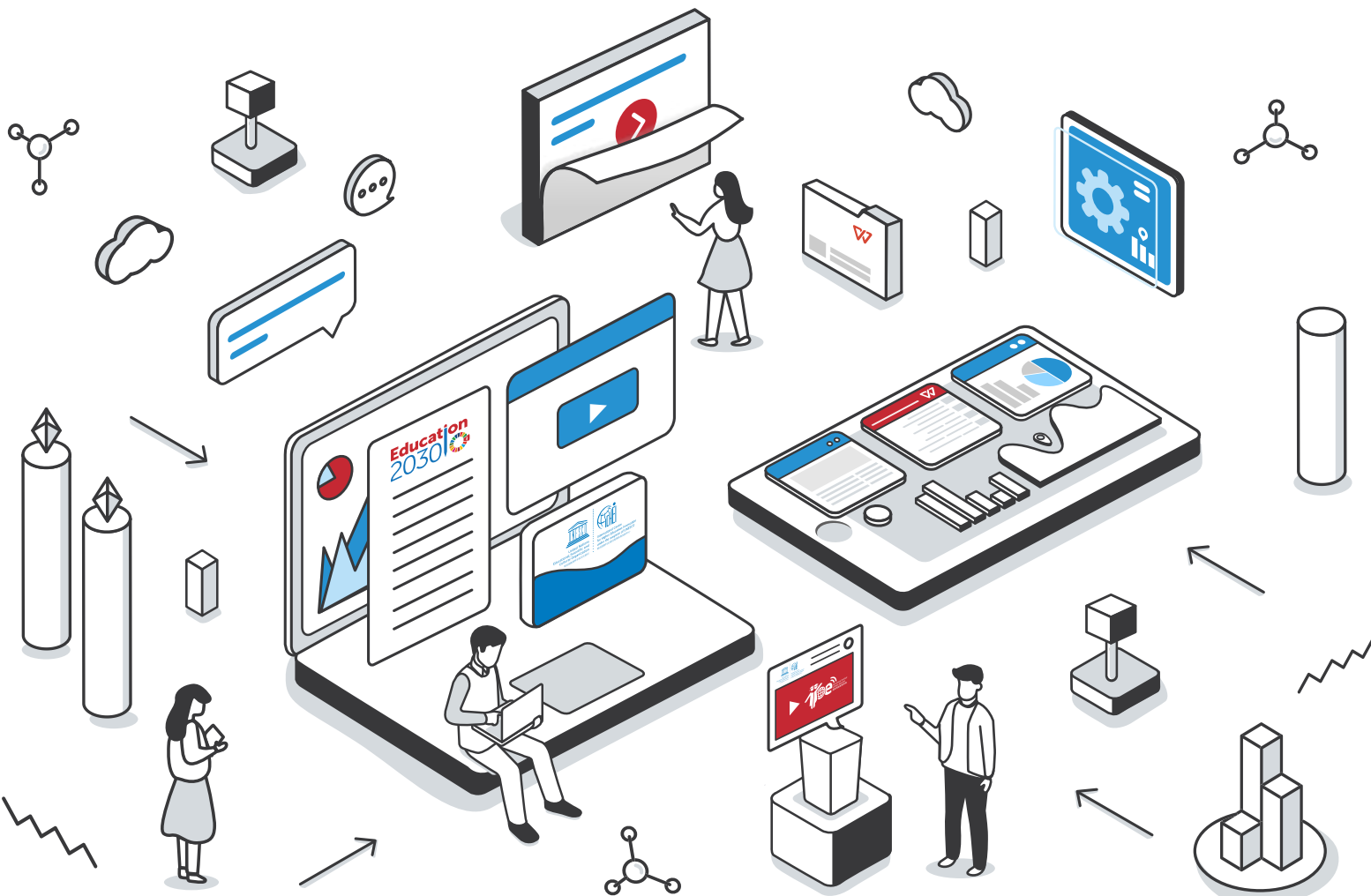Turn to the next slide
- Presentation design in higher education

Logicalization & Visualization of Teaching Presentation

A training programme that meets your needs

This training introduces the application of presentation design software in various teaching scenes based on the WPS office suite. From design thinking to operation skills, the courses will reveal the secret of logicalization and visualization of teaching contents in an all-around way to help teachers fully master the techniques of Teaching Presentation design, production, and delivery.

By completing this course, you will be able to:

✓ **Develop solid understandings of how to work efficiently & effectively using the WPS Presentation**

✓ **Produce high-quality slides and presentations meeting improved pedagogical standards**

✓ **Grasp basic to advanced techniques facilitating teaching interaction with presentation tools**

✓ **Enhance your teaching professionalism in higher education for quality online & blended learning**

Leading Instructor

Mr Wan has conducted training for many well-known enterprises/institutions, has rich practical application examples, and integrates the teaching method of combining theory with practice (problem-solving) into the overall teaching process.

Mr Tao Wan

Senior Lecturer & Service Expert of WPS Office

Prospective Learners

Educators and professionals in higher education who wish to improve their skills in producing educational materials

Sign-up now

- Start time: October 29th, 2021
- Enrolment: https://www.iioe.org/training

TRAINING MODULES AND CONTENT

MODULE

DESIGN THINKING OF TEACHING PRESENTATION

1

Introduction

Module 1 explores the following design thinking: Systematization, Stylization, Logicalization and Visualization. It then introduces what steps are included in the systematic process of the teaching presentation. You will master how to apply the Design Template and the Slide Master to unify the overall visual style, and how to build a logical teaching content framework in the outline view.

Course Content

1. Systematization Thinking

1.1 Background Investigation

1.1.1 Purpose Analysis: What Are You Going To Do
1.1.2 Audience Analysis: What Do Audiences Want
1.1.3 Environment Analysis: What Is Allowed To Be Done

1.2 Contents Preparation

1.2.1 List Key Points
1.2.2 Organize Contents Structure
1.2.3 Form a Draft

1.3 Slides Production

1.3.1 Determine Style
1.3.2 Information Extraction
1.3.3 Visual Expression
1.3.4 Layout Optimization

1.4 Interactive Show

1.4.1 Interaction Design
1.4.2 Rehearse In Advance
1.4.3 Show and Speech
1.4.4 Publish and Share

2. Stylization Thinking

2.1 Visual Style Unity of the Presentation
2.2 Usage of the Design Template and the Slide Master

3. Logicallization and Visualization Thinking

3.1 Application of Minto Pyramid Principle
3.2 Organize the Presentation Framework
3.3 Visualization of Slides
3.4 Visualization of Speech

4. Summary and Assignment

Duration

1h/（3 videos)+1 after-class exercises+6 quizzes

TRAINING MODULES AND CONTENT

LAYOUT OPTIMIZATION OF TEACHING PRESENTATION

MODULE

2

| Introduction

Module 2 focuses on the methods and skills of processing and organizing the teaching content, including text, pictures, shapes, tables, data charts, and logical diagrams, and creating an exquisite slide layout based on the four principles of layout design. You will strengthen your understanding of the presentation design through all kinds of operation practices.

| Course Content

1. Four Principles of Layout Design

1.1 Alignment/Contrast/Proximity/Repetition
1.2 Application Case

2. Text Processing

2.1 Visual Style Unity of the Presentation
2.2 Usage of the Design Template and the Slide Master

3. Graphical Expression

3.1 A Picture is Worth a Thousand Words
3.2 The Magic of Shape

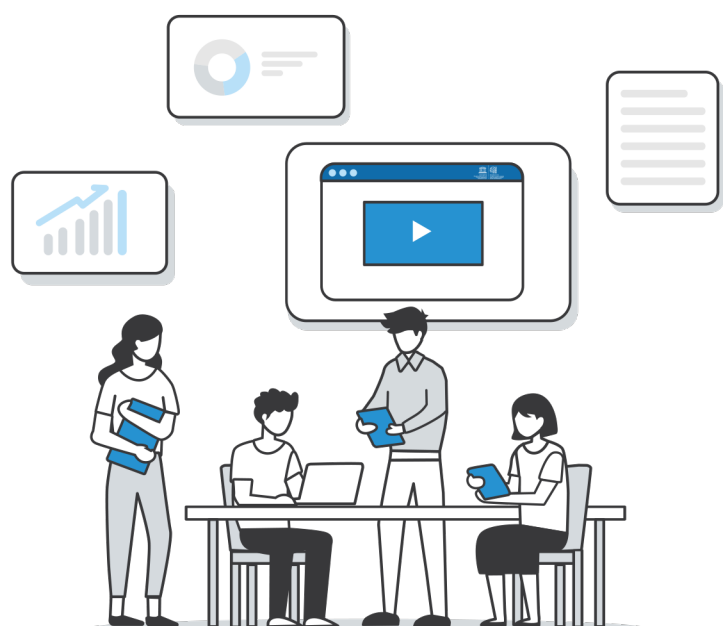### 4. Visualization of Data

4.1 Reform Data Table
4.2 Design Data Chart

5. Visualiazation of Data and Logic

5.1 Apply Logical Diagram

6. Summary and Assignment

| Duration

1h/（5 videos)+1 after-class exercises+ 8 quizzes

TRAINING MODULES AND CONTENT

MODULE

3

INTERACTIVE SHOW OF TEACHING PRESENTATION

Introduction

Module 3 explains how to use animations to assist the teaching process, to use multimedia to enhance the appeal of the class and to realize the interaction effect through three methods. You will also learn to plan and control the Teaching Presentation show, and publish and print the Teaching Presentation.

Course Content

1. Use Animation To Assist the Teaching Process

1.1 Transition
1.2 Animation

2. Use Multimedia To Enhance Performance

2.1 Visual Style Unity of the presentation
2.2 Usage of the Design Template and the Slide Master

3. Three Methods To Realize Interaction

3.1 Hyperlink
3.2 Trigger
3.3 Action

4. Plan and Control The Slide Show

4.1 Plan The Show Rhythm
4.2 Get The Prompts Ready
4.3 Skills of Slide Show

5. Publish and Print the Presentation

5.1 Share
5.2 Print

6. Summary and Assignment

Duration

1h/（5 videos)+1 after-class exercises+ 10 quizzes

Earn your certificate anytime, anywhere

Sign-up now

Start time: October 29th, 2021
Enrollment: https://www.iioe.org/training

Language: English
Duration of Training: 3 weeks

Free & Blended
Learning Sessions
(fully Self-Adaptive)

Open Registration
Worldwide
(Register anytime,
anywhere)

3 Video Courses (Recorded) + 3
Practical Exercises + 1 Online
Interactive Q&A(exclusively
taught by product expert of
WPS Office)

Mastery of Course
Production/
Presentation Design
Skills for HE Educators

Excellence in Online
/Blended Teaching &
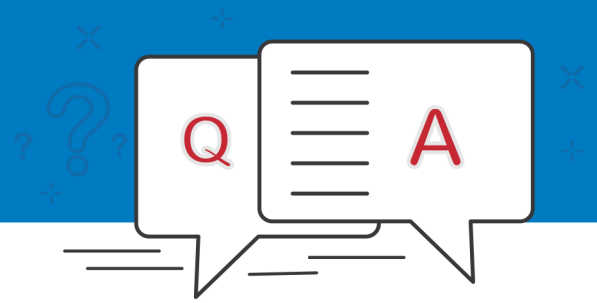Learning (OBTL) and
related ICT Tools

Network with Global
Experts &
Professionals in
Higher Education

Standard
Certificate issued
by UNESCO-ICHEI
& WPS Office

FAQs

Q: Is this training free?

A: Yes. This training is free of charge for all teachers in higher education from IIOE partnering HEIs and from other universities worldwide.

Q: What is the instructional language for this course?

A: The instructional language for the course will be English.

Q: Is there a deadline for registration?

A: The courses will be recorded, and you can register anytime. However, we strongly recommend that you complete your enrollment before the IIOE suggested start date, so that you will be able to access our live webinars for interactive Q&As(exclusively taught by product expert of WPS Office).

Q: How long do I need to study this course?

A: The course is about 3 hours, consisting of 3 online-learning videos(1h/video), 3 after-class exercises, and a webinar for interactive Q&A.
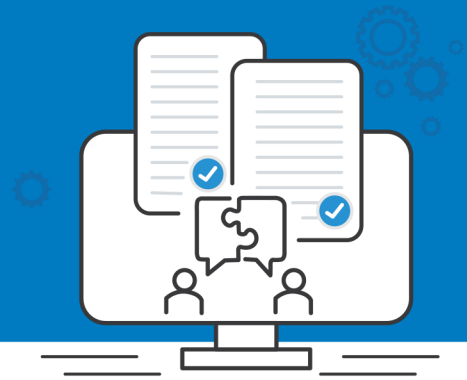
Q: What software do I need to take the courses?

A: We recommend that you download WPS Office software for this course, or you may use other forms of Office Softwares to conduct your learning. Download Link to
WPS Office software: https://pc.wps.com/

Q: Is this course right for me if I am only at beginner level?

A: Yes, this course is actually suitable for learners at all levels as long as they are motivated to learn how to improve student engagement & interaction using presentation materials. In a word, you do not need any specific prior knowledge in excelling in this course.

UNESCO- ICHEI & WPS OFFICE

WPS Office partners with UNESCO-ICHEI to promote the equitable development of education

With the focus on higher education digital transformation, the International Centre for Higher Education Innovation under the auspices of UNESCO (UNESCO-ICHEI) adheres to the Education 2030 vision to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

IIOE as an Open Educational Resource (OER) platform, provides ICT-related teacher professional development courses, training programmes that help HE professionals in developing countries initiate digital upskilling and stimulate local talent development capturing digital opportunities.

As one of the trusted enterprise partners of IIOE, WPS Office develops world-leading office software suites that enable people to learn and work flexibly online in a highly efficient and interactive mode. The WPS Office products also support various educational objectives and are widely applied in multiple teaching and learning scenarios.

IIOE and WPS Office's shared goal in developing this training series is to empower HE professionals worldwide in using and creating quality online educational resources, and in training a capable batch of HE educators with improved digital literacy.

Under the cooperation agreement, WPS Office will be officially stationed at UNESCO-ICHEI's IIOE. WPS Office courses will be integrated into the global educational resource platform to provide public, non-profit assistance to aid with the development of higher education in developing countries in the Asia-Pacific and Africa regions. WPS Office will contribute to the promotion of the use of ICT in higher education, as well as enhancing the access to and quality of higher education in Asian and African developing and less developed countries. This will be achieved by launching a dedicated WPS Office Academy page at the International Institute of Online Education (IIOE), which will contain videos from the Office course series.

Contact

United Nations
Educational, Scientific and Cultural Organization
联合国教育科学及文化组织

International Centre for Higher Education Innovation under the auspices of UNESCO
联合国教科文组织高等教育创新中心

IIOE Office: 86 755 8801 0925
IIOE Email: iioe@ichei.org

WPS Office: 86 176 1213 8519
WPS Email: Michelle@wps.com

f @UNESCOICHEI   @UNESCO-ICHEI   in @UNESCO-ICHEI

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