

COURSE TITLE	INTERMEDIATE COURSE ON PRESENTATION ICT TOOLS	
DURATION	2 HARI	
SPEAKER	ASSOCIATE PROFESSOR DR. RAYNER ALFRED	
SYNOPSIS		
<p>This course is all about presentation the story of data, using office 365 and google presentation on google docs. Candidate learn how to structure presentaion via online platform, to include insights and supporting data. Candidate also learn online collaboration on presentation slides with design principles for effective visual and slides with two different presentation online tools.</p>		
LEARNING OUTCOMES		
<p>At the end of the course, participants are able to collaborate with other users on the presentation slides with design principles for effective visual and slides using MS Powerpoint and Google Docs</p>		
COURSE CONTENTS		
<p>Microsoft Office Powerpoint : Office 365</p> <ul style="list-style-type: none"> • Module 1 : Introduction to office 365 • Module 2 : Viewing Web App Presentation • Module 3 : Working with slides • Module 4 : Manage slides • Module 5 : Formatting text • Module 6 : Formatting paragraphs • Module 7: The insert tools • Module 8 : Save file to one drive and hard drive • Module 8: Collaborate Presentation Slide • Module 9: Broadcasting Presentation on the Web <p>Google Presentation : Google Docs</p> <ul style="list-style-type: none"> • Module 10 : Introduction to presentaton concepts and google docs environment • Module 12 : Create new presentation • Module 13 : Working with slides • Module 14 : Formatting text and paragraph • Module 15 : The insert tools • Module 16 : Save file to goole drive and google drive offline • Module 17 : Collaborate Presentation Slide • Module 18 : Broadcasting Presentation on the Web 		
TENTATIVE PROGRAM		
Day 1	Day 2	
8.30am - 9.00am : Introduction	8.30am - 9.00am : Introduction	
9.00am – 12.30pm : Module 1 – Module 4	9.00am – 12.30pm : Module 10 – Module 14	
12.30pm – 2.00pm : Lunch Break	12.30pm – 2.00pm : Lunch Break	
2.00pm – 4.30pm : Module 5 – Module 9	2.00pm – 4.30pm : Module 15 – Module 18	
4.30pm : Course End	4.30pm : Course End	

COURSE DELIVERY METHOD

- **Lectures:** To deliver basic subject material
- **Labs/Tutorials/Workshops:** To provide a hand on training in Slides Presentation using ICT tools

REFERENCES

1. Zhou, W., Simpson, E., & Domizi, D. P. (2012). Google Docs in an Out-of-Class Collaborative Writing Activity. *International Journal of Teaching and Learning in Higher Education*, 24(3), 359-375.
2. Spaeth, A. D., & Black, R. S. (2012). Google Docs as a form of collaborative learning.
3. Herrick, D. R. (2009, October). Google this!: using Google apps for collaboration and productivity. In *Proceedings of the 37th annual ACM SIGUCCS fall conference: communication and collaboration* (pp. 55-64). ACM.
4. Murray, K. (2011). *Microsoft Office 365: Connect and collaborate virtually anywhere, anytime*. Microsoft Press.
5. Carey, P., DesJardins, C., Shaffer, A., Shellman, M., & Vodnik, S. (2016). *New Perspectives Microsoft Office 365 & Office 2016: Introductory, Spiral bound Version*. Cengage Learning.