ADVANTAGES OF PREPARING COLLOQUIUM AND INTERACTIVE TESTS USING HYPERCELLS THROUGH MICROSOFT POWER POINT

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Abstract:

In the educational system, this article offers information on how to use interactive ways of testing students' knowledge of Microsoft Excel functions and formulae to increase the efficacy of the coursework. A teacher's (pedagogue's) ability to use express-test methods in place of other methods, the activation of students' cognitive activity, and the integration of games and labor activities into the educational process are all imperative during practical training. Multidisciplinary modules are used in the educational process to structure learning and focus on developing general professional skills and the broad application of education.

Keywords: computer, Microsoft Office package program, colloquium, interactive, linking, express tests, macros.

Web of Humanities: Journal of Social Science and Humanitarian Research

INTRODUCTION

The ability to accomplish excellent results quickly and with minimal physical or mental strain is a crucial prerequisite for the design of modern educational institutions. The role of the teacher is to control the activities of the students and evaluate their level of knowledge, skills, and competencies. They also have the responsibility to impart specific theoretical knowledge to the students in a brief amount of time, as well as to develop skills and competencies in them for specific activities. calls for advanced teaching abilities and a novel method of instruction.

The main goal of pedagogical technologies in education is to bring the student to the center of the lesson process in the teaching system, to move students away from simply memorizing and automatically repeating educational materials, to develop their independent and creative activities, and to turn them into active participants of the lesson. Only then students will have their own opinion on important life achievements and problems, the practical application of the topics covered, and will be able to justify their point of view.

Technology used in education is intrinsically subjective. Whatever the shape, mode, or means of organization, technology can: improve the efficiency of educational activities; decide on teacher collaboration; guarantee that students gain a thorough understanding of the subjects they are studying; help students develop independent, free, and creative thinking skills; create the conditions needed for students to reach their full potential; and ensure that democratic and humanitarian ideas take precedence in the pedagogical process.

Currently, when it comes to the implementation of new methods or innovations in the educational process, it is understood that interactive methods are used in the educational process. Interactivity

is the activity of two people, that is, the educational-cognitive process takes place in the form of a dialog (computer communication) or on the basis of the interaction between the student and the teacher. Interactivity is mutual activity, movement, affectiveness, which occurs in the communication between the student and the teacher. The main goal of the interactive method is to create an environment for active, free thinking of the student by creating the most favorable situation for the learning process. He demonstrates his intellectual potential, opportunities, and increases the quality and efficiency of education. The lesson is organized on the basis of interactivity in such a way that not a single student is left out in this process, that is, they have the opportunity to openly express what they see, know, and think. Every opinion expressed by the students, regardless of whether it is right or wrong, will not be criticized. The process of exchanging mutual knowledge, ideas, and opinions takes place. Such situations ensure mutual sincerity, increase the desire to acquire and master new knowledge. In the organization of interactive lessons, individual and pair work, research-based projects, role-playing games, working with documents, working with information sources, creative works can be used in the educational process.

It was noted that the level of organization of lessons depends on the teacher's creativity. Mathematical games and picture riddles are thought to add charm to daily lessons. It is noted that didactic games provide an opportunity to individualize the work in the lesson, assign tasks to the strengths of each student, and develop his abilities to the maximum. It is said that through the game, students will consolidate the knowledge they have learned from the lesson and prepare to apply it in life. The article analyzes the issue of using didactic games in the process of teaching the science of using information technologies in professional activities.

The article talks about the "Express-tests" method, one of the teaching methods that allows to connect the teaching of the application of information technologies in professional activities with life, to develop the computer literacy skills of students, and to increase the effectiveness of learning. In most cases, the teacher remains an observer, while the students work alone in the lesson.

Main Body

It is well known to us from the application of information technologies in professional activities that the topic "Functions and formulas in Microsoft Excel" is "Editors of spreadsheets. It is a topic that comes after the topic of Microsoft Excel program, and only if the student has detailed information about tables and the procedure for their creation and calculations. will have no difficulty in mastering the subject. In this case, before moving on to a new topic statement, it is possible to refer the game "Say the rule correctly" to the judgment of the students:

1. Spreadsheet editor –
2. The main element of calculations in Microsoft Excel –
3. … several frequently used command sequences are combined
4. is formed as a result of output.

Students answer the 3 rules listed above in turn. In this process, the teacher can make comments and additions depending on whether the answer is correct or incorrect.

Applying the "Find a match" strategy while going over the subject again works well as well. While the answers are intermingled in the table, this method's responses are reflected, unlike the "Say

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the rule correctly" game. Students have a brief opportunity to recall the right answers or apply logic because of this. Since it is frequently beneficial to reinforce prior concepts and expertise by comparing replies.

Quiz table will be presented to students:

1.	Font	A	A section that is kept clean at the edge of the page
2.	Word	B	A collection of paragraphs
3.	Raw	C	Alphabetic letters, numerals, and different symbols
4.	The border	D	A sequence of characters separated by spaces on both sides
5.	Main raw	E	A sequence of strings with a header
6.	Paragraph	F	A sequence of words, letters, or characters written on a single line
7.	Text	G	A line with margin indentation

Students express their opinions freely, complement each other's answers and self-monitor.

Correct answers for the table given to students :

8.	Font	C	Alphabetic letters, numerals, and different symbols
9.	Word	D	A sequence of characters separated by spaces on both sides
10.	Raw	G	A line with margin indentation
11.	The border	A	A section that is kept clean at the edge of the page
12.	Main raw	B	A collection of paragraphs
13.	Paragraph	E	A sequence of strings with a header
14.	Text	F	A sequence of words, letters, or characters written on a single line

At the same time, it is possible to form respect for our ancestors in students by quoting from the research results of our great ancestors and historical information.

When the teacher is sure that the students are ready to master the new topic, he can move on to the description of the new topic.

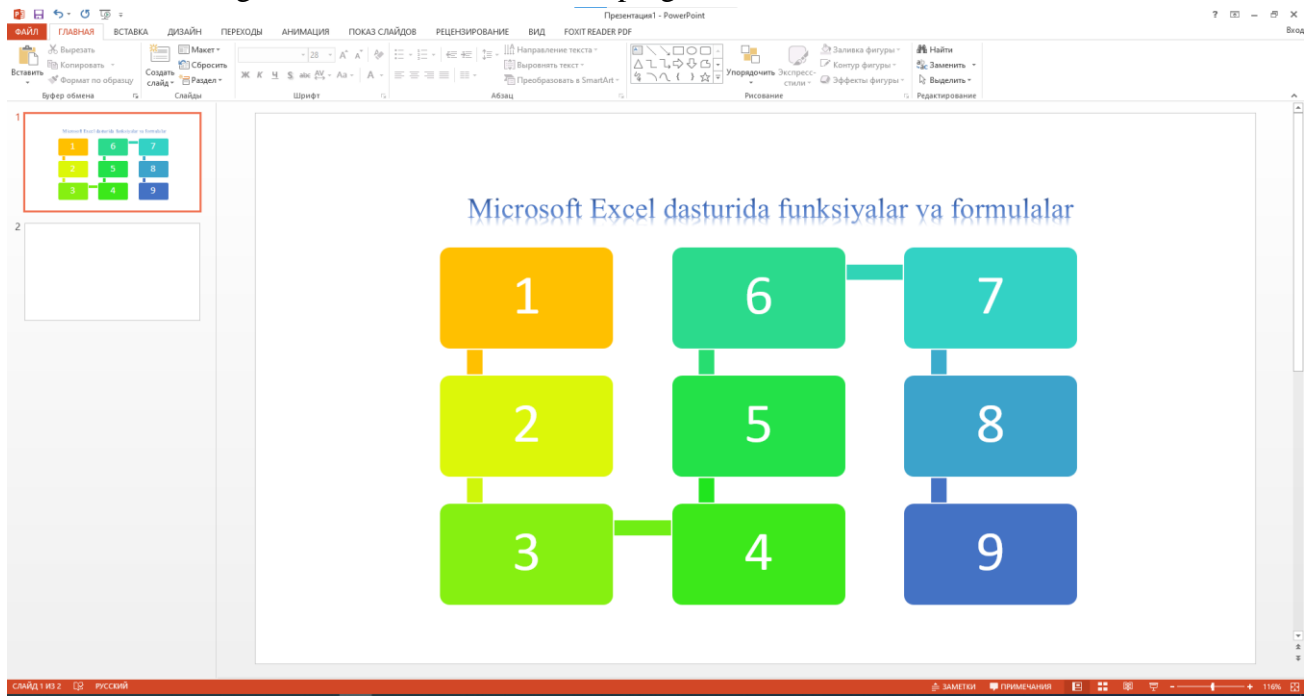### *New topic statement (it is suggested to go as follows).*
Using the hyperlink in the PowerPoint program, we will prepare the colloquium and interactive test in the following sequence.

I step:
To start the Power Point program, start the program by choosing «Пуск»→«Всепрограммы» →«Microsoft Office»→«Microsoft Office Power Point»and prepare the appearance of the test on
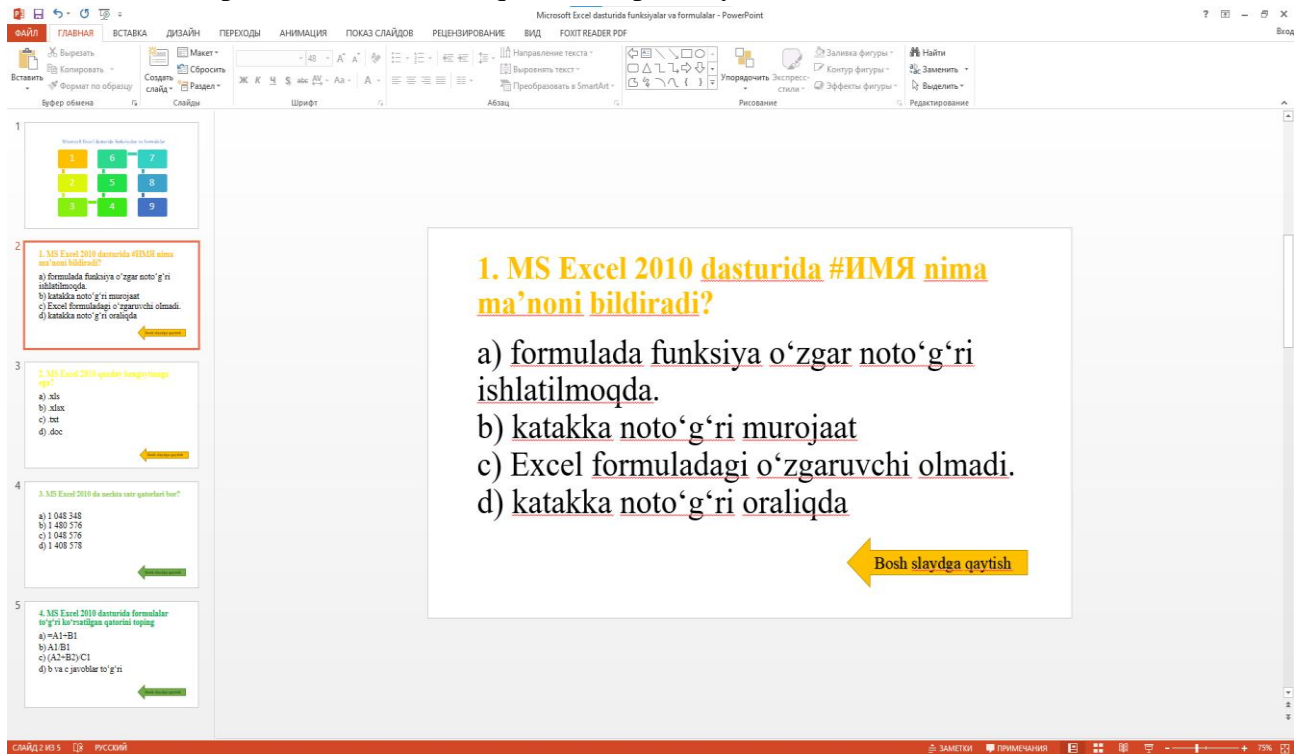
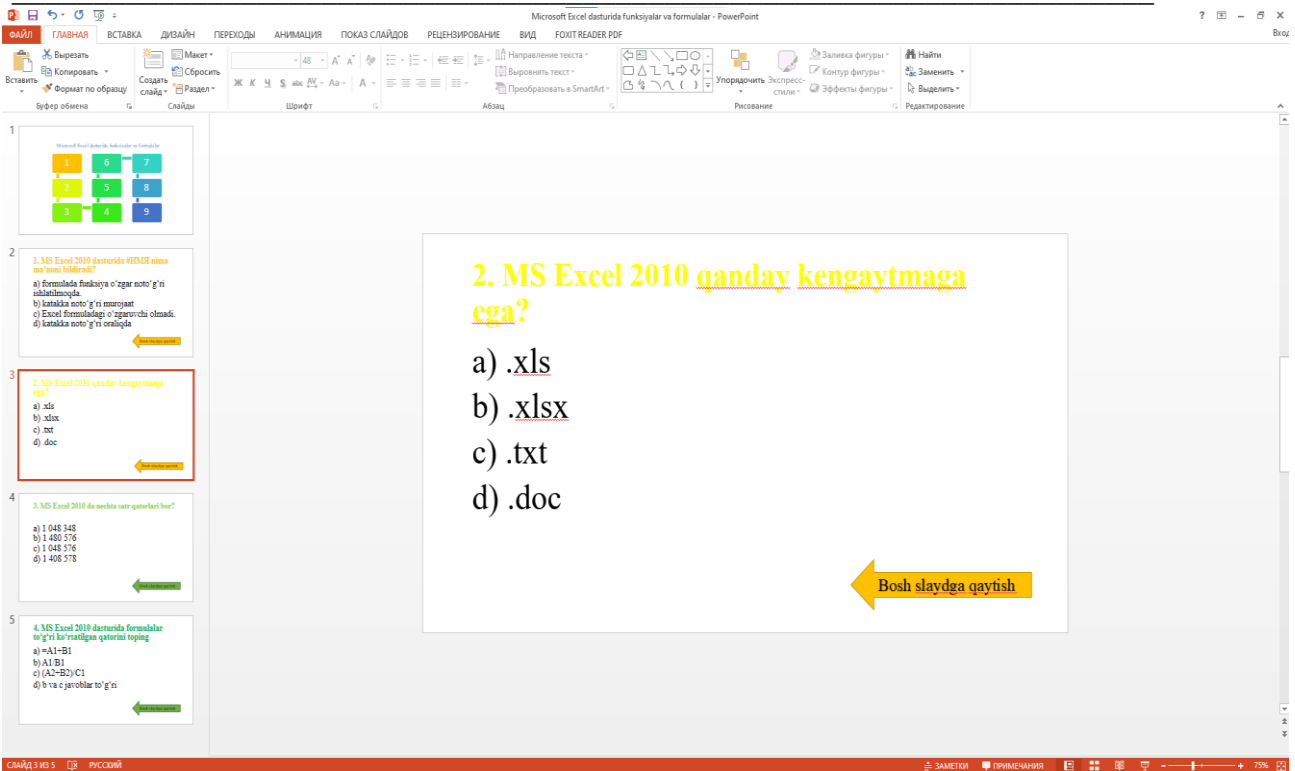the first slide using the **Рисования** item of the program.

II step:

In the second step, we enter each test question separately on each slide.
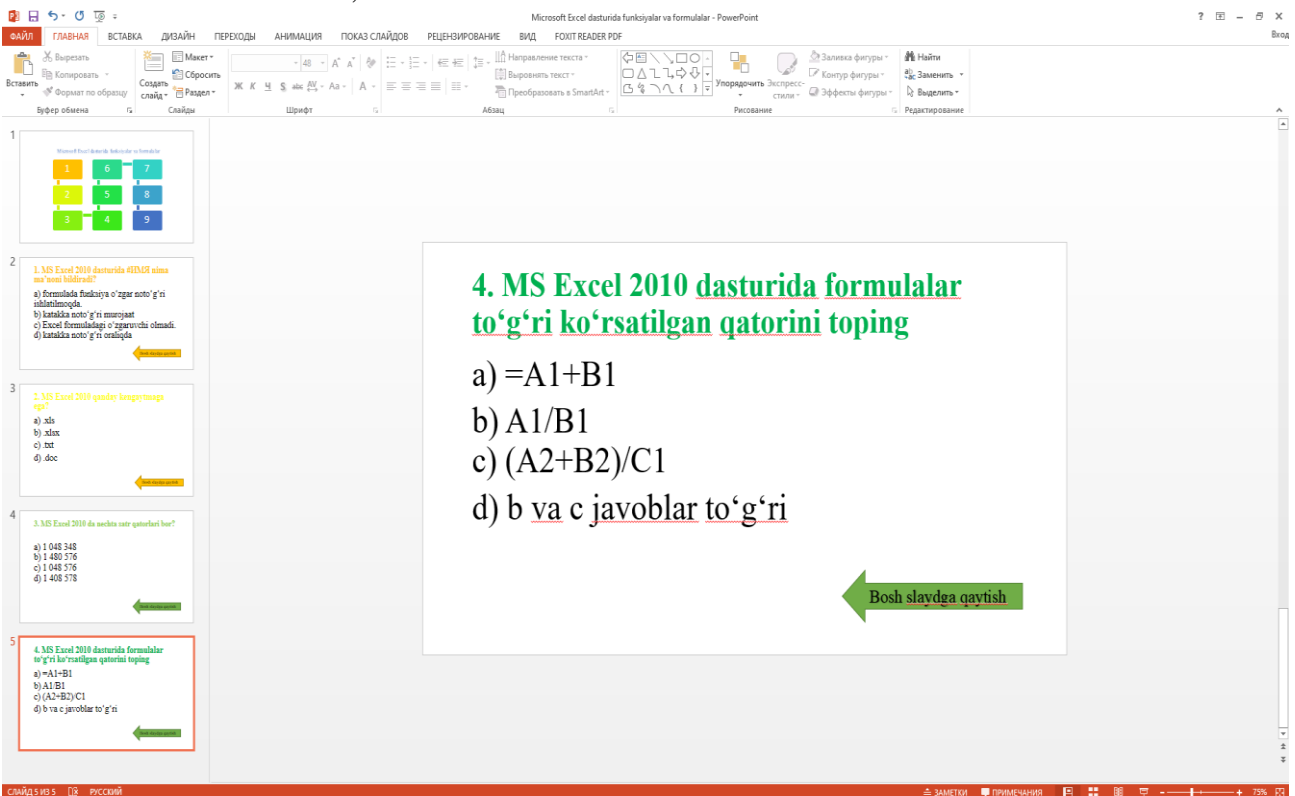

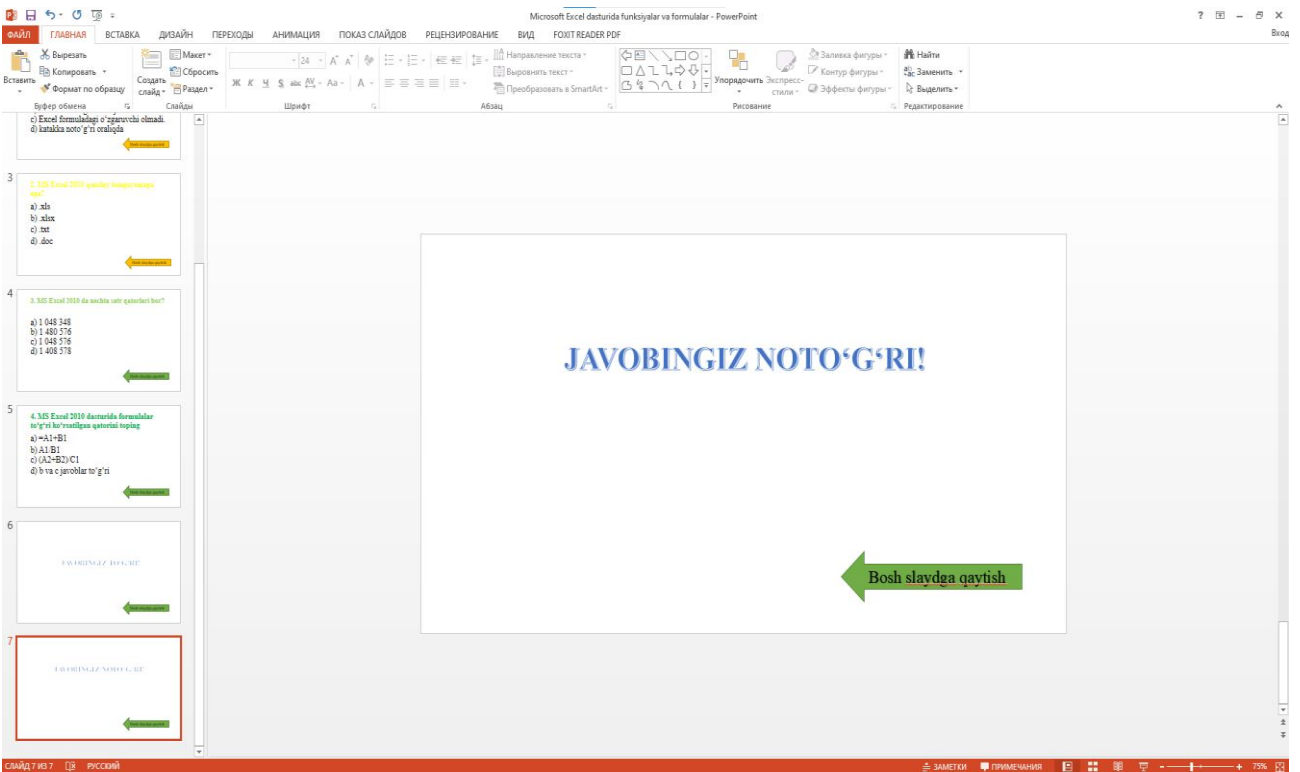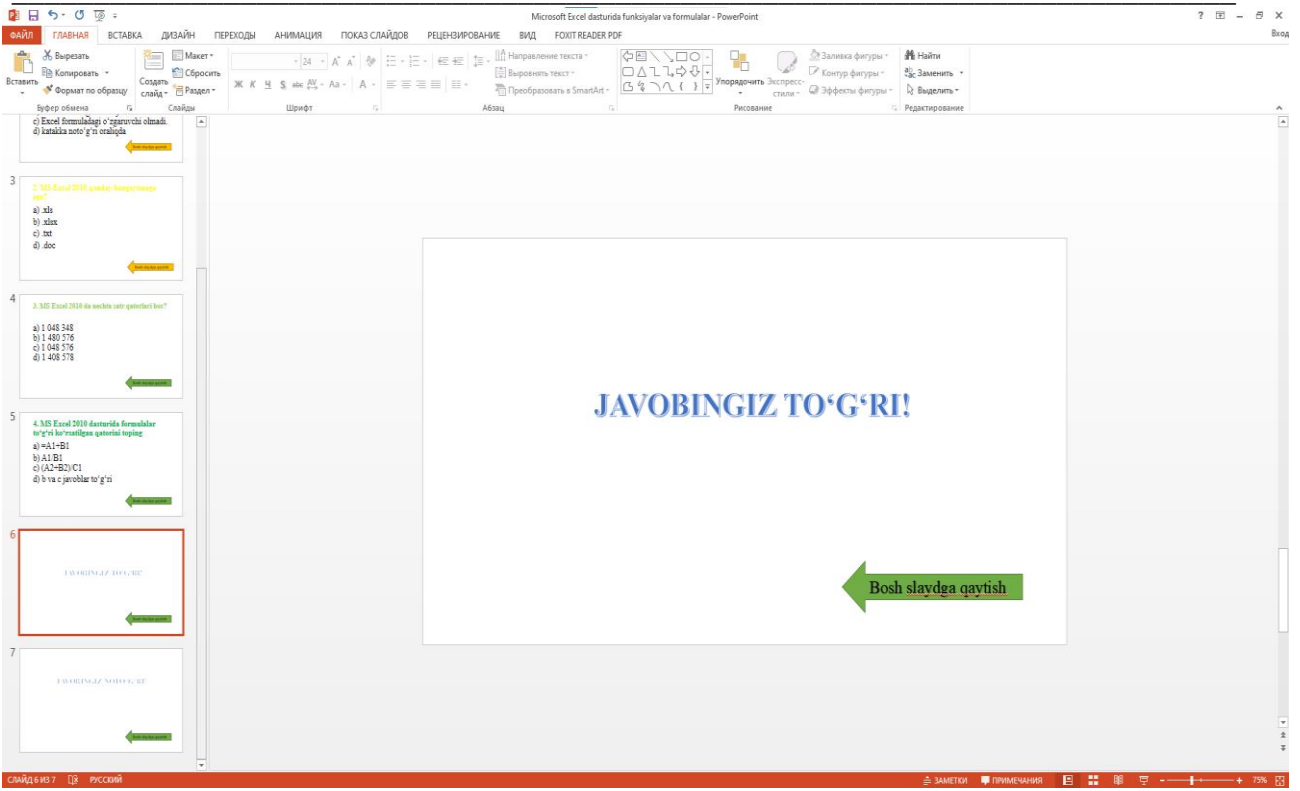Thus, if there are 9 test questions, we will place each of them on separate slides.

At the bottom of each slide, we create a reference to return to the main slide.

III step:

This step is completed in the last two drafts, and one of them is labeled "Your answer is correct" and the second one is labeled "Your answer is incorrect" and the return to the main page is prepared on the generated slides.
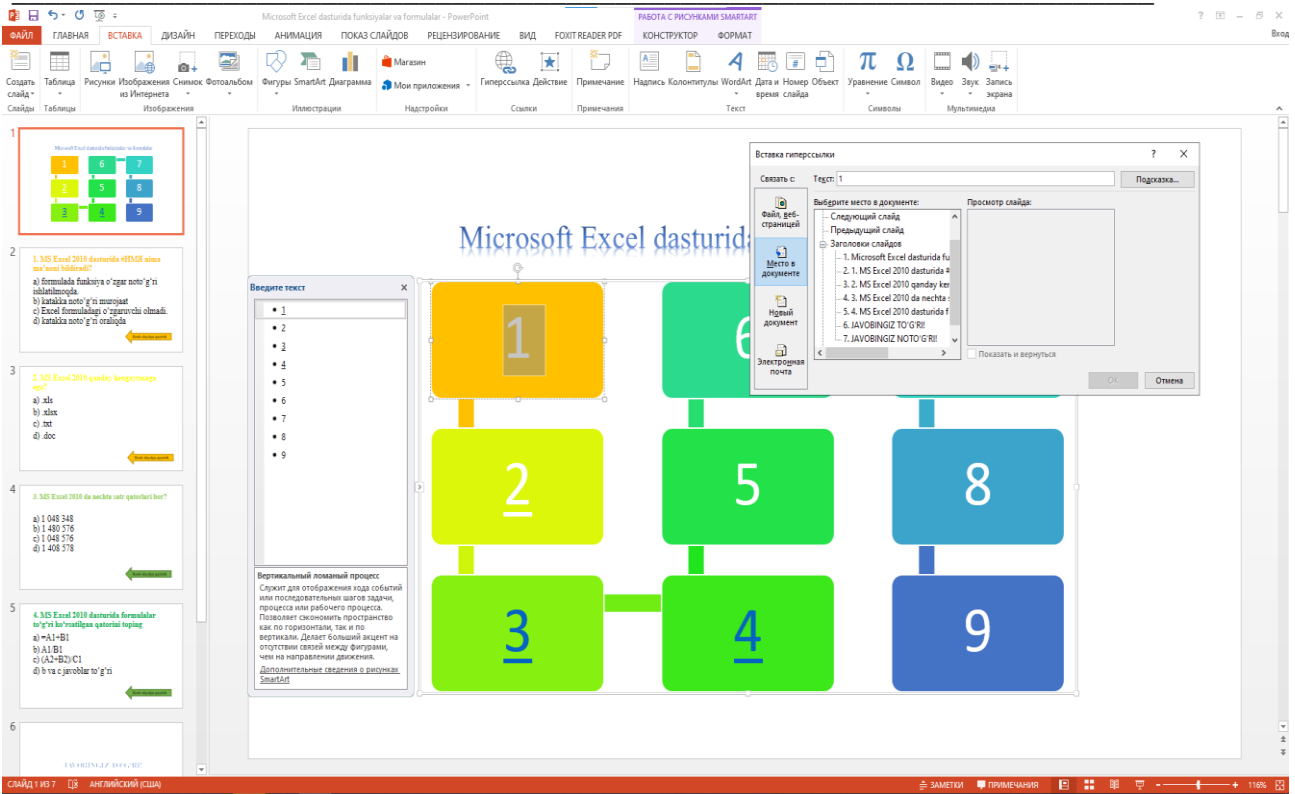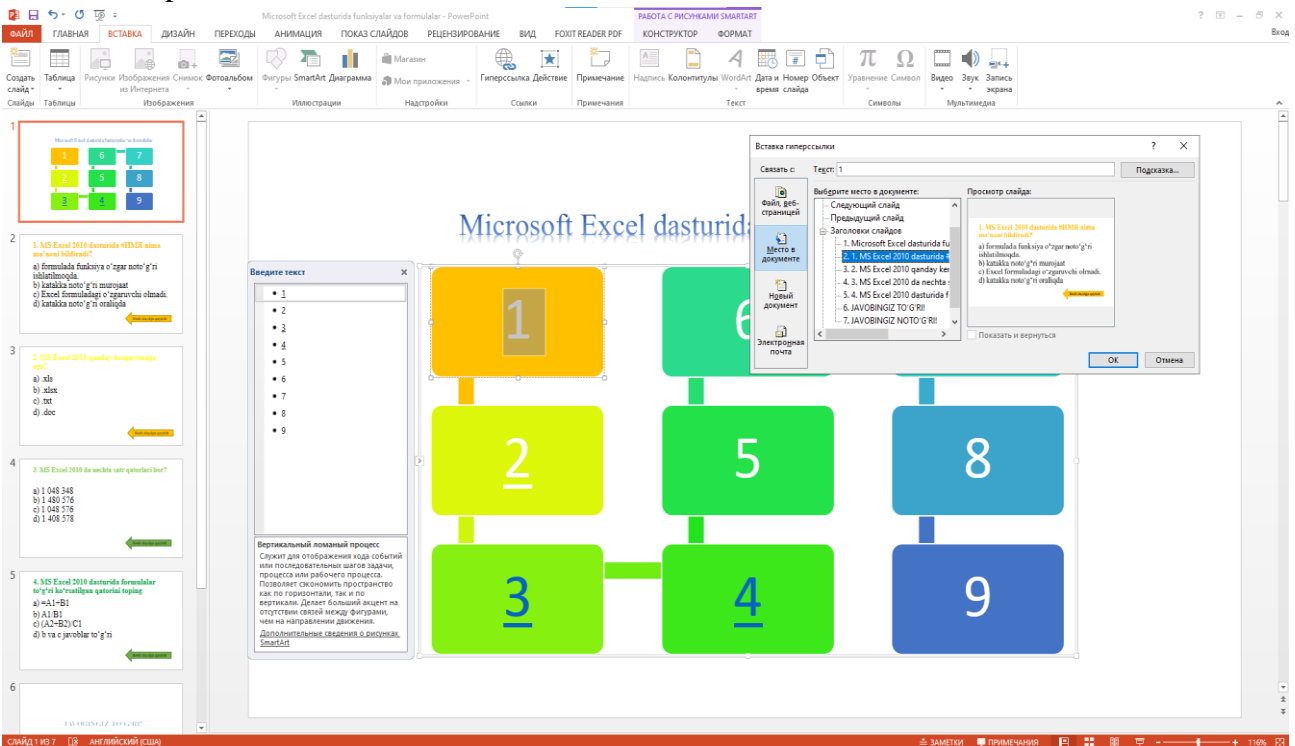
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IV step:

In the fourth step, we will get acquainted with the possibility of setting up a hyperlink in the Power Point program. We can bind the hyperlink to plain text or arbitrary shapes.

For this, we connect the numbers placed in the form on the home page to the test questions placed on the slides. For example, right-click on a number placed in the form and select **Гиперссылку** from the resulting context menu.

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In the resulting window, **Место в документе**, select the one where the first test question is located, and press the OK button.

Here, a number placed inside the form on the home page is linked to the first test question placed on the second slide.
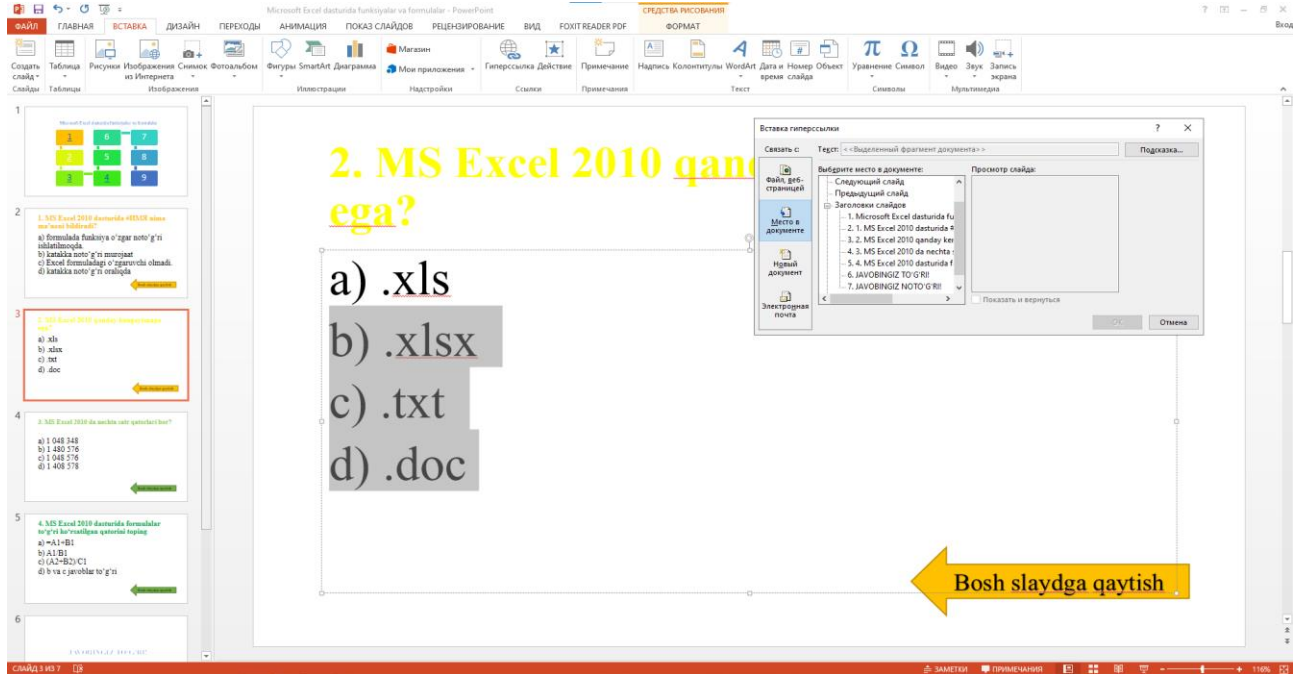
In this way, we will continue to connect the rest of the numbers to the test questions placed on the slides in a sequential manner..
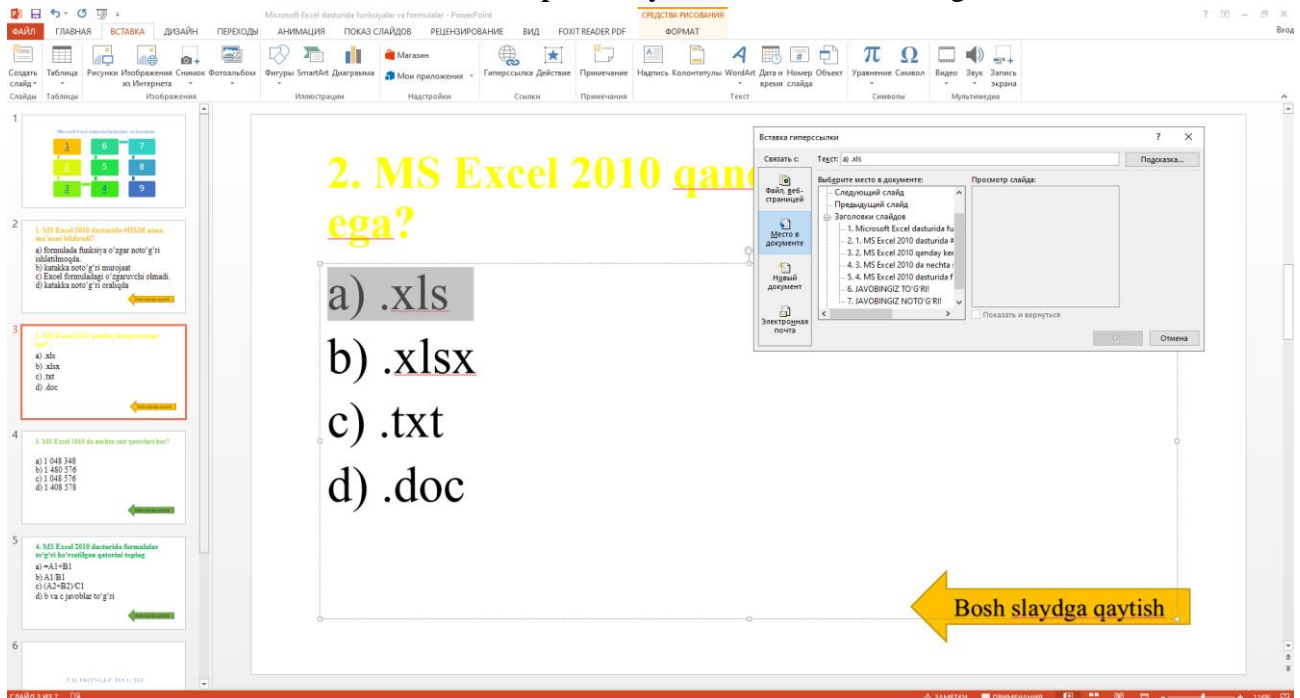
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V-qadam:

In the fifth step, the process of linking each answer to the test questions is carried out. For example, we link the answers to the first question placed on the second slide, i.e. wrong answers, to the slide called "Your answer is wrong". Left-click on the wrong answer to the first question placed on the second slide, and then right-click on the selected answer. From the resulting context menu, select **Гиперссылку**.
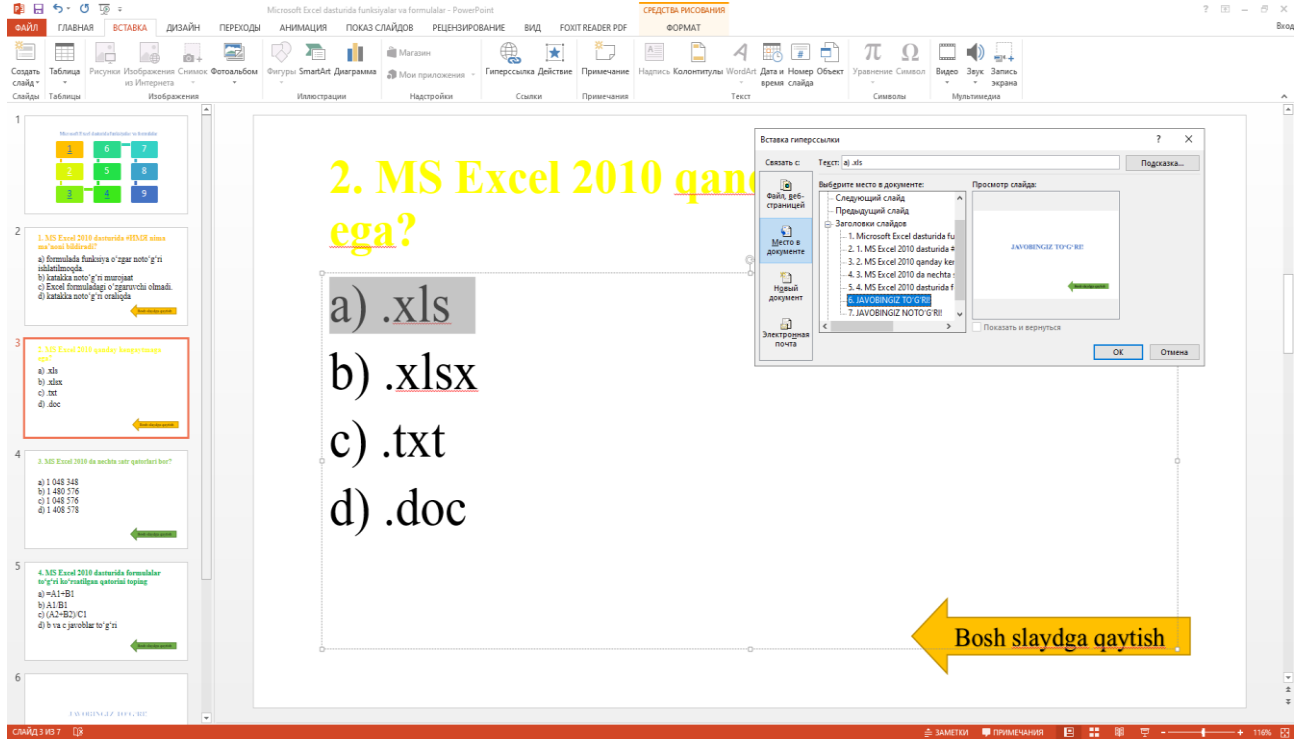

In the resulting window, we will enter **Место в документе**, and select the slide named "Your answer is incorrect" located on the last slide, and click the OK button. In this way, we will also connect the remaining wrong answers.

Left-click on the correct answer to the first question placed on the second slide, and then right-click on the selected answer. Select **Гиперссылку** item from the resulting context menu.

In the resulting window, we will type in **Место в документе** and select the slide named "Your answer is correct" placed on the first slide and press the OK button.
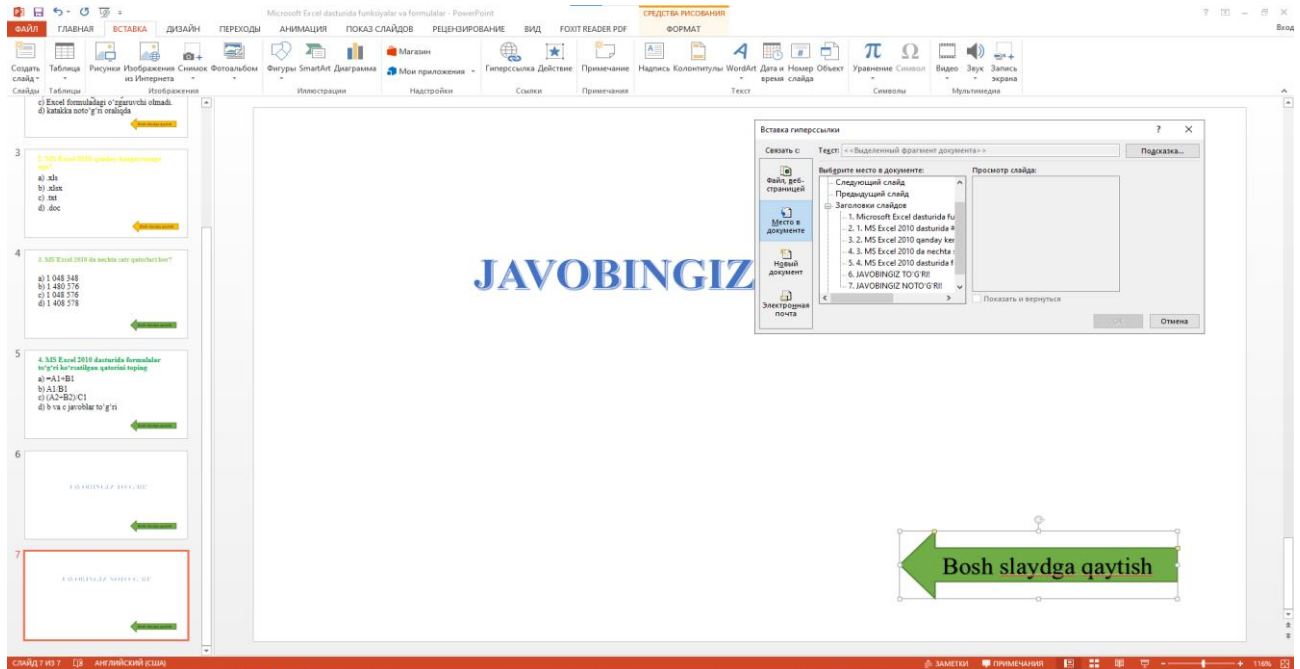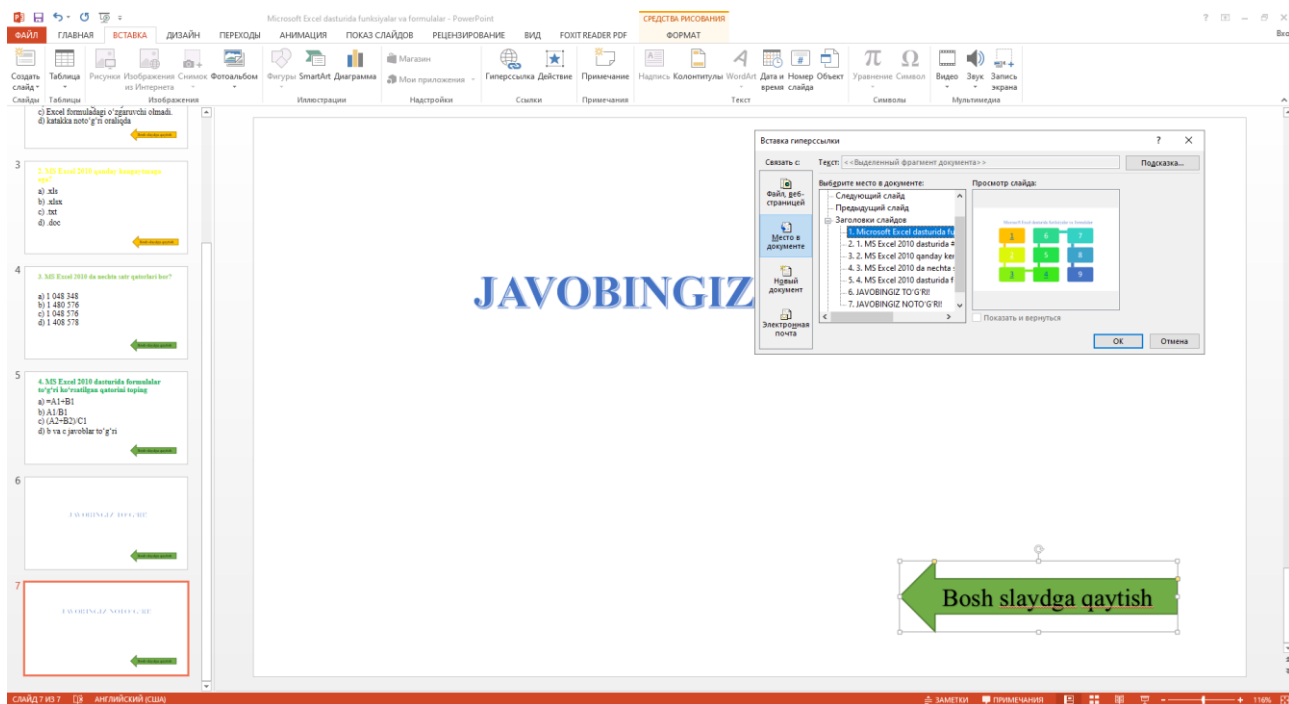

VI step:

At this stage, the sequence of connecting the return button to the beginning of the page is implemented at the end of each slide.

For example, we can left-click the mouse button that says "return to home page" in the direction shown to the left in the upper part of the thumbnail.

We click the right mouse button on the specified record and select Hypersyllable from the resulting context menu.

In the following window that appears**, Место в документе** and select the first layer and press the OK button.

This sequence is followed by the "**back to home**" button provided on each slide. The purpose of the linking process here is to automatically return to the home page when you click the "**return to home page**" button on each slide.

After the success of the above steps, the interactive test preparation process using **Power Point** software is completed.

During the course of the lesson, at the stage of strengthening the learned topic, short test questions are given on the topic in order to ask the students about the learned topic. The reader chooses one of the numbers listed on the home page. When you click the left mouse button on the selected number, the test question of this number will appear on the screen. The student chooses one of the answers in the test questions. When the left end of the mouse is clicked on the answer chosen by the student, if the answer chosen by the student is correct, "**Your answer is correct**", otherwise "**Your answer is wrong**" will appear on the screen.

<div align="center">

Tests on the topic:

</div>

1.What does #ИМЯ mean on MS Excel 2010?

a) the function variable is used incorrectly in the formula.

b) incorrect reference to the cell

c) Excel did not get the variable in the formula.

d) the cell is at an incorrect interval

2. What is the extension of MS Excel 2010?

a) .xls

b) .xlsx

c) .txt

d) .doc

3. How many raws does MS Excel 2010 have?

a) 1 048 348

b) 1 480 576

c) 1 048 576

d) 1 408 578

4. How many columns does MS Excel 2010 have?

a) 16348

b) 15334

c) 26350

d) 16345

5. What does #ЧИСЛО! mean on MS Excel 2010?

a) the function variable is used incorrectly in the formula.

b) incorrect reference to the cell

c) Excel did not get the variable in the formula.

d) the cell is at an incorrect interval

Conclusion

By using the information presented in the article during the teaching of the topic "Preparation of colloquium and interactive tests using hyperlinks in the Microsoft Power Point program" from the subject of the application of information technologies in professional activities to the students of the institute, repeating the previous topic of the lesson, explaining the new topic, on the topic It is possible to effectively organize parts of the acquired knowledge.

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