Better Than Bullet Points

Creating Engaging e-Learning with

PowerPoint[®]

SECOND EDITION

Jane Bozarth



Jane Bozarth

Better Than Bullet Points Jane Bozarth, 2011-01-07 This book focuses exclusively on the application of PowerPoint to the creation of online training programs Better than Bullet Points Creating Engaging e Learning with PowerPoint fills that gap By providing in depth guidance specific instructions and helpful exercises the book will enable training practitioners to create impactful learning interactions in PowerPoint The author steps readers through the powerful features of this popular desktop application covering everything from text to art animation to interactivity Provided that the reader owns a copy of PowerPoint this book will immediately put free real world tools into the hands of those who need it The information is practical rather than theoretical and immediately applicable Most importantly this book will help make e learning accessible to those who have previously been excluded from taking advantage of the opportunities e learning can provide Jane Bozarth is the e learning coordinator for the North Carolina Office of State Personnel s Human Resource Development Group and has been a training practitioner since 1989 She is a columnist for Training Magazine and has written for numerous publications including Creative Training Techniques Newsletter and the Journal of Educational Technology and Society **Bullet Points** Jane Bozarth, 2013-09-19 Featuring a complete update of the previous edition to reflect the new and expanded tools of PowerPoint 2013 By providing in depth guidance specific instructions and helpful exercises the book helps everyday trainers to create potent e learning through the readily available popular desktop application Established expert Jane Bozarth guides readers through the powerful new and updated features of the soon to be released 2013 version covering everything from text to art animation to interactivity If you have PowerPoint this book will immediately put free real world tools in your hands Also features many online tools including relevant technical design elements from older PowerPoint versions as well as a wealth of additional tools templates and examples SECTION ONE FOUNDATIONS Chapter One Creating E Learning with PowerPoint Chapter Two It's About Design Not Software SECTION TWO INTERFACE AND CONTENT Chapter Three The Graphic User Interface and Course Architecture Chapter 4 Designing for Impact Chapter Five Creating and Editing Art Chapter Six Animation Chapter Seven Interactivity Chapter Eight Add Ons Blending Performance Support and Job Aids Chapter Nine Adding Narration and Multimedia SECTION THREE DELIVERY AND SUPPORT Chapter Ten Saving Uploading and Distributing Appendix PowerPoint Basics References and Other Sources Other Resources Essential Articulate Studio '09 Patti Shank, Jennifer Bircher, 2009-06-18 Essential Articulate Studio 09 is designed to help novice to intermediate users of Articulate Studio 09 get the most from using these tools Presenter Engage Quizmaker and Video Encoder to develop quality informational and instructional materials It was written with the following goals in mind Help new users get up to speed as quickly and painlessly as possible Assist users of previous versions of Articulate Studio and previous versions of Presenter Engage and Quizmaker in capitalizing on improvements made to these tools in the 09 versions Provide tips and tools that make information presentation and instruction faster easier and better Help new and previous users develop information and

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Social Media for Trainers Jane Bozarth, 2010-07-30 A how to resource for incorporating social media into training Whether you work in a traditional or virtual classroom social media can broaden your reach and increase the impact of training In Social Media for Trainers e learning and new media expert Jane Bozarth provides an overview of popular tools including blogs wikis Twitter Facebook YouTube SlideShare Flickr and others You ll learn to leverage each medium s unique features and applications to deliver training facilitate discussions and extend learning beyond the confines of a training event This key resource offers a new set of powerful tools for augmenting and enhancing the value of your training PRAISE FOR SOCIAL MEDIA FOR TRAINERS Clear explanations and practical examples of the use of social media for learning make this book essential reading for all workplace trainers Jane Hart founder Centre for Learning and Performance Technologies and founding member of the Internet Time Alliance a practical intelligent book teaching trainers how to effectively utilize technology for real learning outcomes Karl Kapp professor of Instructional Technology at Bloomsburg University and author of Learning in 3D and Gadgets Games and Gizmos for Learning Trainers who want to succeed in the new social learning world should read this book Jane has made social media easy practical and simple to use Ray Jimenez PhD Chief Learning The Trainer's Portable Mentor Terrence L. Gargiulo, Ajay Pangarkar, Teresa Architect VignettesLearning com Kirkwood, 2008-06-23 This highly accessible comprehensive resource shares the passions and key lessons from an all star cast of respected training professionals The authors covers a range of training topics from designing writing delivering measuring and managing training to developing business acumen They have divided the book into five sections Designing Training Delivering Training Workforce Performance and Learning Measurement and Evaluation and Professional Development including over 60 articles as well as additional resources on a special Web site helpful checklists case studies and assessments throughout and an easily customizable CD The Trainer's Portable Mentor is ideal for anyone new to the field of training and development as well as veterans looking for succinct practical nuggets they can put to use right away

Advanced Approaches to Intelligent Information and Database Systems Janusz Sobecki, Veera Boonjing, Suphamit Chittayasothorn, 2014-07-08 This book consists of 35 chapters presenting different theoretical and practical aspects of Intelligent Information and Database Systems Nowadays both Intelligent and Database Systems are applied in most of the

areas of human activities which necessitates further research in these areas In this book various interesting issues related to the intelligent information models and methods as well as their advanced applications database systems applications data models and their analysis and digital multimedia methods and applications are presented and discussed both from the practical and theoretical points of view The book is organized in four parts devoted to intelligent systems models and methods intelligent systems advanced applications database systems methods and applications and multimedia systems methods and applications The book will be interesting for practitioners and researchers especially graduate and PhD students of information technology and computer science as well more experienced academics and specialists interested in developing and verification of intelligent information database and multimedia systems models methods and applications The readers of this volume are enabled to find many inspiring ideas and motivating practical examples that will help them in the current and future work **From Analysis to Evaluation** Jane Bozarth, 2008-03-11 In this new book from the author of e Learning on a Shoestring and Better than Bullet Points Jane Bozarth has gathered a wealth of tools from leading training practitioners Anyone from the interested manager to the experienced training professional can depend on this book when designing or delivering training This single book contains all the valuable tools of the trade worksheets for assessing training needs and writing goals and objectives checklists for organizing the venue and tools for analysis and structuring content This remarkable resource also includes instant evaluation and measurement surveys which can be customized freely from the companion website In addition Bozarth includes a wealth of invaluable advice for trainers at all levels on how to make effective use of props staying energized marketing training programs and other things they don't tell you in train the trainer ASTD Handbook for Workplace Learning Professionals Elaine Biech, 2008-05-01 Here's the must have reference courses book for anyone involved in training human resources development and workplace learning Published by the most trusted name in the industry The ASTD Handbook for Workplace Learning Professionals is a required tool for all learning professionals This practical go to resource is a new contribution to the field comprising 50 chapters each authored by renowned industry practitioners The handbook offers the most up to date methodologies and practices covering the entire range of the training and development profession and also includes valuable worksheets and tools on a companion CD ROM

The Challenge Continues, Participant Workbook James M. Kouzes, Barry Z. Posner, 2010-07-06 Continue Your Leadership Journey With a Deep Dive Into Enable Others to Act Over the last twenty five years The Leadership Challenge established a reputation as a research driven evidence based leadership development model with a simple yet profound principle at its core leadership is a measurable and learnable set of behaviors The Challenge Continues program offers you the opportunity to take a deeper dive into the Enable Others to Act leadership practice Designed for leaders familiar with The Leadership Challenge principles and its Five Practices of Exemplary Leadership foundational model this new program addresses the important question What s Next The fourth of bestselling authors Jim Kouzes and Barry Posner s Five Practices

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Creating Online Tutorials Hannah Gascho Rempel, Maribeth Slebodnik, 2015-07-16 Many librarians don t have the technical expertise needed to create online tutorials Creating Online Tutorials A Practical Guide for Librarians will help guide them through the basics of designing and producing an online tutorial **Critical Multimodal Studies of** Popular Discourse Emilia Djonov, Sumin Zhao, 2013-09-23 Studies of multimodality have significantly advanced our understanding of the potential of different semiotic resources verbal visual aural and kinetic to make meaning and allow people to achieve various social purposes such as persuading entertaining and explaining Yet little is known about the role that individual nonverbal resources and their interaction with language and with each other play in concealing and supporting or drawing attention to and subverting social boundaries and inequality political or commercial agendas This volume brings together contributions by rominent and emerging scholars that address this gap through the critical analysis of multimodality in popular culture texts and semiotic practices It connects multimodal analysis to critical discourse analysis demonstrating the value of different approaches to multimodality for building a better understanding of critical issues of central interest to discourse analysis semiotics applied linguistics education cultural and media studies Best of The <u>eLearning Guild's Learning Solutions</u> Bill Brandon, 2008-03-31 Best of The eLearning Guild's Learning Solutions delivers expert content that e Learning professionals worldwide have found to be indispensable. The book includes quidelines checklists and instructions that will help you create solutions that result in real learning The Complete Idiot's Guide to Target Marketing Susan Friedmann, 2009-08-04 Twenty first century tools and tactics to get the word out You want to get the word out to buyers about all the great things your business has to offer Too bad a big bucks marketing campaign just isn t in your budget right now The Complete Idiot's Guide to Target Marketing is full of clever practical and easy to use strategies to help you get your message out to the right people at the right time and in the right place You ll learn Five easy steps to identify the most lucrative niche markets Tech savvy tips on using online surveys and other e tools to identify your customers needs Powerful pointers on viral marketing blogging webinars and other web marketing ideas Highly effective and low budget advertising strategies and customer retention techniques

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