

Technology Specialist Video Series

Work Policy: My topic and content are not related to my work nor is my work mentioned. No form is necessary.

Topic: Providing quick MS Office tutorials covering basic skills for school age through adult learners.

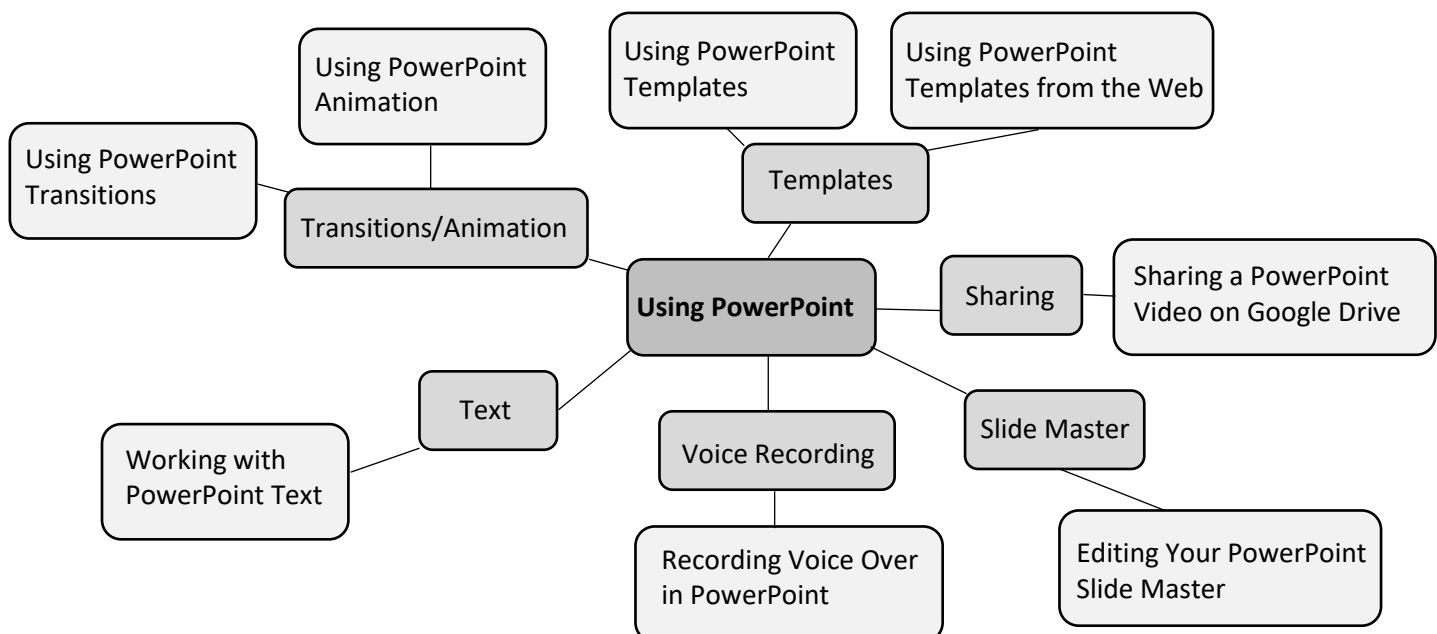
Name: Microsoft Office 911 **Tagline:** Quick Tutorials for MS Office

Audience: School age (K-12 and higher education) through adult learners mastering using MS Office software at beginner or intermediate level.

Problem: The target learner will be trying to complete a specific task, for which he or she is seeking a tutorial. Learners are impatient, and the target learner wants a quick answer to a “how to” question without having to watch a lengthy video. Although there are many MS Office videos, some videos are too fast, causing the learner to pause and repeat, some are hard to understand, and some don’t cover basic steps.

Author Description: I’ve taught computer classes in MS Office, web design, and photography for over 20 years. I am a professional educator with years of experience teaching young adults and college students, as well as older adults taking continuing education classes. I reference YouTube videos frequently to learn how to complete a task or to refresh myself on something I haven’t done for a while, and I’ve found there is always room for another take on how to do something, a video for a different version of the software, or a step-by-step presentation that is easier to understand.

Content Ideas: I intend to start with three videos about PowerPoint. Branding the channel as quick tutorials for MS Office leaves me room to branch out to other software later.



YouTube Channel Link:

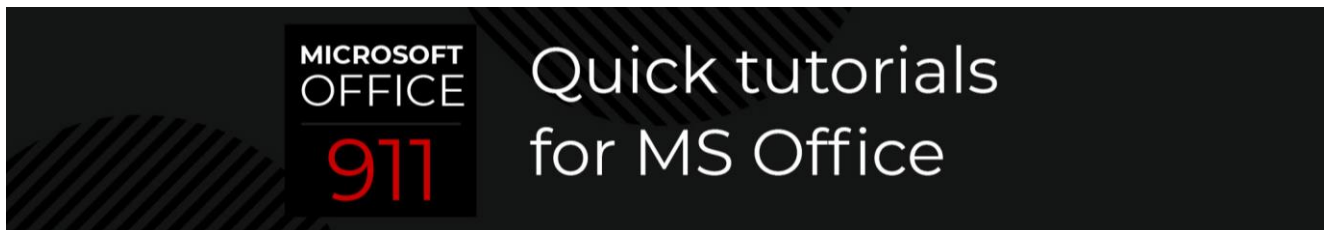
<https://www.youtube.com/channel/UCdvjb3gCW39EKjWDv01sXA>

Video Production Editor: Camtasia 2020

This is my logo and the small watermark image that will appear in the bottom right corner of a video.



This is my banner, which will appear across the top of my video pages.



This is my opening image. The white text will fade to the topic of that video; for example, "Using PowerPoint Transitions"



Christine Keely
4/22/2021

This information appears in the “About” section of my channel.

About: Welcome to the Microsoft Office 911 channel, where you’ll find quick tutorials for Microsoft Office software. My name is Christine and I am a professional educator currently pursuing a master’s degree in instructional design. I’ve taught computer classes in MS Office, web design, and photography for over 20 years. I have years of experience teaching young adults and college students, as well as older adults taking continuing education classes. My focus is on making learning easy and uncomplicated, as well as fast to meet the needs of today’s busy learners.

I reference YouTube videos frequently to learn how to complete a task or to refresh myself on something I’ve haven’t done for a while, and I’ve found there is always room for another take on how to do something, a video for a different version of the software, or a step-by-step presentation that is easier to understand.

I hope you’ll find my videos helpful as well as to-the-point and easy to follow. If you like the videos, please subscribe to my channel and click the bell to receive notifications of new videos!

Channel Subscriptions:

Nuts & Bolts Speed Training – PowerPoint tutorials to build slides “as fast as humanly possible”
Kevin Stratvert – Former Microsoft Program Manager with many MS Office tutorials
Technology for Teachers and Students – A wide range of tutorials on software applications
Teacher’s Tech – Certified trainer with weekly tips, tricks, and tutorials
GCFLearnFree.org – Tutorials and interactives on essential skills for using MS software

Content:

Video 1: Using PowerPoint Templates

- **Duration:** 3:37
- **Playlist:** PowerPoint Templates
- **Link:** <https://youtu.be/YfXiTVdmKqk>

Video 2: Using PowerPoint Animations

- **Duration:** 8:13
- **Playlist:** PowerPoint Animations
- **Link:** https://youtu.be/OnTr21_jdX8

Video 3: Creating a PowerPoint Template

- **Duration:** 4:31
- **Playlist:** PowerPoint Templates
- **Link:** <https://youtu.be/baMPF6YhT64>