

**Creating. Creating and sharing online documents and presentations. Advanced presentation tools. Advanced online versions of interactive games and websites**

Digital skills 4 all

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## I. Introduction

Although we live in an increasingly online world, a significant part of the population remains digitally excluded. It is important that adult educators develop their own digital and pedagogical skills. At the same time, it is widely acknowledged that adult educators and trainers face many challenges as they deal with increasingly complex and diverse learning situations and meet competence demands in a constantly changing work environment with the evolution of new technologies. As a result, there is an urgent need to provide adult educators/trainers with a comprehensive professional development programme for upgrading and up-skilling their digital skills.

Since creating and presenting educational material is an essential part of the teaching process, this course, therefore, is going to provide adult educators with the tools for creating and sharing online documents and presentation as well as the tips on how to prepare and present the learning material more effectively.

### Learning Objectives

As a result of engaging with the material in this module, adult educators are intended to achieve the following learning outcomes:

**Knowledge:** understand the importance of creation in knowledge dissemination, learn about effective tools of creating and sharing online presentations and documents, learn how to incorporate advanced tools into one's presentations, get acquainted with some online versions of interactive games and websites for digital learning

**Skills:** awareness of social needs, gaining competence in online presentation tools usage, adhering the type of presentation and online interaction according to the educational topic and specific audience

**Competence:** digital competence and knowledge, getting familiarized with a range of online digital tools suitable for educational purposes

### Structure

The module is divided into four main topics:

- Creating in the digital world
- How to create and share digital documents and presentations online
- Advanced presentation tools
- Advanced tools of interactive games and websites for learning

## II. Digital skills in adult education

There are many definitions of digital skills, written by academics and industry commentators. These are useful in helping you develop a theoretical understanding, but to develop a definition of digital skills for adult people that work in organization, you need to start with a broader understanding of the types of digital skills required in the working world nowadays. These can then be mapped to organizational goals so you know what digital skills you need to succeed.



Before we begin building out a list of key digital skills, we should take a look at what ‘digital’ means. It’s about technology, of course, but there’s another dimension too. This dimension is the social, emotional and interpersonal effects of using technology alone and with other people. Soft skills are very important when it comes to digital technologies. You cannot just focus on the technology - you have to see the full picture.

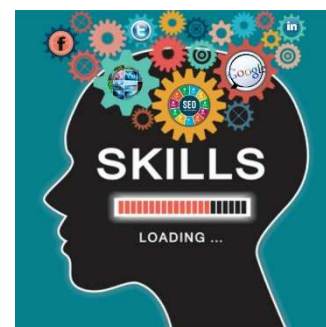
The European Commission defines ‘digital competence/digital skills’ in the revision of the Key Competences for Lifelong Learning published in 2018 as follows: “Digital competence involves the confident, critical and responsible use of, and engagement with, digital technologies for learning, at work, and for participation in society.” Digital competence therefore includes aspects such as information and data literacy, communication and collaboration, digital content creation (including programming), safety (including digital well-being and competences related to cybersecurity) and problem solving.

Empowering adult workers and learners and volunteers to fully exploit all the potentials of digital education and digital skills, and giving the possibility to NGOs to count on volunteers/adult ICT experts, is increasingly important for organizations digital work. Both can benefit by acquiring new key skills necessary to find economic and professional integration.

### ***There are three types of digital skills by Level:***

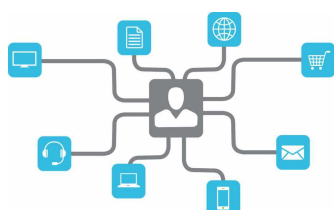
- a. *Basic digital skills* are foundational skills for performing basic tasks, and there is growing consensus that basic digital functioning corresponds to a foundational literacy, taking its place alongside traditional literacy and

numeracy. In an increasingly digital world, it's essential that everyone is given access to the basic level of digital skills they need. Basic skills cover hardware (knowing how to use keyboard and operation with touch-screen technology), software (word processing, managing files on laptops, managing privacy settings on mobile phones), and basic online operations (writing an email, searching in the web or completing an online form). Basic digital skills enrich our lives, enabling us to interact with others and access government, commercial and financial services.



- b. *Intermediate skills* give us the opportunity to use digital technologies in even more meaningful and beneficial ways, including the ability to critically evaluate technology or create content. One of the characteristics of intermediate skills in particular is that they expand to account for changes in technology. For instance, data skills feature more prominently as the data revolution gains further momentum, generating demand for skills needed to produce, analyse, interpret, and visualize large amounts of data.
- c. *Advanced skills* are those needed by specialists in ICT professions such as computer programming and network management. Globally, there will be tens of millions of jobs requiring advanced digital skills in the coming years. These include artificial intelligence (AI), big data, coding, cybersecurity, Internet of Things (IoT), and mobile app development, with some economies predicting a talent gap for workers with advanced digital skills and others, ranking ICT specialists among their fastest-growing roles.

***There are a lot of definitions and ideas on what each of the following terms is, but here we will describe it in the best possible way so it will give comprehensive information for the purposes of the current e-learning for adult people.***



*-Digital tools* - digital technologies used for a given purpose or for carrying out a particular function of information processing, communication, content creation, safety or problem solving. Some digital tools for internal communication between volunteers and staff members will be described in the last part of this module.

*-Digital communication* - communication using digital technology. Various modes of communication exist, e.g. synchronous communication (real time communication, e.g. using skype or video chat or Bluetooth) and asynchronous ones (not concurrent communication, e.g. email, forum to send a message, sms) using for example, one to one, one to many, or many to many modes.



*-Digital environment* - a context, or a "place", that is enabled by technology and digital devices, often transmitted over the internet, or other digital means, e.g. mobile phone network. Records and evidence of an individual's interaction with a digital environment constitute their digital footprint. In DigComp, the term digital environment is used as a backdrop for digital actions without naming a specific technology or tool.



*-Digital competence* is one of the eight key competences and refers to the confident and critical usage of the full range of digital technologies for information, communication and basic problem-solving in all aspects of life. On the infographic below you can see that digital technologies are used in all types of jobs, also in economic sectors not traditionally related to digitisation e.g. farming, health care, vocational training and construction. These conclusions are published in the final report of the study "ICT for Work: Digital Skills in the Workplace" done by the European Commission



Addressing digital skills in formal and informal education is the first step in a life-long learning approach, contributing to confidence and competences for life. As a form of adult work, digital work requires adult educators to have the kind of competence that they might not possess, and which they feel to be deficient. Even with digital work being increasingly taken into account in training in the field of adult education, there is a significant and ongoing need for further training and support. Digital work inevitably involves learning about new devices, thinking about new usage environments and becoming acquainted with various technical systems. This means that issues at the instrument level require more attention than they do in other forms of adult education. However, in education, the essential questions are educational, not technological. For this reason, the focus should increasingly be on thinking about the process of digital work, setting goals and evaluating their achievement. The emphasis should be on the process, and the process must create joy, learning and opportunities for influence in the lives of adult people . For the adult education field, the most

interesting and significant technological developments are related to mobile technology, the internet of things, virtual reality and augmented reality. The concept of “online” is expanding and constantly being redefined. In the society of the future, the physical and the virtual world, the web and augmented reality are even more closely knit together. Understanding large developmental trends in technology is vital for the innovations of (digital) adult education.

Enhancing competencies in digital adult education is enabled by implementing coordinated and systematic activities with the support of management. The physical elements must be in order for digitality to be leveraged with good results. Learning is an ongoing process that can change and move in many different directions as the activities go on. New goals are created and shaped by the activities themselves as well as the ever changing technological environment.

### III. Digital Literacy



In the last decade, digital literacy has become a new form of literacy. The concept was introduced by Paul Gilster in his classical book. Taking a broad view, he defined digital literacy as ‘the ability to understand and use information in multiple formats from a wide range

of sources when it is presented via computers’. Gilster put forward the notion that new technologies and media require new skills and abilities for searching, navigating and interpreting the meaning of information in multiple formats.

Although the narrow reference to computers sounds outdated in 21st century era, this definition is still useful, given that it describes a broader concept than computer literacy which goes well beyond a restricted meaning of digital literacy as the simple ability to operate computers and digital devices or to use general purpose software and Internet services. While digital literacy was built upon elements of ICT literacy, it includes a variety of knowledge, attitudes and complex skills (technological, cognitive, learning, social and emotional) which

people need to function effectively in contemporary digital environments in order to create, adapt and share information and knowledge in multiple formats. Therefore, many literacy concepts, e.g. information literacy, media literacy and visual literacy, although initially arose in pre-digital contexts have been developed and extended with the emergence of digital tools and Web media.

Towards outlining a conceptual framework of digital literacy, the assumption that digitally literate persons need to deploy all the above dimensions in an integrated manner was the starting point. To achieve this objective, e.g. integrating the various features of digital literacy in a meaningful framework, we have determined five interrelated components-dimensions which describe individuals' ability to use, understand and create with digital media

### ***Mapping the digital literacy for adult learners:***

On the basis of our systematic research on digital literacy and the design of educational programs, we propose an operational framework aiming to provide concrete objectives and guidelines for the design and the implementation of adult digital learning programs. The proposed integrated framework of digital literacy is underpinning in four dimensions of digital skills, knowledge and attitudes to be achieved by adult learners:

**Operational skills:** These are derived from a set of basic knowledge and skills in using digital technologies (computers, ICT, general purpose software, Internet browser, Web applications, smart devices etc.). Formal skills related to hypermedia structure of information and the Internet are also included (navigation skills, sense of menu layouts, orientation in Web resources etc.).

**Information skills:** These skills are derived by adopting an explicit set of actions via which individuals cover their information needs to solve a problem, e.g. identify and access information sources, define search queries, select relevant information, evaluate, transform and create new information.

**Strategic skills:** These skills determine and enhance individuals' capacity for purposeful use of digital media to reach particular goals and cover personal and professional needs. The emphasis lies on problem solving procedures, critical thinking and analysis, planning and evaluation strategies, on-going development and collaborative learning in order to reach an optimal solution.

**Digital culture and identity:** This dimension is interrelated to the other three dimensions of digital literacy and represents the social attitudes and skills which form digital culture, e.g. the identity of digital citizen (e-citizenship), information management codes, ethics, e-safety, privacy etc. The ultimate goal is that digitally literate people should achieve a broader view



and digital culture shaping attitudes and values that will help them to understand the new social, economic and cultural environment of the digital era.

Research results emphasized that adult learners consist a population with specific characteristics and traits regarding instruction and learning about (and with) ICT. The key-principles for the pedagogical design and the implementation of successful digital literacy programs for adults are a) promote engagement through active and self-directed learning, b) use cross-thematic and authentic learning activities, and c) use purposeful and everyday life contexts to support adults learning and help them to built their digital culture and identity.

#### **IV. Creating in the digital world**

Creating is a vital part of educational process. Normally the knowledge or skills one possesses are distributed to other individuals willing to learn through the medium of creative tools that may range from tangible (paper-written) to intangible (digital). Cambridge Dictionary defines creating as making something new or inventing. Such definition indeed tightly intertwines with the theme of our project as introducing new methods into teaching is vital for educating individuals in current fast-paced digital reality. In this section we are going to focus on how to use digital methods creatively.



Apart from that we are going to introduce some online document and presentation creating and sharing tools and elaborate on how to use them effectively. As educator's presentation performance plays an immense role in how the audience perceives the given knowledge, this section is also going to familiarize the reader with some advanced presentation tools. At last, we are going to cover some advanced online versions of interactive games and websites.

#### **V. Creating and sharing online documents and presentations.**

Many educators start their workshops or classes with a basic lesson plan. Online document



tools work the best for such purposes as one may have both the lesson plan and actual lesson in the same document that can we later disseminated within the class. Moreover, educators can simply amend their documents and include various visuals for making the lesson more attractive to students.

Presentation skills are also of paramount importance for adult educators since an effective teaching approach will be quite beneficial when being supported by visuals.

*Why online presentation tools have seized current popularity?* It is so because while working on presentation online, one can collaborate with other contributors, hence enriching presentation with more perspectives and content.

Another benefit of online presentation software is that many templates are already pre-made and you can just select the one that suits your presentation the most and just work on your content.

There are many different document and presentation tools online that can involve both paid and unpaid subscription, the only difference is the range of functions that each of them presents.

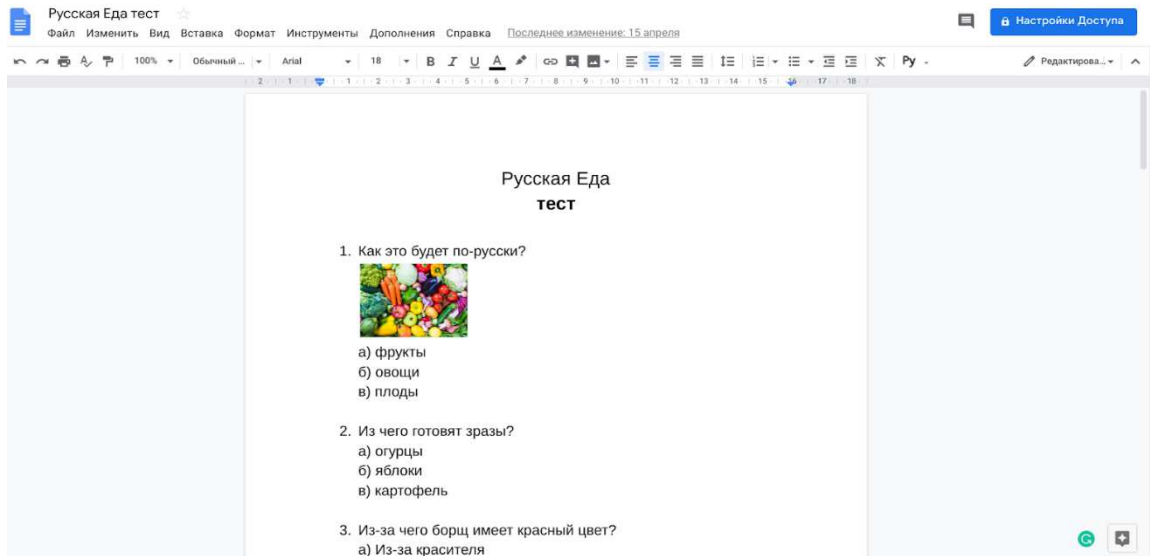
We are going to present you some of those tools that we consider most effective alongside with the screenshots of our personal usage of those tools.

## 1. Google Docs



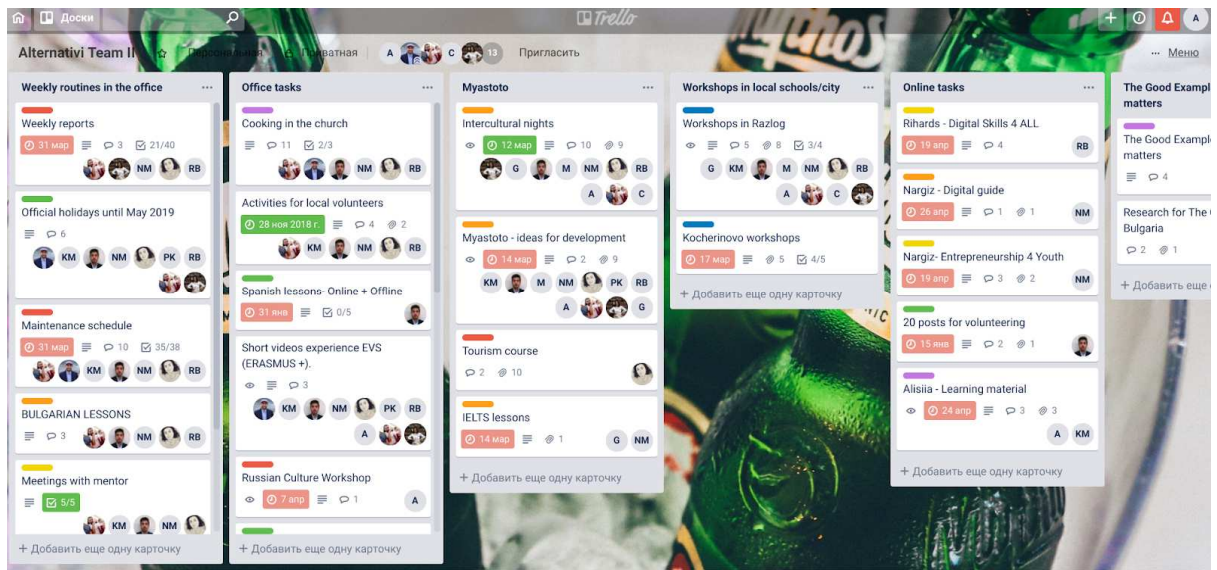
Google Docs is one of the most popular document creating and sharing online. By using this tool, you can easily collaborate with other contributors in the same document by just sharing the link with the person (or group) you would like to make your input with. Google Docs also allows you to use 3 different modes of work: watching the document, editing the document, and suggesting some alterations in the document. Alongside with the plain Google Docs, you can also add-on a plenty of

Chrome browser extensions, such as Grammarly, SEO Writing Assistant, EasyBib (citation tool) or TextHelp (a text highlighting tool).



## 2.Trello

Trello is an effective online tool for assigning new tasks to the team members as well as tracking the progress of either a separate segment of the work task or the workflow overall. Trello has a customizable easy-to-use interface, thus it makes online collaboration more accessible. Since Trello is not specifically designed for creating online documents, you may consider to use it together with Google Docs.



## 3.DropBox Paper

# Dropbox Paper

Similar to Google Docs but operating with its own processor as its differentiating feature. DropBox Paper works both offline and online and unlike aforementioned Google Docs, DropBox Paper allows one to tag people and set the deadline of the work that is supposed to be done. Paper users may include video, audio, social media posts, PDFs and code snippets into a document (ComputerworldUK).

## 4. Quip

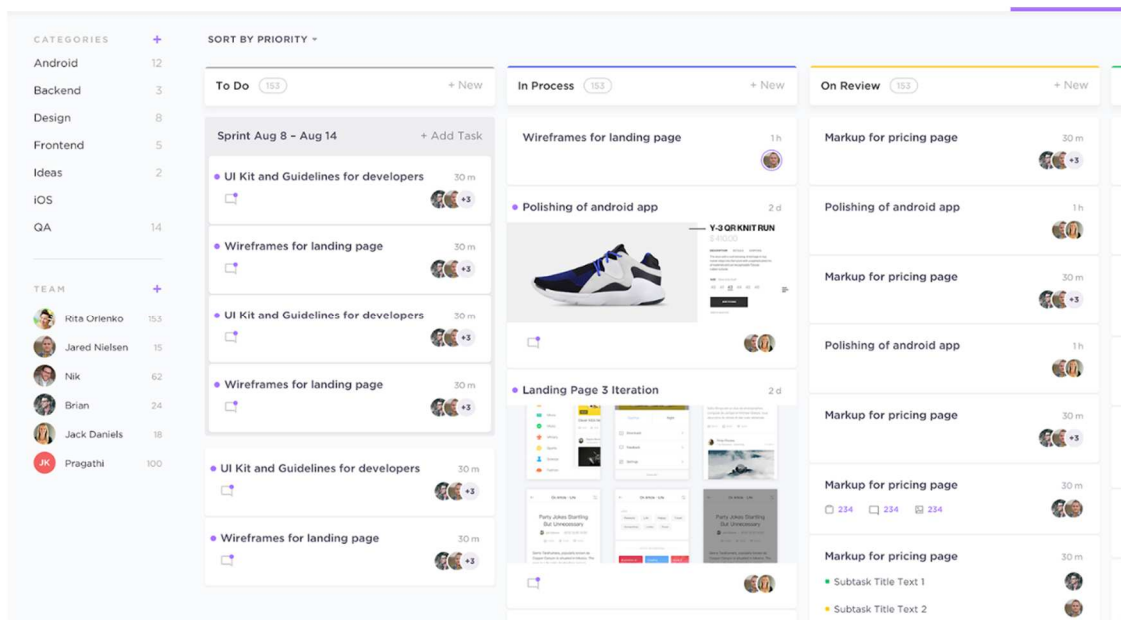


This is a simple collaborative document editing tool that can be easily accessed via smartphone or tablet (unlike aforementioned software that better works on computer). Quip offers users a change-tracker function that also comes in handy when working

with multiple contributors.

## 5. ClickUp

This is an alternative to Trello, where you can make multiple assignments, notes, tag and chat with collaborators. Apart from that this app offers several time-management tools and integrations that may speed up and improve overall collaborative working performance.



Creating presentations is also of the utmost importance for the majority of adult educators since the 65% of all the population are visual learners according to Inc. Thus, even

the most complex and dreary knowledge can be presented creatively with the help of presentations. The key of producing an effective presentation lies in careful combination of the text and supportive visuals with a higher stress on the latter. For the further consideration we suggest the following tools for the presentations online:

## 6. Keynote

Keynote is more suitable for Apple products' users. Its strength is in being a well-documented tool. There are good technical support and other resources from both Apple and third parties that can be found in the app.



## VI. Presentation tools

### 1. PowerPoint



PowerPoint is the Microsoft Office tool for creating presentations. Its use has become so widespread that in many cases presentations are created to directly convey the information, without the speaker being present.

A PowerPoint presentation is composed of multiple slides that are passed sequentially and that may contain text, shapes, figures, graphs and multimedia files. Therefore, when creating accessible presentations we should take into account the accessibility of the presentation itself (format in which it is distributed, transitions between slides, narration, slides design, etc.) as well as the accessibility of the elements of the slides (text, figures, audio, video, animations of the elements, etc.).

#### 1.1 Creating accessible PowerPoint presentations

*\* Tips for creating an effective presentation*





Before explaining the points to be taken into account for creating an accessible presentation, some tips will be presented for creating effective presentations, because an accessible presentation should be equally or more

effective than any other presentation. Here are some points to be taken into account when creating an effective presentation, which can be considered as good practices:

- *Reduce the number of slides and structure them* - In order to convey a clear message and to keep the attention and the interest of the public, reduce the number of slides of the presentation to a minimum. The slides should have a hierarchical structure that facilitates the comprehension of the overall presentation, by using titles, subtitles, lists, etc. It is more convenient to use slide preexisting designs instead of starting from a blank slide and then adding elements. For example, using a slide with a title element provides information about the structure of the presentation. This does not happen when using a blank slide and including a text which is then bold formatted and is set to a large size, simulating a title. It is also convenient to include a slide's index at the beginning of the presentation, which explains the structure of the presentation and, if it is long or has a complex structure, remember on each slide to the public which part of the structure of the presentation is he/she explaining, so that the receiver does not feel lost. Including the number of the slide will help the receiver and also to the own speaker, to be oriented during the presentation

- *Select a size and type of font suitable for the public*- Select the most suitable font size helps to convey the message. The public should be able to read the slides from a certain distance, so a font size below 24 points may be too difficult to read. It is also recommendable to use a clear font type and a sufficient line spacing to facilitate reading.

- *Simplify the slide text* - Use vignettes or short sentences, trying to include each of them in one line, because some projectors cut the edges of the screen. Complete the sentences with dots or semicolons and use bulleted or numbered lists. If acronyms are used, it is recommended to explain the full meaning of the acronym in its first appearance.

-*Use visual controls to help expressing the message* - Add meaningful figures to complement the text, because figures and graphs help the public to remember, always limiting the number of figures to not overload the presentation. Avoid the use of text as figures, which may lose clearness. Do not use color as the only expressive medium, for example, using the colors of a

traffic light to indicate something allowed, dangerous or prohibited, because some users will not be able to distinguish it. If it is used, then add a meaningful text to the color.

*-Create tags for graphs and diagrams so that they are understandable-* Use simple and concrete tags for graphs and diagrams in order to make them understandable. Do not include too much information, as it would force to use a small font size or little separation between lines, which may difficult the reading.

*- Use templates and patterns* - Using templates and patterns simplifies creating presentations because the structure, design and theme used in the presentation are already defined. Templates can be customized and created for different types of presentations

*- Check spelling and grammar-* Before showing a presentation to a public it is very important to check its spelling and grammar, because one error of this type would give a bad impression to the audience. Therefore, it is necessary to define the language of the document as the language used during the presentation. If some sentences or paragraphs are used in other languages, the correct language for each of them should be defined (it is also useful for correct intonation of screen readers). Short sentences and grammatically simple should be used, so that all people that are listening can understand the message.

*- Good practices for designing and creating accessible presentations* - Below are the points to be followed in order to create accessible presentations for users with disabilities

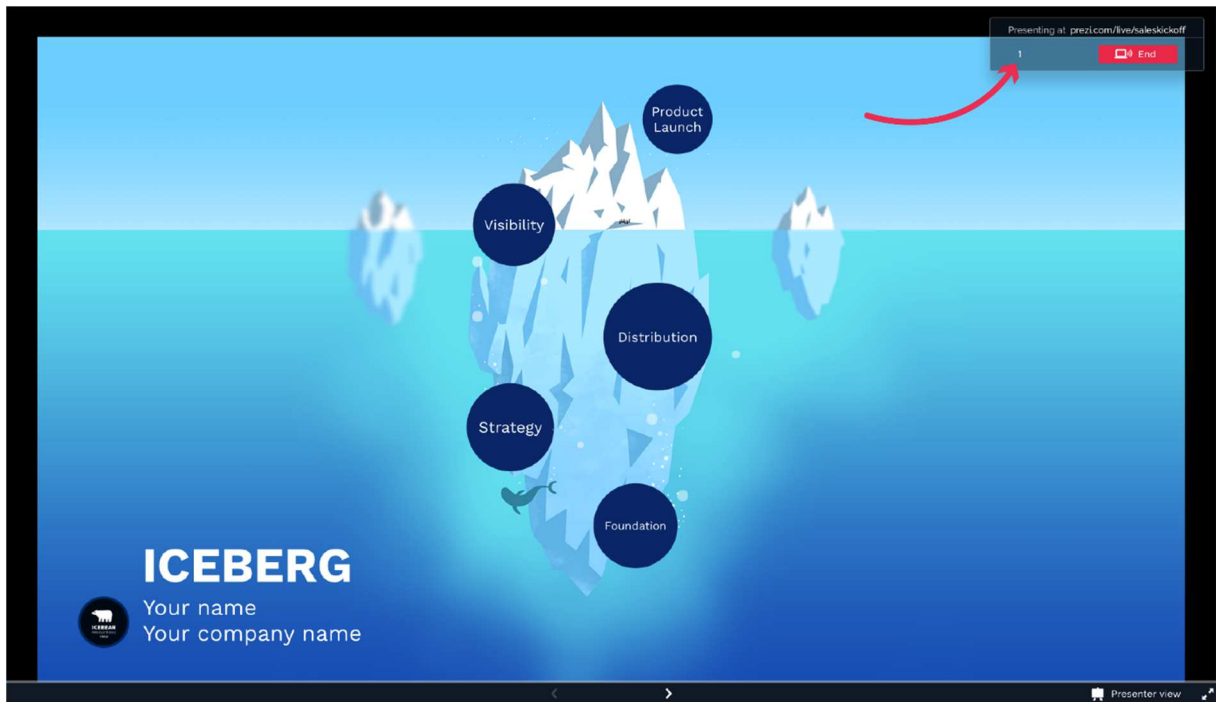
## 2.Prezi



This is an interactive tool for presentations that is highly-engaging for the users. Prezi also provides various pre-set templates that simplifies a presentation making process.

The presentation tool Prezi transforms a dull, static presentation into an engaging one that tells a story. Instead of having multiple, consecutive slides as in a PowerPoint presentation, Prezi presentations capture content in a spatial context and engage your audience.

Let's take a look at some useful Prezi tips and tricks that can be used to take your presentations to the next level.



### 1. Use templates

When you create any new Prezi file, you'll be offered a choice of templates and you can explore them by simply selecting one and clicking the Preview button.

### 2. Zoom in on objects

Before you make a template choice for your project, look at the template previews and inspect the various objects and possibilities available. Use the Zoom function to look at elements that appeal and use the arrows in the bottom right-hand corner to check the template's path and observe the flow. In the screenshot below we've zoomed in to see the assets included in this particular template:

### 3. Use assets

All of the templates in Prezi give you various asset options. Utilize them wherever you can, as that will save you time searching for images.

### 4. Include doodles

As you can see in the preceding screenshot, the featured template has some lovely assets that you can include in your presentation. These assets include images, sketches or doodles, as shown in the top right of the screenshot. You can move these assets around and use them anywhere on your canvas.





### *5. Add branding*

Some people new to Prezi don't use templates, thinking that you can't use company colors, logos, or branding on them. In fact, this can be done easily by using the Theme Wizard found in the bubble menu.

On the wizard, click the Replace Logo button to include your company logo. The image should be a JPEG file no bigger than 250 pixels wide and 100 pixels high.

### *6. Using shapes*

A very simple yet very useful element of the Prezi bubble menu that gets ignored a lot is the Insert Shapes option. There are lots of things you could do with shapes working within Prezi. A great use of the line tool, for example, is that you can add simple drawings wherever you would like. These shapes can be reused, and can save you lots of time searching for imagery over the internet. You can add some more detail to characters such as the one shown in the screenshot below

### *7. Highlighter*

If you want to point out key information, like the interesting facts displayed in the next screenshot, just drag the cursor across the text to highlight the area you'd like to focus on. After doing that the highlighted letters will become objects in their own right and you can change their size or position.

### *8. Pencil*

If you're good at sketching things out with your mouse, the pencil tool can be used to draw freehand sketches. If you want to change the color of your pencil drawings, go into the Theme Wizard and edit the RGB values. This will also support you in choosing your corporate branding colors.

### *9. Drawings and diagrams*

Another very valuable feature within the Prezi insert menu is drawings and diagrams. You can find the drawings and diagrams templates by clicking the button between YouTube and File from the Insert menu.

### *10. Spell-checker*

The text editor in Prezi now has some lovely new features that will make your life much easier — spell-checker is one of them. Just as in Microsoft Word, Prezi will underline the incorrectly spelled words with a red line. To correct the word, right-click it and select the correct word as shown in the following screenshot:

### *11. Text drag-apart*

If you want to add some text from an email (or some other place) to your Prezi presentation, you'll just have to copy (*Ctrl + C*) and paste (*Ctrl + V*) the line or paragraph across to put it in

the right place on your canvas. You can also easily drag a selection of text to anywhere on your canvas without copy and paste options.

### *12. Font colors*

Apart from dragging a paragraph to make it stand out more on its own, you can also highlight certain words with different colors to engage your audience even more. To do so, you just have to highlight a word by clicking and dragging your mouse across the word. Then click on the color picker at the top of the textbox to see the color menu and change that piece of text.

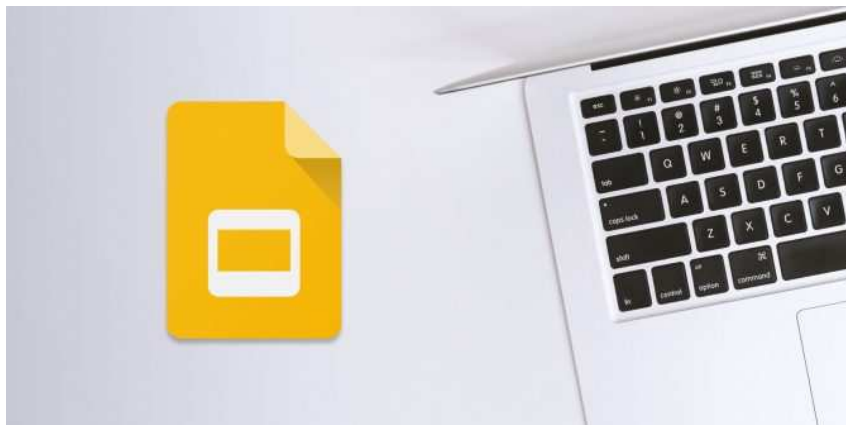
### *13. Bullet points and indents*

One of the important Prezi tips to discuss here are the options available within the text editor, i.e., bullet points and indentations. These make your presentations much easier to read and give the audience some quick-fire information. This can be done by simply selecting the body of text and clicking on the bullet point icon at the top of the textbox. You can also add indentations to your bullet points by using the icons to the left of the color picker.

### *14. The plus (+) button*

The plus button located on the left of the menu helps in keeping your Prezi's style looking consistent. This button will open up a selection of five different layouts for you to choose from. You can see these in the following screenshot:

## **3. Google slide**



Google's office suite is a handy tool for real-time collaboration, thus Google Slides is ideal for online publishing also being easy to use. Moreover, it has a feature of working offline. PowerPoint may be the most popular presentation software out

there, but not everyone can afford to pay for it. This is why many people consider Google Slides as one of the best alternatives to PowerPoint. It's free, easy to use, and easily accessible. All you need is a Google account and Internet access, and you're ready to roll!

### *1. Insert images directly from Google Images*

Google Image Search has billions of images indexed. When you use Google Slides, you don't need to download images and then upload them again to your slide. Nope, you don't even need to leave your browser tab to look for suitable images for your presentation.

All you have to do is click on Insert > Image. Then select 'Search the web' from the dropdown list. The side panel 'Search for Google Images' will appear on the right side of your screen.

Simply type in the keyword(s) for your image and the results will appear below the search box. The last step would be for you to click on the photo(s) you want to use in your slide. And that's it! The entire process will only take you anywhere from a few seconds to a few minutes!

### *2. Themes for Google Slides*

You can do this by clicking on any slide thumbnail on the left side panel. Note that there's no preview button. You simply need to click on the Theme you like and the changes will be applied in real time. Also, if you want to import a theme from an existing presentation, you can click on the yellow Import Theme button. Play around with the different theme options until you find one that works best for your presentation!

### *3. Mask your images into different fun shapes*

Your photos need not be in the usual rectangular or square shape all the time. With Google Slides, you can change your image into various shapes, arrows, callouts, or equations. Click on the image you want to mask to access the hidden photo masking options. Click on Mask image (it's the small triangular button beside the Crop icon)

### *4. Insert different types of Google Slides diagrams*

To insert a diagram on your slides, click on Insert > Diagram. The Diagrams side panel will appear on the right side of your screen. You can choose from 6 different types of diagrams: Grid, Hierarchy, Timeline, Process, Relationship and Cycle diagrams.

### *5. Got links?*

With Google Slides, you're not limited to adding just links to websites, you can also link to images, your files on Google Drive, and even to other slides in your presentation!

Here's what you need to do:

Click on the text you want to add the hyperlink to. Then either hit CTRL+K or right-click on your mouse and look for the Link option.

To add a web link, type in or paste the web address. Then hit the Apply button.

For even more link options, click on Find More and the Explore side panel will appear on your screen. You can then type your query in the Title box and Google will then search for relevant websites, images, and even your files saved on Google Drive.

#### *6. Make global changes by editing the slide master*

If you're only working with a few slides, then you may not have much need for a slide master. However, once you get to double figures (say from 10 slides onwards), then you'll see just how much of a timesaver a slide master is. You don't need to edit each individual slide, instead you can just go directly to the slide master and all slides in your presentation will automatically be updated.

To edit your slide master, simply go to Slide > Edit Master.

Click on the elements you want to change. For example, if you want all titles and subtitles to use Monserrat font, then you can change that here. There's a lot of things you can do with the master slide. You can add your company logo in the footer section or the header, and it will automatically appear on all your slides.

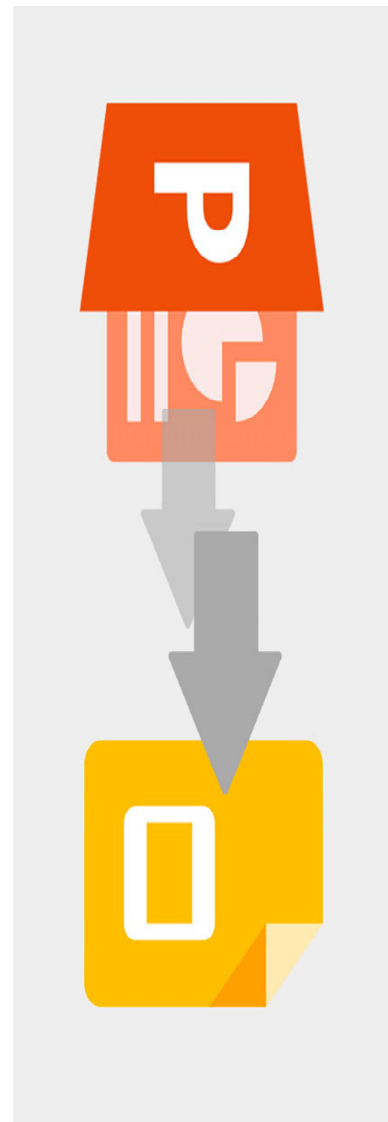
The main thing to remember is if you want something to appear on all your slides, the best way to go about this is by editing the slide master itself.

#### *7. How to embed YouTube videos in Google Slides*

One of the best ways to make your presentation come alive is by adding videos to it. To do so, click on Insert> Video

You can research YouTube videos directly from your slides (no need to open up another tab and type YouTube). You can also add a direct link (URL) to a video online, or you can search for videos stored in your Google Drive account.

To edit and format your video, click on the video itself so the Format options button will appear on the menu bar. Click on this button and the Format options side panel will appear on your screen.



#### **4.Haiku Deck**

Slides made using Haiku Deck focus on imagery and graphics, with a few words per-slide and make it perfect for those educators who would like to grasp learners' attention by visuals.

## VII. Advanced online tools for sharing documents and presentations

# ADVANCED TOOLS

Acrobat includes several free content creation tools that can help out in a pinch or even be a regular part of your workday. Most of the web-based apps are collaborative, and Adobe will even host your files, so both the application and documents can be accessed on any computer. It's a great touch if you bounce between machines and don't carry a USB drive.

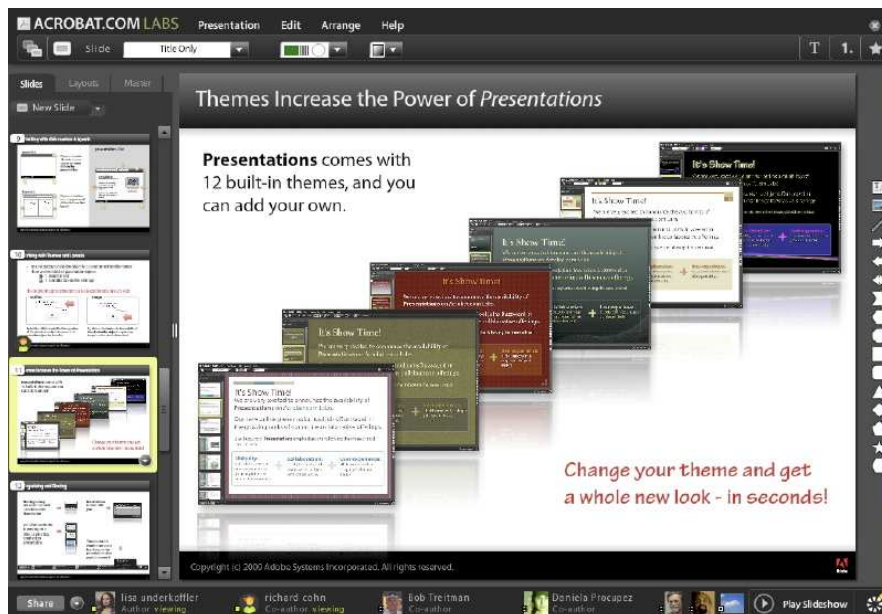
Among the tools, Adobe Buzzword is a word processor and Adobe ConnectNow handles online meetings. Plus Adobe has just released its presentation tool, simple called, Presentations.

All of these tools just take a system powerful enough to run Flash. (Most of the tools require Flash 9, while Presentation needs Flash 10.) You'll create a free account, log in, and begin creating content.

**Buzzword** is a featured word processor. You can adjust fonts, formatting, and other text basics, including creating outline layouts and inserting images. But like the rest of Acrobat.com, Buzzword is great for collaboration. Similar to Google Docs, you'll invite a contact to view or edit one of your files, and you can even make changes at the same time. A commenting tool lets you also add notations, so group members see your reasoning behind edits.

Buzzword imports and exports Word, Open Doc, text, and RTF files, while it also exports as PDF, HTML or .epub, Adobe's e-reader format.

**ConnectNow** handles online meetings. Up to three people can share desktops and documents in the live screencasting tool. Its built-in VoIP option handles spoken conversations--a chat window works for typing--plus a collaborative whiteboard lets everyone focus on the same thing.



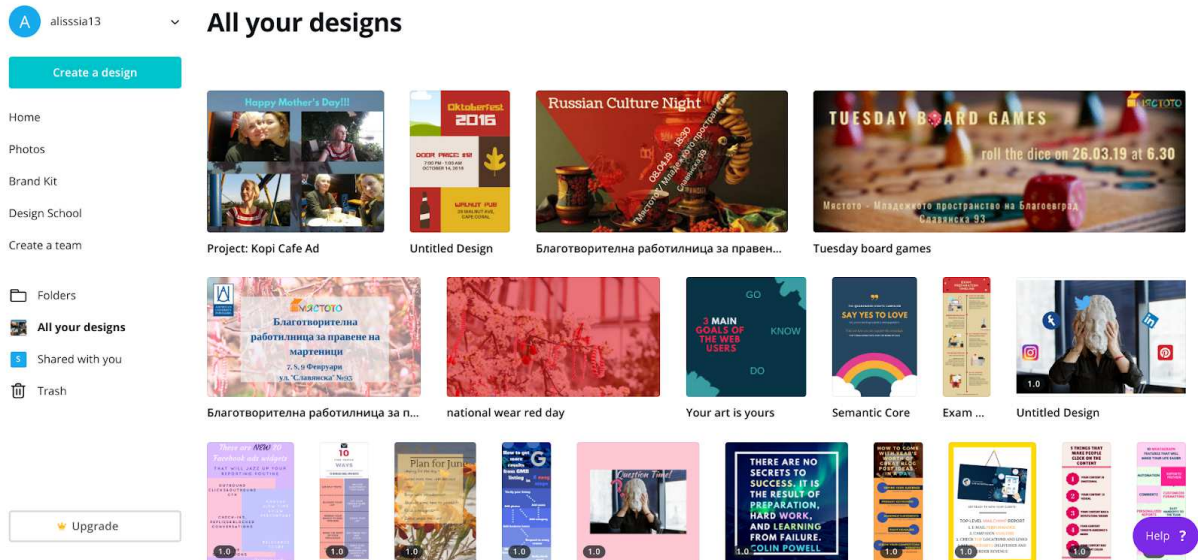
**Presentations**, the newest addition, lets you create, store, and modify PowerPoint-style presentations as a group. The service is separated from these other tools, hosted at labs.acrobat.com because it has more, critical features coming. For example, Presentations can't yet export PowerPoint files--a deal-breaker for many small businesses. However, Adobe is actively working on adding that option; the company expects it by the end of the year.

Presentations still looks good in its initial state. Like Buzzword, you have lots of control of the document style. Adobe proudly says that it uses its own fonts, graphics, and layout technology versus relying on HTML. You can even add FLV movies, for example. It also includes many preset theme options and ways to build your own motifs to carry across slides.

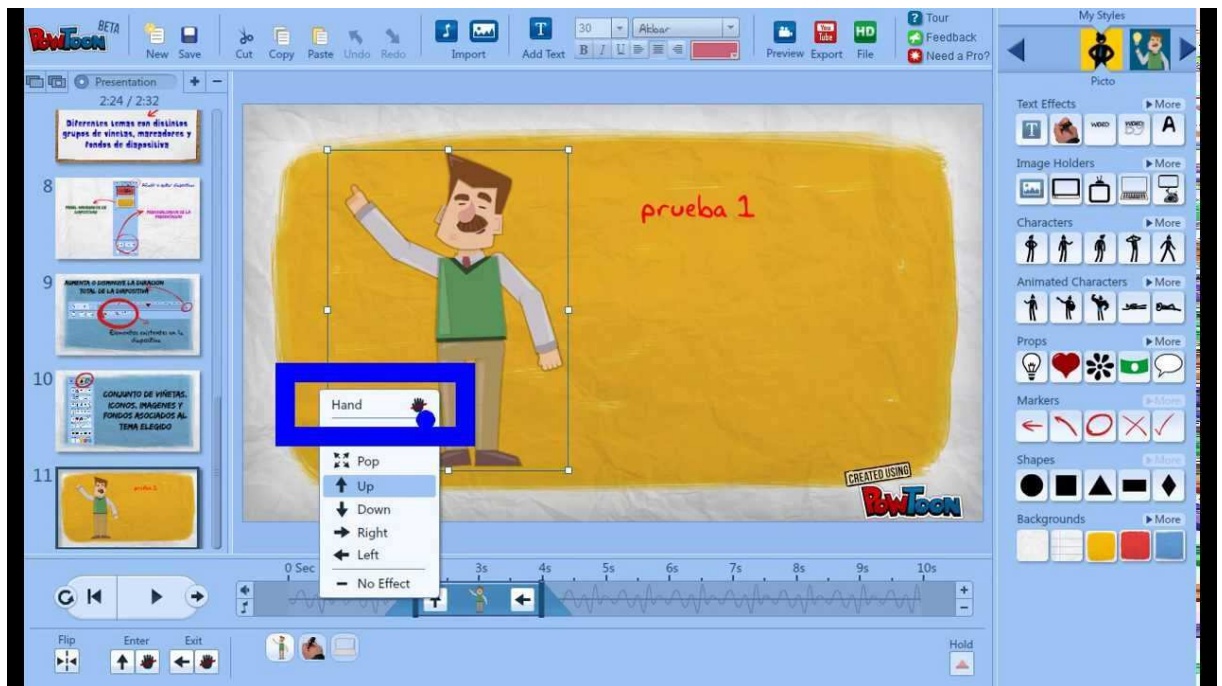
Even though presentations are quite important instruments for facilitating an educational material perception, the sole usage of slides is already outdated. Since technology is moving forward and developing in fast and steady steps, the bare geometric slides and old-fashioned templates might not impress the audience the same way as some advanced tools that can be implemented along with the presentations. As the average adult attention span does not exceed 14 minutes, it is also very important to soup up the theory with some interactive and eye-catching methods (Independent 2017). The list of the recommended tools can be found below:

### 1. Canva

This is a neat tool for creating various business and education-related publications such as newsletters, posters, infographics, and just simple graphic works. Users can utilize made templates but also they have a freedom to customize them according to their personal taste and goal.



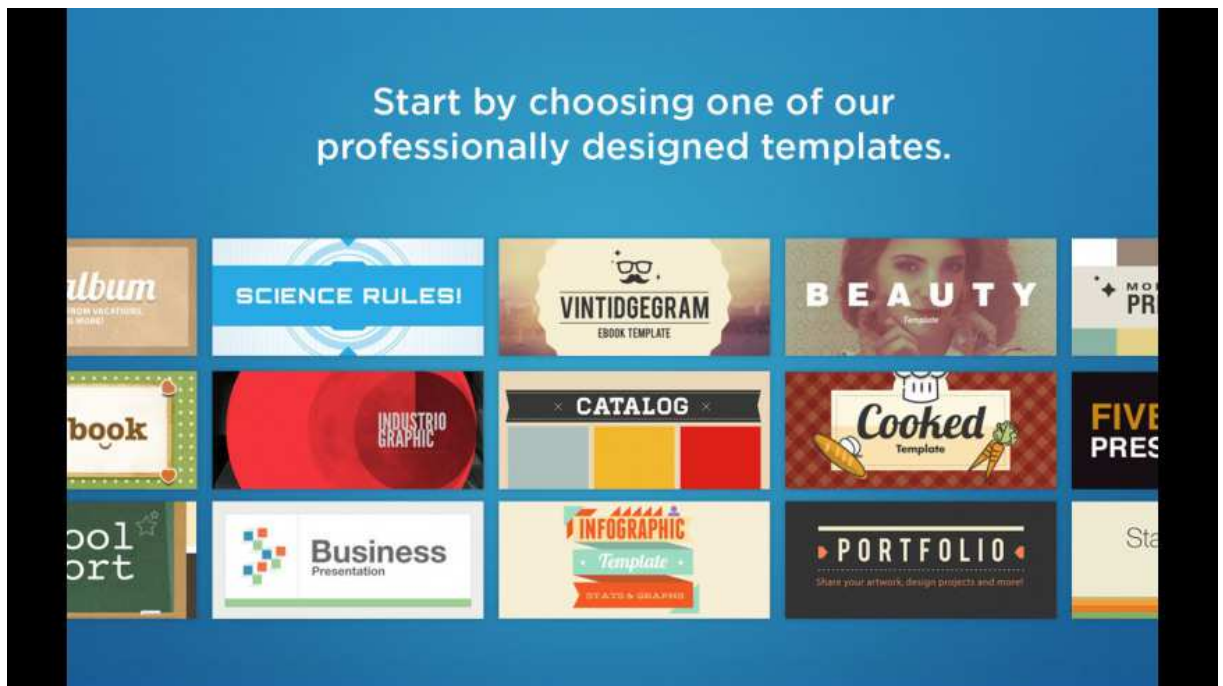
## 2. Powtoon



Powtoon is a platform for creating short animated informational movies and videos. The tool is easy to use and it also presents such features as animation, video editing and voiceover.

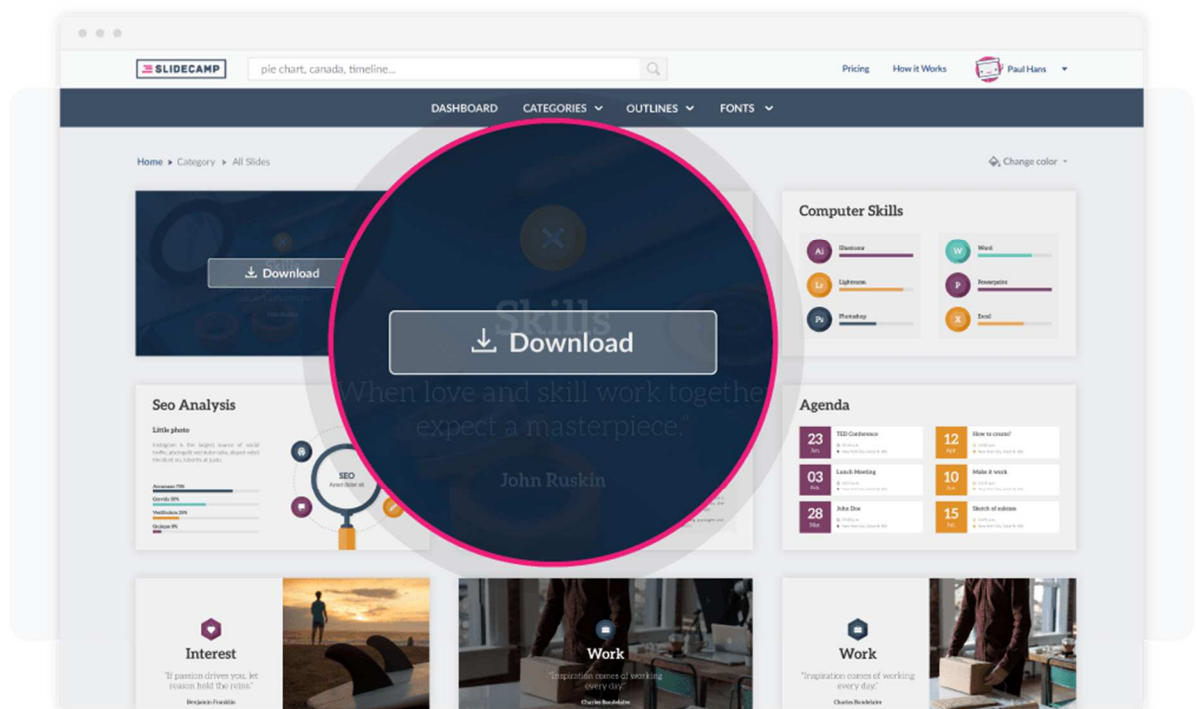
## 3. FlowVella





Even though the presentation size of FlowVella is limited to 10 slides, this tool helps you to incorporate multimedia and other online content into your presentation, customizing and personifying the learning material for the existing audience.

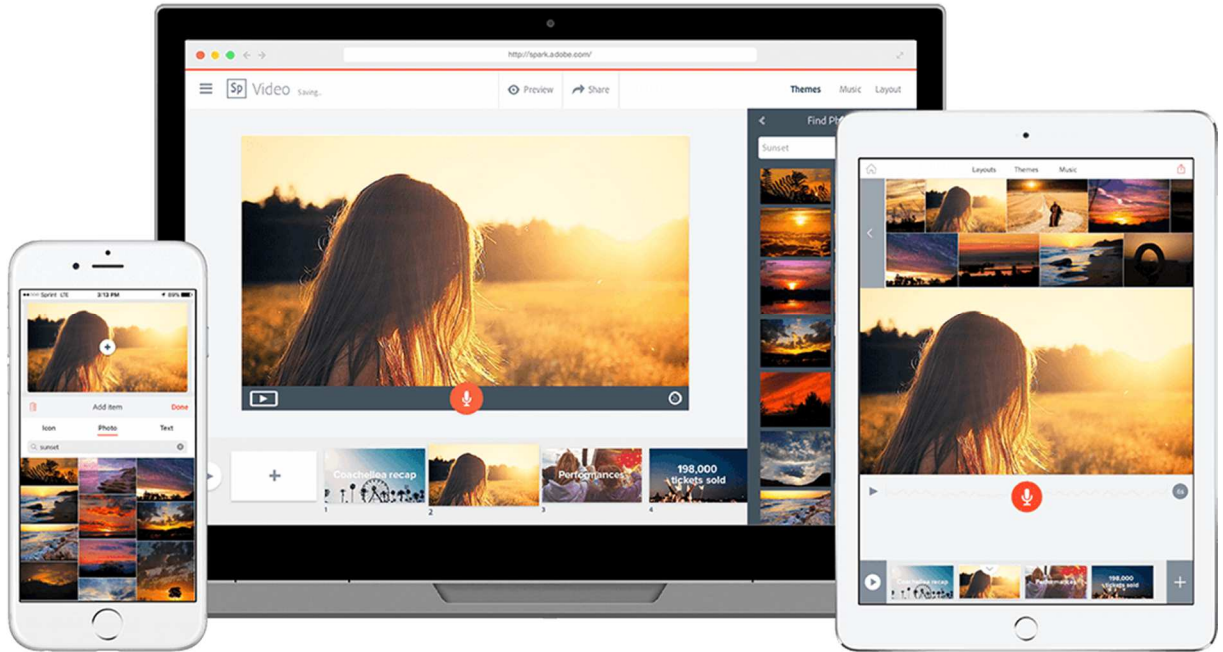
#### 4. SlideCamp



SlideCamp provides templates for presentation slides. The tool is highly customizable and allows a user to adjust color schemes, add logos, charts and data, build infographics, and organize presentations overall.

#### 5. Adobe Spark





This is a tool designed to build graphics, web pages and video stories. The users can upload the pictures, text and infographics to their presentation and easily transform them in auto played videos.

**6. Evernote Presentation Mode** - Evernote is a simple tool for presenting notes interactively. The notes mode can vary from formatted texts, lists and attached files.

**7. DirectPoll**

DirectPoll is an interactive tool that enables users to create and share the polls in their presentations in the real time. Educators may use this engaging tool for Q&A sessions during their lectures and presentations.

**8. Wooclap**

Wooclap is an alternative to Kahoot gaming tool that allows students to use their smartphones as a learning tool by responding to lecturer’s questions online.

**9. MindMapFree.com**

A free easy interactive tool for creating mind maps around a central idea and presenting other sub-points visually. Such tool mind come in handy for the educators if they want their audience to distinguish the main idea from minor subpoints.

**10. Twiddla**

An interactive whiteboard used for online design collaboration that helps educators to present and/or alter the material in real time

**11. Cacao**

An effective tool for creating and sharing various flowcharts, graphics and diagrams online with a possibility to engage with the audience and get their contribution.

**12. Wikispaces**

This is a platform for creating members-only website that can be used for various discussions, sharing documents and having different workshops in special section for collaborative writing.

## VIII. Advanced online versions of interactive websites and games

### Where to begin?

So, you are ready to dive into the deep end, build a new interactive website, and may be wondering what current practices and functionality should you incorporate? You set out on the internet to find resources to help. Interactive websites, video functions, animated header designs – “what does all this mean?”.

If it has been any considerable amount of time since you last made large-scale changes to your website or if this is your first foray into the World Wide Web, there is a great deal of information to consider. Implementing current best-practices into your website design and build is paramount in today’s digital age. You come across mentions of interactive websites. It would be difficult to find a website in which you do not have to click or scroll, so yes, in a basic sense, it is interactive, but that’s not what we are talking about here.



With today’s website capabilities, interactive web design incorporates so much more. Interactive production elements load upon command, such as pages that display as you scroll, animations, and videos. Nowadays, very little is off-limits when you work to design and build a new website.

### Functions and Technology

In today’s web landscape, certain things are a MUST! Search engines look for a laundry list of items on your new website, with responsive design being at the top of the list. Does your website scale and adjust for viewing on different screen sizes and devices? This is a huge factor to consider in building your new site.

Once you go through the preliminary steps of your discovery process, next consider how to engage your audience.

### Interactive, Videos, and Animations

## User Engagement Is Key

The user experience aspect of your website should be considered throughout the design and build. Creating a website that will creatively engage the user will grab their attention, and then along with your site calls-to-action, will drive them further into your site which completes conversion goals.

Creating an interactive website can use a multitude of techniques in its design. Some examples include:

**Hoverstates** – elements of the site that are dynamic and change when the user “hovers” their cursor over the element.

**Audio** – pages or elements that incorporate audio that plays when engaging the element.

**Video & Animation** – elements that load on the site/page through when activated by scrolling, hovering, or some other interaction.

**Sliders and Scrolls** – page elements such as images or animations that rotate or scroll across or down the page through a set order of elements.

These website features should be created to engage, entertain, and trigger some sort of response from the user helping convey the story of your website. This interactivity can be subtle or bold. The key to creating these interactive features on your website is to be sure you make the site visitor feel like the center of attention.

## Take Time to Strategize

Building a new website begins with strategy. Kick off your project with a “discovery” phase, where you (and your team if you have one) work to determine key foundational items that will help with the build. Use this as an opportunity to examine the core of your business, who is your target audience, what additional web services can be used, and what does your industry’s web landscape look like.

With this foundational information realized, your new website will benefit from Search Engine Optimization (SEO). You need to ensure that your new website is rich in content for search engines to recognize and crawl your site. Taking these items into consideration along with your plan for interactive design will help you build the best site for your business.

Building a new interactive website can be a stressful undertaking, but it doesn't have to be. If you make sure to do your due diligence ahead of jumping right in, you can create a plan of action that will afford you an efficient project build.



## **Tips on how to create interactive websites**

*Interactivity online is expected. Being interactive gives readers more reasons to return. It gives you multiple ways of delivering your content, and allows users to develop content and contribute to the message. It gets people returning, talking, sharing – and converting. Here's a few simple ways you can increase interactivity and make your site more conversion worthy.*

*Update Often*

New content gives your readers more incentive to return, share, comment, and interact with others. Blog posts, e-books, videos, podcasts, courses, images, guest posts, etc., are what readers are looking for. Keeping your content fresh gives them a reason to return, discuss, and share.

### *Comments*

Comments are a great way to get readers to interact with your content and with each other. They can contribute with their opinions and provide more information or clarity. Take it a step further by letting them share their comments with their social networks using a plugin with social sharing features, voting features, or even provide links to popular comments that were written by each commenter.

### *Social Media*

Adding social media buttons gives your readers a great way to share your content with their favorite social networks. You could go one step further by even letting them sign in with their social network accounts and share their comments with their networks.

### *User-Generated Content*

You can give your readers a place to be heard and create content with you. Allow users to create their own content by adding forums, a discussion board, or creating your own integrated social network. This allows them to share content, speak their mind, share information, post opinions, post polls and ask questions. Letting users engage on your site also helps you with SEO and can give your users a deeper sense of loyalty to your brand.

### *Newsletter*

Producing a newsletter will give readers sharable content they can send through email. Not only will they sign up, they can forward your newsletter to their friends. The newsletter could even include expanded content that they could then come back to your website to discuss with others. Send the newsletter out on a regular schedule so your readers expect it.

### *Contact Info*

Readers don't want to only interact with each other – they want to interact with you. Provide contact information so readers can interact with you. This should include an email address, contact form, links to your social networks, and possibly even a phone number. Provide contact info on a contact page using a contact form and in your footer, header, or sidebars.

## **KAHOOT- online tool for interactive games**

Even adults love games and quizzes hence implementing some gaming strokes to the educational delivery might make any presentation stand out. Kahoot is an interactive platform where users get involved into online quizzes or questionnaires via their mobile devices. It is helpful in getting statistics how well was the material presented in the end of the lecture or it might be used in the beginning for getting a general



overview of audience's knowledge on the given topic. A principal feature of Kahoot is that users can create their quizzes on their own or use already existing ones.