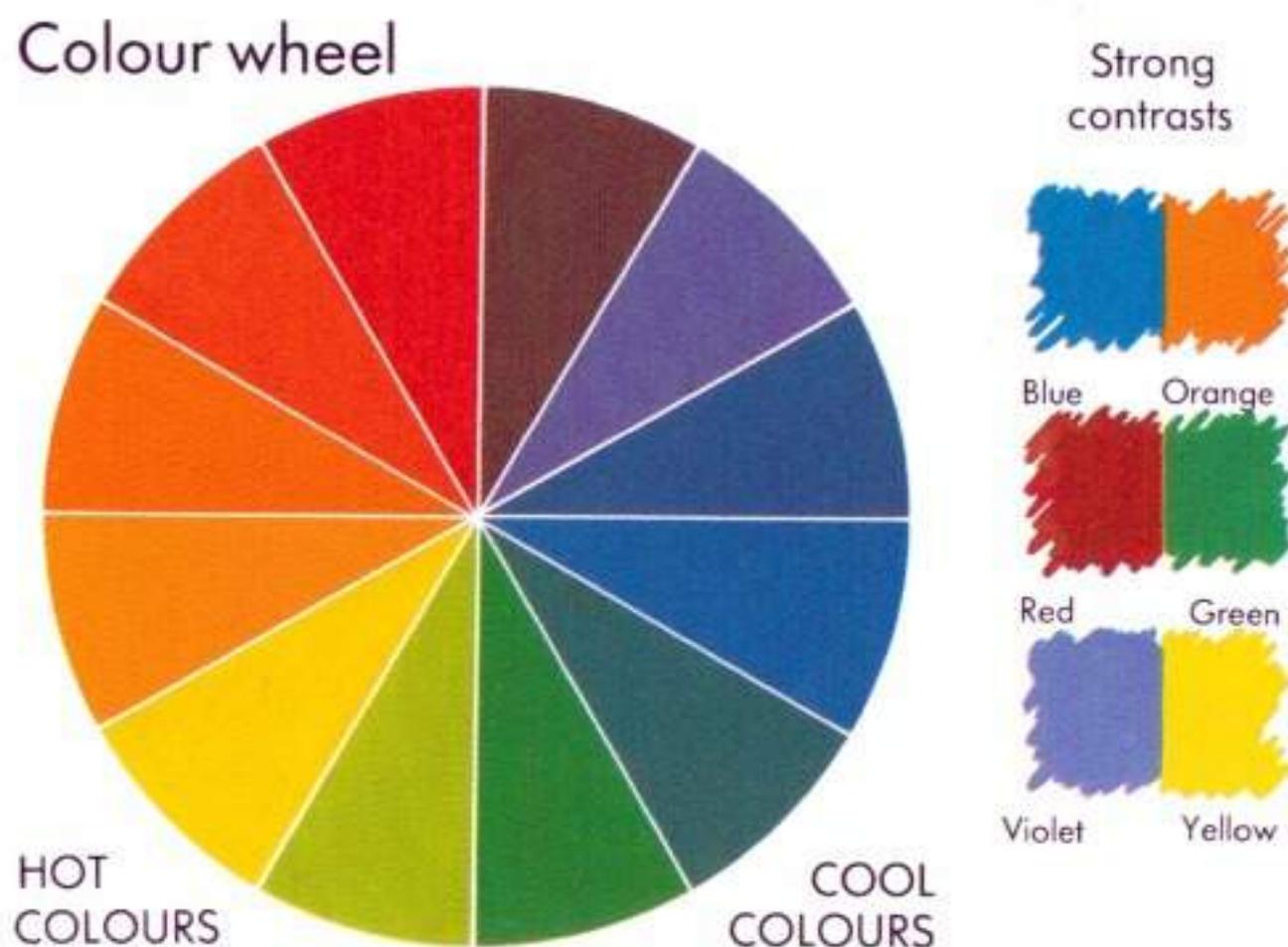


Image source: [www.houseplantsguru.com](http://www.houseplantsguru.com) (http://www.houseplantsguru.com/)

Avoid vibrating colors where colors are equal in value, equal in intensity, but opposite in hue. This combination will result in a vibrating relationship. An example would be orange and blue. There is a contrast, but the result will create more distraction and frustration in the audience.



**External resource:** Kingdom of Bahrain - Government Services provides a table that shows the summary of color contrasts.

Using these factors, you as a presenter should be able to choose the best font color to evoke your audiences and add value to your information presented.



Now click on [Next ▶](#) button and try Exercise 4 to see if you can choose an appropriate font color for the text in a white background.

# Exercise 4

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	1 out of 1

Score for this quiz: 1 out of 1

Submitted Apr 5, 2016 at 3:36pm

This attempt took less than 1 minute.

### Question 1

1 / 1 pts

Which of the colored texts is best appropriate for a white background in a HITS environment?

BLUE

BLUE is a contrasting color that conveys a trusting calm feeling.

RED

YELLOW

GREEN

Correct!

Quiz Score: 1 out of 1

# 5. Identify the text sections of the slide



**Objective:** At the end of this section, you will be able to label the text sections in the given slide correctly.



So far in this unit, you have learned to determine the appropriate font type and font color for the text in the HITS presentation slide. The next step is to determine the appropriate font size for the text. The font size will vary upon the section of the slide. It is important to know the various sections of the slide in a slide layout, and this section will provide the information needed.

Understanding the logistics of a presentation slide is the most important aspect when preparing information. Without knowing the appropriate format, the audience may become confused about topics the speaker is trying to make. Imagine if the slide was prepared like Figure 1.

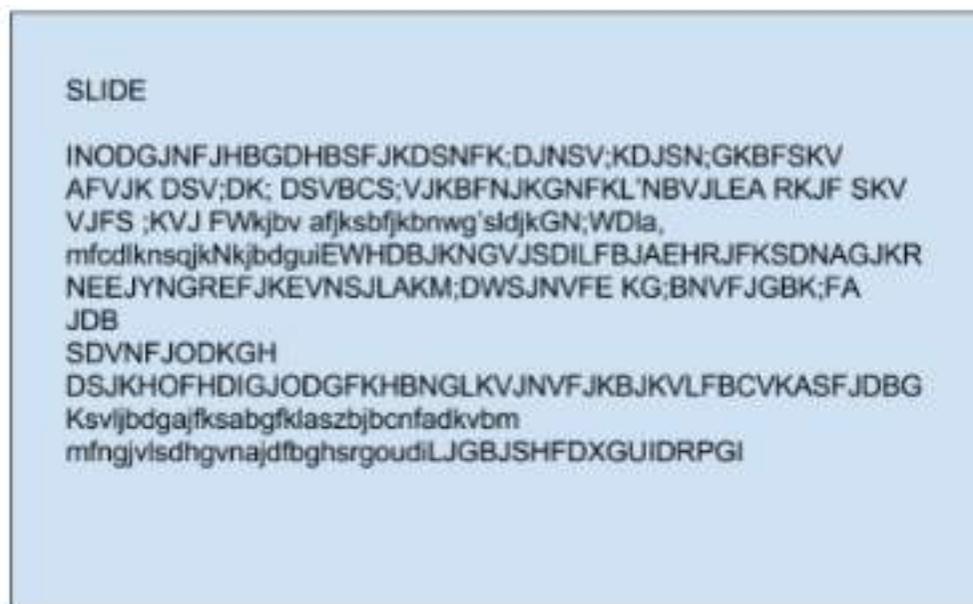


Figure 1.

With no organization and just a blanket of text, the audience will lose the attention and clarity of the presentation.

Compared to Figure 2. below, there are various parts to identify in a slide: title, subtitle, content, and footer.

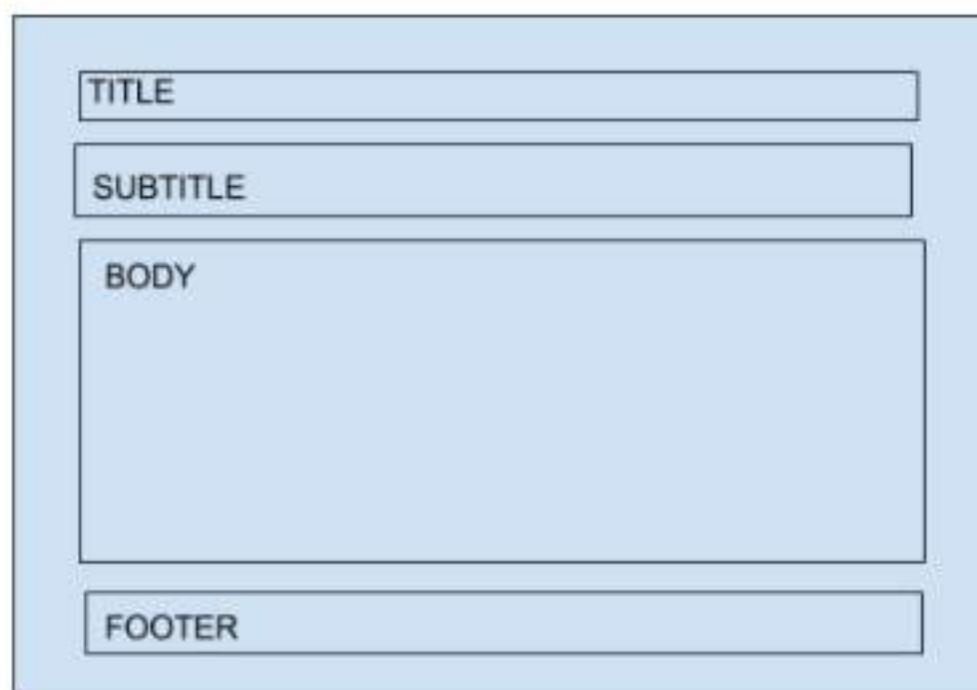


Figure 2.

The **title** of the slide belongs to the top left side of the slide. People that have studied english in the USA, they will read text from top left to bottom right. This is because the text is written in a left-to-right direction. The title will be the first thing that the audience will see. The next thing that the audience will see is the subtitle. The subtitle will be the second thing that the audience will see. The next thing that the audience will see is the body. The body will be the third thing that the audience will see. The next thing that the audience will see is the footer. The footer will be the last thing that the audience will see.

bottom right. It is typical that their eyes will first be directed here. The title will help the audience determine what the material presented is about. It is an introduction and it should be kept short such as a key phrase or quotes.

**Subtitle** belongs under the title and will provide additional narrowing information to the reading describing the following content. This should remain short, but have some explanatory details to give the audience more specific information in this text. It is not always necessary to have a subtitle in a slide.

The **content** will be placed inside the **body** portion of the slide. This will include text, bullet points, and illustrations detailing the presenter into the points and information the audience will be educated in. The body is placed in the middle of the slide to act as the focal point. The audience will spend the bulk of time analyzing and digesting materials. The content should not be lengthy or small in text, but it should provide more understanding into the meaning of the presentation. The content should contain a graphic that provides another sense of understanding to the audience and impacts their further comprehension of the materials.

The **footer** is at the bottom of the slide and should contain some sense of identity of the presentation from a company, school, or presenter to identify where information is being collected and obtained. Remember, the footer is optional in the slide. You might want to exclude this section, especially if the screen on which you will do your presentation is small.

When combining these five sections into a slide the audience will be able to read, retain, and grasp the meaning and importance of the following data with ease, clarity, and appreciation.

The diagram shows a slide layout with the following sections:

- Title:** HOW TO DETERMINE THE CORRECT FONT COLOR (pink background)
- Subtitle:** 3.1 Introduction to Color Scheme for Text (light green background)
- Content:** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. (blue background)
- Footer:** Date 02/24/2016 (pink background)



Now click on [Next ▶](#) button and try Exercise 5 to see if you can label the text sections in the given slide correctly.

# Exercise 5

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	1 out of 1

Score for this quiz: 1 out of 1

Submitted Apr 5, 2016 at 3:37pm

This attempt took less than 1 minute.

### Question 1

1 / 1 pts

Identify the text sections of the slide. Write A, B, C, D and E next to the corresponding names of the sections.

HOW TO PREPARE FOR A PRESENTATION

2.3 Body Language in a Presentation

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa.

Slide 23 of 25

A

B

C

D

E

1. d Body

2. b Subtitle

3. e Footer

4. c Content

5. a Title

---

**Answer 1:**

Correct Answer

D

Body is placed in the middle of the slide to act as the focal point.

---

**Answer 2:**

Correct Answer

B

Subtitle is under the title and will provide additional narrowing information to the reading describing the following content.

---

**Answer 3:**

Correct Answer

E

Footer is at the bottom of the slide and should contain some sense of identity of the presentation.

---

**Answer 4:**

Correct Answer

C

Content is placed inside the Body portion of the slide and will include text, bullet points, and illustrations.

---

**Answer 5:**

Correct Answer

A

Title is on the top left side of the slide and will help the audience determine what the material presented is about.



# 6. Determine the right font size for HITS presentations



**Objective:** At the end of this section, you will be able to select from the given examples the one slide with appropriate font size for HITS.



When presenting fonts in the slide, it is as important to determine the font size in particular sections of a slide. The font size of each section should follow larger size to smaller size. This will properly coordinate the audience to look at the text that is most important to the least important. The title is typically the biggest font detailing the outline and guidelines for the following materials. The smallest size should be the text that explains the most about presentation. Since there is more to be said, the text needs to be small enough to explain various points, but large enough to be read across the room through transmitting projectors.

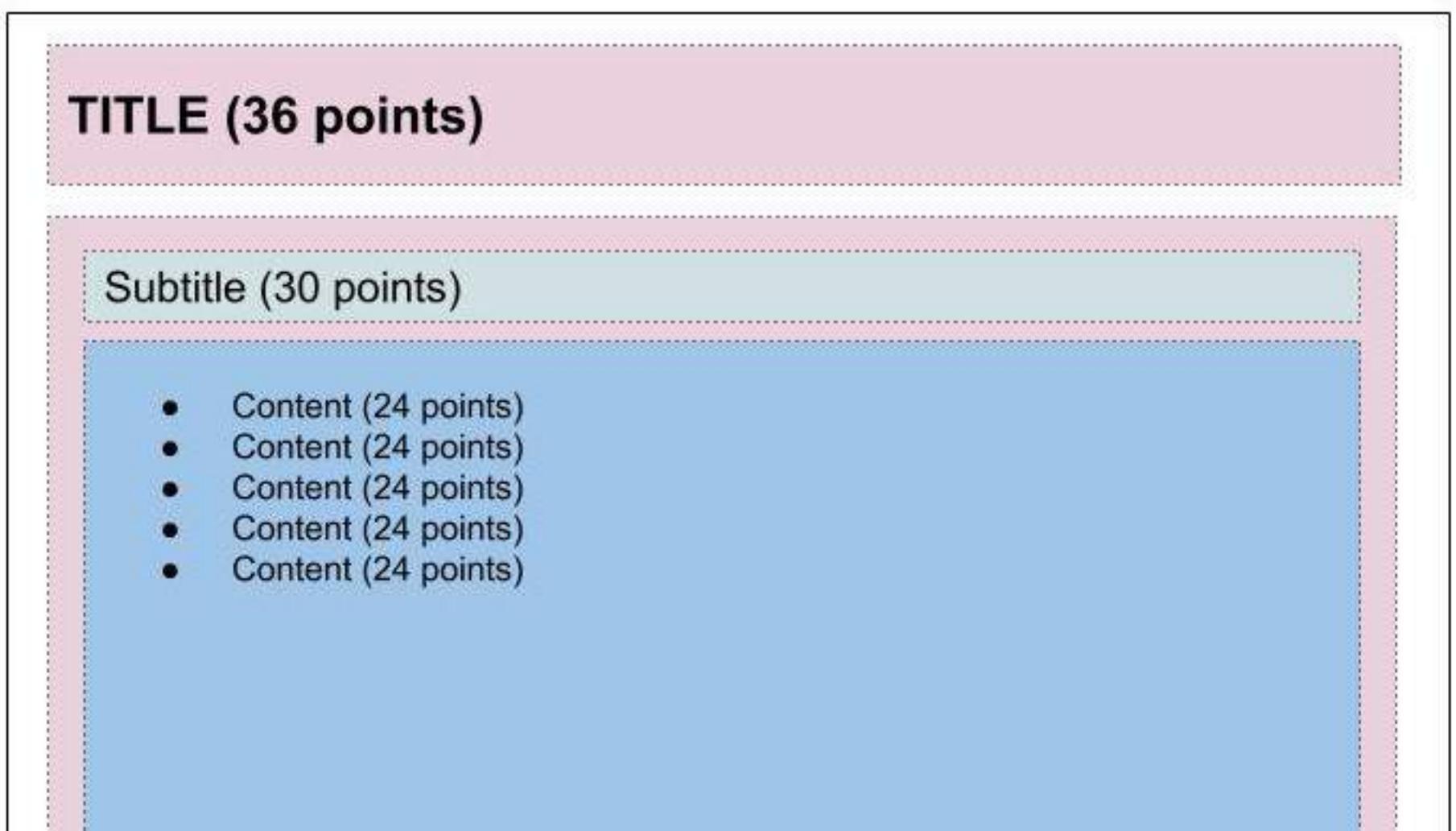
The title text should be the largest font to add the greatest attention to this part of the slide. The larger the text, the more attention it will receive. The title text will act as an introduction to the following materials. Although it is intended that the title text must bear the greatest size, the font size must not be too big to consume the whole slide. A 36-point font is the best option to portray this illustration during a HITS presentation.

The subtitle will be the next category in which describes another subsection of the material that is being presented. This is often below the title and is usually a 30-point font. Remember, it is not always necessary to have subtitle in the slide.

After the subtitle, the text that explains the content follows the titles and headings. This information may be bulleted or in short sentences, but it is not less than a 24-point font.

The footer should not be larger or smaller than a 24-point font. It is important to give the audience a reference of where the material is presented from, but it is not of as great importance as the text, which also means you can disregard this part of the slide.

The following slide in Figure 1. following slide has the appropriate large to small text diagram. These remain in the confines of visibility, so text will be transmitted and seen throughout the different projectors.



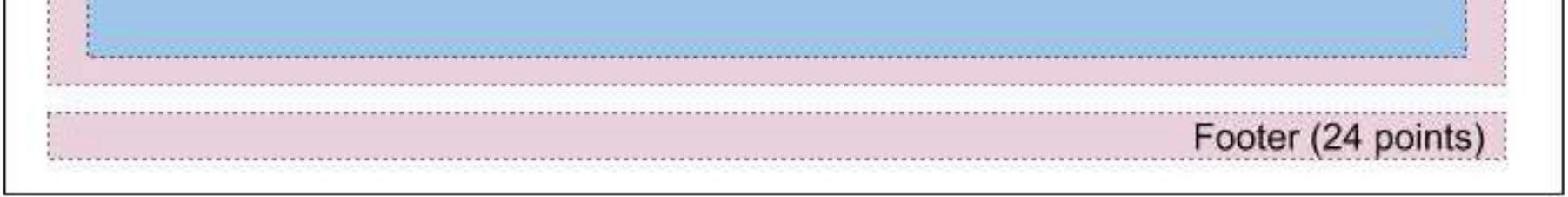


Figure 1.



**Remember:** Title 36, Subtitle 30, Content 24, and Footer 24

In Figure 2., the slide below contains the texts that are too small and will not transmit well to different projectors throughout HITS. The presentation will most likely be blurred and unlikely readable.

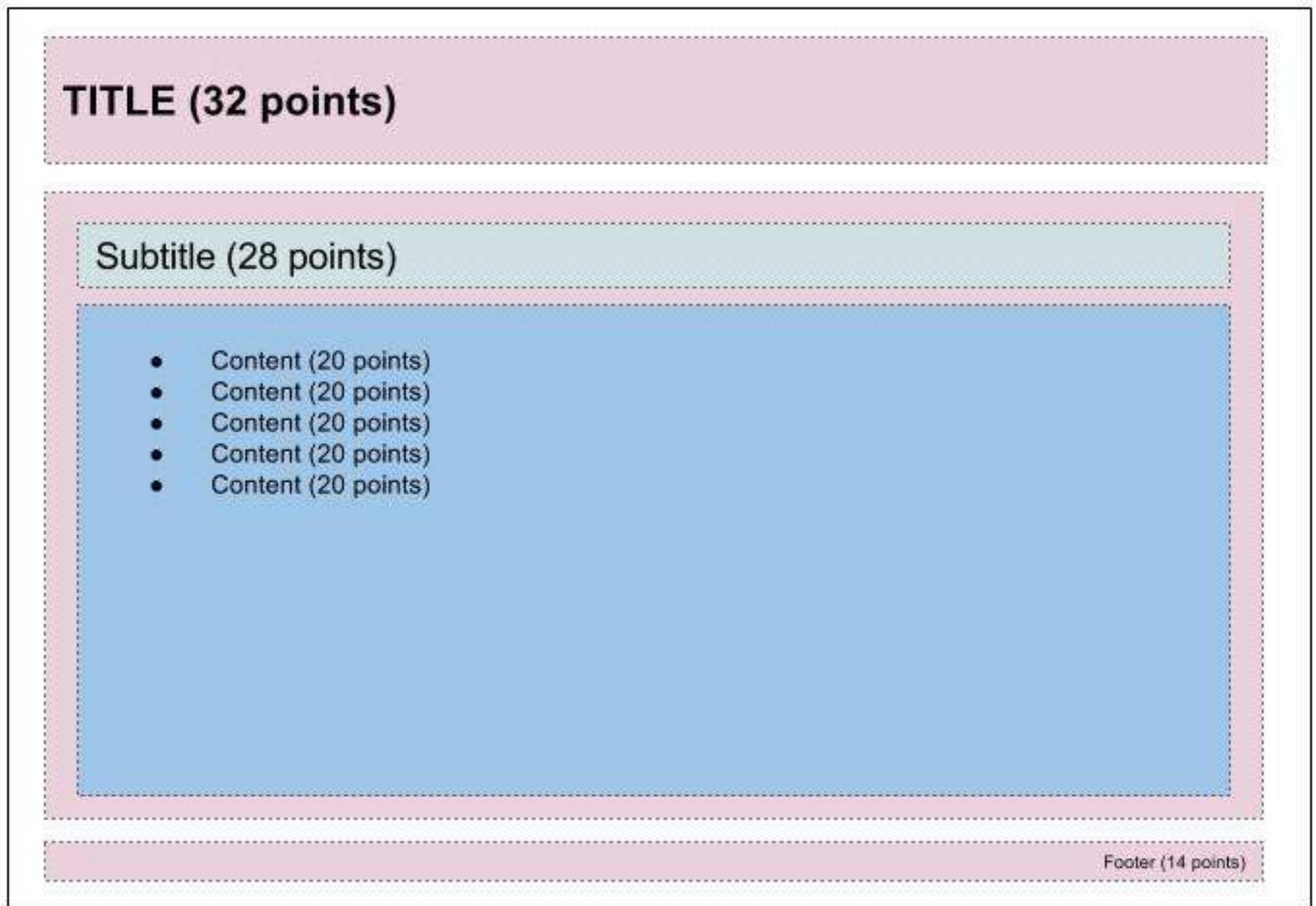


Figure 2.



Now click on



button and try Exercise 6 to see if you can select the slide with appropriate font size for HITS.

# Exercise 6

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	1 out of 1

Score for this quiz: 1 out of 1

Submitted Apr 5, 2016 at 3:38pm

This attempt took less than 1 minute.

### Question 1

1 / 1 pts

Which of the following combinations of font sizes is appropriate for HITS?



Correct!

# TITLE (36 points)

## Subtitle (30 points)

- Content (24 points)
- Content (24 points)
- Content (24 points)
- Content (24 points)
- Content (24 points)

Footer (24 points)

This combination has the appropriate big to small diagram along with remaining in the confines of visibility so text will be transmitted and seen throughout the different projectors.

# TITLE (48 points)

## Subtitle (32 points)

- Content (20 points)
- Content (20 points)
- Content (20 points)
- Content (20 points)
- Content (20 points)

Footer (16 points)

**TITLE (34 points)**

**Subtitle (28 points)**

- Content (26 points)

Footer (24 points)



**TITLE (32 points)**

**Subtitle (28 points)**

- Content (20 points)

Footer (14 points)

## 7. Identify a background color to complement the font color



**Objective:** At the end of this section, you will be able to select the background colors and the font colors to complement one another.



The presentation is enhanced when using visual aids. When speakers have important information to share, their text is key as well. Thus, the importance of picking color schemes between background colors and font colors in a presentation will determine the success of the proposal. In the previous unit, when we discussed the font color of the text, you were introduced to the idea of contrast, which is extremely crucial when it comes to choose the right color for digital presentation. Often times the projector and monitors are limited in the colors it displays. It is important to know that the colors with little contrast can easily be washed out and “invisible” when projected. The best color selection would be a color that has a high contrast with the background color. This makes the text or graphic appear to float above the background instead of blending into it. This would indicate a dark background with light text and graphics or a light background with dark text and graphics.



Figure 1.



Figure 2.

Another factor to consider is the emotional meaning of colors. Colors evoke different feelings and thus can be displayed in the presentation. Blue typically means peace, tranquility, and trust. Yellow typically means bright, happiness, and optimism. Whatever emotion the presenter is trying to present can be displayed. Often times blue is most successful background color in presentations because it indicates a trusting environment between speaker and audience.



Now click on [Next ▶](#) button and try Exercise 7 to see if you can tell if the given background colors and font colors complement one another.

# Exercise 7

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	0 out of 1

Score for this quiz: 0 out of 1

Submitted Apr 5, 2016 at 3:38pm

This attempt took less than 1 minute.

Question 1		0 / 1 pts
<p>Below identify in rank order from the best color scheme for interactive video and the worst option in the following examples. Write A, B, C or D in the spaces provided.</p>		
1. 	A. Best color scheme collection	1. → 4
2. 	B. Second best color	2. → 1
3. 	C. Not the best choice, but not the worst	3. → 3
4. 	D. Worst option	4. →

HELLO WORLD

available

2

Answer 1:

You Answered

4

Correct Answer

B

Answer 2:

You Answered

1

Correct Answer

D

Answer 3:

You Answered

3

Correct Answer

C

Answer 4:

You Answered

2

Correct Answer

A

Quiz Score: 0 out of 1

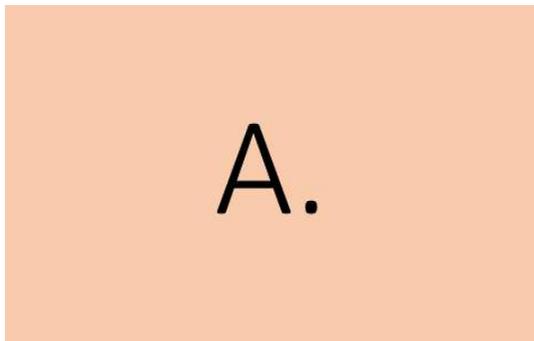
# 8. Determine an appropriate background for HITS



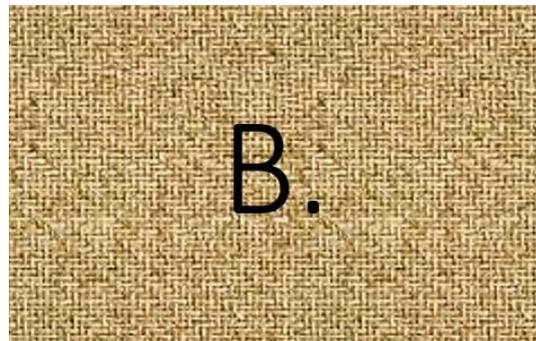
**Objective:** At the end of this section, you will be able to indicate the background that is best for digital environment (HITS).



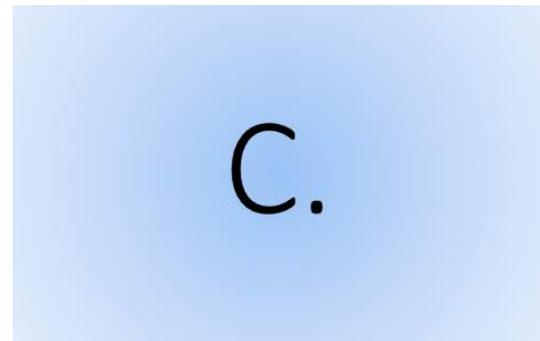
In the entry-level test, you have been asked to distinguish the types of background. Those types of background are solid, gradient, texture, and picture (See following examples.)



A. Solid



B. Texture



C. Gradient



D. Picture

Background colors, regardless of the type of background, are mainly responsible for setting the “mood” of the presentation. As stated in the previous section (section 7), the mood is also known as emotion. As colors evoke different feelings, it will evoke that sensation to the audience.

When choosing the background, it is important to also consider the color of the font. For these two factors must contrast in order to be visible. The most popular background color is white because it has a high contrast ability for various different colors and symbolizes purity, truth, and creativity. Other backgrounds are not as flexible with the variety of contrasting colors as white. Though this may be true, white is not the only background. The important thing to consider is the font color and the contrast. Know this and the color scheme will develop. Remember that the less complicated the background color is (e.g. solid color), the better the visibility. Try to avoid using a picture background that fills up the whole screen.

In Figure 1., the background colors are bright and the text colors are dark, which makes the best contrast and most appropriate combinations for HITS.

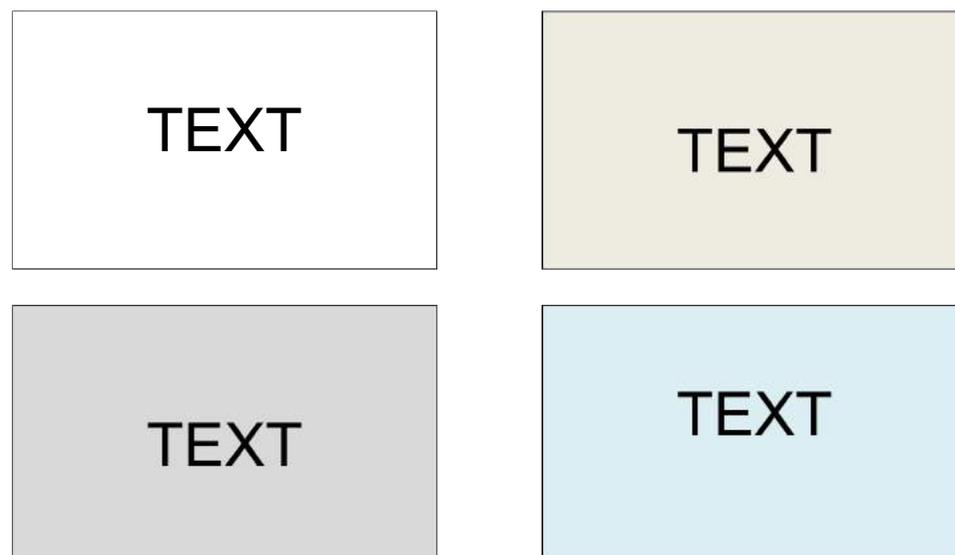


Figure 1.

In Figure 2., a picture is used as a background, and the text color and the background color are not a good contrast, which makes it difficult for the viewers to read the text.





Figure 2.



**Remember:** when choosing a background for the slide for HITS, consider the following key points.

- The background color and the text color must make in a high contrast.
- The brighter the background is, the better.
- The less complicated the background is, the better.



Now click on  button and try Exercise 8 to see if you can choose the background that is best for digital environment (HITS).

## Exercise 8

Due No due date    Points 1    Questions 1    Time Limit None

### Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



### Attempt History

	Attempt	Time	Score	Regraded
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	0 out of 1	0 out of 1

Score for this quiz: 0 out of 1

Submitted Apr 5, 2016 at 3:39pm

This attempt took less than 1 minute.

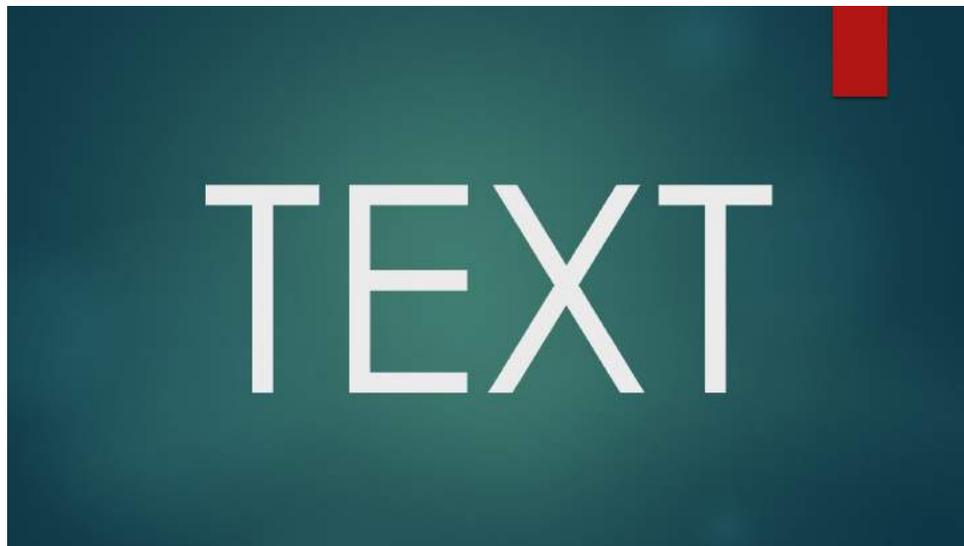
#### Question 1

Original Score: 0 / 1 pts **Regraded Score: 0 / 1 pts**

 This question has been regraded.

Considering the text colors, choose the one background that is the most appropriate for HITS environment.





The text and the background colors are the contrast to some extent. However, the background color is too dark for HITS screen.



# 9. Identify the pros of each type of media



**Objective:** At the end of this section, you will be able to identify the pros of each type of media.



Adding media to a presentation is a great way to break up the text and captivate the audience. This will allow the audience to attract their attention back to the content and comprehend the material in a visual mode. Media can also enhance presentations by creating another level of atmosphere for the speaker. There are various types of media you can add to a presentation such as videos, sounds, and graphics.

Videos allow the presenters to use different senses including seeing, hearing, and reading. Videos contain motion that the audiences can see, sounds that they can hear, and text that they can read, all in one package. As such, the videos can engage the learners more than any other types of media. Videos also are able to tell stories and provoke emotional responses. They can be simple to create with modern technology and are able to communicate more information with less material. A lot of easy-to-use video editing applications are available for free and the finished video materials can be stored in and taken from YouTube. Following is an example of the YouTube video, which can be embedded in a similar way to your slide.

**An example of YouTube video in a slide**

Sounds can contribute to the atmosphere while taking little space on a slide. They can be embedded in the slide or attached to a slide element. Sometimes, you cannot see the sound icon on the slide, but you know it is there because you can hear it. Sounds include the hearing senses and add another attention grabber from the audience to key them into the presentation and away from distractions. The following video shows an example of how audio is being used in a slide.



Graphics tend to be the most used media in presentations for various reasons. They are small in size; they do not add to file size in the presentation file. Some graphics can take up as little as 10KB of the storage space, which allows for easy distributing on the net. They are also useful because of their ease to insert and their exact emphasis on important text without leaving the slide. Lastly, graphics are low maintenance and do not require another form of equipment such as speakers to be necessary.

## Angkor Wat

Angkor Wat is a temple complex and the largest religious monument with site measuring 162.6 hectares (400 acres).

meters).



# Media for Presentation

An example of graphics in a slide



← ▶ → | Slide 1 ▾ | ↶ ↷ ⚙

Google Slides

Free graphic from [Flickr.com](https://c2.staticflickr.com/2/1401/1070424645_40121e33f5_b.jpg) ↗ ([https://c2.staticflickr.com/2/1401/1070424645\\_40121e33f5\\_b.jpg](https://c2.staticflickr.com/2/1401/1070424645_40121e33f5_b.jpg))



Now click on



button and try Exercise 9 to see if you can recognize the pros of each type of media presented earlier.

# Exercise 9

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	1 out of 1

Score for this quiz: 1 out of 1

Submitted Apr 5, 2016 at 3:41pm

This attempt took less than 1 minute.

### Question 1

1 / 1 pts

In front of each of the following statements, write V if the statement applies to the use of videos in the presentation, S for sounds, and G for graphics.

1. They are engaging as they speak to all senses (seeing, hearing,

reading).

2. They require little or no space in the slide.

3. They allow for a lot of information in a very short time.

4. They are relatively simple to make and with the help of YouTube and

others very easy to distribute.

5. Since they are small in size, they do not add up much file size to the

presentation file.

g

6. They do not require extra equipment such as a set of speakers.

g

7. They can be inserted in the slide relatively easy compared to other types of media.

---

**Answer 1:**

Correct Answer

V

Videos contain the motion that the audiences can see, the sounds that they can hear, and the text that they can read, all in one package. As such, the videos can engage the learners more than any other types of media.

---

**Answer 2:**

Correct Answer

S

Sounds can be embedded in the slide or attached to a slide element. Sometimes, you cannot see the sound icon on the slide, but you know it's there because you can hear it.

---

**Answer 3:**

Correct Answer

V

A lot of information can be made into a very short and engaging video.

---

**Answer 4:**

Correct Answer

V

A lot of easy-to-use video editing applications are available for free and the finished video materials can be stored in and taken from YouTube.

---

**Answer 5:**

Correct Answer

G

Some graphics can take up as little as 10 kB of the storage space, which allows for easy distributing on the net.

---

**Answer 6:**

Correct Answer

G

You don't need a set of speakers to view the graphics.

---

**Answer 7:**

Correct Answer

G

Graphics can be inserted in the slide with just three mouse clicks.

Quiz Score: **1** out of 1

canvas

Account

Dashboard

Courses

Calendar

Inbox

Commons

Help

There appears to be a problem with one of your contact methods. Please check your [Settings Page](#).

- Home
- Modules
- Quizzes
- Grades

## 10. Identify the cons of each type of media

 **Objective:** At the end of this section, you will be able to identify the cons of each type of media.



In the previous section (9), you have been introduced to a number of good reasons to use different types of media in your slide. Although media being used in the proper way can be helpful and intriguing to the audience, they can become distractions in presentations as well. This is often seen when media is overused or improperly used in presentations.



Videos typically carry a large file and can be difficult to upload, advance, and present in presentations. They also can be expensive to create if using professional teams and equipment. They require lots of time, studies, and patience when developing and not many people have that time to prepare.



Sounds can help create atmosphere but may also create the wrong atmosphere in the audience and be more distracting than helpful. Because the sound does not have a visual, it may warrant more than needed attention to details that could discourage audience attention to slides. Similar to videos, sounds too can cause compatibility issues when being transferred and used in different environments.



Lastly, the use of graphics is meant to be an addition to the text. However, when graphics are not used correctly or does not support the material, especially in a way that the content ideas in the slide are not represented, the audience could become confused, distracted, and confuse audience from supporting the speaker. Another aspect to consider would be that the graphic may disrupt the compatibility of the arrangement of the slides. When using alternate devices, the arrangement of text and graphics may be disturbed and create a jumbled appearance.

When media is misused and misunderstood, it could act as a negative impact on a presentation rather than a positive one. In the next section, you will learn how you can use each type of media appropriately for digital environment (HITS).

 Now click on [Next >](#) button and try Exercise 10 to see if you can identify the cons of each type of media presented earlier.

[◀ Previous](#)

[Next ▶](#)

# Exercise 10

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	0.8 out of 1

Score for this quiz: **0.8** out of 1

Submitted Apr 5, 2016 at 3:41pm

This attempt took less than 1 minute.

### Question 1

0.8 / 1 pts

In front of each of the following statements, write V if the statement applies to the use of videos in the presentation, S for sounds, and G for graphics.

1. They might take a relatively large memory; therefore, it can be inconvenient for transferring electronically.

2. Such media might cause compatibility issues.

3. Without visual, the audience might have to pay very close attention to understand the information.

4. When overused, they can distract the audience's attention.

5. They can be expensive.

**Answer 1:**

Correct Answer

V

If the videos are embedded in slide directly from the hard disk, they can take really large storage space in your file.

**Answer 2:**

You Answered

g

Correct Answer

V

Correct Answer

S

**Answer 3:**

Correct Answer

S

Sounds only speak to one of our senses. Therefore, you will have to focus really hard, especially when the sounds are long.

**Answer 4:**

Correct Answer

G

Too many graphics, especially when irrelevant, can be very distracting and overwhelming.

**Answer 5:**

Correct Answer

V

Videos can be very expensive, especially when they are to be made professionally with specialized team and equipment.

Quiz Score: **0.8** out of 1

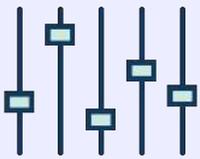
# 11. Determine the right use of media for HITS



**Objective:** At the end of this section, you will be able to choose an example with the appropriate use of media for the digital environment (HITS).



In the previous sections (9&10), you have learned the benefits and the drawbacks of each type of media when being used in a presentation slide. Despite their benefits, media in a slide can cause trouble to your presentation when they are used inappropriately. In this section, you will look at some of the key considerations when using each type of media in your slide.



When using the sound clips in the presentation, it is important to keep in mind the following information. First of all, use quality sound clips. A good quality audio segment sounds clear and crisp, and a poor quality audio segment sounds even worse and more distorted when it is amplified. A good quality audio means a sound with high sampling rate. The higher the sampling rate, the better the sound quality. Second, consider the audio file format as some formats might not be universally compatible. The most popular file formats are WAV (a file format created by Microsoft) and MP3 (a compressed format used mostly on computers). Lastly, make sure to double check the sound with the right equipment before the presentation and always have a backup file somewhere in the computer or flash drive.



Similar considerations need to be kept in mind when using the video clips in the presentation. The quality of the video file is primarily dependent on the resolution that you use to record the video. Changing resolutions on video files is more difficult than changing sample rates in audio files, so you want to record at the resolution that you need for your presentation. Do not use a video with too high quality since it might cause compatibility issues due to the screen resolution in HITS environment and it might take times to transmit the picture. Digitized video can be stored in a number of different formats depending on preferences; however, these are the most popular: QuickTime (from Apple computer), Windows Media Video Format (WMV files from Microsoft), AVI (Audio Video Interleaved format) and MPEG (Moving Picture Experts Group compressed format). Any of these formats is an acceptable quality. Also, make sure to double check your video, both sound and picture qualities, before the presentation.



Graphics such as clip art and pictures can be a great media to enhance the presentation. Garr Reynolds wrote a great blog article about the 11 mistakes in the use of images in slides.



**External resource:** Reynolds, Garr. "[11 Ways To Use Images Poorly In Slides](http://www.presentationzen.com/presentationzen/2009/08/10-ways-to-use-images-poorly.html)". *Presentation Zen*. N.p., 2009. Web. 29 Mar. 2016.

Another important thing to remember when using multimedia in the presentation is to make sure you have the permission to use those media. The Internet makes it too easy to look for and grab the media you want, but do check the usage rights and give proper credits to the owners.



Now click on [Next ▶](#) button and try Exercise 11 to see if you can choose the slides with the appropriate use of media for the digital environment (HITS).

# Exercise 11

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	1 minute	1 out of 1

Score for this quiz: 1 out of 1

Submitted Apr 5, 2016 at 3:43pm

This attempt took 1 minute.

### Question 1

1 / 1 pts

Click on each of the following linked to see the example use of media. Choose the best example use of media for HITS environment.



[Click to download Example A.](#) 

<https://drive.google.com/file/d/0B1p7Lt5UMe1EejVDOVVNSWdzZ0U/view?usp=sharing>



[Click to download Example B.](#) 

<https://drive.google.com/file/d/0B1p7Lt5UMe1Ec0I3QzdGY0Z1ZzA/view?usp=sharing>

The photo is used properly in terms of both position, size and quality. The video is embedded from YouTube, which makes the size of the presentation file smaller and allows the choose different qualities of the video while showing it.



[Click to download Example C.](#) 

<https://drive.google.com/file/d/0B1p7Lt5UMe1EZTA3UjRoQU9PTWs/view?usp=sharing>

Correct!



[Click to download Example D.](#) 

<https://drive.google.com/a/hawaii.edu/file/d/0B1p7Lt5UMe1EOHjb3hOeTQ1MUU/view?usp=sharing>

Quiz Score: **1** out of 1

## 12. Discriminate entrance effect from other effects



**Objective:** At the end of this section, you will be able to distinguish different types of effect for elements in the slide.



Digital visual effects are the process that the imagery moves or manipulates outside the context. In the presentation material, the visual effect will make or constitute a distinction between the entrance effect, emphasis effect, motion path effect, and exit effect to enhance the presentation.

An entrance effect allows the object to move or appear in the slide. As you can see in the following example (Figure 1.), the appearance of the text takes place as a wheel increment by increment until the whole text is complete.

An emphasis effect, as the name implies, is used to stress the importance of an element in the slide. It is used on an element which has already been appearing on the slide in order to draw the attention of the audience to that particular element. Figure 2. illustrates an emphasis effect. The text makes a wave movement.

A motion path effect allows the object to move along a path defined by the user. Figure 3. gives an example of a motion path effect. The star moves around the text in an oval-shaped path created by the user.

An exit effect allows the object to move off and disappear or complete the presentation material as illustrated in the following Figure 4.



Figure 1. Entrance effect

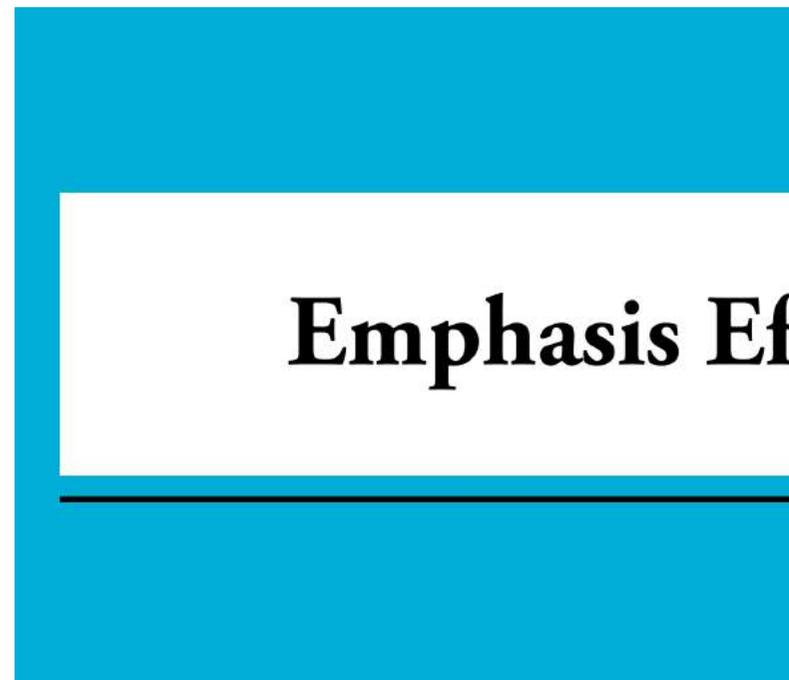


Figure 2. Emphasis effect

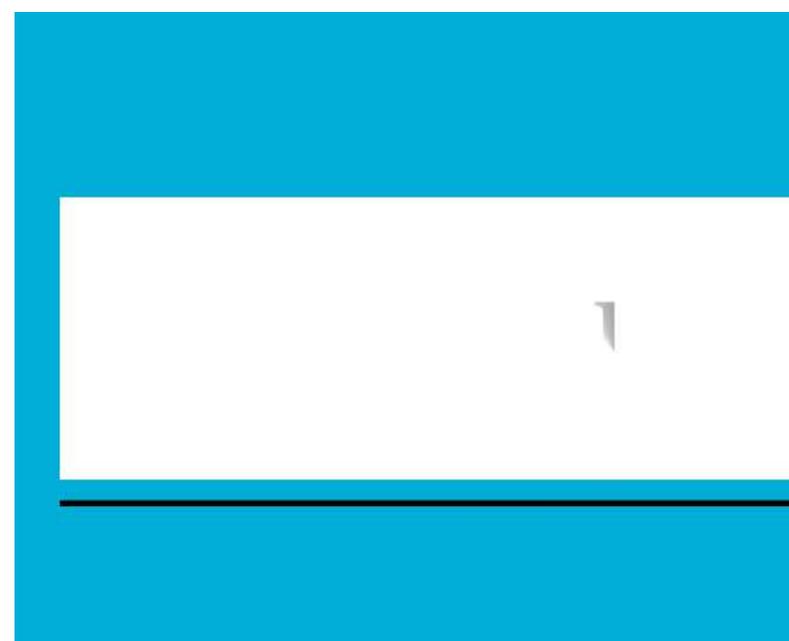
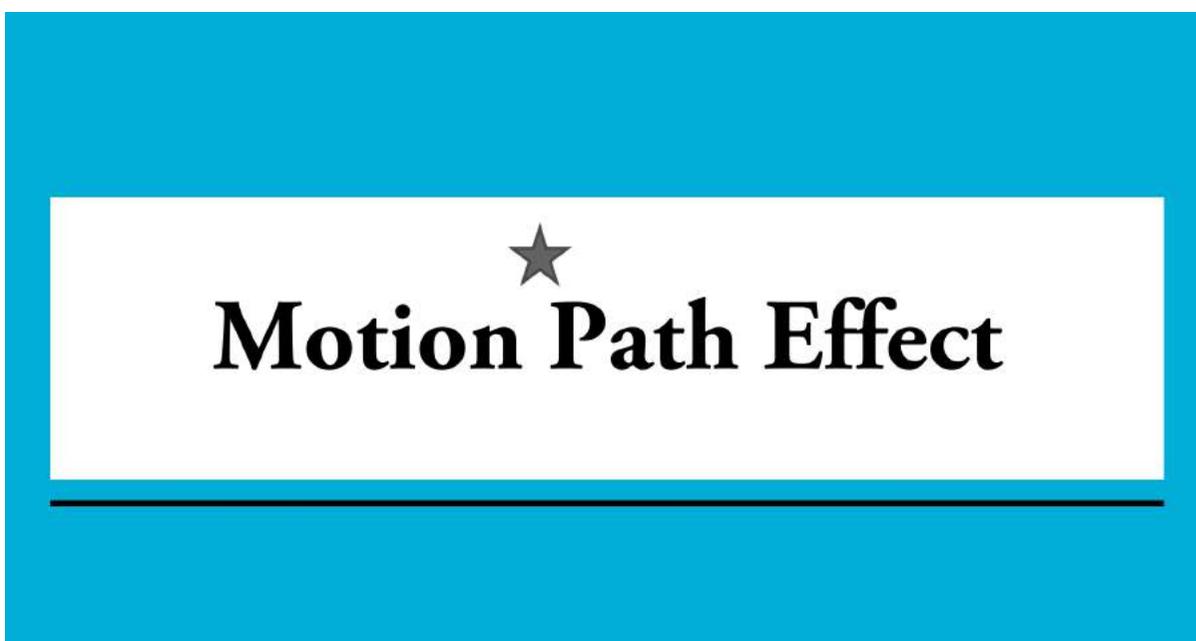


Figure 3. Motion path effect

Figure 4. Exit effect



Now click on  button and try Exercise 12 to see if you can distinguish an entrance effect from other effects.

---

# Exercise 12

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	1 out of 1

Score for this quiz: 1 out of 1

Submitted Apr 5, 2016 at 3:44pm

This attempt took less than 1 minute.

### Question 1

1 / 1 pts

From the following visual choices, choose an option with an entrance effect.



B

C

Correct!

D

The letter flies from the bottom to the center of the slide. Therefore, it has the entrance effect.

Quiz Score: 1 out of 1

# 13. Order the steps in creating an animation for a slide element



**Objective:** At the end of this section, you will be able to recognize the correct steps in creating an animation for an object in a slide.

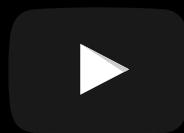


Animation in a presentation has the ability to add another element of surprise to capture the audience's attention. Animation also has the ability to showcase complex ideas that could be difficult to interpret with information all at once. This is due to the amount of information animation can control.

With various benefits, it is important for presentation designers to know the process of how to add animation to an element in the slide. With PowerPoint, you can add an animation to an element in the slide by following the steps below.

1. Select the target element.
2. Click on animations tab.
3. Choose an animation you prefer.
4. Once an animation is chosen, you'll see the preview of your selected animation.
5. To configure your animation, click on animation pane tool.
6. You can add another animation to the same element by clicking on add animation tool and selecting the preferred animation.

With these simple instructions, adding animation can add surprise and control to a presentation that speakers will use to enhance their materials. Watch the following tutorial to better visualize the process.



Now can you prepare the following slide in PowerPoint? You don't need to make your animations loop. Begin your animation with an entrance effect and end it with an exit effect.



Now click on



button and try Exercise 13 to see if you can order the steps in adding an animation to an element in the slide.

# Exercise 13

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	1 minute	0.5 out of 1

Score for this quiz: **0.5** out of 1  
Submitted Apr 5, 2016 at 3:45pm  
This attempt took 1 minute.

### Question 1

0.5 / 1 pts

Following are the steps in creating an animation for a slide element using PowerPoint. Reorder them by writing the numbers 1-6 before the statements.

A. To configure your animation, click on Animation Pan tool.

B. You can add another animation to the same element by clicking on Add

Animation tool and selecting the preferred animation.

C. Click on Animation tab.

D. Choose an animation you prefer.

E. Once an animation is chosen, you'll see the prefer of your selected

animation.

1

F. Select the target element.

Answer 1:

You Answered

3

Correct Answer

5

Answer 2:

Correct!

6

Answer 3:

Correct!

2

Answer 4:

You Answered

4

Correct Answer

3

Answer 5:

You Answered

5

Correct Answer

4

Answer 6:

Correct!

1

Quiz Score: **0.5** out of 1

# 14. Determine the effective use animation for HITS



**Objective:** At the end of this lesson, you will be able to select the one slide with the best animation for the digital environment (HITS).



Animations or transitions are used in various multimedia effects. These transitions include moving images, shapes, texts, and slides. In a presentation, it is important to keep the transition as simple as possible. The receiver or audience should be able to focus on the information on the slide and not on the transition. The effects between slides can help make a presentation seamlessly fade in or out, wipe, or zoom from one slide to the next to make the presentation flow with minimal disruptions to the receivers. In the digital world of HITS, the best transition to use is to dissolve that will allow the projectors and transmission time to calibrate the upcoming materials in the following slide. Other transitions are great in different presentations, but sometimes the transitions can block up the transmissions and cause a backlog or delay in developing the next slide. The dissolve feature allows the smooth transition and works with the various technologies to communicate on the same time frame. The following examples demonstrate the difference of a dissolve transition from some other transition effects available in PowerPoint.

**HITS101**  
Preparing a presentation material  
for HITS

**Content**  
Unit 1. Text  
Unit 2. Background  
Unit 3. Media  
Unit 4. Animation  
Unit 5. Put it all together

**HITS101**  
Preparing a presentation material  
for HITS

**Content**  
Unit 1. Text  
Unit 2. Background  
Unit 3. Media  
Unit 4. Animation  
Unit 5. Put it all together

**HITS101**  
Preparing a presentation material  
for HITS



Dissolve



Blinds

**HITS101**  
Preparing a presentation material  
for HITS

**Content**  
Unit 1. Text  
Unit 2. Background  
Unit 3. Media  
Unit 4. Animation  
Unit 5. Put it all together

**HITS101**  
Preparing a presentation material  
for HITS

**Content**  
Unit 1. Text  
Unit 2. Background  
Unit 3. Media  
Unit 4. Animation  
Unit 5. Put it all together

**HITS101**  
Preparing a presentation material  
for HITS



Vortex



Peel Off



Now click on  button and try Exercise 14 to see if you can choose the one slide with the best animation for the digital environment (HITS).

---

# Exercise 14

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	less than 1 minute	0 out of 1

Score for this quiz: 0 out of 1

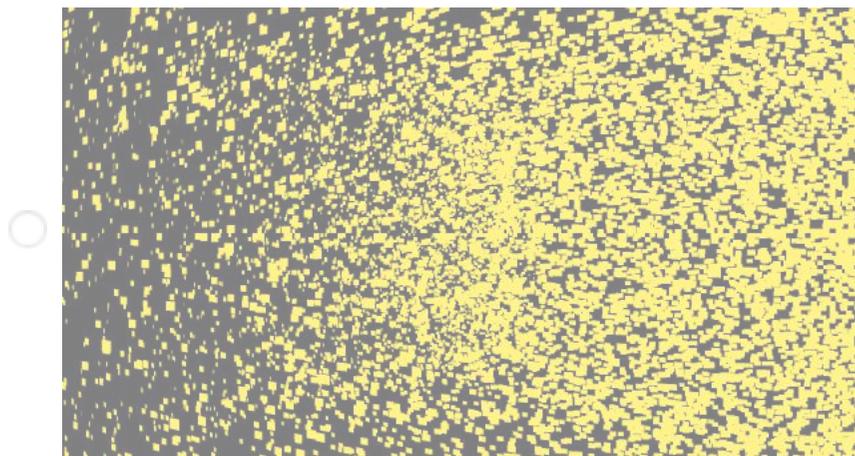
Submitted Apr 5, 2016 at 3:46pm

This attempt took less than 1 minute.

### Question 1

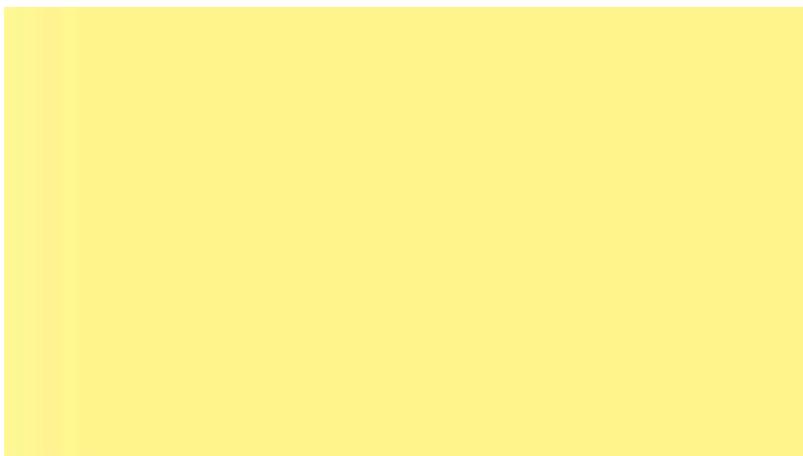
0 / 1 pts

Choose the one transition effect that is the most appropriated for HITS.





Fade may confuse the audience while transitioning to the next phase of text. Fade tends to be difficult for audience members to analyze.



# 15. Analyze the presentation material for HITS



**Objective:** At the end of this section, you will be able to evaluate a given presentation slide considering the digital environment (HITS).



You have almost come to the end of the instructional module. So far the module has covered some important topics such as text, background, animation, and media. We hope you have a better understanding of each topic and be able to determine the appropriate use of them in your slides, especially when it comes to a particular digital environment such as HITS. In this final lesson, you're going to look at a slide and evaluate if it is appropriate for HITS.

Following is a checklist that can be very helpful when evaluating a presentation slide. [Download the checklist here.](https://docs.google.com/document/d/1C5ypYwaxQG8uS871x-ha8Oj7wTEjpbTnGrfXNyLc6I/edit?usp=sharing) <https://docs.google.com/document/d/1C5ypYwaxQG8uS871x-ha8Oj7wTEjpbTnGrfXNyLc6I/edit?usp=sharing>

## Presentation Material for HITS Checklist

Use of text	
1. Does the material use the font types appropriately? <i>Comment:</i>	<input type="checkbox"/>
2. Does the material use the font colors correctly? <i>Comment:</i>	<input type="checkbox"/>
3. Does the material use the font sizes appropriately? <i>Comment:</i>	<input type="checkbox"/>
Use of background	
4. Does the material use the background appropriately? <i>Comment:</i>	<input type="checkbox"/>
Use of multimedia	
5. Does the material use the multimedia appropriately? <i>Comment:</i>	<input type="checkbox"/>
Use of motion	
6. Does the material use the effects and animations appropriately? <i>Comment:</i>	<input type="checkbox"/>

Others	
7. Is the material free of spelling and grammatical mistakes? <b>Comment:</b>	<input type="checkbox"/>

For the purpose of this lesson, we're going to use the following slides as an example.

# How to prepare a slide

## Choose the right fonts

1. Use the sans-serif fonts
2. Use a high contrast font color
3. Use an appropriate font size combination in the slide



### Use of text

- |   |                                     |
|---|-------------------------------------|
| 1. Does the material use the font types appropriately?<br>+ The font type for the title is serif, which is acceptable.<br>- The font for the subtitle is script or cursive. This is not acceptable.<br>- The font for the content is serif. It won't be well-transmitted in HITS. | <input type="checkbox"/>            |
| 2. Does the material use the font colors correctly?<br>+ Yes, the color of the text and the background are in good contrast.  | <input checked="" type="checkbox"/> |

<p>3. Does the material use the font sizes appropriately?</p> <ul style="list-style-type: none"> <li>- The title is too large.</li> <li>+ The subtitle is in a good size.</li> <li>+ The content is in a right size.</li> </ul>	<input type="checkbox"/>
<b>Use of background</b>	
<p>4. Does the material use the background appropriately?</p> <ul style="list-style-type: none"> <li>- The background color, pink, is not appropriate for HITS.</li> </ul>	<input type="checkbox"/>
<b>Use of multimedia</b>	
<p>5. Does the material use the multimedia appropriately?</p> <ul style="list-style-type: none"> <li>- The image has a watermark on it.</li> <li>- The image is irrelevant.</li> <li>- The background of the image should better be transparent.</li> <li>- The video on the second slide is private.</li> </ul>	<input type="checkbox"/>
<b>Use of motion</b>	
<p>6. Does the material use the effects and animations appropriately?</p> <ul style="list-style-type: none"> <li>- The transition from each slide is cube. We recommend Dissolve as a transition for HITS.</li> </ul>	<input type="checkbox"/>
<b>Others</b>	
<p>7. Is the material free of spelling and grammatical mistakes?</p> <ul style="list-style-type: none"> <li>+ Yes, it is.</li> </ul>	<input checked="" type="checkbox"/>



Now click on  button and try Exercise 15 to see if you can analyze the slide for the digital environment (HITS).

# Exercise 15

Due No due date

Points 1

Questions 1

Time Limit None

## Instructions



Use the information in the previous section to help you answer the question in this exercise. Feel free to go back and look at the section.



## Attempt History

	Attempt	Time	Score
LATEST	<a href="#">Attempt 1</a>	2 minutes	0 out of 1 *

\* Some questions not yet graded

Score for this quiz: 0 out of 1 \*

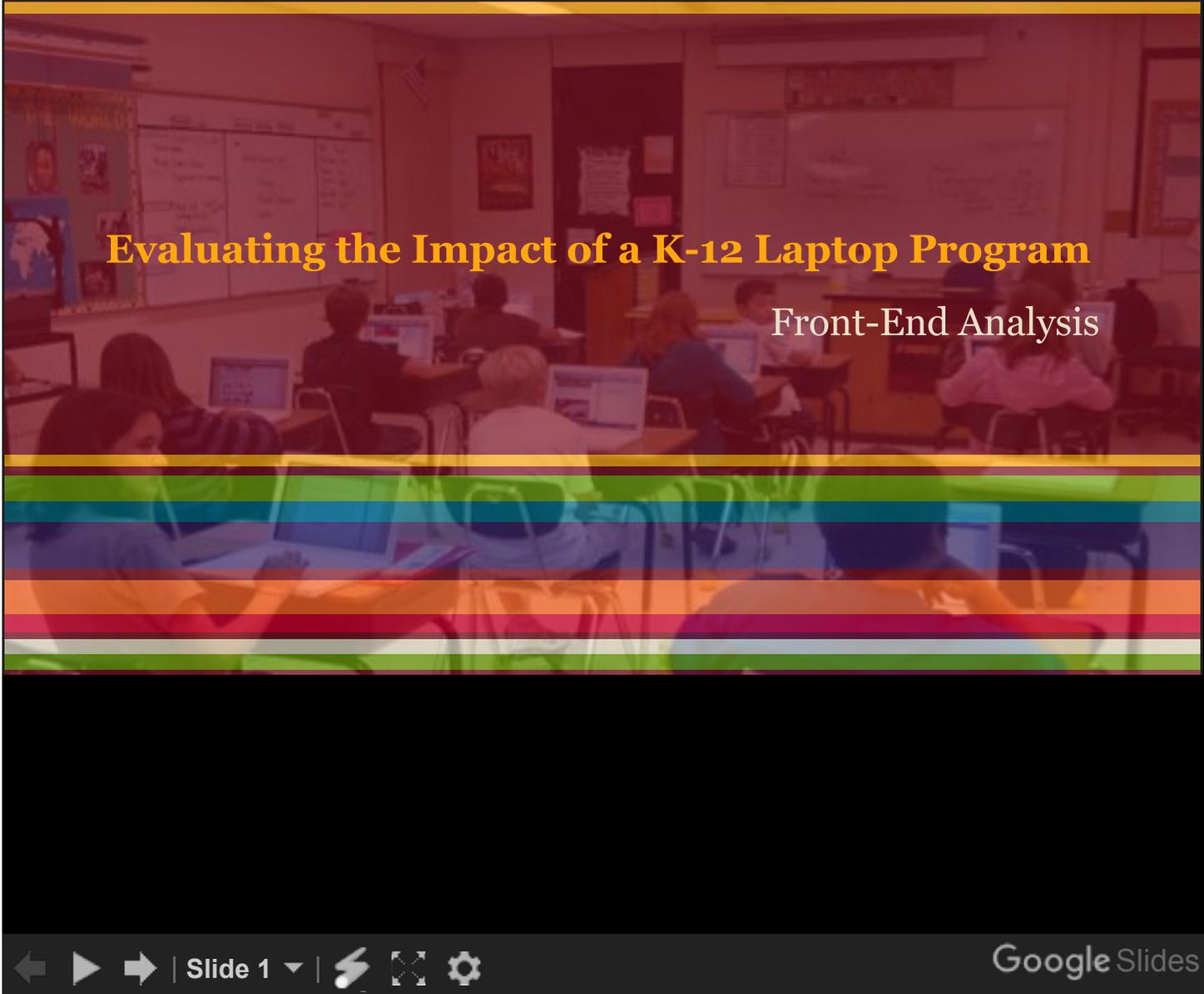
Submitted Apr 5, 2016 at 3:49pm

This attempt took 2 minutes.

### Question 1

Not yet graded / 1 pts

Analyze the following presentation material and find at least 5 mistakes in it. You might use [this checklist](#)  (<https://docs.google.com/document/d/1C5ypYwaxQG8uS871x-ha8Oj7wTEjlpbTnGrfXNyLc6l/edit?usp=sharing>) to help you.



Your Answer:

1. Distracting background
2. Text is not contrasting
3. Text is not of appropriate size for title
4. Transition is distractng
5. Colors are too vivid for HITS

Slide 1.

1. The color of the text and that of the background are not a good contrast.
2. The title is too small.
3. A photo background is not preferable for HITS especially when it is this dark.

Slide 2.

4. Flip slide transition is not appropriate for HITS.
5. Good use of entrance effect for the body text.
6. Correct use of font type. However, the body text is too small.

Slide 3.

7. Great use of fonts.
8. The text in the table is too small.
9. The screenshot is of poor quality.

Quiz Score: **0** out of 1

# Post-Test

Due No due date    Points 15    Questions 15    Time Limit None

## Instructions



This post-test measures your understanding of the knowledge and skills presented in this instructional module. Consider it as your final exam.



## Attempt History

	Attempt	Time	Score	Regraded
LATEST	<a href="#">Attempt 1</a>	10 minutes	9.77 out of 15 *	10.77 out of 15 *

\* Some questions not yet graded

Score for this quiz: **10.77** out of 15 \*

Submitted Apr 5, 2016 at 4pm

This attempt took 10 minutes.

Question 1				0.5 / 1 pts
Below each of the following words, write S if the word is in Serif font, SS if the word is in Sans-Serif font, SC if the word is in Script font, and D if the word is in Decorative font.				
<b>Text</b>	<i>Text</i>	<i>Text</i>	<i>Text</i>	
SS	SC	D	SC	
<b>Text</b>	<b>Text</b>	<b>TEXT</b>	<b>Text</b>	
S	SS	D	S	
<b>Answer 1:</b>				

You Answered

SS

Correct Answer

S

Answer 2:

Correct!

SC

Answer 3:

Correct!

D

Answer 4:

Correct!

SC

Answer 5:

You Answered

S

Correct Answer

SS

Answer 6:

You Answered

SS

Correct Answer

S

Answer 7:

Correct!

D

Answer 8:

You Answered

S

Correct Answer

SS

## Question 2

1 / 1 pts

From the four slides given below, choose the one slide that contains appropriate fonts for HITS.

## PREPARING A PRESENTATION MATERIAL

### 1. DEFINITION OF "FONT"



A **font** is a set of printable or displayable text characters in a specific style and size. The type design for a set of **fonts** is the typeface and variations of this design form the typeface family . Thus, Helvetica is a typeface family, Helvetica italic is a typeface, and Helvetica italic 10-point is a **font**.

---

## PREPARING A PRESENTATION MATERIAL

### 1. DEFINITION OF "FONT"



A **font** is a set of printable or displayable text characters in a specific style and size. The type design for a set of **fonts** is the typeface and variations of this design form the typeface family . Thus, Helvetica is a typeface family, Helvetica italic is a typeface, and Helvetica italic 10-point is a **font**.

---

## PREPARING A PRESENTATION MATERIAL

### 1. DEFINITION OF "FONT"



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---

Correct!

## PREPARING A PRESENTATION MATERIAL

### 1. DEFINITION OF "FONT"

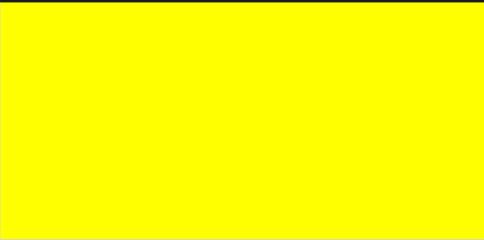
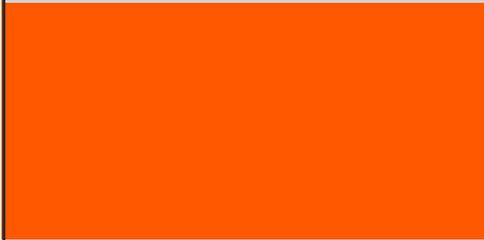
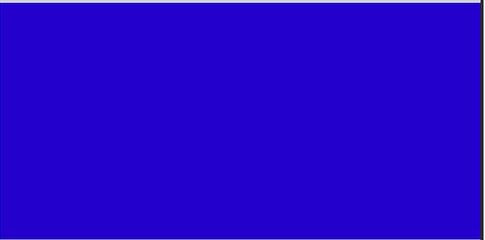


A **font** is a set of printable or displayable text characters in a specific style and size. The type design for a set of **fonts** is the typeface and variations of this design form the typeface family . Thus, Helvetica is a typeface family, Helvetica italic is a typeface, and Helvetica italic 10-point is a **font**.

### Question 3

0.83 / 1 pts

Below each of the given colors, write *primary*, *secondary*, or *tertiary* and *warm* or *cool* according to its color type. For example, in the box you can write *primary warm*, but not *warm primary*.

		
<input type="text" value="tertiary cool"/>	<input type="text" value="Primary warm"/>	<input type="text" value="secondary warm"/>
		
<input type="text" value="secondary warm"/>	<input type="text" value="tertiary warm"/>	<input type="text" value="primary cool"/>

Answer 1:

tertiary cool

Answer 2:

primary warm

Answer 3:

secondary warm

Correct Answer

tertiary cool

Answer 4:

secondary warm

Answer 5:

tertiary warm

Answer 6:

primary cool

Question 4

1 / 1 pts

Which of the colored texts is best appropriate for a white background in a HITS environment?

ORANGE

TURQUOISE

PURPLE

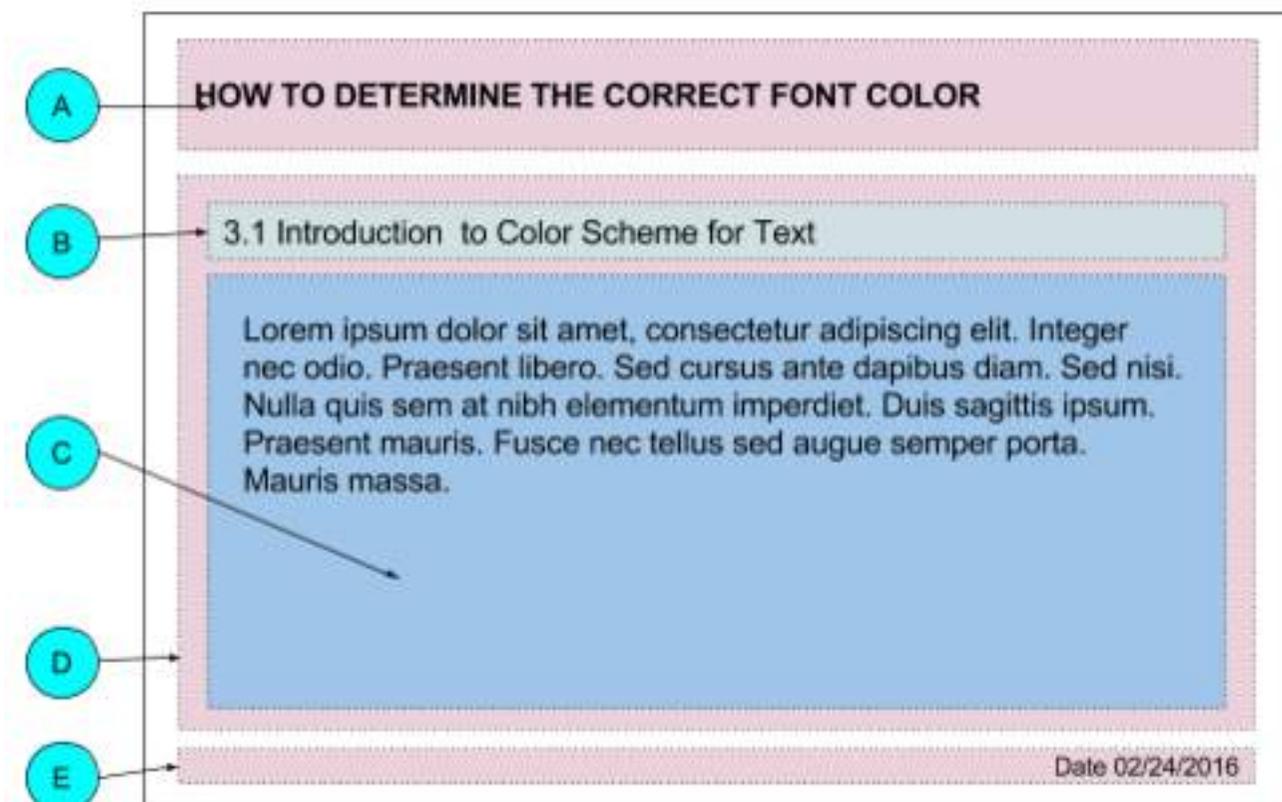
BLUE

Correct!

Question 5

1 / 1 pts

Identify the text sections of the slide. Write A, B, C, D and E next to the corresponding names of the sections.



1. e Footer

2. c Content

3. a  Title

4. b  Subtitle

5. d  Body

**Answer 1:**

E

**Answer 2:**

C

**Answer 3:**

A

**Answer 4:**

B

**Answer 5:**

D

### Question 6

1 / 1 pts

Which of the following combinations of font sizes is appropriate for HITS?

# TITLE (36 points)

## Subtitle (30 points)

- Content (24 points)
- Content (24 points)
- Content (24 points)
- Content (24 points)
- Content (24 points)

Footer (24 points)

# TITLE (48 points)

## Subtitle (32 points)

- Content (20 points)
- Content (20 points)
- Content (20 points)
- Content (20 points)
- Content (20 points)

Footer (16 points)

**TITLE (34 points)**

Subtitle (28 points)

- Content (26 points)
- Content (26 points)
- Content (26 points)
- Content (26 points)
- Content (26 points)

Footer (24 points)

**TITLE (32 points)**

Subtitle (28 points)

- Content (20 points)
- Content (20 points)
- Content (20 points)
- Content (20 points)
- Content (20 points)

Footer (14 points)

**Question 7** 0.5 / 1 pts

Below identify in rank order from the best color scheme for interactive video and the worst option in the following examples. Write A, B, C or D in the boxes.

1. White text and yellow	A. Best color scheme	1. →
--------------------------	----------------------	------

background	collection	D
2. Yellow text and black background	B. Second best color	2. → A
3. Light blue text and white background	C. Not the best choice, but not the worst	3. → C
4. Gray text and dark blue background	D. Worst option available	4. → B

Answer 1:

D

Correct!

Answer 2:

A

Correct!

Answer 3:

C

You Answered

B

Correct Answer

Answer 4:

B

You Answered

C

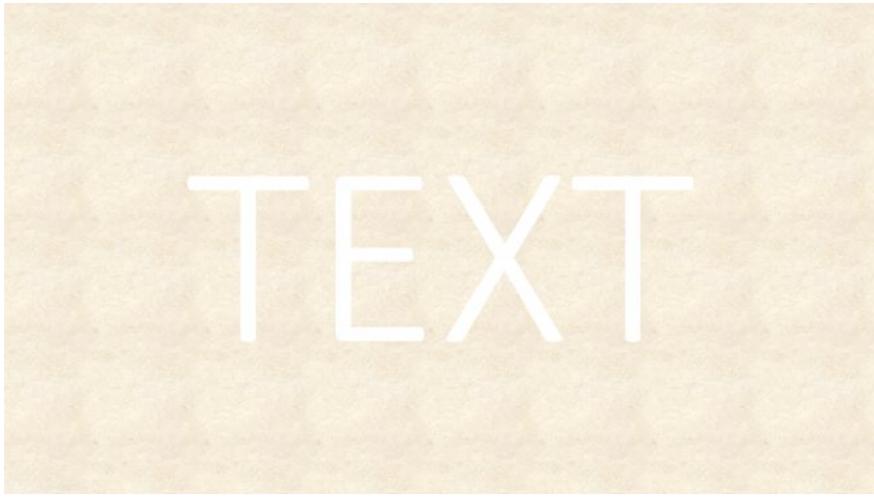
Correct Answer

Question 8

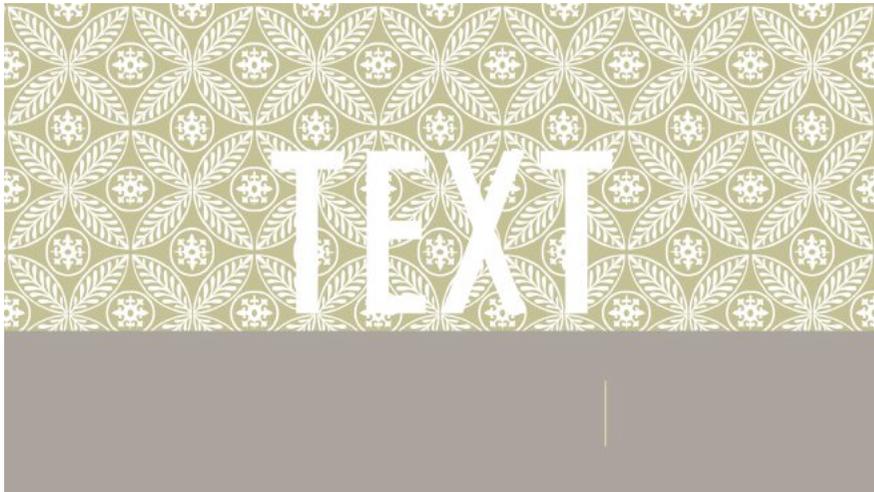
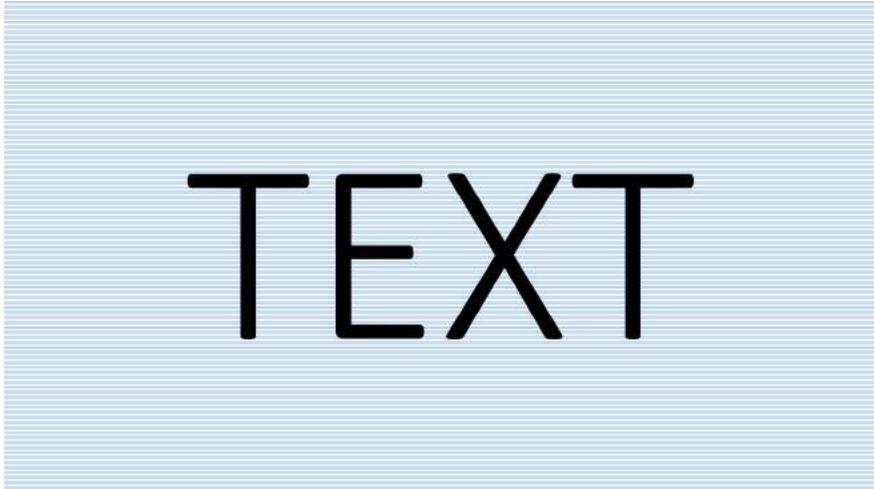
Original Score: 0 / 1 pts **Regraded Score: 1 / 1 pts**

 This question has been regraded.

Considering the text colors, choose the one background that is the most appropriate for HITS environment.



Correct!



In front of each of the following statements, write V if the statement applies to the use of videos in the presentation, S for sounds, and G for graphics.

G

1. They don't add up so much size to your presentation file, so it can be attached via email.

V

2. They can be easily stored and distributed using some of the video publishing web-services such as Vimeo.

G

3. They can be placed in the slide relatively easy.

S

4. They may not require any physical space on the slide.

V

5. With the use of this type of media, students are engaged through all senses.

G

6. They do not require the sound system.

V

7. They are a great way for communicating a lot of ideas/info in a very short time.

---

**Answer 1:**

G

**Answer 2:**

V

**Answer 3:**

G

**Answer 4:**

S

**Answer 5:**

Correct!

Correct!

Correct!

Correct!

Correct!

V

Answer 6:

Correct!

G

Answer 7:

Correct!

V

### Question 10

0.6 / 1 pts

In front of each of the following statements, write V if the statement applies to the use of videos in the presentation, S for sounds, and G for graphics.

G

1. Such media might not compatible in a different environment.

V

2. They can be costly.

V

3. They might take a relatively large memory; therefore, it can be inconvenient for transferring electronically.

V

4. When overused, they can deter the audience's attention.

S

5. The audience might need to focus seriously in order to understand the information.

Answer 1:

G

You Answered

Correct Answer

V

Correct Answer

S

Answer 2:

Correct!

V

Answer 3:

V

Correct!

Answer 4:

V

You Answered

G

Correct Answer

Answer 5:

S

Correct!

### Question 11

0 / 1 pts

Click on each of the following linked to see the example use of media. Choose the best example use of media for HITS environment.

[Click to download Example A.](#)

(<https://drive.google.com/file/d/0B1p7Lt5UMe1EQIRsVUQ2M19QSmM/view?usp=sharing>)

[Click to download Example D.](#)

(<https://drive.google.com/file/d/0B1p7Lt5UMe1EWnhnc1RsTE52ZE0/view?usp=sharing>)

[Click to download Example C.](#)

(<https://drive.google.com/file/d/0B1p7Lt5UMe1EOGpRWHJNY1p0UXc/view?usp=sharing>)

[Click to download Example B.](#)

(<https://drive.google.com/file/d/0B1p7Lt5UMe1ELW9ob1gxeUdJTmc/view?usp=sharing>)

Correct Answer

You Answered

### Question 12

1 / 1 pts

From the following visual choices, choose an option with an entrance effect.

B

D

C

Correct!

### Question 13

0.33 / 1 pts

Following are the steps in creating an animation for a slide element using PowerPoint. Reorder them by writing the numbers 1-6 after the statements.

1. Choose an animation you prefer.

3

2. Click on Animation tab.

1

3. Once an animation is chosen, you'll see the preview of your selected animation.

5

4. Select the target element.

4

5. To configure your animation, click on Animation Pan Tool.

6. You can add another animation to the same element by clicking on Add Animation tool and selecting the preferred animation.

Answer 1:

Correct!

3

Answer 2:

You Answered

1

Correct Answer

2

Answer 3:

You Answered

5

Correct Answer

4

Answer 4:

You Answered

4

Correct Answer

1

Answer 5:

You Answered

2

Correct Answer

5

Answer 6:

Correct!

6

Question 14

1 / 1 pts

Below choose the one transition effect that is the most appropriated for HITS.

vortex.gif



HITS101

Preparing a presentation material for HITS

Correct!



**HITS101**

**Preparing a presentation material for HITS**



# HITS101

Preparing a presentation material for HITS

## Question 15

Not yet graded / 1 pts

Analyze the following presentation material and find at least 5 mistakes in it. You might use [this checklist](https://docs.google.com/document/d/1C5pYwaxQG8uS871x-ha8Oj7wTEjlpbTnGrfXNyLc6l/edit?usp=sharing) [\\_ \(https://docs.google.com/document/d/1C5pYwaxQG8uS871x-ha8Oj7wTEjlpbTnGrfXNyLc6l/edit?usp=sharing\)](https://docs.google.com/document/d/1C5pYwaxQG8uS871x-ha8Oj7wTEjlpbTnGrfXNyLc6l/edit?usp=sharing) to help you.

# My vision of the classroom of the future



Image by Google Image

- No paper books
- All students will use a digital device.
- Online classes will be available for students.
- Students and teachers will be connected each other online.

Your Answer:

1. Font and background do not contrast
2. Background is not appropriate
3. graphic is fuzzy
4. Animation is not good
5. Grammar not consistent

1. The title is too large.
2. Background and text colors are not a good contrast.
3. The image is blurry.
4. Cube transition effect is not preferable for HITS.
5. The credit for the photo is not appropriate. Google is not the original source of the photo although it might provide link to the photo.

Quiz Score: **10.77** out of 15



# HITS101: Course Evaluation

QUESTIONS

RESPONSES

11

## HITS101: Course Evaluation

Now that you finished the modules, we need some additional information from you. We appreciate if you have an additional 10 minutes, but it will probably take less time. There are 10 questions we would like you to answer about your experience with the modules. Your responses will be kept for research purposes only and is not meant to assess your individual performance. This post-survey/course evaluation should take no longer than 10 minutes to complete. Your responses will help us improve any of the modules, so please provide as much detail as possible. Thank you for your time.

1. The lessons clearly presented the skills to be learned. \*

1

2

3

4

5

Strongly Disagree

Strongly Agree

2. The lessons effectively presented a good balance of concepts and examples. \*

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

3. The lessons were presented in a helpful sequence. \*

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

4. The lessons were organized in a way that helped me learn. \*

	1	2	3	4	5	
Strongly Disagree	<input type="radio"/>	Strongly Agree				

5. The lessons provided an appropriate balance between instruction and practice. \*

1                      2                      3                      4                      5

Strongly Disagree                                    Strongly Agree

6. The lessons provided an appropriate relevance between instruction and practice exercise. \*

1                      2                      3                      4                      5

Strongly Disagree                                    Strongly Agree

7. The lessons increased my understanding of the course material. \*

1                      2                      3                      4                      5

Strongly Disagree                                    Strongly Agree

8. The lessons improved my digital slide presentation skills. \*

1                      2                      3                      4                      5

Strongly Disagree                                    Strongly Agree

9. Were there any lessons that were confusing to you? Please explain. \*

Long answer text

---

10. Do you have any suggestions to help us improve our lessons? Please explain. \*

Long answer text

---

10. How satisfied were you with this instructional module? Please explain. \*

Long answer text

---

