Exercise 1: Exploring Multimedia Software

What are some ways people communicate with one another? When might you use words to explain something, and when might you use pictures to explain something else? Multimedia software lets you create presentations with words, pictures, sounds, and videos. Multimedia presentations can be used to share information as well as entertain.

The tasks may seem long and difficult, but many participants will find that they already know how to perform some of the basic multimedia tasks (such as adding a text box, typing text, and inserting a picture).

Several multimedia software applications are available, including Microsoft PowerPoint* and OpenOffice.org Impress*. Sharing one computer, work with a partner to start the multimedia software. Spend 10 minutes completing the tasks that follow.

1. Add a new slide with at least one box for words and another box for a picture.

2. Type your names in the slide.

3. Add a picture to the slide.

4. Add another new slide with a layout that is different from the first slide.

5. Add new words, pictures, or other elements to complete the slide.

6. Play the presentation.

7. Use the remaining time to discover what else you can do with multimedia software.

Exercise 2: Discussing Multimedia Skills

1. What is your favorite feature of multimedia software? Why?

2. What topic could you make a slideshow presentation about?