

# Microlearning Design

 **ONLINE CONFERENCE** SM

September 18 & 19, 2019

## Create Effective Microlearning in Record Time with PowerPoint

Richard Goring,  
Bright Carbon

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AGILE MICROLEARNING

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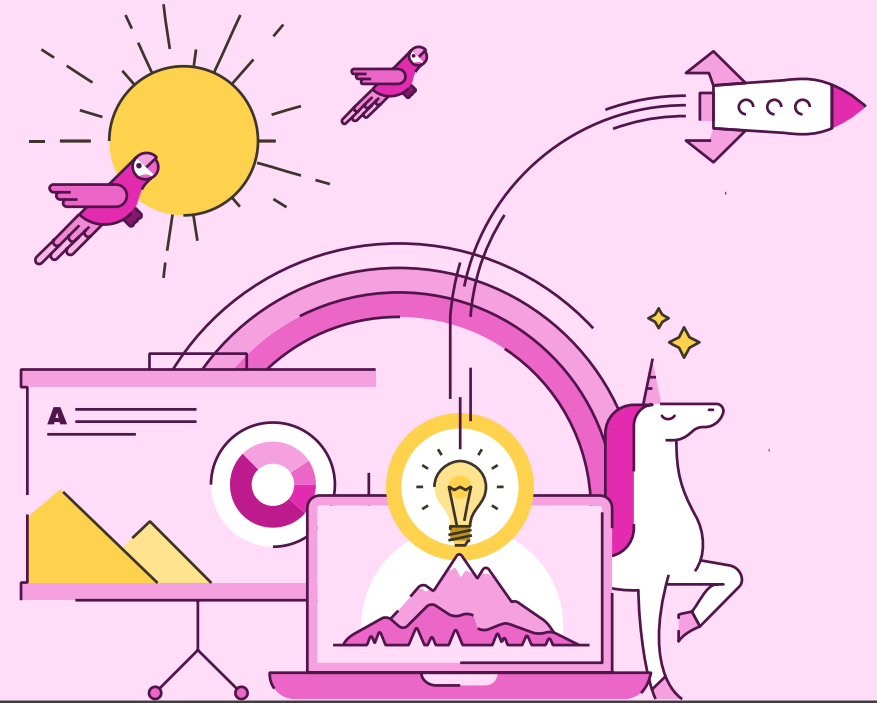


BrightCarbon

Visual conversations,  
visible results

Create effective microlearning  
in record time with PowerPoint

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# Quick Access Toolbar

Add shortcuts to your Quick Access Toolbar to access the things you use more quickly.



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Add to Quick Access Toolbar

**File > Options > Quick Access Toolbar**

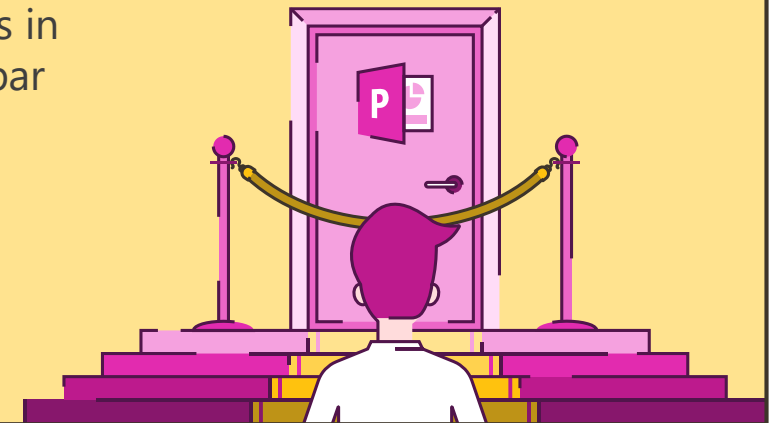
or

**Right click** on anything in the  
menus to add to the Quick  
Access Toolbar



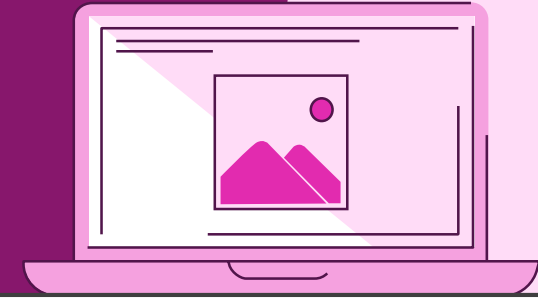
Download BrightCarbon's most  
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**Search:**  
**Quick Access Toolbar**



# Screenshot

Screenshots are a great way to share real-world examples with people, and they're really simple to do.

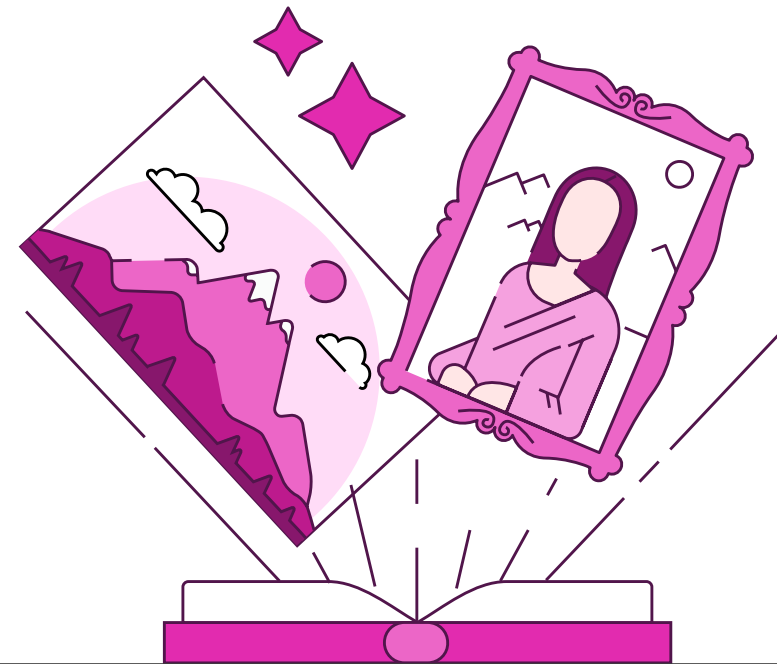


Use the cursor to select just a small portion of your screen, or select from one corner to the opposite corner to select the entire screen.



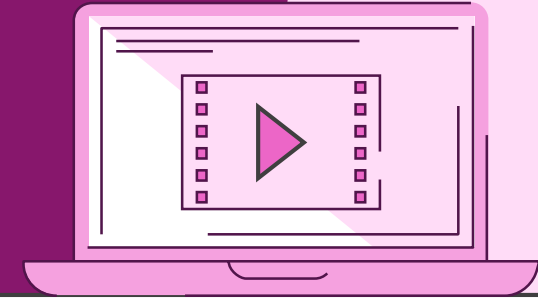
This works for any part of your screen, any program, or browser.

The screenshot is stored in the clipboard, so once captured, go into PowerPoint and paste (Ctrl + V) to put the image on your slide.



# Screen recording

Sometimes video is the best way to demonstrate a technique or process. PowerPoint gives you an excellent screen recording option.



## Insert > Screen Recording



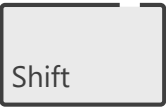







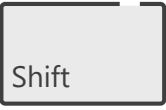



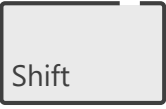
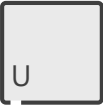


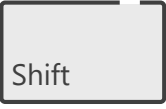
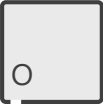


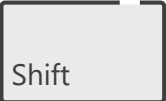

Use the cursor to select just a small portion of your screen, or select the entire screen by clicking at the top and dragging down to the bottom.

Once the recording area has been selected, PowerPoint will minimize (although you can maximize it again), allowing you record anything on your desktop, within a program, or a browser.

Record live audio as you capture the screen too.

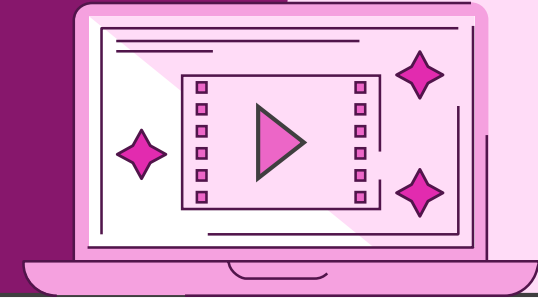
Once finished, stop recording, and the video will be inserted into your PowerPoint deck.

You can resize, trim, and edit the video in the Video Tools tab.

	Record screen	 +  + 
	Stop recording screen	 +  + 
	Select custom area	 +  + 
	Record audio	 +  + 
	Record pointer	 +  + 
	Lock control panel dock	 +  + 

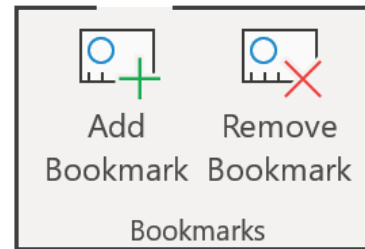
# Video bookmarks

If you want other things to happen next to, or over the top of, a video, then using bookmarks to trigger animations can be a great help.



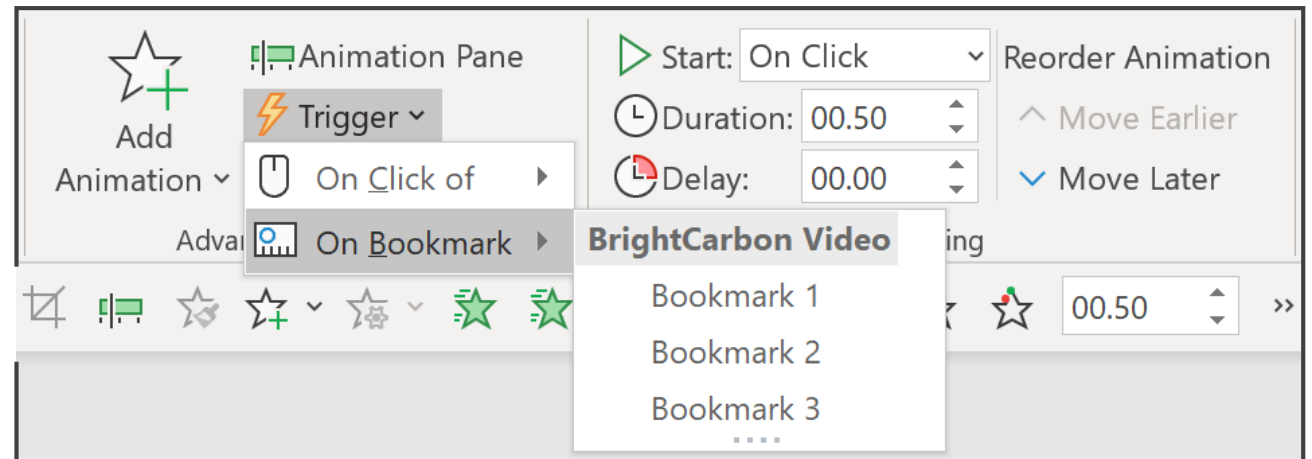
## Playback > Add Bookmark

Select a video and use the media controls underneath to navigate to a time point. Choose Add Bookmark on the ribbon and repeat to create as many bookmarks as required.



## Animations > Triggers > On Bookmark

Any animated content can be timed to animate with a specific bookmark. Select an animation and choose the Triggers drop down on the Animation tab. Choose the appropriate bookmark.



# Morph magic

Morph is a stunning way to seamlessly transition between slides, but also to create motion, emphasis and tell stories. Note that it only works with Office 365 or PowerPoint 2019. Earlier versions of PowerPoint will simply use a Fade transition.



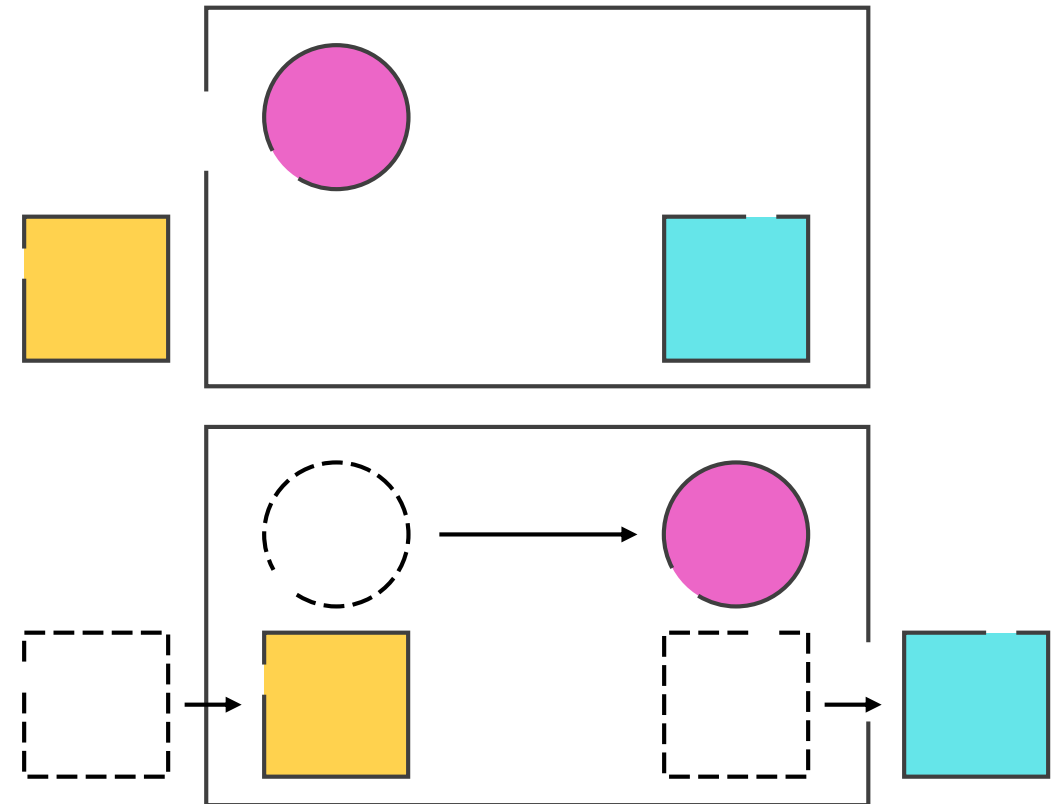
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## Transitions > Morph

Morph recognizes objects across slides and will seamlessly move, resize, recolour, and rotate objects. You can use this to change content on your slide. Objects have to be on both slides to create any change using morph, otherwise, the transition appears like a fade.

Introduce objects by having them off the edge of the first slide canvass and on the second slide, or remove them by having them on the first slide and off the edge of the second slide canvass.

Give the effect of moving around a more complex diagram with content moving off and onto the slide, by creating a diagram that only partly fits on the slide canvass. On the second slide, move the diagram so that a different part is on the slide canvass, and morph will pan around the diagram. Zoom into particular elements by making the diagram larger on the second slide.



# Morph magnify

Morph isn't just for transitioning between slides, it can be used for interesting effects to tell stories, such as creating a magnifying lens to highlight content. Note that it only works with Office 365 or PowerPoint 2019. Earlier versions of PowerPoint will simply use a Fade transition.



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## Transitions > Morph

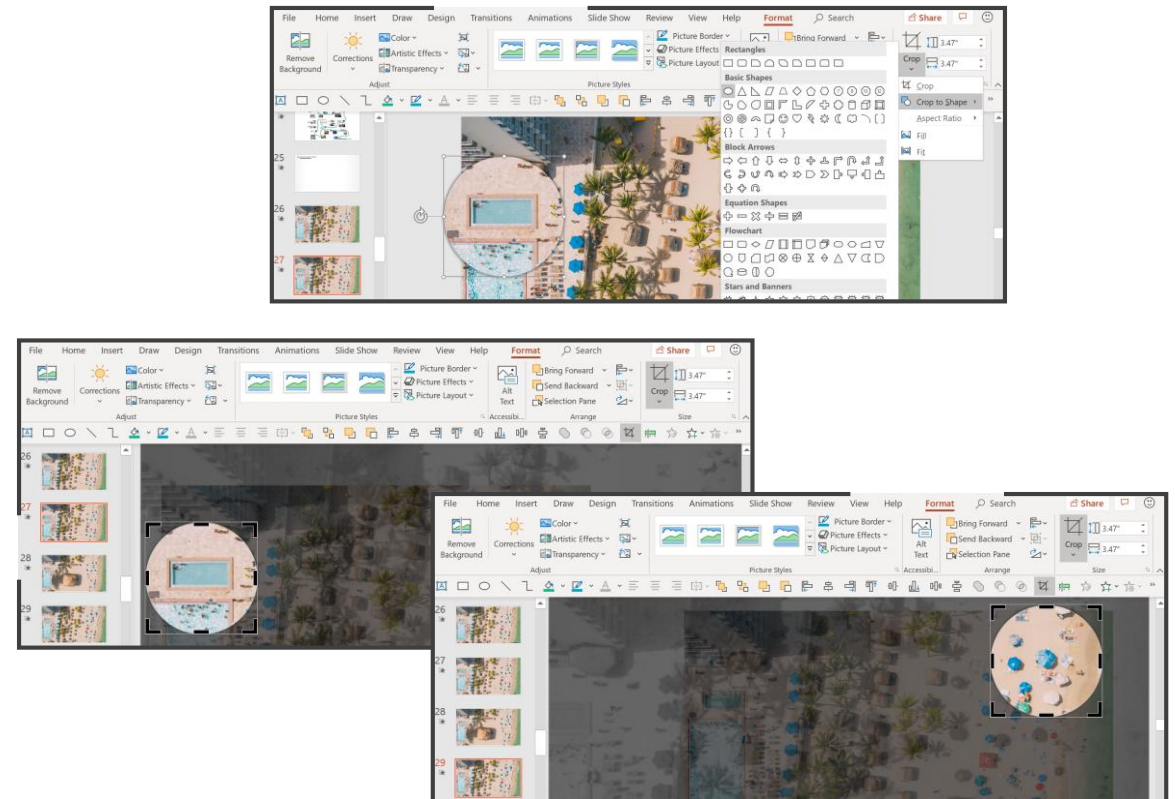
Insert an image on the slide, copy, paste, and align the new image on top of the original.

Crop the top image to a rough square focusing on a specific area, set the **Crop to Shape** (Oval), and set the **Aspect Ratio** to 1:1 (**Picture Tools Format > Crop**).

Add a shadow or outline to the new cropped circle image and make it larger (use **Shift** and **Ctrl** to expand in proportion and the correct position).

Duplicate the slide (Ctrl + D) and on the new slide, move the circle image to a different position.

Select **Crop** on the circle image, but now move the image within the circle placeholder, so that it matches the image behind in the new position.



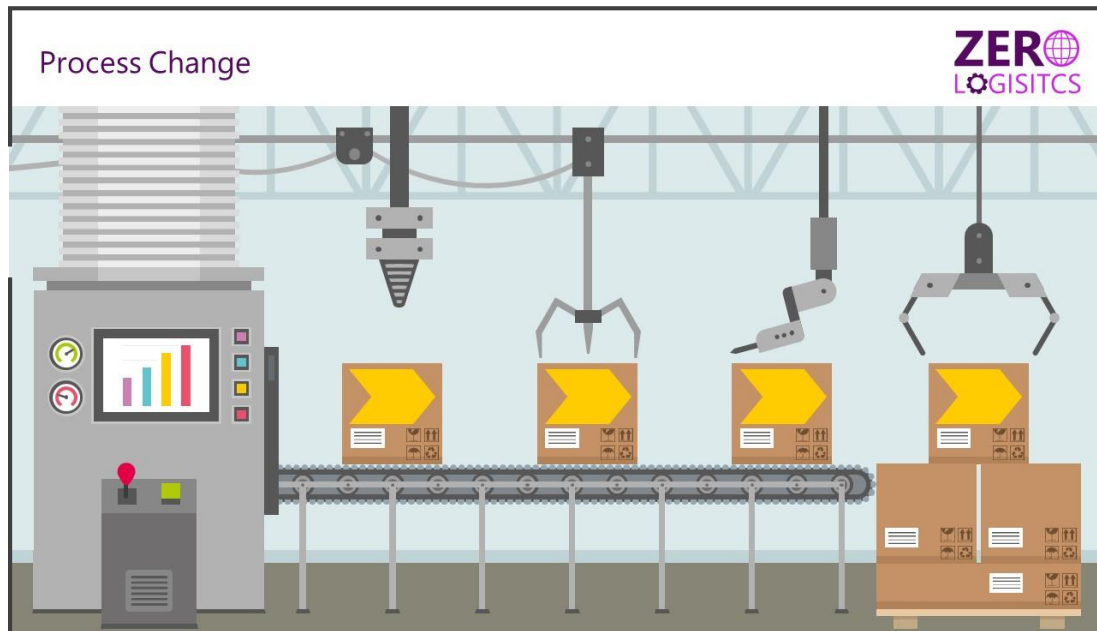


# Storytelling with animations

Far from being a luxury, animations in PowerPoint are incredibly useful for telling stories. Learn how to master the different types of animations to create a dynamic visual sequence that communicates elegantly and effectively.



All animations are in the Animations tab on the ribbon. Choose **Add Animation** to find the four categories and different types of animation.



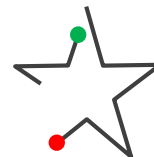
Use **Entrance animations** to make content appear on the slide to provide pacing and help focus attention on new content.



Use **Emphasis animations** to change content. Use the **Fill Color** to alter the color and **Grow/Shrink** to change the size. Click the **Effect Options** button to change the color or size of the object for each.



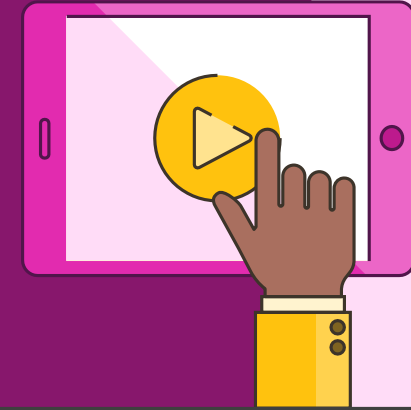
Use **Exit animations** to remove unnecessary content from the slide so that it doesn't distract or clutter up the slide.



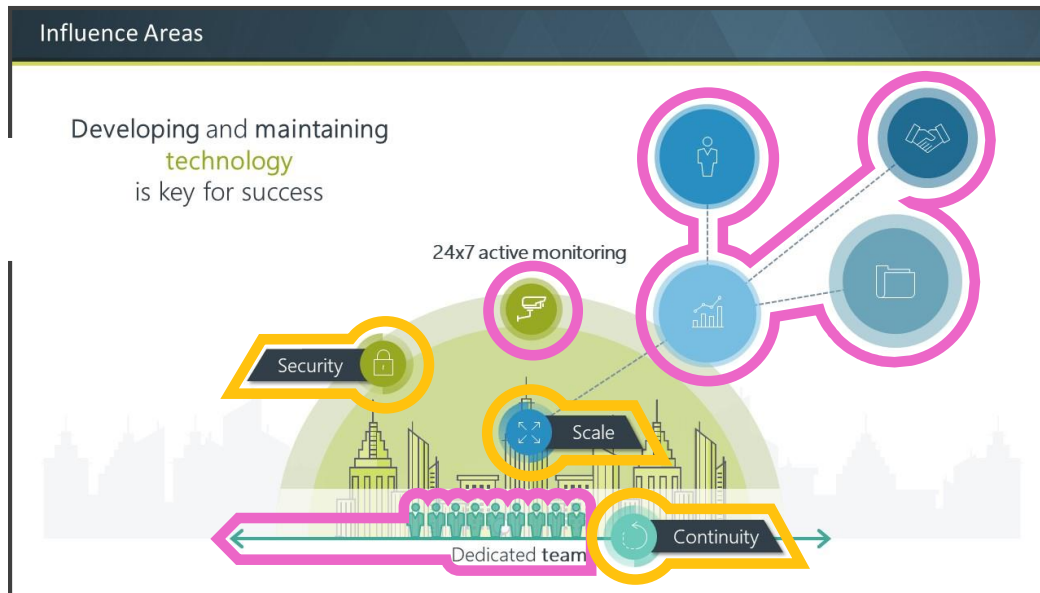
Use **Motion Paths** to move objects around a slide. The **green arrow** indicates the **start point** and the **red arrow** is the **end point**, with the shape moving along the black dotted line. Select either end point to resize, position, and shape the motion path.

# Interactive content with trigger animations

Create interactive presentations with triggers! Develop slides where you choose what content to share with each audience, giving you a responsive PowerPoint and a great deal of flexibility. Create interactive content like short quizzes, using them for maximum effect.



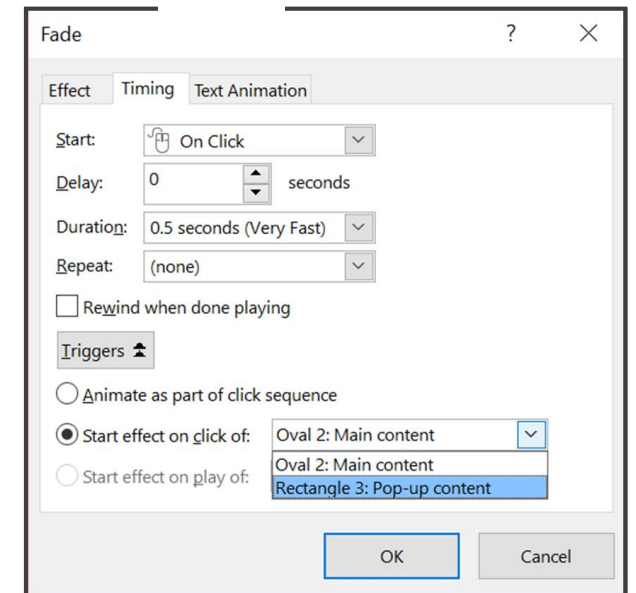
Triggers cause animations to start when you click an object on the slide. Use triggers to reveal and hide additional information, click to change colour to highlight something, or play media.



Add an **Entrance animation** to additional information.

Double click animation event, select **Timing**, then **Triggers**, and choose which object to act as the **clickable button**.

Using both an entrance and an exit animation means you can turn the pop-up on and off.

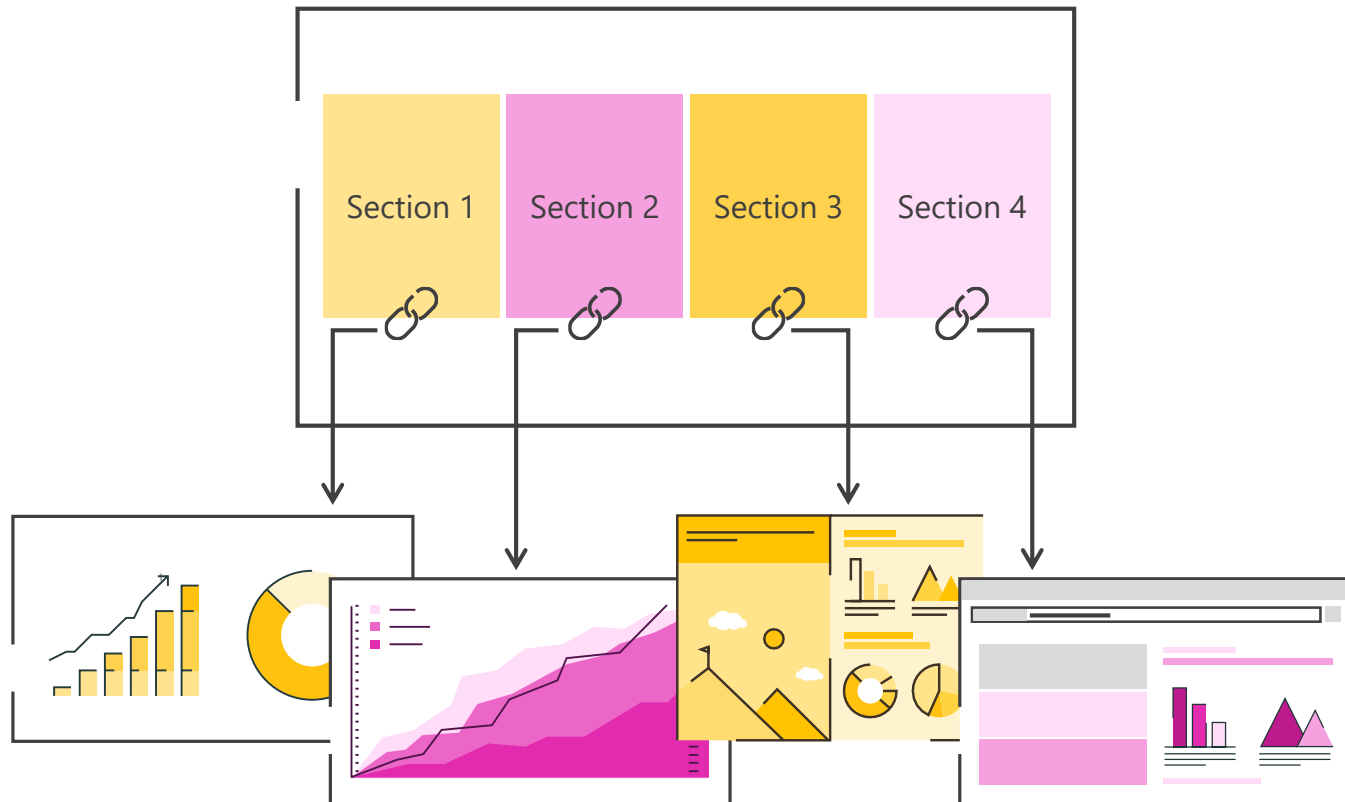


# Flexible navigation using hyperlinks

Create flexible navigation within your PowerPoint presentation using hyperlinks to move around the deck seamlessly and effortlessly with clickable menus. It makes for a more interactive presentation and discussion with your audience and it's really easy.



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Right click on an object (not a group) and choose **link**.



Hyperlink any object to travel to a slide, webpage or document.



Hyperlink boxes on menu slides to jump to different chapters.



Hyperlink invisible boxes over multiple objects or groups.



Hyperlink logos to return to menu.



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