



PowerPoint

Pushing it to the
Limit

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PowerPoint: Can It Do More?

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A variety of Instructional Uses

Instructional presentations
Tutorial
Professional presentations
Special Events
Online Presentations
Other Projects

Other Projects

- ☞ Adapted books
- ☞ Alternative to written reports
- ☞ Open House
- ☞ Lessons
- ☞ Mock up Dynamic Display

- ◆ Maintain Proportions as You Resize
- ◆ Adding Your Own Background
- ◆ Create Your Own Design Templates
- ◆ Use Slide Masters
- ◆ Custom Animations
- ◆ Create the same Transition for all slides
- ◆ Create a transition for individual slides
- ◆ Insert a Sound File
- ◆ Record a sound on a slide
- ◆ Adding Sound From a CD
- ◆ Set up a program to open during a slide show
- ◆ Hiding Slides
- ◆ Voice Narration
- ◆ QuickTime Movies
- ◆ Storyboard
- ◆ Just for Fun

Resources

- ◆ PowerPoint 2000 for Teachers - Cathy Chamberlain
- ◆ PowerPoint 98 - Vicki F. Sharp
- ◆ Microsoft PowerPoint Classroom Activities - Forest Technologies
- ◆ Multimedia Projects for PowerPoint - Marsha Lifter
- ◆ PowerTalk - <http://fullmeasure.co.uk/powertalk/>

PowerPoint Tips

Grouping Objects

When you work with drawing objects and images, you will find times that you need to group your objects. This will allow you to move them as one unit. To group objects,

- ◆ Select all of the objects that you want to group together. Do this by clicking on one and holding down the shift key as you click on the others. They should all be selected. Go to “Draw” on the Drawing toolbar and click on “Group”.

Layering Objects

As you work with designing a layout of a slide, you often need to place one graphic on top of another. If you place a square on top of a text box, you will no longer see the text. You can layer objects to bring the image that you want to the front. To layer your objects,

- ◆ Select the graphic that you want to be placed on top.
- ◆ Go to “Draw” on the Drawing toolbar, click on “Order” and then “Bring to Front”.
- ◆ You can select the object that you want in the back and choose “Send to Back”.
- ◆ “Send Backward” and “Send Forward” bring the graphic forward or backward one layer at a time.
- ◆ You can also right-click (control click – Mac) and go to Order.

Rotating and Flipping Objects

You can rotate an object to the left or right. You can also flip and object horizontally or vertically. You can flip or rotate more than one object at a time if you have them grouped. If you rotate and flip and AutoShape that has attached text, the text will rotate or flip with the shape. You cannot rotate and flip every image. If the image wasn’t created in PowerPoint, it will probably not rotate or flip. You cannot rotate or flip bitmap images. To rotate an object,

- ◆ Select the object you want to rotate.
- ◆ Click on the “Free Rotate icon on the Drawing toolbar.
- ◆ The selection handles will change to green circles.
- ◆ Position your mouse pointer over any of the green circles and you will get the Free Rotate tool.
- ◆ Click and drag the image to the angle that you want.

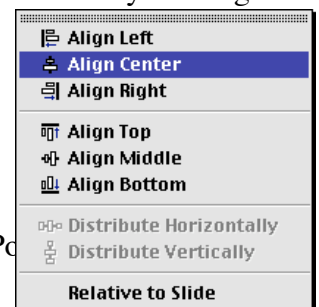
To flip and object,

- ◆ Select the image.
- ◆ Go to “Draw” from the Drawing toolbar and choose “Rotate” or “Flip”
- ◆ Choose “Flip Horizontal” or “Flip Vertical” by clicking on it.

Aligning Objects

When you place objects on your slide, you may want to have them in line with one another. It can be hard to try to do this alignment visually. PowerPoint has a built in alignment feature that makes this task easy. To align your objects,

- ◆ Select the objects that you want to align.
- ◆ Go to “Draw” on the Drawing toolbar and choose “Align” or “Distribute”.
- ◆ Choose the appropriate alignment description by clicking on it.
- ◆ The objects will the align appropriately.



Custom Animations

Custom Animation allows you the greatest number of options in customizing your slides. With Custom Animations you can animate each object on your slide, set up the timings, sounds, and order your animations. Remember that you can animate not only your graphics, but also your titles, subtitles, text boxes, bulleted lists, etc.

- ◆ Right-click (control click- Mac) on the object you want to animate and choose “Custom Animation”.
- ◆ Go to “Slide Show” on the menu bar and click on “Custom Animation”.
- ◆ Click on the “Animation Effects” icon on the Formatting toolbar and the Animation Effects dialog box will open. Then click on the “Custom Animation” icon.
- ◆ The Custom Animation Dialog box will open.
- ◆ Be sure an object from the “Check to animate slide objects” box is selected, and then click on the “Effects” tab.
- ◆ Choose the “Entry animation and Sound.
- ◆ Click on “After Animation” drop-down arrow and you can choose which effect you want placed on that object after the animation occurs.

Inserting Images from File

You can use images other than the ones that are in the Clip Gallery. Using your own images that you may have taken with a camera or even drawn and scanned. You can use images from the following.

- ◆ Images stored on your hard drive, floppy disk or network drive.
- ◆ Images that you have taken from the Internet.
- ◆ Images that you have acquired from a digital camera or video camera.
- ◆ Images that were scanned and saved.
- ◆ Images taken from a CD collection.

Images have to be in a format that PowerPoint will recognize. The most common formats are:

File Type	File extension
Enhanced Metafile	.emf
Graphics Interchange Format	.gif
Joint Photographic Experts Group	.jpg
Portable Network Graphics	.png
Windows Bitmap	.bmp, .rle, .dib
Windows Metafile	.wmf

To insert an image from a file into your presentation

- ◆ Go to “Insert” on the Menu bar, down to “Picture” and then click on “From File”.
- ◆ The Insert Picture dialog box will open. Click on the down arrow and direct it to the folder or directory that holds the image you want to insert.
- ◆ Double-Click the image name for the file you want to add.
- ◆ The image will be placed on the page.

Getting Images from the Internet

You can get images from the Internet. There are many sites that contain free clip art and photos that you can use. You have to make sure you read the policy on each site. You cannot just go surfing on the Internet and take any images you find. Some clip art sites let you use them but they want you to add a link back to their page.

To get an image from the Internet,

- ◆ When you are on the page with the desired graphic, right-click (click and hold down on the mouse – Mac) on the image.
- ◆ Choose “Save Image As” (In Netscape) and “Save Picture As” (Explorer)
- ◆ The “Save As” dialog box will open. Select the location on your hard drive where you want to save your file and click on the “Save” button.
- ◆ Your image will then be saved. You can use the “Insert/Picture/From File” command to insert the new image into your computer.

Maintaining Proportions As you Resize

1. Hold down the {Shift} key while dragging a corner handle. This will keep your image in proportion.
2. Hold down the {Ctrl} key while dragging a corner handle. This will keep your image in proportion while resizing from the center outward.
3. Hold down the {Alt} key while dragging a corner handle. This will override the settings for the grid and guides. Your image will not snap to the grid

How to insert a sound file on a slide

- ◆ Insert
- ◆ Movie and Sounds
- ◆ Sound from File
- ◆ Find your file and highlight it
- ◆ Click OK
- ◆ Double click on sound icon to hear it play

How to record sound on a slide

- ◆ Insert
- ◆ Movie and Sounds
- ◆ Record Sound
- ◆ Click on the red dot and begin speaking
- ◆ Click on the black square when finished
- ◆ Double click on sound icon to hear it play

Recording Narration

- ◆ Go to “SlidesShow” on the Menu bar, down to “Record Narration”, A Dialog box will appear telling you how much space on your computer you have to record. Remember when you are using recorded speech the file will increase significantly in size.
- ◆ Once you click “OK” your slideshow will begin at slide 1. Record what you want to say and click your mouse. Continue until you reach the end. Then save your file.

Adding Sound From a CD

In PowerPoint, you can have an audio CD play along with your presentation. You can play the whole CD, or choose the specific tracks that you want. Using a CD can be effective as you will not be adding any extra size to your files.

- ◆ Go to the slide where you would like to insert the music.
- ◆ Put your CD in the CD-ROM player.
- ◆ Go to “Insert” on the Menu bar, down to “Movies and Sounds”, and click on “Play CD Audio Track.
- ◆ The Movie and Sound Options dialog box will open.
- ◆ Choose the track you want to start on, and the ending track.
- ◆ Choose if you want the sound to loop or not.
- ◆ Click on OK
- ◆ The dialog box will open asking if you want the sound to play automatically. If you do Choose Yes, if not choose no.
- ◆ A CD icon will be inserted on the page.

Using Masters

Masters are great to use if you want to set up your presentation to have a specific look throughout the whole presentation. There are four different types of master slides. They are the Slide Master, Title Master, Notes Master and Handout Master. Each one of these master slides lets you control the font type, color and size. When you choose a design template, there are particular font characteristics that are already attributed to that template. You can change those characteristics by using Master Slides.

Slide Master

The Slide Master allows you to control all of the slides within your presentation that are not the title slide. To work on the Slide Master,

1. Go to “View” on the Menu bar, choose “Master”, and then click on Slide Master.
2. The Slide Master will open.
3. Make any changes to the placeholders that you would like to appear on the slides of your presentation. You can use the Formatting toolbar or go to “Format” on the Menu bar and choose “Font” to change the font attributes.
4. Click on “Close” from the Master toolbar to get out of the slide master when you are done making your changes.

Adding Objects to Master Slides

You can add images to your Master Slides. This works well when you want to add a particular graphic or object that will appear on all of your slides. They will appear in exactly the same spot on each slide, and you don't have to go through the chore of adding it to each slide. To add an object to any of your Master Slides,

4. Open up the Master that you want to add your object to.
5. Place your object on the page like you typically would in a regular slide. Draw it if it is a drawing object or insert it if it is an image.
6. Position the object where you would like it to appear on your slides.

Click on the “Close” button from the Master toolbar.

Adding Your Own Background

You can add your own background designs for your presentation. This comes in handy if you have your logo or particular design in mind.



- ◆ Right-Click. (Control-Click for Mac) on any back part of your slide in view and choose “more Colors”.
- ◆ Using the tab, click on any of the standard color choices. Or you can click on custom tab and pick a custom color.
- ◆ You can add a gradient by clicking on the gradient tab.

Creating your Own Design Templates



If you want to create a really unique background, you can start from scratch and add items to the Master Slide. This can come in handy if you want to create a special background that you will use often. You may have a special logo or would like to have text boxes placed in the same spot. This can be done on the Master Slide and then saved as a template.

- ◆ Open up a blank PowerPoint presentation.
- ◆ Add the background colors or images you want for your background. Go to the Master Slide and change the font and all of the font attributes that you would like to use in the template design. This is also where you will add any images that you want to become a part of the background.
- ◆ Go to “File Save As”.
- ◆ Give your new template a name. Click on the drop down arrow for “Save as type” and Choose “Design Template”.
- ◆ Choose the location in which you would like to save the template.
- ◆ Now you can use this template

How to create the same transition for all slides

- ◆ Click on the slide sorter icon  on the bottom left corner of the screen.
- ◆ Go to Edit in the menu.
- ◆ Click on Select All to highlight all slides.
- ◆ Click on the arrow on the drop down box that says No Transition.
- ◆ Choose a transition.
- ◆ You will see a symbol like this  by all of your slides. This means you have assigned a transition to that slide.

How to create a transition for individual slides

- ◆ Click on the slide sorter icon  on the bottom left corner of the screen.
- ◆ Click on the slide which you want a transition for.
- ◆ Click on the arrow on the drop down box that says No Transition.
- ◆ Choose a transition.
- ◆ You will see a symbol like this  by all of your slides. This means you have assigned a transition to that slide.

Setup a program to open during a slideshow

You can open other programs you have -- for example, Picture It, Write:OutLoud, Inspiration -- during a slide show. The program only opens; it isn't embedded in the presentation. The button remembers the location of the program so if you share the slide show or if you move it to another computer you will have to redo that button.


Anything can become a button that will allow you to launch an application. This could be text, a graphic you inserted or even an invisible button.

1. In slide view, select the text or object you want to use to open the program.
2. On the Slide Show menu, click Action Settings.
3. To open the program by clicking the selected object during the slide show.
4. Click **Run program**, click Select, locate the program you want to open, and then click Open.
5. To preview how your program will open during the slide show, click Slide Show at the lower left of the PowerPoint window. When you get to the slide that has the button on it, move your mouse on top of it. You will see the cursor change to the "Hyperlink" hand. Click your mouse.

You can also launch a specific document.

1. In slide view, select the text or object you want to use to open the program.
2. On the Slide Show menu, click Action Settings.
3. To open the program by clicking the selected object during the slide show.
4. Click **Hyperlink to**, click on popdown menu and select other file. Locate the file you want to open, and then click Open.
5. To preview how your program will open during the slide show, click Slide Show at the lower left of the PowerPoint window. When you get to the slide that has the button on it, move your mouse on top of it. You will see the cursor change to the "Hyperlink" hand. Click your mouse.

Hiding Slides

- ◆ Go to "View" on the Menu bar, down to "SlideSorter ", and click on the slide you want to hide.
- ◆ Go to "Slideshow" on the Menu bar, down to "Hide Slide" you will a box around the slide number 
- ◆ These slides will not show up during the show

You can still go to these slides during a slide show if you use the navigational tool. You can also still link to these slides if you link a navigational button to it.

How to insert a Movie file on a slide

- ◆ Insert
- ◆ Movie and Sounds
- ◆ Movie from File
- ◆ Find your file and highlight it
- ◆ Click OK

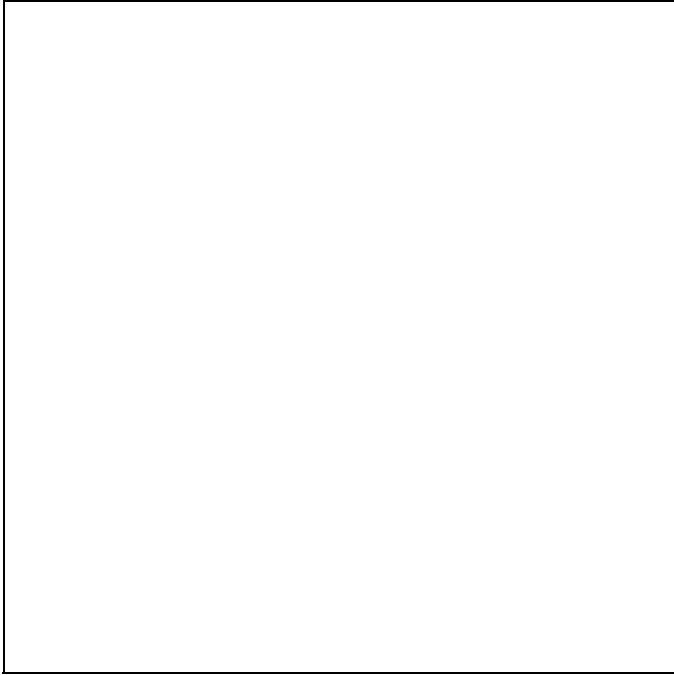
Double click on movie to play

Storyboard for Creating a Powerpoint Show

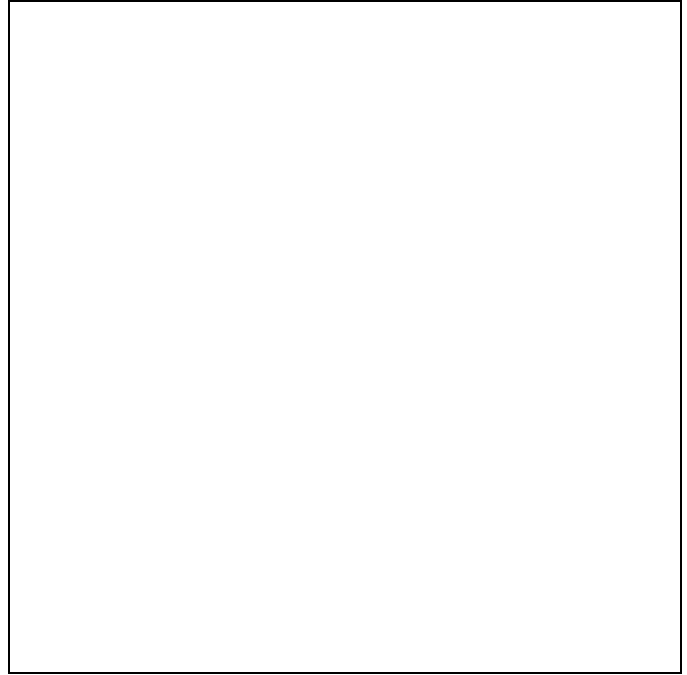
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Date: _____

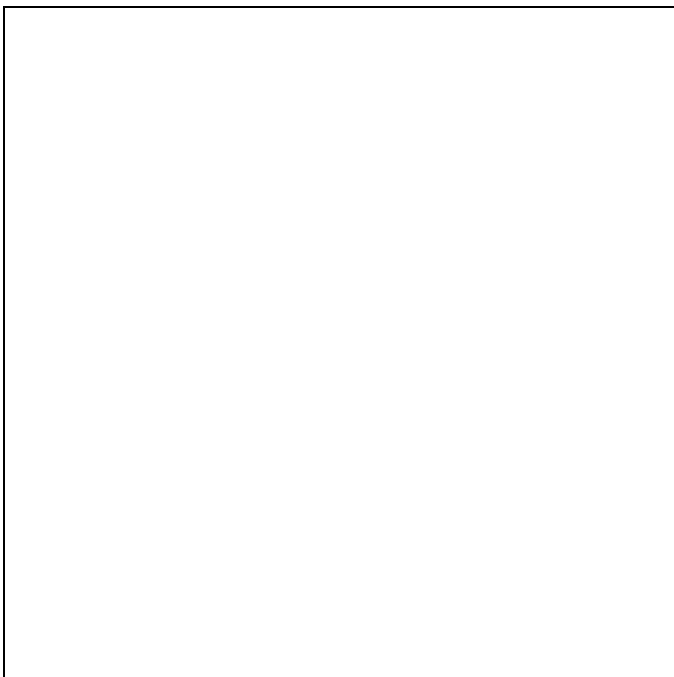
Presentation Title: _____



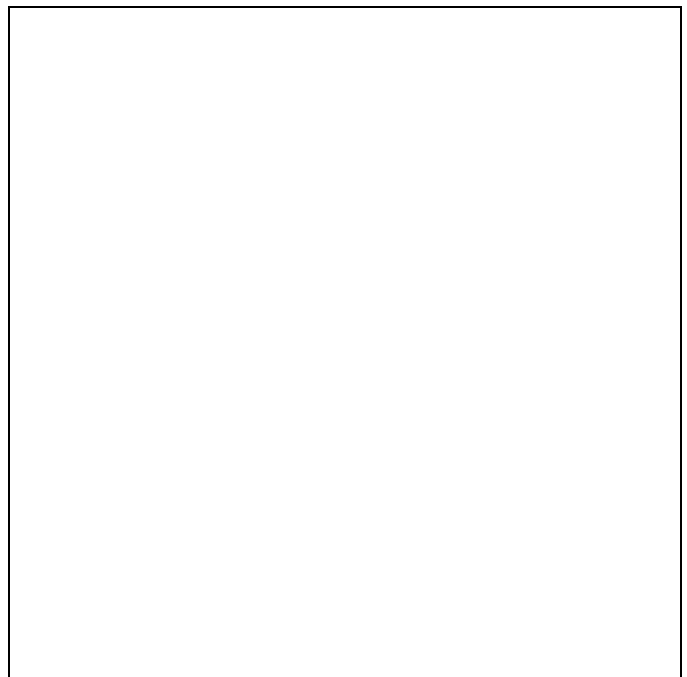
Slide _____



Slide _____



Slide _____



Slide _____

Page _____