Multimedia Presentations using PowerPoint
with Practice Activities – Office 2007

Launch PowerPoint 2007

Launch the PowerPoint program from the shortcut icon on your desktop, or from the start menu (at the bottom on the task bar): All Programs > Microsoft Office > Microsoft PowerPoint 2007. This opens a blank presentation with the Home tab selected. The home tab contains many of the tools that were formerly found on the Formatting Toolbar.

Home Tab

Selecting a Design Template

Design Tab

1. To use one of the built in design templates, click on the Design Tab. One row of design thumbnail images is displayed.
2. Click on the drop down arrow next to the last design thumbnail to reveal all three rows of template designs.
3. Hover the mouse over any thumbnail image and the design is temporarily displayed on the opening slide in the workspace.
4. Click on the thumbnail image to select the template design.
5. To change the template design at any time, even after multiple slides have been created, click on the Design Tab and click on a new design.
6. If the built in Design Templates do not meet your needs, you may begin with the Blank Presentation or create your own design.
7. To change a blank slide background from white to a color or pattern, click the Background Styles button.

Standard Tools found under the Office Button

1. Click on the Office Button for many of the tools that were previously under the File Menu.
2. Next to the Office Button, there are several familiar tools – the save icon and the undo arrow. This area is known as the Quick Access Toolbar.
3. Hover the mouse over any tools and a *ScreenTip* will pop up and identify the function of that button.
4. *Save* your presentation by clicking the disk icon on the Quick Access Toolbar or click on the Office Button and select Save from the drop down menu.
5. **Save frequently as you build your presentation!**
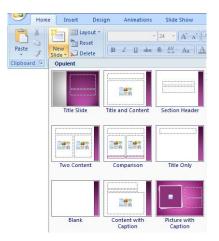
Creating a Presentation in Slide View

View Tab

1. Click on the View Tab.
2. The Normal view presents a task pane on the left to view Slide thumbnails or text Outline.
3. Click on the Slide tab in the Left Task Pane to build your presentation in Slide View, which allows you to see exactly how the slide will appear as you enter information directly on the slide.

Adding Slides

1. The first slide to appear in a new presentation is a Title Slide. Follow the text field prompts, *Click to add title* and *Click to add subtitle*, to make entering information very easy!
2. To add the next slide, click on the Home Tab. Click the small arrow next to the New Slide button. The default second slide layout is Title and Content.
3. To change a slide layout at any time, click on the slide and click the layout menu to select a different layout.

1. Create a new folder on your computer desktop named: AllAboutMe (substitute your initials for Me). This is the **presentation folder** and all elements must reside in this folder.
2. Launch PowerPoint from the Start menu (All Programs > Microsoft Office > Microsoft PowerPoint 2007)
3. Select a Design Template that reflects your personality. You may change this at a later time if desired.
4. Save the presentation with the file name: AllAboutName (use your name). Do not include any spaces or characters (except an underscore) in the file name. Make sure it is saved into the presentation folder you created on your desktop!
5. First Slide: On the Title Slide, enter your name, teaching position, campus and district
6. Add three new slides with "Two Content" layouts.
7. Add these titles to the slides:
   a. Hometown
   b. Work Experience
   c. Favorite Pastime
8. Add one more slide with Title and Text layout. Add the title "Resources" and **Save**.

Important Tip!
Save all presentation components (images, audio and video files) in one folder.
Always insert image and media files from within the **presentation folder**.

Enter Text
1. Click in the text frame (Title or text body) and add text.
2. Use the 7 x 7 Rule:
   No more than 7 words per line
   No more than 7 lines per slide
3. Format text just as you would in a word processor – highlight text first, then apply formatting. Formatting tools are on the Home Tab. Slide Design Templates usually have well-designed color combinations and font styles that require little (if any) reformatting.

Practice Activity 2

On each of the three content slides, enter a few bullets of information about yourself in either the right or left text frame. You will add graphic content to the other frame.
Remember the 7 x 7 Rule. Use key words or phrases that will prompt you to expand on the information as you give the presentation.
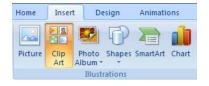
Add Graphics

1. Add **Clip Art** by clicking once on the *Clip Art Placeholder* that appears in the content frame. The Clip Art Task Pane appears on the right. Enter a search term to find an appropriate graphic.

2. To add **Picture files** or other images, click the *Insert Picture from file* icon in the content frame. Browse to your **Presentation Folder** to find the image file to be inserted.

   Tip: Be sure to resize any images to a reasonable size for the slide. Digital cameras take extremely large photos which can be resized once they are inserted, but the file size remains large and this creates a very large presentation file.

3. Graphics can also be inserted from the Insert Tab. Click on the Picture or Clip Art buttons.

Picture Shapes

1. From the Insert Tab, select WordArt and enter a word.
2. Click once on the word and then click the Format Tab

3. With the WordArt selected, the drawing formatting tools appear.
4. Click the drop down arrow on the Text Fill tool and select Picture.
5. Browse to your Presentation Folder to find the appropriate picture to fill the text.
6. Click Insert.

Practice Activity 3

Add graphics to the slides in your presentation. You may use clip art, copy or download photos from the **Internet***, insert digital photos from a camera or scan images.

*Cite Internet resources using the following format from Classroom Connect.

Author or originator. Description or title of image. [Online image] Date of document or download (day, month, year). URL <http://address/filename>.

External Links

1. Highlight the text or graphic to be used as the link
2. Click on the Insert Tab, select Hyperlink and choose *Existing File or Web Page.*
3. Browse your documents to locate the file to be linked, or
4. Enter the URL of a web page in the address field.
   Tip: Copy and paste the web address from the web site to avoid errors.

Practice Activity 4

On at least two slides, create a link to another website. (For example, your campus or district website, hometown newspaper, hobby sites, your favorite website, etc.)
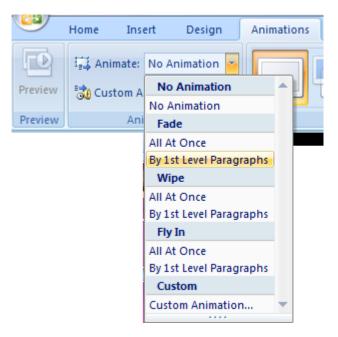
Animations Tab

Animating text is much easier in the 2007 version. The Animations Tab replaces several smaller task panes in the previous version.

Animate Text or Graphics

1. Click on the Animations Tab
2. Click on the bulleted text **frame** (not the text) to select it.
3. Click the drop down arrow next to No Animation. There are several options to animate text with the Fade, Wipe or Fly In transitions. Select All At Once, or By 1st Level Paragraphs (to have each line appear).
4. Hover the mouse over any of these options to watch a preview of the effect.
5. When animating a graphic, click on the picture and select the entrance method (Fade, Wipe or Fly In). Click Custom Animation for more choices.
6. Click on your choice to apply it to the slide.

Custom Animation…

Select this option to open the Custom Animation task pane (which is the same as the previous version) which has more choices.

1. Highlight the text frame or select the graphic and click on *Add Effect*.
2. To have bulleted lines of text appear one at a time, select Entrance.
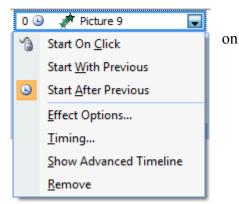3. Select other effects as desired and notice the modification options available.

Effect and Timing Options

To select additional options and effects, click the drop down arrow on any animated item and select Effect Options…

Under the Effect tab, there are Settings and Enhancements.

1. Change the Direction
2. Select a Sound, if applicable.
3. Select a color to "dim" the previous line.
4. Select how to animate text.

Under the Timing tab, set the Start.
If using timings, set the delay, speed and repeat, if applicable.

Slide Transitions

Transitions create effects advancing from one slide to the next. Transition tools are easily accessible on the Animations Tab:

1. Hover the mouse over any of the transitions showing in row 1 to preview the transition effect. Click the center arrow to preview the next row, or click the buttom drop down arrow top open a window with all transitions.
2. Select a Transition Sound, Speed and method of advancing the slide.
3. Apply to one selected slide, or click the "Apply to All" button.

Practice Activity 5

1. On at least one slide, animate the text bullets to appear one at a time.
2. Add transitions between slides.

Tip: Use good judgment in applying animation, transitions and effects. Too many visual effects may distract the audience from the message and content.

Text Box Tool

1. Click on the Insert Menu Tab and select the Text Box Tool (which creates a label or small area of text).
2. The cursor changes to a cross hair tool. Click and drag the mouse to create a text frame.
3. Begin typing inside the frame and the text will wrap within the frame.
4. Click on the text frame to reshape or resize.

Tip: To add interest to the Text Box, click to select it. Use the Shape Fill, Shape Outline, and Shape Effects tools to change the appearance of the plain text box.

Non-Linear Presentations

Although PowerPoint is often used as a linear (sequential) presentation tool, it is possible to create a non-linear presentation by inserting Hyperlinks and Action Buttons.

Internal Links
1. Highlight the text or graphic to be used as the link
2. On the Insert Menu Tab, select Hyperlink and choose *Place in This Document*
3. From the list of slide titles displayed, click on the destination slide.

Advanced tip to change the color scheme:
1. Click on the View Tab.
2. Click on Slide Master.
3. Click the Colors drop down arrow.
4. At the bottom, select Create New Theme Colors.
5. Use the drop down menus to modify the color choices.
6. Use caution since most design templates have professional color combinations.

Practice Activity 6

Create a navigation bar on the Title Slide:
1. Use the Text Box tool to draw a rectangle near the bottom of the Title Slide.
2. Enter text for each of the slides in the presentation. Use the space bar or tab to distribute the text across the length of the text box.
3. Format the text font to match the Title Slide font.
4. Hyperlink the text for each slide title to the appropriate slide. Save.
5. Click on the border of the Text Box to select it. Then copy and paste it onto each slide.

| Hometown | Work Experience | Favorite Pastime | Resources |

Action Buttons

1. Click on the Insert Menu tab.
2. Click the drop down arrow below Shapes.
3. At the bottom of the list of Shapes is Action Buttons.
4. Click on one of the buttons, which have pre-programmed actions (like Home).
5. The button doesn't automatically appear. The insertion point changes to a cross hair and you must click and drag it to draw the button in the size you want.
6. Select the desired actions from the Action Settings window which appears after you draw the button. Select the Mouse Click or Mouse Over tab.
7. Use the drop down menus to select the destination slide and a sound, if applicable.

Tip: To place buttons on every slide, click on the View Tab > Slide Master. Creating Hyperlinks or Action Buttons on the Slide Master saves time and effort.

Running a Slide Show

1. The Slide Show Tab contains all the options for setting up and running a slide show.
2. To view or rehearse your presentation from the beginning, click the From Beginning button.
3. To begin the slide show on the slide displayed, click the From Current Slide button.
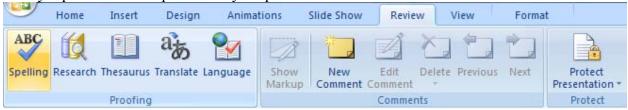4. Click the Set up Slide Show and review the options.

Navigating During the Show

1. Manually advance each slide by clicking the mouse or pressing the space bar.
2. To move to the previous slide or end the show, click on the arrow menu in the bottom left corner of the slide, or
3. Click an action button, or
4. Right click on the slide for a drop down menu of options.
5. Escape (key) also ends the show.

Annotation Pen and Pointer

1. The arrow menu in the bottom left corner of the screen also controls the arrow pointer (hide or show), and an annotation pen which allows you to mark on the screen during the presentation.
2. Any marks created on a slide disappear by pressing the Escape key or advancing to another slide.
3. Press the space bar (or right click on the slide) to manually move to the next slide while keeping the annotation pen active.

Spell-check is now located on the Review Tab.
Always spell-check *and* proof read your presentation!
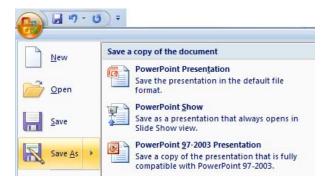
Slide Sorter & Hide Slide

To rearrange the order of slides, select Slide Sorter from the View Menu Tab. Click and drag the slides to change the order. Double-click on a slide to return to Normal View.

While in Sorter View, click once on a slide to select it. Then click the Slide Show Tab and click the Hide Slide button. This slide will not display when running the show.

Save as a Slide Show (PPS)

When saved as a PowerPoint Show, the presentation runs automatically when opened.

1. On the Office Button and select Save As…
2. In the "Save as type list", click PowerPoint Show.
3. The file extension for a 2007 PowerPoint Slide Show is .ppsx. When this type of file is opened from your desktop, it will automatically start as a slide show.
4. PowerPoint closes when the show ends.

Tip: To edit a presentation that is saved as a slide show, open the file from within PowerPoint (Office Button, Open) instead of double-clicking on the show icon.

Resources

Always appropriately cite the sources of the media files that are used in a presentation.

Classroom Connect Citation Resource
http://corporate.classroom.com/index.html

WORLD WIDE WEB
Structure:
Author or originator. Title of item. [Online] Date of document or download (day, month, year). URL <http://address/filename>.

Example:
U.S. Census Bureau. "American FactFinder: Facts About My Community." [Online] 17 August 2001. <http://factfinder.census.gov/servlet/BasicFactsServlet>.

ONLINE IMAGES

Structure:
Author or originator. Description or title of image. [Online image] Date of document or download (day, month, year). URL <http://address/filename>.

Example:
USGS. "Map: Major Volcanoes in Ecuador." [Online image] 17 August 2001.
<http://vulcan.wr.usgs.gov/Volcanoes/Ecuador/Maps/map_ecuador_volcanoes.html>. **Activities & Lessons**

All About Me Internet Scavenger Hunts
http://www.tammyworcester.com/Tips/Ideas_Activities_Tammy_Technology_Tips/Entries/2026/1/2_All-About-Me__Scavenger_Hunt.html
TrackStar is a great resource for finding lessons that incorporate technology:
http://trackstar.4teachers.org/trackstar/
RubiStar is an excellent tool for creating Rubrics: http://rubistar.4teachers.org/index.php
Northeast ISD Lessons for PreK through Fifth grades:
http://www.neisd.net/et/elemnews/Newsletter/lesson_index.html

Templates

Brainy Betty: http://www.brainybetty.com/MENUPowerPoint.htm
Presentation Helper:
http://www.presentationhelper.co.uk/free_powerpoint_template.htm
Microsoft Online Templates: Click the last frame in the Slide Design task pane:

PowerPoint Game Templates:
- http://www.jc-schools.net/tutorials/PPT-games/
- http://teach.fcps.net/trt10/PowerPoint.htm
- http://teach.fcps.net/trt14/Power%20Point%20Games/power_point_games.htm
- http://facstaff.uww.edu/jonesd/games/

Tools

Cool Text Graphics Generator: http://cooltext.com/

Hall Davidson on Copyright: http://www.halldavidson.net/

Technology Applications TEKS by Grade Cluster or Course:
http://www.tcet.unt.edu/START/teks/res.htm

Tammy's Technology Tips for Teachers,
Tammy Worcester, Instructional Technology Specialist, Kansas
http://www.tammyworcester.com/