PowerPoint Exercise

This exercise will help you explore some creative, and less standard, ways of using PowerPoint to create an interactive presentation. Read through the instructions on the following pages for an idea of some of the things you can do with this program. For this exercise, you will create a PowerPoint slide show that includes the following six slides (Item numbers from the following instructions are included in parentheses to help you create each slide.)

1. A "homepage" slide with a title and links or buttons to each of your other five pages. *(see # 1, 2, 7, 8, 20, 22, 23)*

2. A slide that uses arrows (and/or circles) and text to label different aspects of a photograph or graphic image. *(see # 4, 8, 9, 10, 11)*

3. A slide that uses no words but is an image collage that builds itself automatically. (In other words, images appear on the page one-at-a-time, automatically timed, to create one large collage). *(see # 16, 19)*

4. A slide that has a bulleted list of items that are animated so that the items appear on the page one-at-a-time. Set it up so that each item dims as the next item appears. *(see # 1, 18)*

5. A slide that uses a sound effect that is integrally tied to the information on the page (either as an auditory example of something you are talking about, or as an element that helps to create the context for what you are talking about – for example, birds singing as you talk about the rain forest.) *(see # 25, 26)*

6. A slide that links to a web page. *(see # 21, 22, 23)*

NOTE: Rather than using one of the standard design templates that comes with PowerPoint, this exercise has you designing your own color scheme and slide layout.

ANOTHER NOTE: Be sure that all sound files are saved in a folder with your PowerPoint presentation. (This does not include sound effects added from PowerPoint; only sound files that you have inserted from the Web or from your own computer). (*see #25 for instructions*)

In the Mac Lab, PowerPoint is on your Dock under Microsoft Office (with Word). Double-click to open it, then select PowerPoint presentation and click OK.

Using PowerPoint

1. To change your slide layout

From the Format menu, choose Slide Layout
Select the option you desire for your slide layout and click OK

2. To change your background color

From the Format menu, choose Slide Background
Click on the arrow next to the colored (or white) bar to view options
Select a color from the initial choices, from More Colors, or from Fill Effects
When satisfied, Click OK, then select Apply to change the background on one slide
OR select Apply to All to change the background on all slides in your program.

3. To make design changes that will apply to ALL slides

From the View menu, choose Master > Slide Master
To change fonts or text styles, click on the text box you wish to change, then make
    changes using the Font toolbar
When satisfied, from the View menu, choose Normal
You are now ready to enter your information

4. To create new slides

From the Insert menu, choose New Slide
If desired, change the layout following the instructions in Step 1.
Continue until you have the basic layout for your slide show.

5. To view all of your slides in a storyboard format

Click on View, then Slide Sorter
Click on View, then Normal to return to your design view

6. To move text elements

Click on the words, then click and drag the edge of the box to a new location.

7. To change typeface

Click and drag to highlight the words, then use the text tools to change formatting.

8. To create a new text box

Click on the Text tool on the Drawing Toolbar, circled below (box with A in it on PC)

Click and drag on the slide to create a rectangle
Simply type to enter words in the space
Note: you may also type in any shape you create.
Note2: sometimes the Drawing toolbar is arranged vertically on the left side of the
screen.

9. To add lines or shapes

Click on the appropriate tool on the drawing toolbar. (diagonal line, square, or try some fun auto shapes)

Click and drag to create a shape or line.

(Note: If the drawing toolbar is not visible, from the View menu, choose Toolbars, then select Drawing.)

10. To change line weight

Click on the line to select it

From the Format menu, choose Colors and Lines (or use the lines on the drawing toolbar)

Select the line size and color you desire, then click OK

11. To move overlapping elements to the front or back

Click on the element to select it

Click on the arrow next to Draw on the Drawing toolbar (circled below)

Select Arrange

Select Send to Back or Bring to Front

12. To fill (or unfill) a shape

Click on the shape to select it

Click on the arrow next to the paintbucket on the toolbar to turn the fill on or off

13. To change fill color

From the Format menu, choose Colors and Lines

Change the Fill color to the desired color

OR click on the arrow next to the paintbucket and change the color

14. To add shadows to text

Highlight the text you wish to shadow
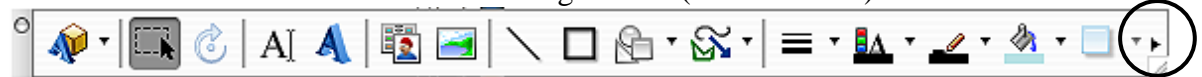
From the text toolbar, click the icon showing a shadowed S

It will automatically add a shadow in the color you chose in your color scheme

15. To add shadows to shapes

Highlight the element you wish to shadow

Click on the arrow at the end of the drawing toolbar (circled below)

Select the type of shadow you want

Click the icon showing a shadowed square

It will automatically add a shadow in the color you chose in your color scheme

Click on the icon showing a shadowed square again

Choose Shadow Settings to nudge your shadow up or down, right or left

16. To add images from a file
From the Insert Menu, choose Picture, then From File
Locate the file you wish to insert
Click Insert

17. To add clipart
From the Insert Menu, choose Picture, then Clipart
Select the picture you want and click Insert
Move it to the location you want it in and resize it, if desired

OR, if you chose a slide layout with a box for clipart, simply double click on the square
to access clip art files

18. To have lists appear one line at a time
Create a slide with a numbered or bulleted list
Select the text in your list
From the Slide Show menu, choose Preset Animations
Select a transition
From the Slide Show menu, select Animation Preview to view the results

OR from the Slide Show menu, select Custom Animation
From the list (top left corner of pop-up box), select the text you want to animate
Click The Add Effect button
Choose the entrance effect you want and click OK
In the Start box, choose On Click to make each item appear on the click of the mouse
ʙ Choose *With Previous* to make items appear simultaneously with the previous action
ʙ Choose *After Previous* to make each item appear after the previous action is complete
In the Speed box, adjust the speed at which your items will appear
Click on the Effect Options button
Click on the arrow next to the Sound button to select a sound effect (use carefully!)
To Dim text when the next item appears:
Click on the arrow next to After Animation to choose a color that text will Dim to
When satisfied, click OK (then OK again)
To view results, view in the Slide Show mode.

19. To have pictures appear one at a time
Follow instructions in step 18, but choose pictures instead of text
Set the animation preferences for each picture individually, in the order they will appear
Set the Timing so that each picture animates After Previous (instead of "on click")

20. To turn text into a hyperlink to link to other slides
Highlight the text you want to be able to click on
From the Insert menu, choose Hyperlink
In the center of the pop-up screen, click on the "Document" button
Next to the Anchor box, click on the Locate button
Choose one of the options, or click the arrow next to Slide Titles and choose a slide
Click OK, then OK again (your text will become an underlined hyperlink)
NOTE: the link will only work when in the SlideShow mode

21. To turn text into a hyperlink to link to a webpage

Highlight the text you want to be able to click on
From the Insert menu, choose Hyperlink
In the center of the pop-up screen, click on the "Web Page" button
In the "Link To" box at top of screen, type/paste the website URL (starting with http://)
Click OK (your text will become an underlined hyperlink)
NOTE: the link will only work when in the Slide Show mode

22. To add a button that links to another page or website

From the Slide Show menu, choose Action Buttons
Click on the button style you want
With your cursor, drag a small square or rectangle on your slide
In the box that pops up, click the button next to "Hyperlink to"
Click the arrow next to the "Hyperlink to" box and drag down to choose a slide
      Choose "Slide" to select specific slides in your presentation
OR drag down and choose URL > then type the complete web address in the box
Click OK
To change the color of your button, click the arrow next to the paint bucket on the
   Drawing toolbar.
Select the color you want

23. To turn graphics or other elements into active links

Click on the graphic or element you want to turn into a link
From the Slide Show menu, choose Action settings
In the box that pops up, click the button next to "Hyperlink to"
Click the arrow next to "Hyperlink to" and drag down to choose a slide
OR drag down and choose URL > then type the web address in the box
Click OK

24. To add a movie

From the Insert Menu, choose Movies and Sounds > Movie from File
Locate your movie in your PowerPoint folder (see NOTE under Item 25)
     NOTE: your movie must have been saved as a QuickTime movie (.mov)
Select your movie and click Choose
Choose yes or no to the option to have your movie play automatically when the slide
   opens

Click and drag your movie to the location you want it on the slide
     NOTE: don't make your movie larger or it will become fuzzy
A movie toolbar will appear. Using this toolbar you may:
- Preview your movie
- Select a frame to show before the movie starts playing
- Add a border to your movie

NOTE: If you did not choose to have your movie play automatically, you must click on your movie to start it playing during your slide show. Make sure you wait for the hand to show before you click or it will simply move to the next slide.

25. To find a sound on the Internet
Try one of the following websites:
http://www.findsounds.com/
http://www.stonewashed.net/sfx.html
http://www.sounddogs.com/start.asp (click on Sound Effects in left column)
Or simply do a Google search for free sound effects
When you locate a sound you would like to use, Control-click on the link
Choose Save Target As
Save the file to your PowerPoint folder
Formats supported by PowerPoint include: WAV, MP3, AIF, AIFF, MIDI, MID, MOV

NOTE: you must save both your PowerPoint and your sound files in the same folder
To create a new folder for both, click your mouse on the Desktop
From the File menu, choose New > Folder
An untitled folder will appear on the Desktop
Click on the name to rename the folder
Put your sound files and your PowerPoint presentation in this folder
OR When your slideshow is complete, save it as a PowerPoint Package
File>Save As, then change the Format from PowerPoint presentation to
PowerPoint Package
This will automatically generate a folder with all necessary files included

26. To add a sound to your slide show
From the Insert Menu, choose Movies and Sounds > Sound from File
Locate your sound in your PowerPoint folder, and click Insert
Click Yes if you want your sound to play automatically when the slide opens
Click No if you want the sound to play when you click on it
Drag the sound icon to an unobtrusive place on the slide
The sound will only play in the Slide Show mode

27. To add a transition between slides
From the Slide Show menu, choose Slide Transition
Change the Effect from "No transition" to one of the choices
Change the speed, if desired
Click Apply (for the current slide) or Apply to All (to change all transitions in slide show)

28. To make slides advance automatically
From the Slide Show, choose Slide Transition
In the Advance box, select Automatically After
Type in the number of seconds you wish to wait
Click Apply (for the current slide) or Apply to All (to change all transitions in slide show)

29. To view your slide show
From the View menu, choose Slide Show
OR from the Slide Show menu, choose View Show
With the mouse, click through the entire show