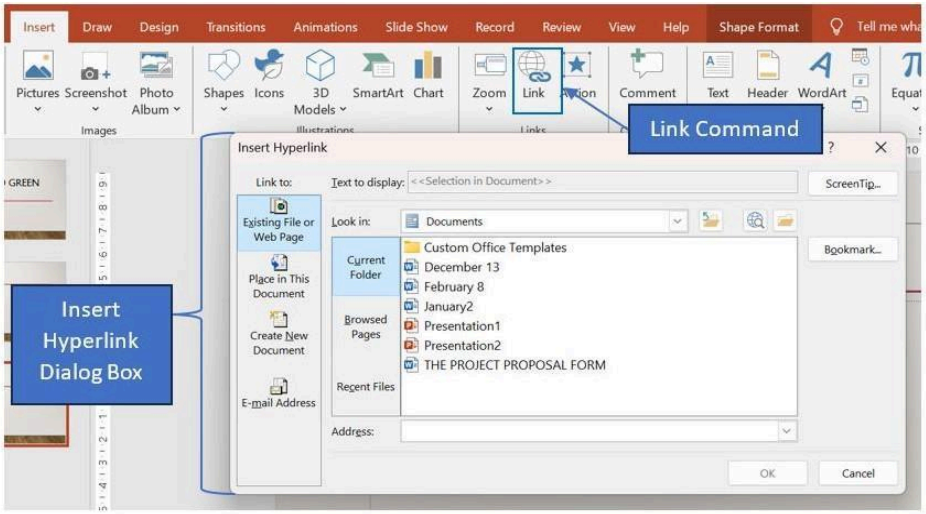
MATATAG K to 10 Curriculum Weekly Lesson Log	School:	Visit DepEdResources.com for More	Grade Level:	7
	Name of Teacher		Learning Area:	TLE
	Teaching Dates and Time:	SEPTEMBER 9 - 13, 2024 (WEEK 7)	Quarter:	First

I. CURRICULUM CONTENT, STANDARDS, AND LESSON COMPETENCIES	
A. Content Standards	The learners demonstrate an understanding of using productivity software
B. Performance Standards	The learners perform the utilization of productivity tools in a safe and responsible manner
C. Learning Competencies and Objectives	**Learning Competency** The learners shall be able to create presentations with hyperlinks and action buttons **Learning Objectives** At the end of the lesson, the learners shall be able to: 1. create a presentation using hyperlinks and action buttons
D. Content	Presentation Software ● Hyperlinks ● Action Buttons
E. Integration	**SDG 4:** Quality Education **SGD 9:** Industry, Innovation and Infrastructure

II. LEARNING RESOURCES

Action Buttons. (n.d.). GCFGlobal.org. https://edu.gcfglobal.org/en/powerpoint/action-buttons/1/
Add hyperlinks to slides. (n.d.). https://support.microsoft.com/en-us/office/add-a-hyperlink-to-a-slide-239c6c94-d52f-480c-99ae- 8b0acf7df6d9
Hyperlinks. (n.d.). GCFGlobal.org. https://edu.gcfglobal.org/en/powerpoint2016/hyperlinks/1/ Writtenhouse, S. (2022c, October 21). How to create action buttons in Microsoft PowerPoint. How-To Geek. https://www.howtogeek.com/834212/how-to-create-action-buttons-in-microsoft-powerpoint/

III. TEACHING AND LEARNING PROCEDURE		NOTES TO TEACHERS
A. Activating Prior Knowledge	**DAY 1** **1. Short Review** Ask students to answer the following: 1. What are the seven (7) rules in creating a presentation? 2. What is a Master Slide? 2. What is the function of Motion Paths? 3. What is the importance of the Animation Pane? **2. Feedback (Optional)**	
B. Establishing Lesson Purpose	**1. Lesson Purpose** Ask the students the following questions: 1. What did you notice in the presentation? 2. What particular feature is in the presentation that enables a user to jump from one slide to another without following the order of the slides. 3. Do you find this feature helpful in achieving an effective presentation? **2. Unlocking Content Vocabulary** **Hyperlink -** A hyperlink is a link added to a text or image that, when clicked, takes the user to a new page or document. **Action Button** – it is an object on a slide that performs action when clicked such as jumping to another slide or document.	Show a sample presentation with hyperlinks and action buttons to the students. Ask them the questions. Today, we'll learn how to make our presentations more interactive using hyperlinks and action buttons. Think of these tools as ways to guide your audience through your story, allowing them to explore different parts of your presentation seamlessly.
C. Developing and Deepening Understanding	**SUB-TOPIC: 1 – Hyperlinks** **1. Explicitation** Whenever you use the Internet, you use hyperlinks to get from one webpage to another. To make it easier for people to click on a web URL or email address you offer in your PowerPoint presentation, you may format it as a hyperlink. It' is also possible to link to files and other slides within a presentation. You can link to a webpage, or to a new document or a place in an existing document.	Ask these questions to students: 1. What are some instances where you might use a hyperlink in your presentation?

	At the end of this lesson, you shall be able to use Hyperlink command in order to link a slide to files and other slides within a presentation, and also link to a webpage, a new document or existing document or an e-mail address.	2. How can action buttons improve the user experience in your presentation?
		
	2. Worked Example **Guided Practice:** ● **Link to a website:** 1. Select the text, shape, or picture that you want to use as a hyperlink to make it active. **2.** Go to **Insert tab** from the Ribbon and from the Links group, click **Link** 3. The Insert Hyperlink dialog box will appear. 4. Select **Existing File or Web Page**, and add the: ▪ **Text to display**: Type the text that you want to appear as hyperlink. ▪ **ScreenTip**: Type the text that you want to appear when the user hovers over the hyperlink. This is optional ▪ **Current Folder**, **Browsed Pages**, or **Recent Files**: From the list, select the file where you want to link to.	Before you give the activity to the students, you must first discuss the following: **1. Activity Title**: Using Hyperlink **2. Materials needed**: Computer and Microsoft PowerPoint presentation or other presentation software **3. Objective**: To create a presentation with hyperlink **4. Instructions**

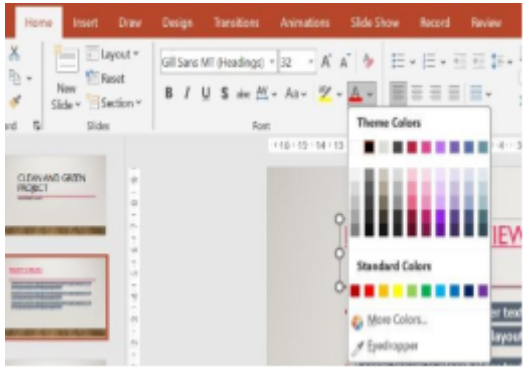
- **Address**: If you have not selected a location and file above, type or insert the URL for the web site or for the file you want to link to.
- Select **OK**.

- **Link to a place in a document, new document, or email address**
  1. Select the text, shape, or picture that you want to use as a hyperlink to make it active.
  2. Go to **Insert tab** from the Ribbon and from the Links group select **Link**. The Insert Hyperlink dialog box will appear.
     - **Place in This Document**: Link to a specific slide in your presentation.
     - **Create New Document**: Link from your presentation to another presentation.
     - **E-mail Address**: Link a displayed email address to open up a user's email program.
  3. Fill in the **Text to display**, **ScreenTip**, and select or insert the slide, file or e-mail address where you want to link to.
  4. Select **OK**.

- **Change the color of a hyperlink**

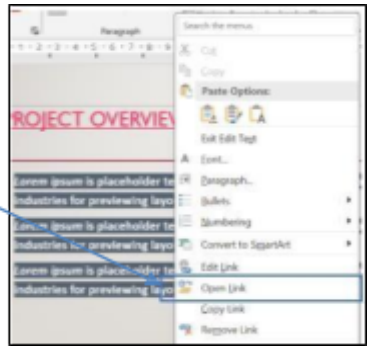
  Most hyperlink color is blue, but you can change the color if you like.

  1. Select the hyperlink (text) that you want to re-color.
  2. On the **Home** tab of the Ribbon, select down arrow next to the **Font Color** button to open the menu of colors.
  3. Select the color you want for the hyperlink. You will see the new color to the hyperlink.



- **Test the hyperlink**

  Once you are done inserting the link, you can test it (in Normal view) by right-clicking the hyperlink and selecting **Open Link**.



DAY 2

3. Lesson

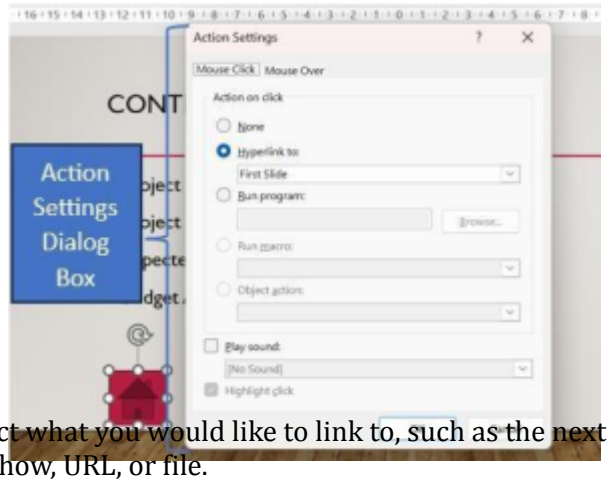
Activity

Instructions:

1. Open the PowerPoint presentation with the filename: "**My Presentation**".
2. The presentation should have at least **10 slides**.
3. Make sure that the slides have appropriate images, shapes or graphics to compliment the presentation.
4. Select a text or image in a slide and link it to a **webpage**. The text or image must be related to the content of the webpage you will link to.
5. Put the appropriate label for the **Text to Display** and **Screen Tip Text** for that link.
6. Select a text or image in a slide and link it to an **existing file**. The text or image must be related to the content of the file you will link to.
7. Put the appropriate label for the **Text to Display** and **Screen Tip Text** for that link.
8. Select a text or image in a slide and link it to a slide **within your presentation**. Make sure that the content of the two slides are related.
9. Put the appropriate label for the **Text to Display** and **Screen Tip Text** for that link.
10. Select a text or image in a slide and link it to an **e-mail address**.
11. Put appropriate label for the **Text to Display** and **Screen Tip Text** for that link.

	12. Format your presentation as needed. 13. Make sure to always apply the **7 rules in creating a presentation** when formatting and finishing your presentation. 14. Use the "Save As" command to save your work and use "**My Link**" as the filename. You should now have a new presentation file. **DAY 3** **SUB-TOPIC: 2 – Action Buttons** **1. Explicitation** A PowerPoint presentation can be made more interactive and user-friendly for the audience by adding **Action Buttons** to the slides. These buttons can make the presentation easier to browse and give the impression that the slides are web sites. Think carefully about how your audience will use your PowerPoint presentation before adding action buttons. Should the action buttons take up a large amount of space at the bottom or side of the slides, or should they be clearly visible? How will the buttons be used by the audience? and will using action buttons for navigation simply make the point of your presentation clearer? After you have the answers to these questions, you may incorporate action buttons into your presentation with the confidence that the viewer will benefit rather than become confused. **2. Worked Example** **Guided Practice:** ● **Adding Action Button** 1. Select the slide where you would like to insert the Action Button. 2. Go to the "**Insert**" tab from the Ribbon and select the "**Shapes**" drop- down arrow. At the bottom of the list, you will see the options for Action Buttons. 3. Select the one that best matches the action you want to perform. 4. When your cursor changes to a crosshair symbol, use it to drag and draw the shape to the slide.	Before introducing today's lesson, you may first have a review of the knowledge and skills they have gained from the previous lesson. Gather students' ideas by asking them the questions.

5. If needed, you can also resize the button by dragging a corner or edge.
6. Once you draw the action button, the "**Action Settings**" box automatically appears.
7. Use the "**Mouse Click**" tab to assign an action for when you click the button. Or, use the "**Mouse Over**" tab to assign an action for when you hover your cursor over it.
8. You can choose to hyperlink the button, trigger a program, run a macro, or use an object linking and embedding (OLE) object action.



   - **Hyperlink To**: Use the drop-down list to select what you would like to link to, such as the next slide, last slide, a custom show, URL, or file.
   - **Run Program**: Use the "Browse" button to select the program you want to open.
   - **Run Macro**: Use the drop-down box and select a macro from the list. If you do not have any macros in the presentation, this option is in gray mode.
   - **Object Action**: If you have an OLE object, use the drop-down box to choose the action. If you are not using an OLE object, this option is in gray mode.
9. When you are done with the settings, click **OK**.

- **Edit an Action Button**
  1. If you want to edit the action, select the button, shape, or image. Then, go to the "**Insert**" tab from the Ribbon and click the "**Action**" command from the Links group.
  2. Make necessary changes and click "**OK**".

	● **Test the Action Button in Your Slideshow** 1. Once you add your action button, you may now give it a try to make sure it works as you expect. 2. Go to the slide containing the action button and select the "**Slide Show**" tab. 3. Choose "**From Current Slide**" on the left side of the ribbon. 4. You will then see your presentation starting with the slide containing the action button. 5. Either click the button or hover your cursor over it, depending on the setup you picked in order to let you jump to the file or the slide that you linked to. **3. Lesson Activity** **Instructions:** 1. Open the PowerPoint presentation with the filename: "**My Link**". 2. Insert an outline slide in the presentation, preferably after the Title slide. 3. Insert a "**Go Home**" Action Button to all slides except the Title Slide (because this serves as your Home slide for this activity) 4. Place the Home button at the lower left or lower right depending on your preference. 5. Use "**Mouse Over**" so that when you hover your cursor over it, it will automatically lead you to the link without clicking the mouse. 6. Insert a "**Go Back or Previous**" button to all slides except the Title slide. 7. Place this button beside the Home button. 8. Every time you click the Go Back button from each slide, it must lead you to the previous slide. 9. Insert a "**Go Forward or Next**" button to all slides except the Title slide. 10. Every time you click the Go Forward button from each slide, it must lead you to the next slide. 11. Format and finalize your presentation. Make sure to apply the "7 Rules in Creating a Presentation" when finalizing the presentation. 12. Save the changes you have made to the "**My Link**" file.	Before you give the activity to the students, you must first discuss the following: 1. **Activity Title**: Using Action Button 2. **Materials needed**: Computer and Microsoft PowerPoint presentation or other presentation software 3. **Objective**: To create a presentation with action buttons **4. Instructions**

D. Making Generalizations	**DAY 4** **1. Learners' Takeaways** In this week's lessons, I have learned that in order to create effective presentations I must do the following: _____ _____ _____ _____ _____ _____ _____ _____ **2. Reflection on Learning**  	

<table>
<tr><th colspan="4">IV. EVALUATING LEARNING: FORMATIVE ASSESSMENT AND TEACHER'S REFLECTION</th><th>NOTES TO TEACHERS</th></tr>
<tr><td>A. Evaluating Learning</td><td colspan="3">1. Formative Assessment
Instructions:
1. Create an effective and professional-looking PowerPoint presentation using the topic that was given by your teacher.
2. Your presentation must have at least 8 slides.
3. It must also have a properly formatted Master Slide.
4. Aside from text, images and shapes must also be placed in the presentation.
5. Use animations and set the effects using the animation pane.
6. Choose any of the text, image or shapes (at least 2 objects) and apply motion paths.
7. Create an Outline slide (preferably after the Title slide) containing all the list of slide titles, in bullet form.
8. Use Hyperlink to link the text in the outline slide to the slide containing the information. Do this to all the text (titles) in the Outline slide.
9. Use also a Hyperlink to link a text or an image to a webpage and another text or image to link to an e-mail address.
10. Insert a "Go to Home", "Go Back", "Go Forward" Action Buttons to all the slides except the title slide. These buttons must take you to the right slides of your presentation.
11. Make necessary formatting and make sure to apply the "7 Rules of Creating a Presentation".
12. Save your work and use "Best Presentation Ever" as the filename.
13. Be ready for an output presentation.

2. Homework (Optional)</td><td rowspan="2">The choice of topic could depend on you in order to make the activity more contextualized. It could be based on the current situation and activities of your class or the school, the community, locally or internationally.

Choose the top 10 with the best output and you may require them to present in class. This is important so that other students may acquire new knowledge and skills from the model outputs.</td></tr>
<tr><td>B. Teacher's Remarks</td><td>Note observations on any of the following areas:</td><td>Effective Practices</td><td>Problems Encountered</td></tr>
<tr><td colspan="4">The teacher may take note of some observations related to the effective practices and</td></tr>
</table>

	strategies explored			problems encountered after utilizing the different strategies, materials used, learner engagement and other related stuff. Teachers may also suggest ways to improve the different activities explored/ lesson exemplar.
	materials used			
	learner engagement/ interaction			
	others			
C. Teacher's Reflection	*Reflection guide or prompt can be on:* ▪ *principles behind the teaching* *What principles and beliefs informed my lesson? Why did I teach the lesson the way I did?* ▪ *students* *What roles did my students play in my lesson? What did my students learn? How did they learn?* ▪ *ways forward* *What could I have done differently? What can I explore in the next lesson?*			Teacher's reflection in every lesson conducted/ facilitated is essential and necessary to improve practice. You may also consider this as an input for the LAC/Collab sessions.