

# Better Than Bullet Points

Creating Engaging e-Learning with

**PowerPoint®**

SECOND EDITION

Jane  
Bozarth

# Better Than Bullet Points Creating Engaging E Learning With Powerpoint

**Elaine Biech**



## **Better Than Bullet Points Creating Engaging E Learning With Powerpoint:**

*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 *Better Than 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

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Cindy Huggett,2017-06-27 Are your virtual training tools ready for a tune up You ve discovered the best way to reach remote audiences without boarding a single plane And you ve learned that an effective virtual training program is relatively short highly relevant and extremely engaging Now you need the tried and true tools that will make your next program an all out success Virtual Training Tools and Templates An Action Guide to Live Online Learning offers proven resources for delivering top notch virtual training programs Make expert trainer Cindy Huggett s professional array of virtual tools your own and discover new perspectives from a range of training trailblazers You ll find their real world lessons learned and get full access to their secrets of the trade Starting with a simple four step process get started get ready get buy in and get going Huggett helps you select the right technology then offers detailed sections on how to design content develop activities and work with both facilitators and producers And if you re wondering how to prepare participants and evaluate program results Huggett does not disappoint Follow along as she guides you with new and relevant tips tools and templates every step of the way A virtual training pioneer Huggett wrote this book for you instructional designers facilitating trainers learning coordinators and training managers And she continues to experiment with creative techniques and hone her skills so you can jump in with confidence This complete guide builds on the author s popular The Virtual Training Guidebook use them together or on their own to delve into Huggett s holistic approach to virtual training

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Connie Malamed,2015-04-13 Enhance learners interest and understanding with visual design for instructional and information products No matter what medium you use to deliver content if the visual design fails the experience falls flat Meaningful graphics and a compelling visual design supercharge instruction training and presentations but this isn t easy to accomplish Now you can conquer your design fears and knowledge gaps with Visual Design Solutions a resource for learning professionals seeking to raise the bar on their graphics and visual design skills This informal and friendly book guides you through the process and principles used by professional graphic designers It also presents creative solutions and examples that you can start using right away Anyone who envisions designs or creates instructional or informational graphics will benefit from the design strategies laid out in this comprehensive resource Written by Connie Malamed an art educator and instructional designer this book will help you tap into your creativity design with intention and produce polished work Whereas most graphic design books focus on logos packaging and brochures Visual Design Solutions focuses on eLearning presentations and performance support Visual Design Solutions includes practical guidelines for making smart design choices ways to create professional looking products 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 Architect VignettesLearning com [The Trainer's Portable Mentor](#) Terrence L. Gargiulo,Ajay Pangarkar,Teresa 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 courses

**ASTD Handbook for Workplace Learning Professionals** Elaine Biech, 2008-05-01 Here's the must have reference 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

Enable Others to Act is about Fostering collaboration by building trust and facilitating relationships Strengthening others by increasing self determination and developing competence Your Participant Workbook is a hands on tool designed to accompany you on the next phase of your personal leadership development journey Beginning with a focus on what you have already accomplished and what has gone well with this Practice the pages then guide you through several interactive exercises and a practical process for expanding and refining your Enable Others to Act skills You will also explore ways in which can develop your team members and influence the broader spheres of you work unit or organization Finishing up the module with a detailed action plan you will leave the session with a detailed map for continuing your journey toward exceptional leadership

*The Accidental Instructional Designer, 2nd Edition* Cammy Bean,2023-04-25 Go From Accidental to Intentional Filled with insights and tips this updated edition of *The Accidental Instructional Designer* by e learning veteran Cammy Bean covers nearly every aspect of the learning design process for those getting started or even for the experienced practitioner in need of new ideas Many trainers and instructional designers fall into the talent development profession by accident often having been tasked by their organization to train others on a subject they are expert in Whether they re good at explaining technical concepts or have a way with PowerPoint they have often have little to no formal education in instructional design Many are looking for grounding in the core principles of instructional design so that they can design effective and engaging digital learning experiences Cammy explores instructional design basics such as working with subject matter experts picking a design approach and making your learning experiences better through storytelling interactivity and visuals In this second edition she goes deeper into the learning and development space where instructional design happens at organizations learning tools the technology ecosystem and assessment and evaluation frameworks Along the way you ll hear from a few other accidental instructional designers get ideas for your own projects and find resources and references to take your own practice to the next level

*PowerPoint: Your Co-Facilitator* Brian Washburn,2014-09-10 Whether you re a seasoned training professional or an occasional presenter you can make your presentation a true learning tool by implementing these effective strategies In *PowerPoint Your Co Facilitator* Brian Washburn shows you how to create great presentations using any presentation software This issue of TD at Work includes strategies for developing presentations guidance on using adult learning theory as a basis for design tips for focusing slides and using dynamic graphics a storyboard template a checklist for use throughout the presentation development process

**Strengthening Credibility** James M. Kouzes,Barry Z. Posner,Jane Bozarth,2011-07-26 From the authors of *The Leadership Challenge* comes a workbook to strengthen every leader s capacity for developing and sustaining credibility Through practical individual activities the reader will assemble a blueprint for implementing the principles of credibility in their everyday practice of leadership

[Giving Memorable Product Demos](#) Nathan Gold,Claudio Sennhauser,2009-07-26 This book is all about how to give memorable product demos and presentations No matter what your experience *Giving Memorable Product Demos* will teach you

everything you need to know to give amazing and memorable product demos You will learn How to prepare for your next product demo The 7 Steps to The Demo Formula Why you need a demo script and how to use it How to begin every product demo What to do before during and after your demo Ways to put your nerves and jitters to work for you The ultimate secret of memorable product demos With many topics not discussed anywhere else this one of a kind book is must reading for anyone who needs to give product demonstrations or is afraid they might have to Authors website [www.DemoCoach.com](http://www.DemoCoach.com)

Training, 2009      **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 prominent 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 eLearning Guild's Learning Solutions* 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 guidelines 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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