

# Applied Informatics 1

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## Basic information regarding the subject

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**Hours per week - direct tutoring:** 2 hours per week

**Hours per week – self-study:** 12 hours

**Placement of the subject:** winter semester

**Prerequisites:** subject does not have prerequisites

**Is prerequisite for:** Applied informatics 2

**Rules regarding the communication with the tutor:** via online course <http://kurzy.uhk.cz>, via email, then on the basis of prearranged consultations, consultation of individual tasks and passing of the credit test on the basis of registering to the consultation and credit deadlines stated in the Information system of the faculty

## Annotation

The subject Applied Informatics 1 follows the subject Information and Communication technology 1 and 2 (INKOMTE1, INKOMTE2) and assumes their very good knowledge. This subject is focused on the development and the increase of the level of work with information and communication technologies, specifically on the preparation and implementation of quality computer presentations, work with website editorial systems or weblogs.



## Goals of the Subject

The aim of the subject is to familiarize students with technical tools needed for creating computer presentations, online publications by means of blogs and creation of their own websites by means of using online resources for easy creation and administration of websites. A successful graduate of the subject has to be able to create a computer presentation with multimedia elements and has to publish a series of articles via the editorial system or blog.

## Synopsis of the Subject

A1) 2 h: Presentation - text

A2) 2 h: Presentation - graphic arts and multimedia

A3) 2 h: Presentation - how to present correctly

B1) 2 h: Web diary (blog) - visual aspect, articles, sections

B2) 2 h: Web diary (blog) - insertion of pictures and links

B3) 2 h: Website - visual aspect, articles, sections, insertion of pictures and links

SP) 2 h: Individual work on final projects

ad A1) Presentation - text

Principles of creating a computer presentation, work with text, extent of the text. Font, typeface, type size, use of colours and the importance of the introductory page. Transition (effects) among individual slides.

ad A2) Presentation - graphic arts and multimedia

Graphic objects in the presentation, pictures, photographs, charts and diagrams. Types of graphic files. Methods of obtaining pictures, gallery of photographs on the internet, digital photographs, a scan of documents. Insertion of a sound and a video in the presentation. Add musical background to the presentation and spoken commentary to the slides. Animation of the objects on the page - effects and own animation.

ad A3) Presentation – how to present correctly

List of theoretical observations on how to do a successful presentation.

Preparation, course of presentation, beginning, introduction, main content and conclusion of the presentation. The image of the person presenting, rhetoric, prevention of stage frights.

Main mistakes while doing the presentation.

Principles of the presentation.

ad B1) Web diary (blog) - visual aspect, articles, sections

Blog as the simplest editorial system – modern and easy way how to publish on the Internet. Starting the blog, creation of columns, chronological and thematic arrangement of the articles, change of the visual aspect.

ad B2) Web diary (blog) - insertion of pictures and links

Adjustments of pictures for insertion in a blog, uploading on a server, insertion into an article. Insertion of various types of hypertext links into an article. The differences between a blog and an editorial system.

ad B3) Website – visual aspect, articles, sections, insertion of pictures and links

Creation of websites by using online tools for an easy creation and administration of websites. So called CMS (content management system).

ad SP) Individual work on final projects

In the final guided tutorial, students who will have managed to finish both final projects, will show presentations of their work. After the public defence follows a short discussion and the evaluation of pros and cons of the presented projects.



## Requirements needed in order to complete the subject

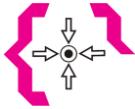
Prerequisite for obtaining the credit is a successful public defence of two final projects.

The first project is a multimedia teaching programme (computer presentation) in extent of 15 to 20 slides. Half of the slides have to contain graphic objects (photographs, cliparts, diagrams, charts). There has to be at least one multimedia component included in the presentation (video, sound or own animation). The presentation should be related to the study field of its author or to their long-term provable interest.

The second final project is a thematic blog or a website in extent of 7 to 10 articles. Half of the articles have to contain pictures or external hypertext links. Blog/website should be thematically focused on the field of study of the author or their long-term provable interest. The topic could be (but does not have to be) identical with the topic of the first final project.

A public defence of students' works will take place in the last study week of the given semester (alternatively in the given dates during the exam period) in the presence of students enrolled in a particular subject and possibly other interested people.

## The meaning of the icons in the text



### **Goals**

There is a list of goals at the beginning of each chapter.



### **Terms to remember**

The list of important terms and main points which should not be forgotten when studying a certain topic.



### **Note**

There are less important or specifying information in the note.



### **Control questions**

These questions test to which extent has the student understood the text and the problems and remembered essential and important information.



### **Summary**

The summary of the topic.



### **Bibliography**

The bibliography used in the study material for supplementing and broadening the knowledge.

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# 1 Presentation - text



## Goals

After studying this chapter:

- You will gain knowledge about what is a presentation and what is it used for.
- You will know what principles to follow when creating a presentation.
- You will learn how to format font and which colours to use.
- You will know how should the background of the slides and the introductory slide look like.



## Terms to remember

- presentation
- colour of the text
- introductory slide
- type size
- content of the text
- typeface
- background

### 1.1 Principles of creating a computer presentation

Presentations present a favourite form of how to graphically, synoptically and at the same time interestingly provide the audience with information about a certain topic. Their goal is to introduce for instance a particular company, product, service or they could be helpful during meetings and conventions. A lot of teachers on all types of schools use presentation as means of interpreting the curriculum as well. There could be many forms of a presentation. It is mostly used as an addition to the lecturer's lecture. [1], [2]

### 1.2 Text

When creating a computer presentation it is advisable to follow several rules.

#### 1.2.1 Type size

In order for the text to be visible even in the far end of the room you must avoid using font that is too small. Proven type size in the paragraph is at least 32 pt. The minimal size that is used for headlines is 44 pt. The third rule is the maximum number of the lines of text on one page (except for the headline) which should never be more than 12 which is the maximum. The optimal number of lines of the text on one page is 8. [3]

#### 1.2.2 Typeface

Same as in the text document, it is not suitable to use more than two different typefaces. Even using two typefaces should have its valid reason. [3], [4]



### **1.2.3 Colour of the text**

The colour of the text is closely related to the choice of the background of the slides. Regarding the use of more different colours, the same principle applies as with the use of different typefaces. [3], [4]

### **1.2.4 Content of the text**

So far we have mentioned the form, now we will focus on the content of the text. The guideline is that there should be less rather than more text. There are only three types of text information which should be in the slides:

- a brief outline of the lecture (it is quite embarrassing when the lecturer only reads all the text from the slides he presents),
- facts that could easily be forgotten due to stage fright,
- data that audience need to see written down because just hearing them might not be enough in order to understand their meaning. [3]

## **1.3 Background of the presentation**

In order for a presentation to be neat it is advisable to use some kind of a background. It could either be a picture that helps the authenticity of the topic, some colour, or transition between two colours, alternatively a texture.

### **1.3.1 Picture**

When using a picture as a background it is important not to have a picture that is too contrasting. In that case the text in the slide would not be legible. You could however make the picture lighter in which case it would only help to underline the topic.

### **1.3.2 Colours, transitions, hatching and textures**

Apart from the picture you can also make a nice background with one or two colours. If two colours are used you can choose various types and directions of transitions or hatching. An interesting option is also the use of textures. [3], [4]

## **1.4 Introductory slide**

An introductory slide is the first thing that audience see which is why there are certain standards to be followed.

### **1.4.1 Importance**

When you present in front of many and important people, have your computer ready, load the presentation and show the first slide of your presentation. A lot of people subconsciously perceive this slide for at least a minute or two and that is why the basic information should be introduced. The topic (name) of the presentation and the name of the lecturer (date). The first slide should be simple but elegant. It is like the cover of the book not its first page. [3]

## 1.4.2 Content

The introductory slide should include this information:

- The topic (name) of the presentation (type size minimally 44 pt)
- First name and surname of the author (type size 32 pt is enough)
- Month and year in which the presentation was created [3]



### Note

Information introduced in this chapter is recommended standards proved successful by many years of experience.



### Control questions

What is a presentation?

What are the basic principles of creating a presentation?

What type size should be used?

What typeface should be used?

What content of the text should be used?

What background should be used?

Why is the introductory slide important?



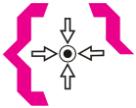
### Summary

When creating a presentation use:

- type size that is big enough
- maximum of 12 lines of the text per slide
- standard typefaces
- no more than two typefaces
- dark font on a light background and vice versa
- no more than two colours
- only bullet points, no continuous text
- sober background
- in the introductory slide apart from the topic also the name of the author and a date when the presentation was created



## 2 Presentation - graphics and multimedia



### Goals

After studying this chapter:

- You will get an overview regarding the basic formats for saving documents.
- You will be able to save a document in a desired format.



### Terms to remember

- picture
- chart
- clipart
- sound
- objects
- SmartArt picture
- video
- animation of objects
- table
- screen shot

### 2.1 Presentation in practice

The content of this chapter will focus on practical demonstration of how to create a presentation. We will discuss the choice of text, typeface, colours and graphical objects.

#### 2.1.1 Slides of the presentation

After starting the presentation there will be an introductory slide where we can fill in the main information.

On the left part of the program there is a list of slides.

When you click on the icon **Nový snímek** you can choose the motif of the next slide.

### 2.2 Objects in presentation

There are various ways how to insert objects into a presentation. The first option is to insert an object via the icon shown in the slide. The second option is via tab **Vložení**. The third way is to insert object by copying it from the clipboard. Please be aware that in this third case you cannot highlight the text field in which you write.

#### 2.2.1 Inserting objects via icons in the slide

In this case when inserting objects via icons, PowerPoint gives us 6 options. Inserting a table, a chart, a SmartArt picture, a picture from the file, a clipart and a video.

#### Inserting a picture

When inserting a picture there will be a dialog box where you can choose a desired picture and after the confirmation it will be inserted into the slide. In the tab **Nástroje obrázku** you can further adjust the picture. Size can also be changed via points at the edges of the picture.

## Inserting a video

Choose a desired video from the hard disc. After inserting the video you can further adjust it via **Nástroje pro video**. You can set the start of the video on the tab **Přehrávání** – „Při kliknutí“ or „Automaticky“, alternatively you can play the video on a full screen.

### 2.2.2 Inserting an object via tab „Vložení“

Most objects that were inserted directly via option in the slide is identical with the option in the tab Insert. In this tab you will however find some other interesting objects.

## Inserting a screen shot

This option gives us a choice to insert a screen shot of running programs or even just a specific part of the screen.

You can adjust pictures via tab **Nástroje obrázků**.

## Inserting sound

The process of inserting a sound is analogous to the process of inserting a video.

After you insert the sound you can further adjust it via tab **Nástroje pro zvuk**. You can set the start of the sound (beginning) especially on the tab **Přehrávání** – „Při kliknutí“ or „Automaticky“ or „Přehrát během několika snímků“ – that will enable to play not only in the current slide but in the following slides as well. You can also set whether there will be the sound icon in the slide or not – option „Skrýt během prezentace“.

Both sound and the video are inserted from an external source. When transferring the presentation you also have to transfer the sound file.

### 2.2.3 Addition of the internal sound

There is an option to add an internal sound into a presentation. In this case you do not need to transfer the sound with the presentation. There are however some limitations. The sound can only be in the wav format. The addition of the sound is quite unusual method which is normally used to add an effect during the change to another slide. The process is the following. Tab **Přechody**, group **Časování**, option **Zvuk, Jiný zvuk**.

### 2.2.4 Ways of obtaining pictures

You can get pictures for the presentation either off the internet or off your own archive. When getting the pictures on the internet it is convenient to use search engines with the setting of the parameter for pictures. Google then offers also the setting of other parameters. They are size, colour (all spectra of colours, black and white or just according to one specific colour), a type (a face, a photograph, a drawing) and time (when was the picture uploaded on the internet).

Be aware that with pictures, just like with everything else you use from someone or somewhere else, there is copyright.

## 2.3 Animation of objects

You can have various animations in a presentation. However, as already mentioned in the first and in more detail in the third chapter, less is more.

### 2.3.1 Transitions of slides

Transitions of slides are used to show animations between individual slides. Some are neat but some of them are a bit too much. You can set the transitions on the tab **Přechody**.

### 2.3.2 Timing of the individual slides

You can set the transition time between individual slides as well as automatic transition to the next slide after a set time on the tab **Přechody** in the group **Časování**.

### 2.3.3 Animation of objects in the slide

Animation of objects in the slide is used for effective display of the text or other objects in the presentation. You will find this function in the tab **Animace**. You can see the whole gallery of animations in the group **Animace**.

There are three groups of effects. Introductory, accentuating and final effects. Each of them is suitable for different occasion.



#### Note

When creating a presentation it is good to follow basic aesthetic rules. If you fail to follow these rules your presentation might be inappropriate.



#### Control questions

How do you insert a new slide?

What are objects in a presentation?

How do you insert the following in a presentation – a table, a chart, a SmartArt picture, a picture, a clipart, a video, a screen shot, a sound?

How can you set an animation of these objects?



#### Summary

A presentation should be first of all well-arranged, clear and with the appropriate amount of inserted objects. Objects in a presentation should only have a complementary graphic function. Use the animation of objects only when really necessary.

## 3 Presentation – how to present correctly



### Goals

After studying this chapter:

- You will have information on how to prepare a presentation.
- You will be able to get ready for a presentation.
- You will know what a presentation should look like.
- You will know how to dress for a presentation and how to behave while presenting.
- You will have an overview of possible mistakes you could make while presenting.
- You will be familiar with the basic principles of how to present.



### Terms to remember

- PANIC
- requirements of the audience
- environment
- stage fright
- intention
- information
- image
- mistakes
- audience
- communication
- rhetoric

### 3.1 Creating a presentation

You have a task to create a presentation. This could either be a routine for you or unimaginable stress and you start to panic. Do not panic. The word PANIC will help you to create a presentation. First letters of this word will give you the basics for a successful presentation:

**P**urpose – specify your intention

**A**udience – analyse the audience

**N**eed – identify the main requirements

**I**nformation – gather all necessary information

**C**ommunication – choice of communication

### 3.2 Preparation

Before you start a presentation you need to clarify a few basic things.

A presentation has to be informative, innovative, amusing and not too long.

It is also advisable to make a time itinerary and try it out.

Have supportive material. You need to be able to defend every argument.

Even a small gift for the audience makes a difference (a notepad, a pen).

### **3.2.1 Intention**

You need to know what is expected of you when creating a presentation. What is the motive for your presentation. You need to have a clear idea about the goal of your presentation as well as about the desired content.

### **3.2.2 Audience**

You need to know who you are presenting for – who is your audience. It is important to have as much information as possible. In particular what does the audience expect from this presentation, what is their knowledge, what is the number of people you will be presenting for. It is also valuable to find out about their cultural and political customs as well as about the age range of your audience.

### **3.2.3 Audience's requirements**

You should be able to define the audience's need. Determine what must be, should be and could be in the presentation.

### **3.2.4 Information**

You need to decide the extent of information that should be covered in a presentation. If there is too little information the audience will learn nothing new and it would be a waste of their time. If there is too much information the audience will forget most of it. There has to be an optimal amount of information.

### **3.2.5 Communication**

You should always make sure that the audience understands what you are talking about.

## **3.3 Environment**

It is good to know where you will have the presentation.

You need to familiarize yourself with the new environment. What technology and what version of software are available. It is also useful to have the contact for the administrator of technology and the room so you can have detailed information and arrange everything you need in advance. Try to sit where the audience will sit so that you can put yourself in their shoes.

## **3.4 Course of the presentation**

Proceed this way: What will you talk about -> present -> recap.

Change slides slowly, never read word for word.

Use the available tools, you can also write on the white board or on the flip chart. Pay attention to your body language, it makes up to 3/4 of your presentation. Stand upright, use the right gestures, change your facial expression, it will help you keep the audience's attention. Keep eye contact with your audience.

### **3.4.1 Beginning**

It is quite usual that you might forget how to begin. Therefore it is always good to have a note with few introductory sentences at hand just in case.

Before you really begin, wait for the audience to calm down.

Greet the audience and introduce yourself.

### **3.4.2 Introduction**

Tell the audience what is the topic of the presentation and what is the goal of your presentation.

### **3.4.3 Main content**

This is the most important part of your presentation. Here you talk about individual items of your presentation, you present arguments and summarize the important parts of the presentation.

Keep the rule of number three: say what you want the audience to remember three times, always in different words.

The structure of the main content has to be logical and coherent.

### **3.4.4 Conclusion**

In this final part of your presentation summarize what you talked about in a few sentences. Thank the audience for their attention. Ask the audience if they have any questions.

## **3.5 Image**

Even if your presentation is perfectly prepared and tried out it does not guarantee it will be a successful one. Your appearance also plays its role in how convincing the presentation is for the audience. You should always be dressed up a bit neater than the audience.

## **3.6 Rhetoric**

Your expression is the most important part of the presentation.

Use a lot of synonyms and comparisons so that your speech is more interesting.

In order to avoid monotonous voice use gradation and change loudness. It also helps to change the pace of the presentation. Very good tool is also a moment of silence. Specific data, especially numbers, sound better. Avoid words such as like ahem, you know, I think etc.

## **3.7 Stage fright**

Try to anticipate and avoid stressful situations. You will be more calm and relaxed if you are precisely prepared. Make sure you check all your material.

Try out the presentation a few times.

Be positive.

Upright posture and a regular breathing help as well.

If you for any reason lose the thread stay calm and continue with the following item on your presentation. You should pick up the thread again fairly soon without anyone noticing.

Do not stress yourself.

### 3.8 Mistakes

The following list of main mistakes will help you to avoid them:

bad preparation, wrong assessment of the audience, wrong assessment of the topic, missing or not working audio and video technology, inappropriate clothing, late arrival, no confidence when presenting, inappropriate body language, very static expression, sitting while presenting, reading from the material, monotonous voice, bad beginning – apologies, excuses, either too short or too long, no logical structure, no eye contact with the audience, imperfect auxiliary material, excessive visualisation, too many tools, no space for questions, misunderstanding of the cultural differences



#### Note

Principles mentioned above are tried-and-true. However, never expect that everything will go 100% according to the plan.



#### Control questions

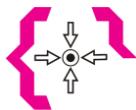
- What does PANIC mean?
- How to prepare for a presentation?
- What do you need to find out about the environment?
- What will the course of presentation be like?
- What image and rhetoric should the presenter have?
- How to avoid stage fright and mistakes?



#### Summary

If you stick to the principles and advices mentioned above your presentation will be successful.

## 4 Web diary (blog) – visual aspect, articles, sections



### Goals

After studying this chapter:

- You will know what a Web diary (blog) is.
- You will learn about blog systems.
- You will get familiar with the blog system Blog.cz.
- You will be able to start a blog.



### Terms to remember

- Web diary
- blogger
- blog
- weblog

#### 4.1 Web diary (blog)

Web diary or blog. The word **blog** or **weblog** is the compound of the phrases web and log. Log is an English term for diary. Weblog is a website where users upload their contributions in the form of articles. Author of these articles is called a **blogger**. [9, 10]

Blog can be focused on a specific topic (hobby) or random every day events. It is entirely up to the author what will he write about and what style he will use.

The purpose of the blog is to enable a common user to publish their contributions even without a deeper knowledge of the internet and programming technologies. The articles are most often, although not always, shown in the reversed chronological order, i.e. the latest articles are at the top. The reason is that the readers can immediately see the latest articles.

Generally, as mentioned in the previous chapters the same principles for writing texts apply. [9]

##### 4.1.1 Blog systems

There are many providers of blog systems as well as services for providing space for a blog for free. Nowadays there are so called publishing systems which made writing of the articles much more simple. Therefore even an unexperienced user can run a blog.

Among some of the providers of blog services are the following:

- [www.blog.cz](http://www.blog.cz)
- [www.infoblog.cz](http://www.infoblog.cz)
- [blog.pise.cz](http://blog.pise.cz)

Foreign providers are for example:

- [www.blogger.com](http://www.blogger.com) by Google, made Czech
- [www.tumblr.com](http://www.tumblr.com)



Blog.cz and blogger.com are the two most commonly used blogging platforms in the Czech Republic and Slovakia.

You can also use providers of standard websites and adjust them for a blog purpose.

## 4.2 Blog.cz

Use the system [www.blog.cz](http://www.blog.cz) for a demonstration of how to create a blog.

Blog.cz has the following functions [11]:

- Fast, easy and for free
- Photo gallery
- 5 Gigabytes of space
- Video
- Design
- Statistics of the web traffic
- Profile
- And many other functions

### 4.2.1 Starting a blog

Starting of a blog lies in a registration and a basic setting. For the registration, go to the website [www.blog.cz](http://www.blog.cz) and click on **Založit nový blog**.

When you receive the confirmation email you have to click on the link for the activation. The blog will be fully active after this step and after logging in you will see the blog guide.

#### Headline of the blog

First of all you need to fill in the **Titulek blogu** which is the name of the blog that will show in its headnote. For example *Smith's blog*. Then you chose **Výchozí šablona** according to your own like and taste.

#### New article

Writing articles in the blog is very simple. You just need to fill in the basic information: **Nadpis**, if there are more authors writing in the same blog then **Autor**, if the blog has more sections then the correct one and if desired also a survey.

Afterwards you create the article itself. Writing of the articles is very easy. There is a text field where you can directly write your text.

After you save the text and publish it you will also see it in the blog.

#### Setting

You will find an option of a complete service of the blog in the “Nastavení” menu.



## Note

Given information serve as an overview and an introduction to the web diary issues.



## Control questions

What is a Web diary (blog)?

What blog systems are there?

What is the most commonly used blog system in the Czech Republic?

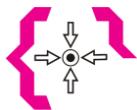
How to start a blog?



## Summary

The main purpose of the blog is to introduce your interests and life events to your readers in the way of continuously adding the latest information. All this thanks to a blog system which does not require any knowledge about information and programming technologies.

## 5 Web diary (blog) – insertion of pictures and links



### Goals

After studying this chapter:

- You will be able to insert objects (a link, a picture or a video) into the blog.



### Terms to remember

- object in the article
- link in the article
- picture in the article
- video in the article

### 5.1 Insertion of objects into articles

Except for the text you can also insert various objects such as links to other websites, pictures and even a video into the article.

#### 5.1.1 Insertion of a link

When creating an article there is an icon with the sign of a chain in the second line of icons above the text field. This enables inserting a link into any website.

#### 5.1.2 Insertion of a picture

You can insert a picture into the article in various ways. Nevertheless, in the article you always do this via the icon of a *tree* right next to the icon for inserting a link.

Second option of how to insert pictures into the article or a blog is via menu **Galerie**. Here you have the same option as when inserting directly into the article. In this case you can however upload pictures beforehand.

#### 5.1.3 Insertion of a video

The process of inserting a video is the same as the examples mentioned above. You use the icon *f*. In this way you can insert a link to a video from YouTube.



### Note

The above instructions are examples of how to create a web diary.



### Control questions

How do you insert objects into a web diary?

How do you insert a hypertext link, a picture or a video?





## Summary

In order to make your blog more interesting you can insert different objects in it (hypertext links, pictures or a video).



## 6 Website - visual aspect, articles, sections, insertion of pictures and links



### Goals

After studying this chapter:

- You will understand what a website is.
- You will gain new information about what should a website look like.
- You will know how to create articles and sections.
- You will be able to insert pictures and links.



### Terms to remember

- website
- CMS system
- Webnode

### 6.1 Website

In case you would like to publish some topic apart from the blog you can also create a website. You can do this via editorial systems. These are systems that enable a complete administration of the content of the web. Nowadays there are many of these systems also in the Czech language as well as for free.

#### 6.1.1 Creation of a website

There are various ways of creating a website. Probably the easiest thing to do would be using some kind of CMS (content management system). Online versions where everything is managed only via the internet or CMS based on a principle of downloading a package with subsequent upload on your own space on the internet. Then you can further adjust it via web interface.

Typical example of an online version of CMS is a Czech service [www.webnode.cz](http://www.webnode.cz). Examples of CMS via a package are WordPress, Drupal, Joomla!

### 6.2 Webnode

The easiest system you can use in order to understand how to create a website is [webnode.cz](http://webnode.cz).

Key qualities [11]:

- Everything is for free and without ads
- No need for installation or configuration
- Running on your own domain
- Photo gallery, surveys, discussions
- Blogs, browsing, RSS
- Detailed statistics of the website traffic
- Support of communal and social services



- Integration of many services of the third parties (gadgets)

### 6.2.1 Starting a website

Principle of starting these websites is the same as with the above mentioned blog. In this space it might even be more simple. You only need to go to the main page, fill in the name of the website, your email and a password. Then you click on **Registrace** and afterwards you will see the **Průvodce registrací**. The next step is the **Výběr šablony** of your presentation.

### 6.2.2 Website editor

After the registration you will see the **Editor stránek** where you can set and adjust the visual aspect of your website as well as edit its content.

#### Insertion of a new content

You can add a new content by clicking on the button **Obsah** in the upper tool bar. It is just an overview of how a website should look like.



### Control questions

- What is a website?
- What are CMS systems?
- What should a website look like?
- How to create articles and sections?
- How to insert pictures and links?



### Summary

Websites provide another effective way of presenting information.

## 7 Individual work on final projects



### Goals

Within this chapter students will work independently on given tasks and they will have the chance to put their theoretical knowledge into practice.

### 7.1 Individual work

There will be no new information in this chapter. Its purpose is for you to try to create a presentation, revise the principles of creating a presentation and of how to present correctly.

Remind yourselves what a blog is and how to start a web diary. You can also create your own website.



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