

Creating PowerPoint Projects (XP)

SETTING UP:

Open up a PowerPoint and find the **Right Task Pane**. This area will list menus for creating layout designs, backgrounds, slide transitions and word animations. The easiest way to view it if it is not there is to **select “New Slide”** from the formatting toolbar at the top of the screen.

Once you have a new slide, the easiest way to work is to select the blank slide thumbnail. You are free to add whatever you want rather than work with titles or text and image boxes that are pre-set.

To View a Show:

When you have inserted text and images along with their animations and transitions, you might want to periodically review what you have done. To view your slide show, **select the “Slide Show” button** on the top menu bar and **choose “View Show”**, or click on the far-right of the three little icons under the left task pane that views your stack of slides.

BASIC OPERATIONS:

There are always several ways to do anything in PowerPoint.

Inserting images and text can be done two ways. The first is to **select the “Insert” button** on the menu bar and select what you want to insert. The second way is to use the **drawing toolbar buttons**. (To view the drawing toolbar, select “view” and “toolbars”, then select the drawing toolbar.) There are icons you can select to add a text box, insert clipart, insert an image, create objects, fill objects, change text color, etc. You should use the way you find is easiest.

Adding Text:

1. Select “Insert” and “text box” or select the drawing toolbar icon with text in a box.
2. Click on the slide and type. You can highlight the text and select a font, font size, font color, etc. By clicking on the text box you can drag it around the screen.

A Word on Using Images:

You will want to give credit to the site where you found an image. You will need to copy and paste the URL (web address) into a Word document and name the image. See example below:

Cougar: <http://www.thunderhawk.org/img/pix/cougar.jpg>

If you get in the habit of doing this each time you find and use a picture, all you have to do is copy and paste the entire list in your last slide and your credits are done.

Finding/Naming/Saving Images:

1. Find an image online.
2. Right-click on the image and select “Save Picture As...”
3. Browse to “My Documents” folder and save the image in “My Pictures.” You might want to create a new folder named after your project to save them in.
4. Remember to name your image before you save it.

Writing the Image Credit:

1. Open a Word document
2. With the Internet browser open, highlight the URL (address), then right-click and copy it.
3. Type the name of the image in your Word document and then paste. And then paste the copied address after it. (See example above.)

Inserting an Image:

1. Select insert button on menu toolbar or the insert image icon on the Drawing toolbar.
2. Select “Insert image from file...:”
3. Browse to “ My Documents” and “My Pictures”.
4. Select the image and double click it or select the “insert” button.

Changing Image Size:

Drag on the corner of the image when the cursor changes to diagonal arrows. This will change the image proportionately.

Adding a Frame to an Image:

1. Right-click on the image and select “Format Picture...”
2. Choose the “Colors and lines” tab.
3. Under “Line” choose the color button and “More colors” for a color spectrum.
4. Under “Style”, select width of line, then OK.

SLIDE BACKGROUNDS:

There are pre-made designs with colors you can use by going to the **Slide Design menu** on the **Right Task Pane**. These designs have graphics that can be distracting. It can be more fun to create your own color scheme and background. Follow the directions below to try this.

Create a One-Color Background:

1. Right-click on the slide.
2. Select “Background...”
3. Choose the pull-down menu button to choose a color. You can choose “More colors...” to get a spectrum.
4. Select color and then “OK”
5. Choose “Apply” to set background for selected slide or “Apply to All” for entire presentation.

Create a Two-color Background:

1. Right-click on the slide.
2. Select “Background...”
3. Under the pull down menu for the color choice, select “Fill Effects...”
4. Under “Gradient” select “Two Colors”, then browse under each color with the pull down option to find a color. Remember “More colors” for the spectrum. There are also boxes to set the pattern for the colors.
5. Select OK and then the “Apply” or “Apply to all”

Animations:

1. To move text or images you can use the “Custom Animation” setting on the Right task Pane.
2. Select “Entrance” and the effect you want.
3. Select the way you want to trigger the effect to start “On click”, etc.
4. Set the direction you want it to go and the speed.
5. Another Option: Select “Custom Animation” then motion paths/draw custom path/scribble to make items move the way you want them to go. You can draw the path of movement on the slide.

Slide Transitions:

1. To select how you want slides to change, choose the “Slide Transition” setting on the Right Task Pane.
2. Set the type of transition
3. Speed of transition
4. Sound effect or no sound.
5. Trigger – mouse or automatic with timing (number of seconds).

FINISHING TOUCHES

If you are working with a partner, you will need to combine each person’s slides together and merge them into one show. Follow the directions below to do this.

Merging Slides into One Presentation:

1. Have one presentation saved on a jump drive or CD and have available on the other computer ready to copy. You can drag the PowerPoint Presentation off the storage device into My Documents or the desktop.
2. Open one presentation (Decide which one you are going to merge slides into first).
3. Select “Insert” from the top menu toolbar, then select “Slides from files...”
4. Browse for the presentation and select.
5. Choose slides individually by selecting a slide and then “insert”, or select all by choosing the “Insert All” button.
6. **Before you insert, Check “Keep Source Formatting” box to keep all the backgrounds and transitions from slides being copied the same. If you don’t do this, you will lose all the backgrounds and formatting!**



Recording and Using Sound in Microsoft PowerPoint '03 and XP:

Recording a Narration:

1. Pull down “Insert” then “movies and sound”.
2. Select “Record Sound”.
3. Type in your title for the recording.
4. Press the record icon (red circle) and speak.
5. Press “stop” (Blue square) or OK when done.

Setting Sounds to Play Automatically:

1. Click on the sound icon created when you recorded the sound.
2. Go up to “Add effect” in the task pane and use the pull-down menu.
3. Choose “sound actions” at the bottom.
4. Select “Play”.
5. On the menu next to “Start”, pull down and select “With Previous”.
6. Once you have done the steps above, you will have 2 media icons on the task pane in the order they will play. You can delete the **BOTTOM** one that appeared when you chose play as a sound action if you want less clutter in the task pane. This will not affect the playing of your sound.

Setting Sounds to Play on a Switch Hit or Mouse Click:

1. Follow steps 1 through 4 above.
2. On the menu next to “Start”, pull down and select “on click”.
3. You can follow step 6 above if you want to delete clutter on the task pane.
4. Note: When using a mouse, you can roll-over the sound icon and see a pointing hand icon. When clicking on the sound icon in this manner you will play the sound clip. The above steps allow a mouse click or switch hit to play the sound without navigating to the sound clip.

To Hide Sound Icon:

1. Right-click on the sound icon.
2. Select “Edit Sound Object”.
3. Check the “Hide Sound” box.

To Insert a Sound File:

1. Select “Insert” and “Movies and Sound”.
2. Select “Sound from file”.
3. Browse to sound file (The file needs to be a MP3 or WAV file).
4. Click Insert then choose play on mouse click or automatically.

To Set a Sound File to Play Through Slides:

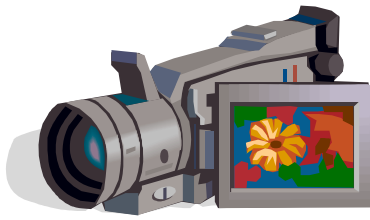
1. Click on the sound icon for the file you inserted and use the pull down menu on the task pane for the highlighted media clip.
2. Choose “Effect options”.
3. Select start from “last position”. (The slide you are on acts as the beginning slide for this file to play).
4. Select “Stop Playing After” and set the slide number where you want it to stop. You will have to listen through, count slides and make note of what slide the sound file ends on.
5. Repeat the above steps on the slide after the sound file stops playing to use another sound file/song/etc.
6. The mouse must be used to navigate to these buttons. A switch hit will not work.

Using Auto Shape Action Buttons to Play Sounds:

1. Click on Auto Shapes in the Drawing Toolbar.
2. Select the action Buttons menu and select the shape you want.
3. Use the crosshairs and mouse to “draw” the button on the slide.
4. When done, the Action Settings window will open automatically. Select the box Play.
5. Pull down the menu to choose a sound and go to other sound” at the bottom. Browse to where you have a WAV file saved and insert it.

A Note on Sound file types:

- If you use an Auto Play icon, it will only play WAV files, NOT Mp3 files.
- You can insert Mp3, WAV and WMP sound files to play in PowerPoint shows.
- When creating Power Points with sound files, create a folder with your Power Point and sound files all together so when you insert them, the path is within the folder. Copy the folder to CD’s, Jump Drives, etc. This cuts down on the risk of losing a sound file and having it not play on another computer.
- Audacity, by Sound Forge is free software that can convert MP3 files to WAV files. You can download it at:
<http://audacity.sourceforge.net/>
- Zamzar is a free online service that can convert video and sound files you have and want to put in PowerPoints. You can find it at:
<http://www.zamzar.com/>



Using Vidzo:

You Can Use Video!

- Insert to reinforce a lesson
- Insert “how-to” videos and then make a quiz on the slides to take afterwards.
- Combine with sound and animation to use multi-sensory lessons.
- Take your own video of students doing tasks for instruction.

How to Insert Video:

- Choose Insert at top in the menu bar.
- Select “Movies and Sounds”
- Select “Movies from File”
- Browse to file and click OK.
- Double-click video on screen to test that it plays.

Setting the Video to Play on a Switch Hit:

- Make sure the Custom Animation task pane is open on the right.
- Click on the Video to highlight it.
- Go to “Add Effect” on the task pane.
- Use the pull-down menu and choose Movie Action.
- Choose “Play”.
- On the task pane next to “Start” pull the menu down to select “With previous”.

Some Free Online Resources for Using Videos:

- Keepvid.com: Copies the URL of an online video and converts the file to a flash video.
- Applian.com/flvplayer: Gives you a player to view converted videos on your computer anytime.
- Media-convert.com: Converts flash files to any other. (WMV files for PPT).

Links:

- <http://keepvid.com>
- http://applian.com/flvplayer/index_martijn.php
- <http://media-convert.com>

