

Preface

This manual is intended for use of students of ITC 401A. It contains explanatory material about PowerPoint 2007. The short step-by-step exercises are designed to provide practice using the tools described.

It is important that students complete the labs in order, reading the information carefully and thoroughly. It is helpful to read a lab completely before beginning. This will give one a general idea of the goals for each lab.

The content of this Power Point 2007 lab manual was revised by Faber MacDonald, Technology in Education, from a previous Corel Presentations 12 lab manual written by Lianne Garland, Montague Regional High School. The manual was edited and formatted by Edward MacLean, Senior High Technology Specialist.

Note:

This is the teacher version of the manual. Solutions to lab questions are found on page 48.

Lab 1 Introduction

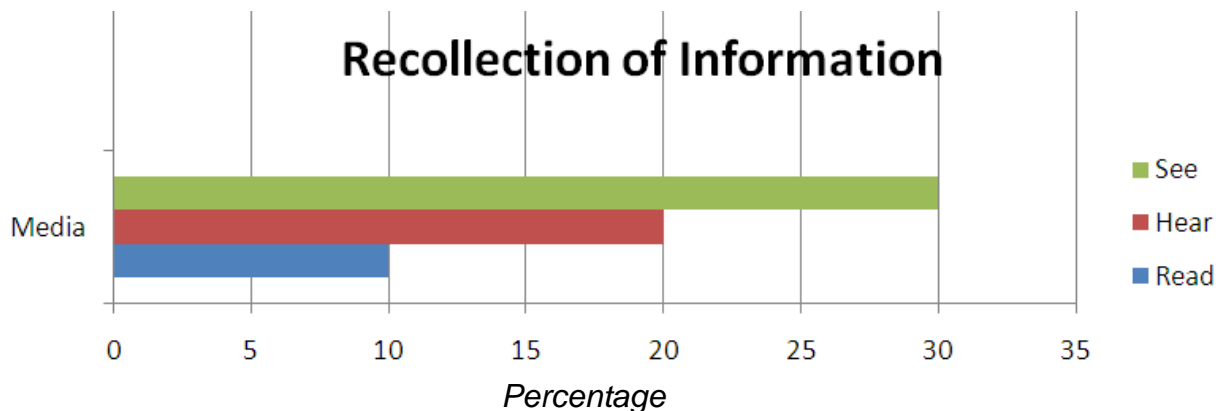
What is a Power Point Presentation?

A Power Point Presentation is a speech with visuals. A well designed visual can be just as powerful as the verbal part of a presentation. Remember “a picture is worth a thousand words”. Visuals should help to reinforce what one is saying. They should be simple in design, clear in the information that they are giving, and pleasing to look at.

Visuals can be overheads, slides, or flipcharts, but more and more often, they are projections created using software on a computer. The projections, once created can be shown on a monitor, or projected onto a large screen while the presenter talks, such as a white board or smart board.

Power Point 2007 is a multimedia (text, graphics, sound, animations) slideshow tool that creates slide shows. Presentations software can be used to inform, educate interest, influence and/or sell an idea. Studies have shown that people remember 10% of what they read, 20% of what they hear, and 30% of what they see. The percentage increases to 70% when they see and hear the information. A good presentation has good visuals and a well prepared speech.

Does the following visual help make sense of the information provided in the text, above?



Before using Power Point effectively, one needs to plan and organize the presentation. With good planning and design, the presentation can be impressive and successful.

Planning a Presentation

Why?

What is the purpose of the presentation? Is one selling products or teaching a concept? What is it conveying?

Create an outline. What must be covered in the presentation, and how might the audience to react? Knowing what message to communicate is essential. One must decide what to say, what graphics to use and whether or not to add sound.

Who?

Knowing who the audience is will be helpful in determining what words to use. Would the presentation be suitable for a business to promote their product, or is it more suitable for English class? Chances are one is not probably going to be giving the same presentation to these two groups, as the focus and language would be different.

What?

Gather and organize information. Collect all the information needed before begin to create a slide show. Once all the information is collected, it must be organized. An outline or storyboard is a good way to organize slides.

Preparing the Slides

Use slides to display key thoughts, keeping the wording on each slide to a minimum. It is better to have more slides with less writing than loads of text on just 4 slides. The individual presenting can give more detail to the audience.

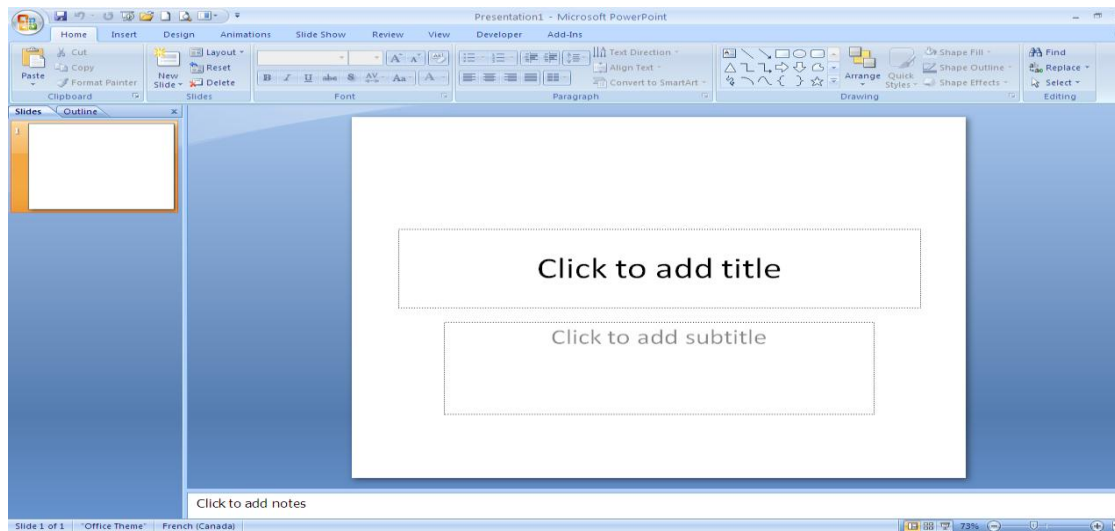
Finally, check for spelling and grammatical errors prior to presenting. Although Power Point does pick up and red underline spelling errors, green underline grammar errors, and blue underline homophone errors, it will not always pick up all homophone errors; “The knew cat with fore legs, 20 tows and blew eyes wood have been scent to see, but were not sure, as it seams the cat will go to see weather or not it’s knight, day or even ate in the mourning.

Creating a New Presentation

Double click on the PowerPoint Icon



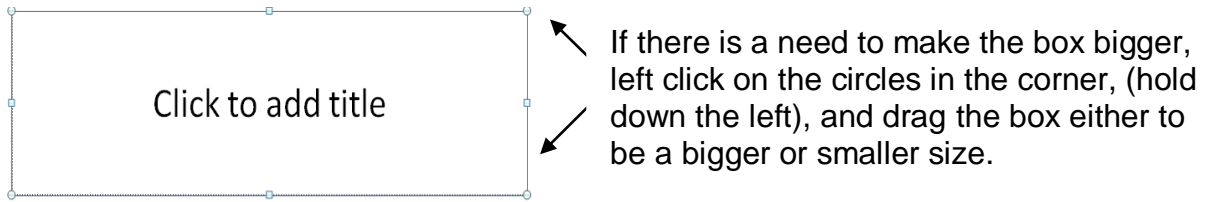
When PowerPoint is started, it will open up to a blank screen, with a title slide



One thing to notice is that Word 2007 and PowerPoint 2007 are very similar.

The dotted boxes outline where to enter text onto the slide.
 After left clicking on the box, the dotted outline changes to a thicker dotted line, indicating one can now add text to the box.

The box will not automatically resize the text to fit the box.



Insert the Slides Title:

- Double click in the box that reads Click to Add Title
- Key the following title: "The Perfect Presentation"

Insert the Slides Subtitle:

- Double click in the box that reads Click to Add Subtitle
- Key the following title: "A Simple Guide"

Saving a Slide Show

PowerPoint 2007 assigns the extension .pptx to all slide shows, while PowerPoint 2003 assigns the extension .ppt to all slide shows (for those who have earlier versions at home).

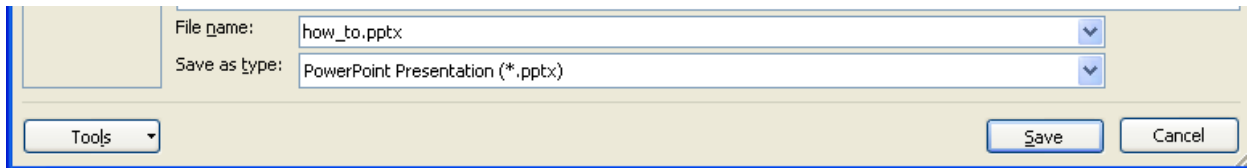
When saving a document, there are several options:

- > select the Office Button
- > select PowerPoint Presentation (.pptx extension)
- >PowerPoint View -> will always open a document in the show option (great for presentations, as one does not have to go and open up the slide show)
- >PowerPoint 97-2003 (.ppt extension)
- > Will save as an OpenDocument (.opd extension)
- > Will save as a pdf (useful when sending presentations to people while not allowing edits or when posting PowerPoint presentations on the internet)

Note: Office 2007, 2008, 2009, 2010 file formats are compatible (.pptx).

For the purpose of ITC 401A, save the document as a .pptx.

1. Save the file under the **g:** drive, in a folder called **PP**, with the name **how_to.pptx**

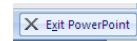


2. Select Save

Close the presentation:



1. Click on the Office Button



2. Select Exit PowerPoint on the bottom right




Lab # 1 Review

1. List the steps necessary to plan and organize a PowerPoint presentation?
2. What type of errors does PowerPoint not always pick up? Give an example.
3. Why would someone save PowerPoint as a PowerPoint View?
4. If you were to open up a friend's PowerPoint, and you noticed the ending was ppt, what version of PowerPoint were they working in?
5. You just bought a brand new computer with PowerPoint 2010. What will the extension be when the document is saved as a presentation? Will you be able to open up the presentation in the school computers, if they have only PowerPoint 2007?
6. True or False
 - a. The text box's will automatically resize text to fit the box
 - b. An OpenDocument's file extension is .opd

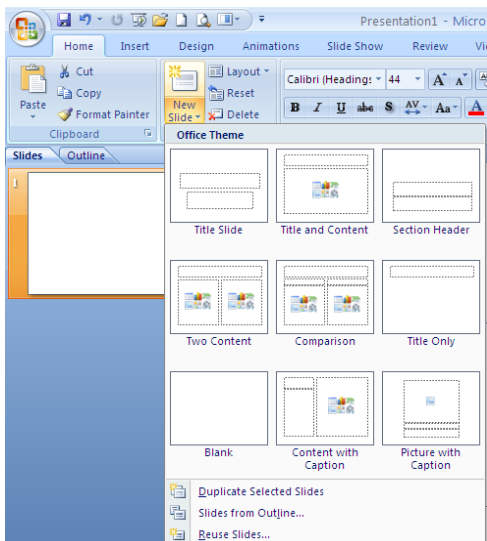
Lab 2 More Slides

Open an Existing Presentation

- 1) After opening PowerPoint 2007, Select the Open icon  from the tool bar
Or select the Office button and Open
- 2) Select the **how_to.pptx** and click open (Lab #1 must be completed in order to have this file)

Adding Slides

Add slides at any time when creating a slide show. In fact, it is often beneficial to add 10-12 slides right from the start.



1. Under the **Home** tab, Left click on the words New Slide (for the moment, do not click on the image of the new slide)

- There are many different themes for slides.
- Each theme has its strengths and weaknesses. Some will only allow pictures to be inserted, while others words.

2. Left click on the **Title and Content Slide**

Notice there are now 2 slides.

3. Repeat 3 times so there is a third, fourth and fifth slide (or left click on the top of New Slide 3 times)
4. Select **New Slide** and choose the **Blank** option. Repeat once more (in total there are 7 slides).
5. Left click on Slide #2.

Slide #2

- In click to add title write -> **Make a Plan**

- In click to add subtitle write -> Knowing what message you want to communicate is essential. You must decide what you want to say, what graphics to use and whether or not to add sound.

Slide #3

- Title: Know Your Audience
- Subtitle Box: Knowing who your audience will be will help you to decide what words to use. You are probably not going to be given the same presentation to your English class as you would to sell a product. The focus and language would be different.

Slide #4

- Title: Gather and Organize Information
- Subtitle: Collect all the information that is needed before beginning to create the slide show. Once all the information is collected, it must be organized. An outline or storyboard is a good way to organize information.

1. Save the slide show. Click on the save icon



The file will save under the same filename (how_to.pptx)

Deleting Slides

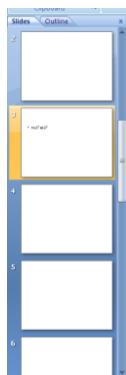


Slide #5

- Left click on Slide #5 along the right side of the screen
- Select delete on the keyboard

(Slide #5 should now be deleted, and there should be 6 slides in total)

Changing the Order of Slides



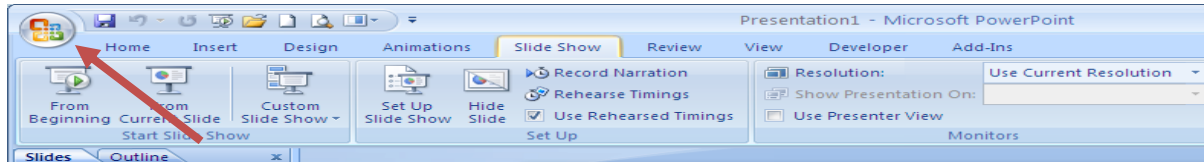
Rearrange Slide # 3 ...

- Left click anywhere on Slide #3 and hold down the left click. Drag the slide and place it above Slide # 2

Playing a Slide Show

There are three places to view slide shows:

1. Under the **Slide Show** tab select From Beginning to view the slideshow from slide #1



OR

2. Select From Current Slide to view the slideshow from the current slide

OR

3. On the bottom right of the slide show, there is a view slide show tab that acts like the icon "From Current Slide"



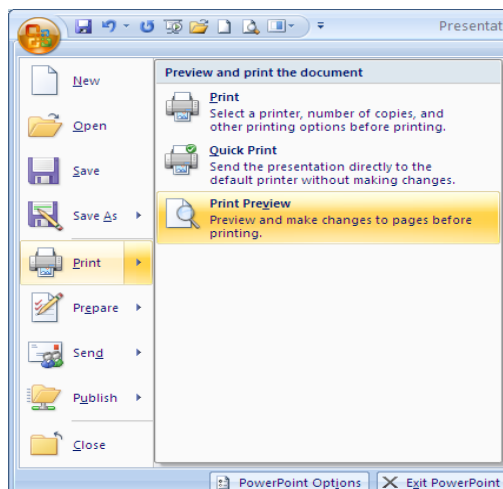
Moving Through the Slide Show and Stopping Slide Show

- To go forward either use the left click on the mouse, or the ↑ or → arrow keys
- To go backward either use the ↓ or ←
- Also use the scroll wheel on the computer mouse

To Exit the slide show, press the **Esc** key on the top left of the keyboard

Printing a Slide Show

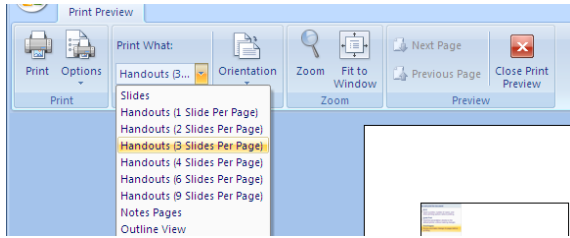
Slide shows may be printed with one or several slides per page or with the option of speaker notes beside each slide.



To print slides:

- Select the **Office Button**, **Print**, and **Print Preview**
- Under **Print What**, select how many slides for each per page.

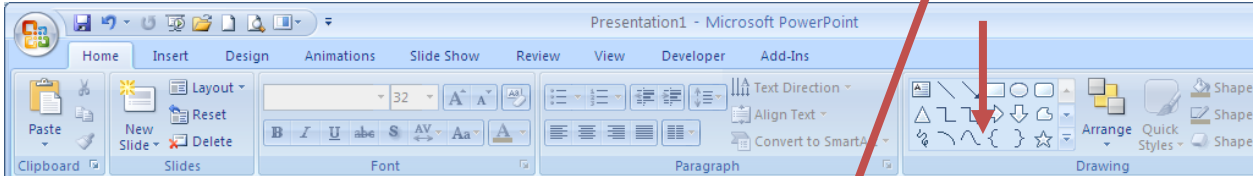
***Note:** Only 3 slides per page will print notes



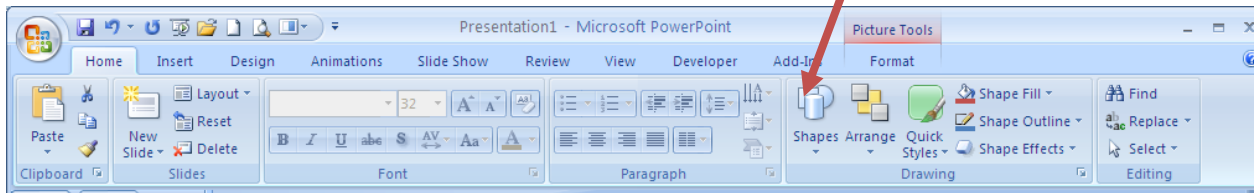
- To Close this view, select **Close Print Preview**

Adding Text Boxes

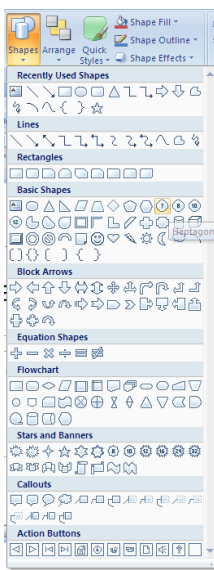
To add text boxes, select (note, this varies on the size of the computer monitor)



or



Select the down arrow with the line to reveal all text boxes

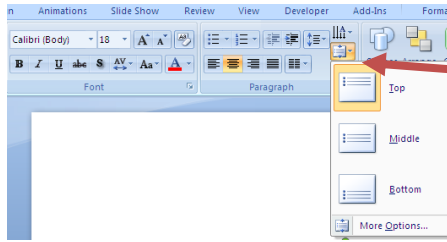


All of these options are Text boxes (one can write in any of them, with the exception of the narrow lines)

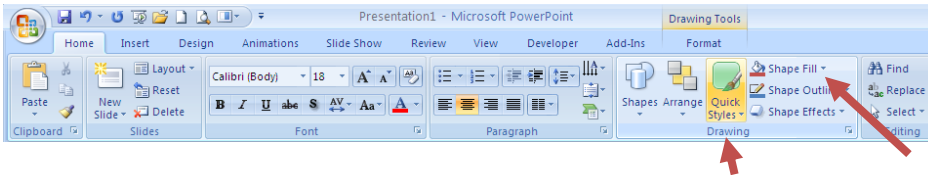
- Select any text box, by left clicking on it:
- In the slide show, left click and hold down where the text box is to start, then move the mouse until the box is the size desired



There is no cursor in these text boxes...just start writing and the text will appear...but it will be centred justified.



To left justify the words, under the **Home** tab, select the **align text** option



To change the colour of the text box, either select **Quick styles** or **Shape Fill**

On **Slide # 5**

1. Draw a Heart textbox (about half the size of the slide)
2. Change the colour of the textbox to red
3. Change the text to the colour blue
4. **Write the words:** Today is a lovely day!
5. Left align the words

On **Slide # 6**

1. Draw a Star textbox (there are several kinds of stars...just pick one)
2. Change the colour of the star to yellow
3. Change the text to red
4. **Write the words:** Twinkle twinkly little star
5. Right align the words



Review for Lab # 2

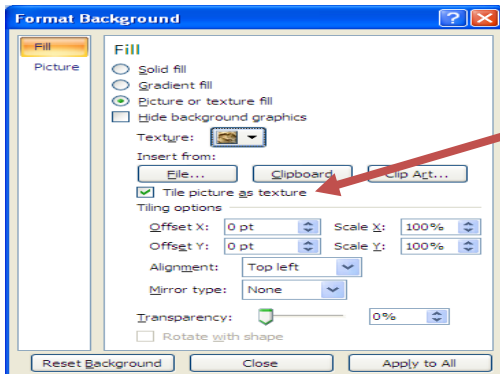
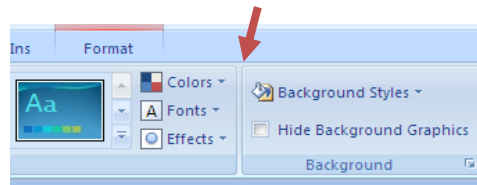
1. When playing a slideshow, name 2 ways that allow one to advance to the next slide?
2. How does one delete a slide?
3. How does one print handouts with 3 slides per page?
4. When creating a textbox, such as a heart textbox, what is the default justification, left, centre or right?

Lab 3 Editing and Formatting

Once a slide show is created, there may be a desire to make changes to the appearance. This can do this by changing the appearance of the text on each slide, or changing the appearance of the slide itself.

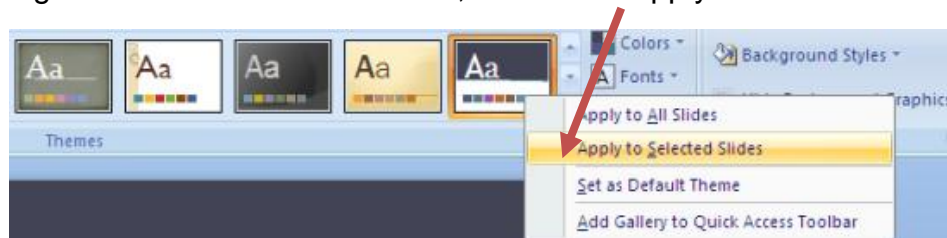
Changing Colour

1. Open the document -> **g:\pp\how_to.shw.pptx**
2. Under the **Design** tab, Hover the mouse over the different themes, and they will preview in the slide.
3. Left click on a theme, and all the slides should change colour.
4. Examine the different colour options for that theme, under **Colours** and **Background Styles**



By clicking on the down arrow, a tab will open that will reveal more options for colouring, as well as inserting pictures as slide backgrounds.

5. Left click on Slide # 5
6. Right click on one of the themes, and select Apply to Selected Slides



This option allows different themes for separate parts of the slide show.

Editing Text

Text in a text box may be changed, deleted or new text added. To edit text, left click on the box, and when the mouse changes to the **I beam**, make the required changes.

Slide #2

- Increase the size of the font in the title text box to 18 pt

Moving Text Boxes

Text boxes may not always be in the desired locations.

To move a text box within a slide:

- Left click (and hold down) on the border of the box, and drag it to wherever one might prefer.

To move a text box to another slide:

- Right click on the text box (on the border), choose the **copy** option.
- Move to slide # 1, right click, and choose the **paste** option.

Inserting Symbols

Slide #7

1. Insert a Blank New Slide, which we will call Slide # 7
2. Insert a text box (choose the text box with the letter A in it, as only this text box will allow symbols to be inserted). This text box will always shrink down to one sentence in height. Only pressing enter on the keyboard will increase its size.

To insert a symbol; choose the **Insert tab**, choose **symbol**, and choose the style of symbol preferred.

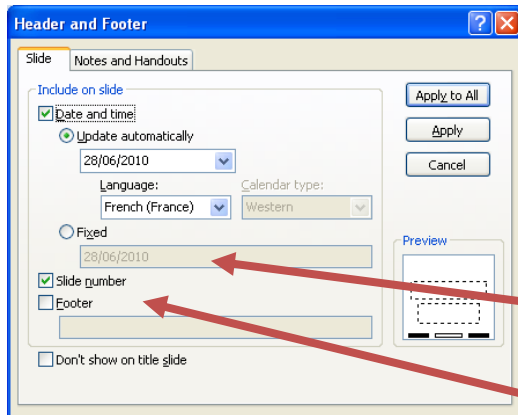
(the symbol option will be 'greyed out', until the text box that has just been created has been left clicked)

3. Write the words *This is how symbols are inserted* after the heart

♥ **This is how symbols are inserted.**

Inserting Date and Time and Slide Number

This is a quick and easy task.



- Make sure the cursor is below the sentence written in Slide # 7
- Under **Insert**, select **Date and Time**
- As this box appears, choose **Update automatically**
- Choose any style
- Select **Slide Number** and choose **Apply to All** on the top right of the popup

All the slides will have the date, time and slide show number appear as a footer on each slide.

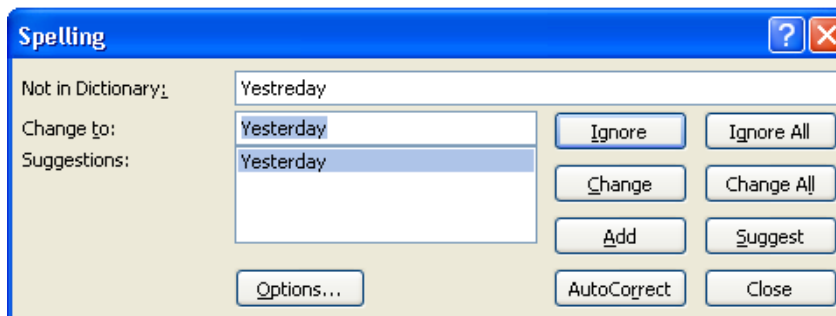
Spell Checking

Spelling errors give slide shows an unprofessional and sloppy look. Remember, that spell check is not perfect. It will not pick up all spelling or grammar errors so all work must be proofread carefully.

PowerPoint is very similar to Word. Any words misspelled will be **red underline**. At the same time, **green underline** is grammar and **blue underline** is a homophone mistake (weak vs week).

Also under the **Review Tab**, select the **Spell Check** option.

The speller will give a list of options for replacements. Select the correct replacement word and select change. Certain words can be added to the dictionary and also ignored.



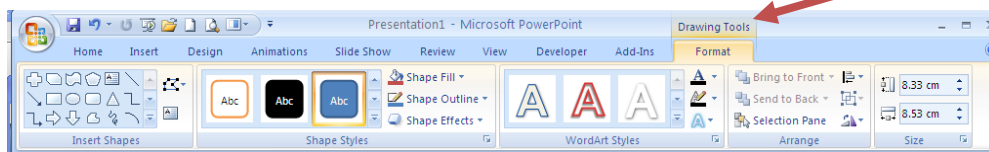
Changing Text Appearance

The appearance of the text can be changed to enhance the slide.

- With the mouse, highlight the phrase on Slide #7 -> **This is how symbols are inserted**
- Under the **Home** Tab
 - > Change the font to Arial.
 - > Underline the entire phrase
 - > Highlight the word inserted, and insert a text shadow

Changing Text Box Appearance

When left clicking on a text box, a new contextual tab will appear, called **Drawing Tools**



The text box outline can be changed and some unusual effects may be applied.

Make the following changes to the text box in slide #7

Under Shape Effects

- Add -> a Blue Glow
- > a reflection
- > 3 D rotation

Under Shape Outline

- Add -> dashes for the text box outline



Review for Lab # 3

- 1) The **Insert Shadow** option is found under what tab?
- 2) Microsoft underlines errors in PowerPoint documents. What colour are the lines that appear for
 - a. Grammar
 - b. Spelling
 - c. Homophone
- 3) What is the process for inserting pictures as a background in PowerPoint document?
- 4) Is it possible to copy text boxes from one slide to another? If so, describe the process.

Lab # 4 Bulleted Slides

When entering information in the form of a list, using bullets (small symbols such as *, ➤, ♠) can help mark the beginning of a line of text, and make it easier to read lists. Power Point offers a template of Bulleted Lists

1. Open up g:\pp\how_to.shw
2. Add three extra blank slides to the show (slide #8, 9, 10)

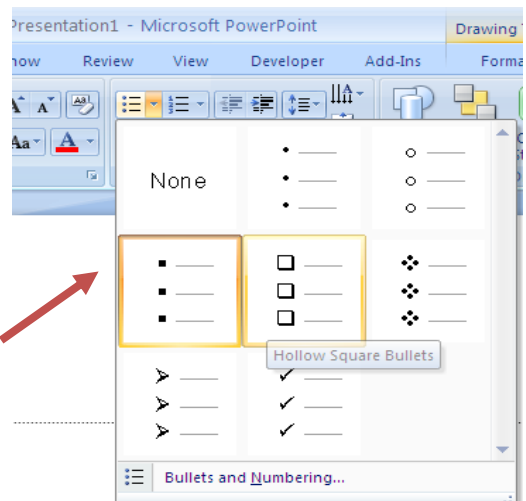
Adding Bulleted Slides

Notice that depending on the type of slide picked, some text boxes come pre-programmed with bullets while others do not.

3. In slide # 8, create a text box, and add the following (press enter after each word)

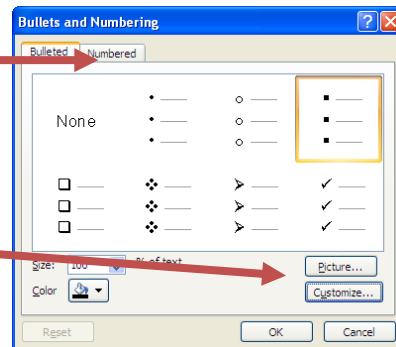
Educating
Informing
Interesting
Entertaining
Motivating
Influencing
Selling

4. Highlight all the words, and, under the insert tab, left click on the down arrow and hover over the different bullet options.



5. Left Click on bullets and numberings.

Either go into **picture** or **customize**, and any shape or picture clicked will become the bullet, and will be added to the drop down bullet list.



6. Re-save the file



Review of Lab # 4

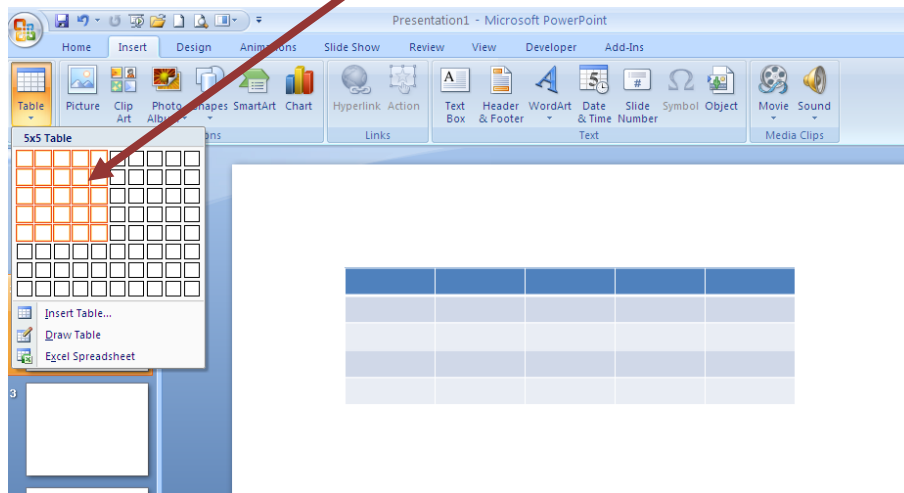
1. Why are bullets useful in a slide?
2. Do text boxes come pre-programmed with bullets?

Lab # 5 Tables and Charts

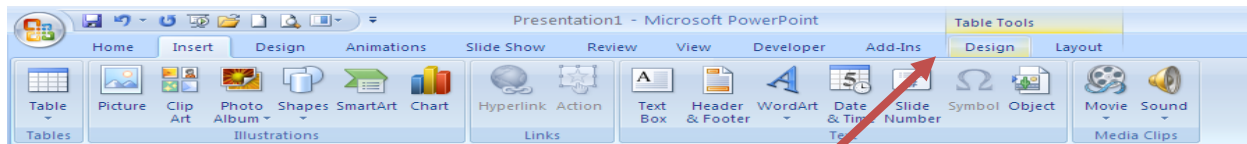


Inserting tables and charts in PowerPoint is similar to Word.

1. Launch Power Point and the file g:\pp\how_to.pptx
2. Click on Slide #9
3. Under the **Insert** Tab, left click on **Table**
4. Hover into the new box that appears, and create a table that is 5 x 5.



5. Fill in the weekdays along the top row (Monday -> Friday)

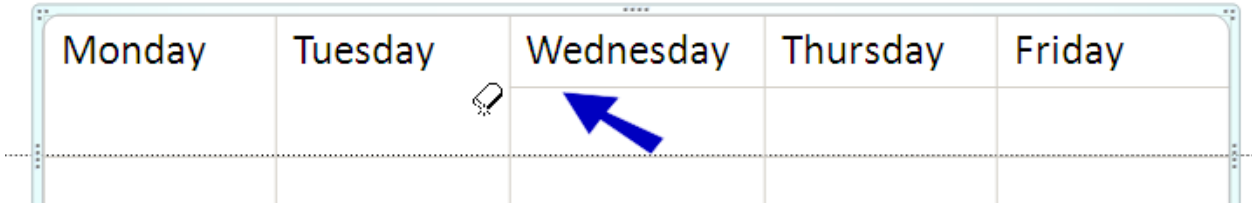


After creating the table, left click on the table and notice that one yellow tab appears with two yellow tabs below it. These are **contextual tabs**. They are specific for tables, and only appear when the table is highlighted.

All the necessary icons to alter the table will be found under **Design** and **Layout**.

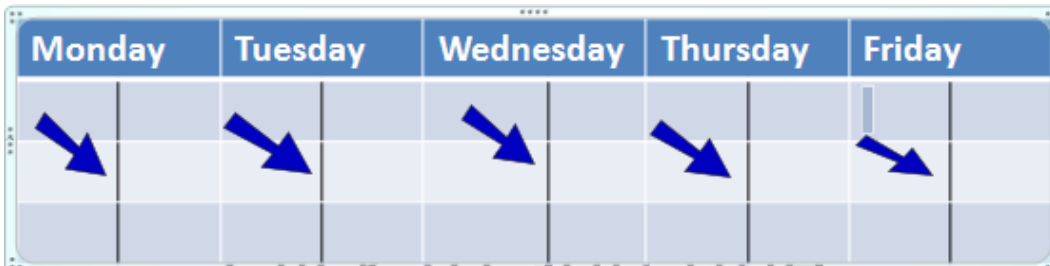
6. If the cell for Wednesday is not big enough, hover over one of the lines and double left click (the cell will resize itself).

- Under the **tab Design**, left click on **Eraser**. The eraser will allow any left clicked line to be deleted.
- Delete the horizontal lines under the days of the week from the table. To restore any line that is accidentally deleted, press the undo button at the top left of the screen.



Beside the **Eraser** icon is **Draw Table**

- Left Click on **Draw Table**, and draw new column lines to split the data cells for the data for each day of the week (start at a line, hold down the left click, and move them to a second line).
- Left click back on Draw Table to turn off the feature.



- Highlight with the mouse, Monday through Friday, and under **Layout**, select **Text Direction**, and choose Rotate 90 degrees. Increase the cell size of the cells for days of the week, if required.

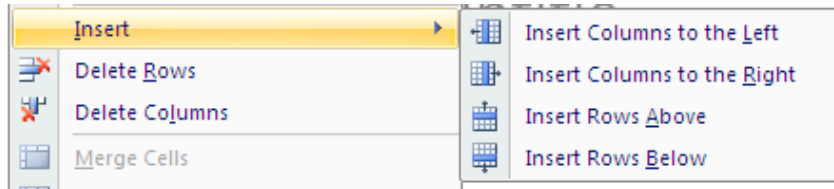
Monday	Tuesday	Wednesday	Thursday	Friday

- Left Click and drag the Monday cell down (so it becomes bigger)
- Change the rotation of the days of the week to match the example. Resize the Wednesday cell so that the “y” is not on a separate line.



Inserting Columns and Rows

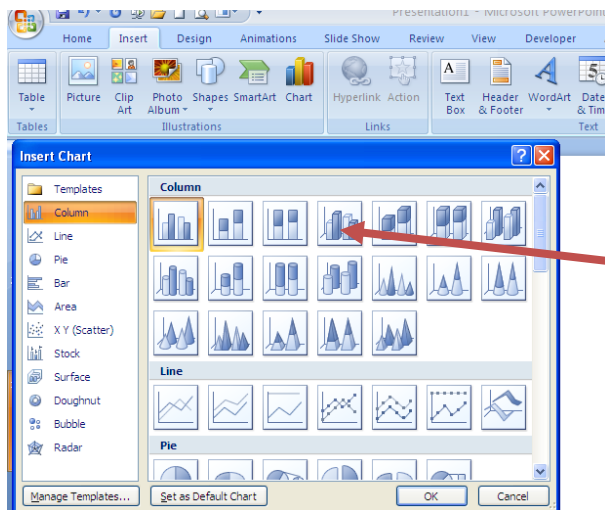
Place the insertion point where a new column or row is required. Right Click and choose **Insert**.



1. Insert three extra columns to the right of Monday
2. Insert two rows above the days of the week.

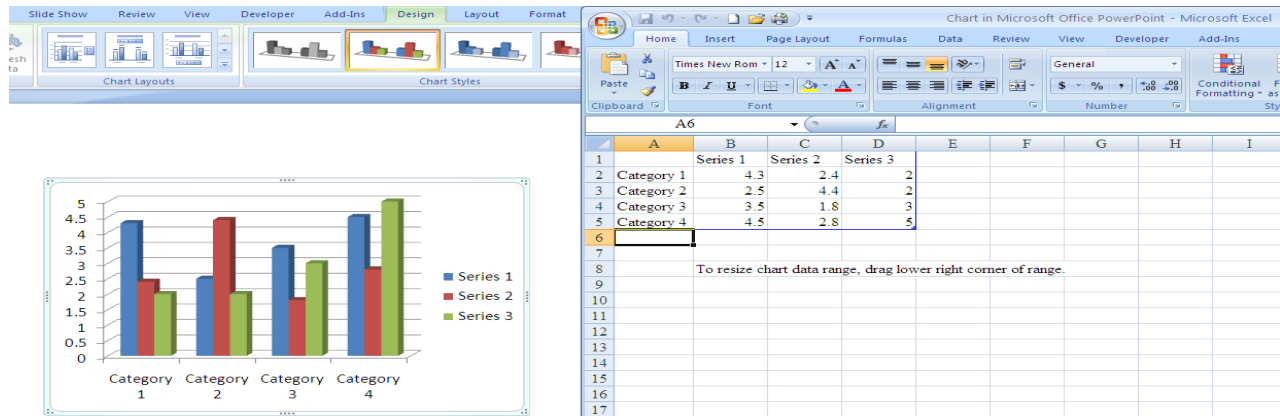
Charts

1. In Slide # 10, under the Insert Tab, left click on Charts. There are many different types of charts to choose from!
2. For the moment, select the **fourth column chart** along the top row by double clicking it.



Excel will now popup with some data. Don't be alarmed, as this is demonstration data that can be easily changed. Excel is the spreadsheet application of Microsoft Office that is used for Data Management.

3. Rearrange the documents (PowerPoint and Excel), so both documents can be seen at the same time

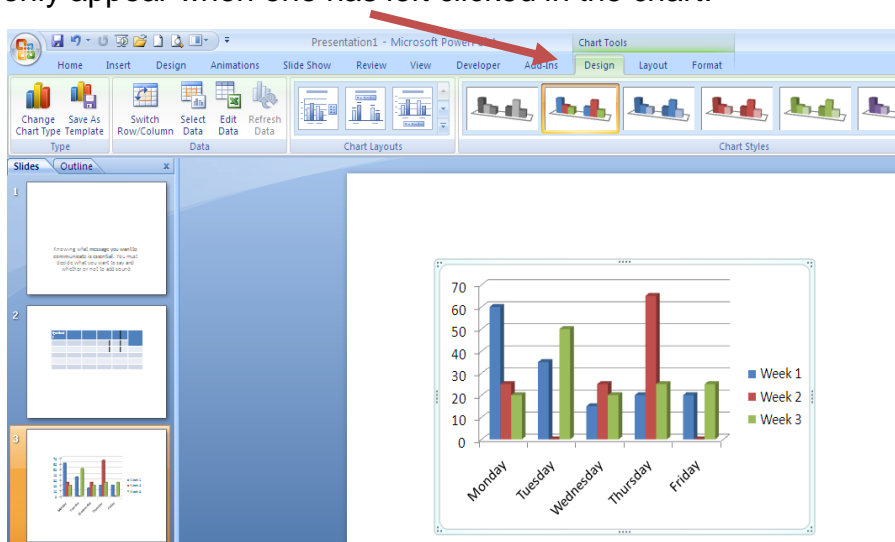


Edit the data and make it a bit more personal!

4. Change the Categories to days of the week (Monday through Friday). Although it appears Friday will not fit, type in Friday and the blue box will expand to include it.
5. Change the Series to Week 1, Week 2, Week 3
6. Insert the number of minutes that you have spent exercising (approximately)

Notice any changes made in excel, are automatically updated in the chart!

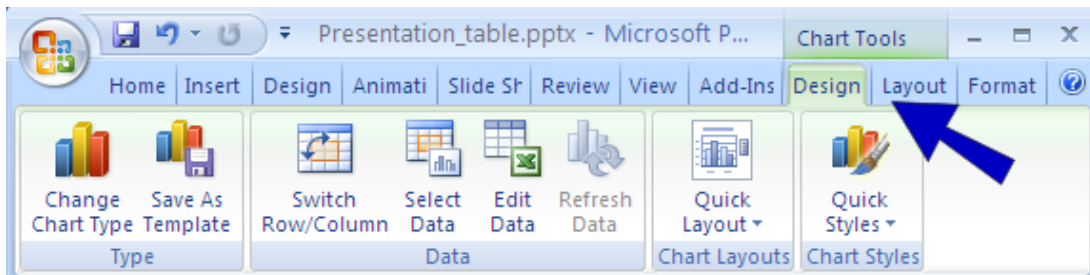
Notice, also, the three green contextual tabs. These tabs are specific for charts! They only appear when one has left clicked in the chart.



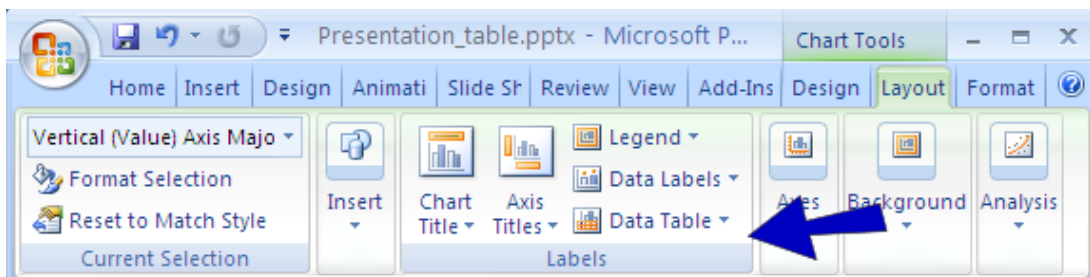
The green contextual tabs will disappear as soon as something other than the chart is selected.

7. Click on the chart. Then click on slide # 7 (notice the contextual tabs disappear). Click back onto the chart.

Under the **Design** tab, notice changes to the chart Type, Data, Layout and Styles can be made.



Make the following changes to the graph from the **Layout** tab



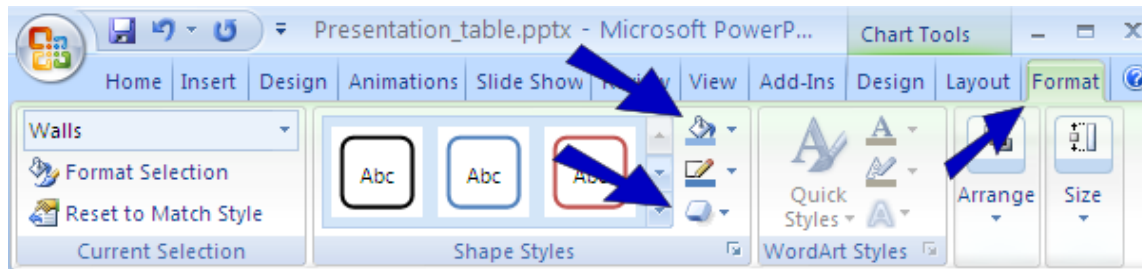
1. Select **Data Table**, left click on **Show data table**
2. Choose **Data Labels**, left click on **Show**
3. Under **Legend**, left click on **Show legend at left**
4. Select **Chart Title**, left click on **Above Chart** and write in it "**Daily Exercise**"

Make the following change from the **Background** Group:

5. From **3D Rotation**, left click on it, and in the popup box that appears, increase the size of the X and Y axis (and watch the chart rotate)

Notice there are several options in the **Layout Tab** that are '**greyed out**'. If certain features are greyed out, it means they are not applicable to what is currently being worked on.

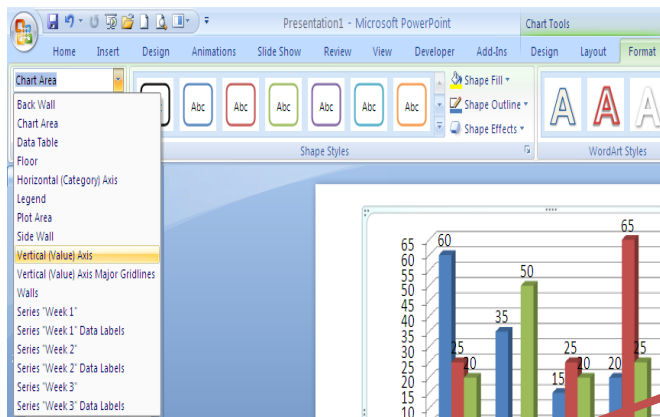
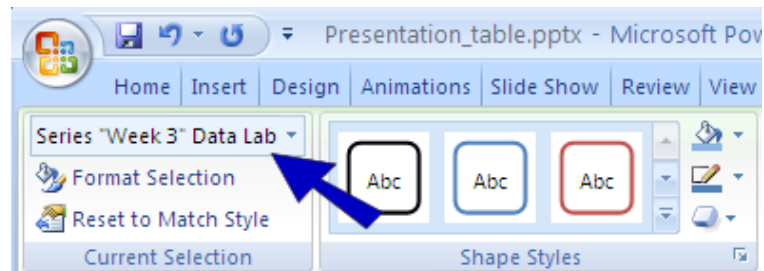
Choose the **Format Tab** (in the green contextual tabs)



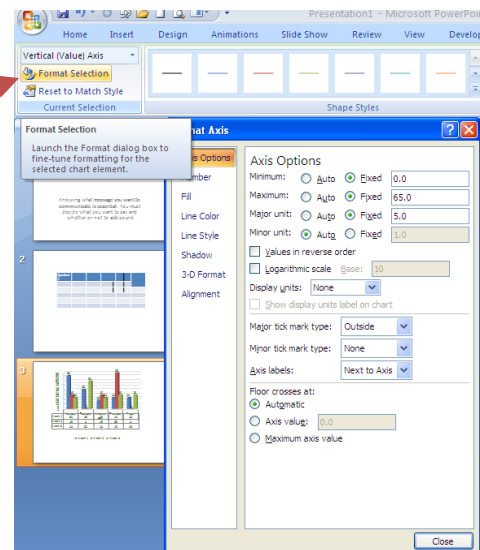
1. Left click on one of the columns in the chart, and under **Shape Fill**, change the colour of the column.
2. From **Shape Effects**, give the column a bevel look (pick any one of the options)

Changing the Y Axis

1. Left click on the down arrow found in the Current Selection group and choose Vertical (value) Axis (under the format tab)



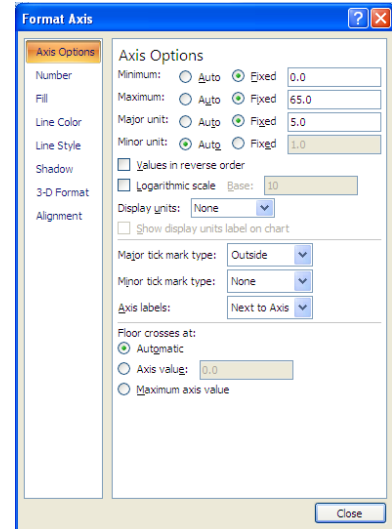
2. Select **Format selection**





In the popup box:

- Change the **Minimum** to -5
- Change the **Major Unit** to 5
- Change the **Maximum** to 100
- Click on the box **Values in reverse order**.



3. Preview the slide show. Edit any slides that have obvious errors. Compare the slide show, to this stage, to that of a classmates'. Discuss any differences.

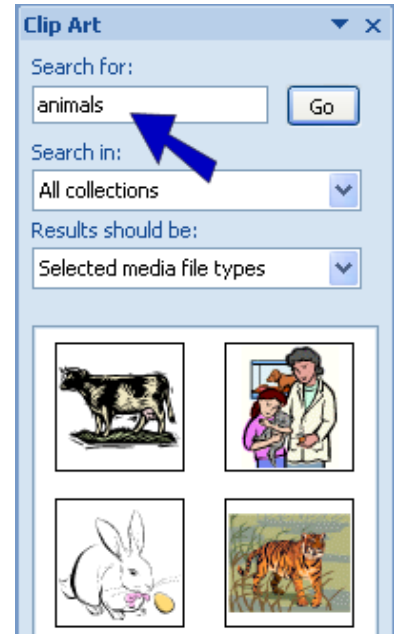
Review Questions for Lab # 5

1. What is the name for the coloured tabs that only appear for specific items, such as Charts and Tables?
2. If one created a table and wanted to write the column headers sideways, explain the process they would have to go through.
3. Why does the term 'greyed out' refer to?
4. When creating a chart, one must input data into what program?



Lab # 6 Clipart and Smart Art

1. Launch Power Point and how_to.pptx
2. Create three new blank slides (Slide #11, 12, 13)
3. In Slide #11, choose the **Insert tab** and select **Clipart** from the **Illustrations** group.
 - A pop-up box will appear on the right hand side of the screen
 - In **search for**, enter **animals**
 - Ensure in the drop down menu's **Search in:** and the Results should be: that **everything is checked**.
 - Double click one of the graphics to insert it into the document.



4. Left **click** on the picture and a salmon coloured contextual tab will appear called **Picture Tools**.
5. Left click on **Picture tools**.

Often times one may want to crop pictures (crop - cut off certain sections of the picture).

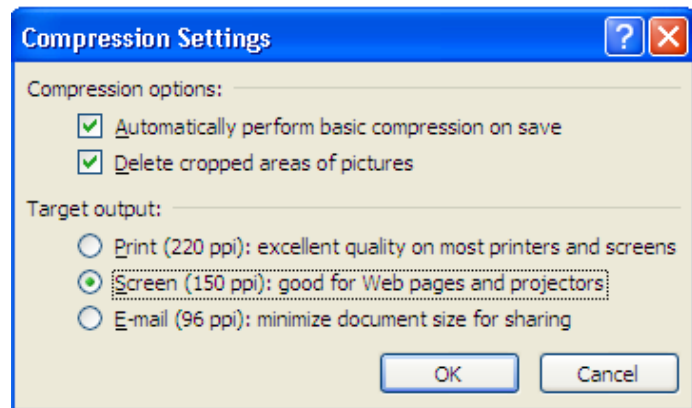
6. Select **crop** from the **size** group. From the corner of the picture, left click and drag in the black outline to hide portions of the image. Click on **crop** to deactivate the cropping tool.
7. From **Picture Styles**, select a frame for the picture
8. From **Picture Shape**, select a shape for the picture
9. Select **Picture Effects**, give the picture some glow, reflection and 3-D rotation
10. Choose **Recolor** to change the colour of the picture to Sepia or black and white.



Compressing File Size

Compressing pictures is important in order to conserve hard drive space on the computer and for saving time when sending documents over the Internet.

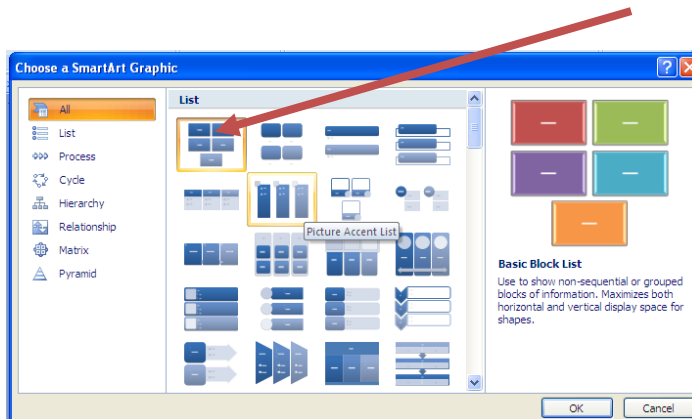
- From the **Adjust** group select **Compress** picture.
- Check **Apply to selected pictures only**.
- Choose **Options** to select the intended use for the slide show image.
- Click **OK**



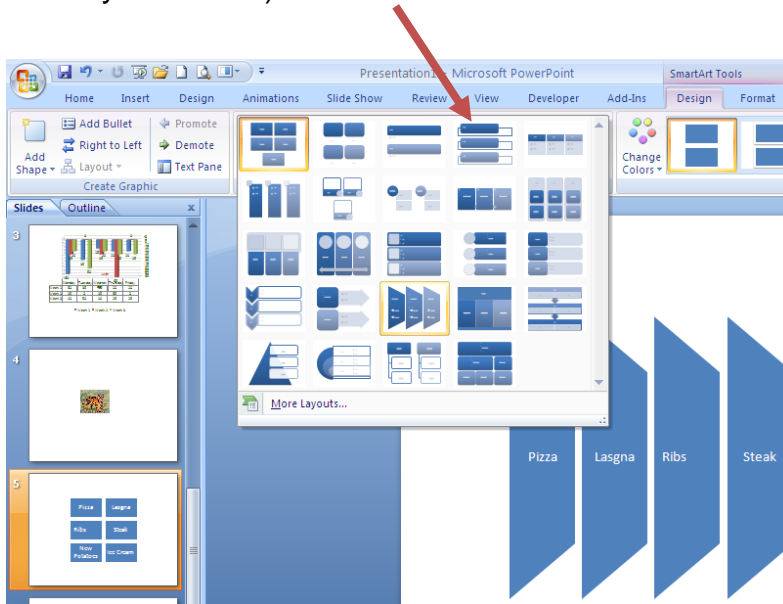
Smart Art

Smart Art is a type of graphic organizer. It is a fantastic edition to any PowerPoint document as it visually helps to organize material.

1. Select Slide #12
2. Choose the **Insert Tab** and select **Smart Art** from the Illustrations group.
3. Double left click on the first smart art.



4. When the smart art pop's up in the screen, key five of your favourite foods (one in each box)
5. Notice the salmon coloured contextual tabs called **SmartArt Tools**. Under **Design**, select **Change Colours**, and change the colours to any preferred colour.
6. Under Add Shape, select **Add shape after**, and in this new text box, include a 6th favourite food.
7. Choose **Design** to change the layout of the smart art to a different design (pick one of your choice).



8. Under **Smart Art tools**, left click on the **Format Tab**. Select **Change Shape** to alter the shape of one of the text boxes to a heart
9. Choose **Shape Fill** to change the colour of one text box to yellow.
10. Select **Text Effects**. Highlight a food, and under text effects choose **transform**, and give the word a unique look.
11. Preview the slide show. Edit any slides that have obvious errors. Compare the slide show, to this stage, to that of a classmates'. Discuss any differences.



Review Questions for Lab # 6

1. What colour are the contextual tabs for ClipArt and SmartArt?
2. Why is it important to compress pictures?
3. What is Smart Art?
4. Is it possible to add extra shapes to any SmartArt? Explain the process for doing so.
5. Is it possible to cut out (crop) certain parts of a picture or clipart? If so, explain how to crop a picture using Power point.

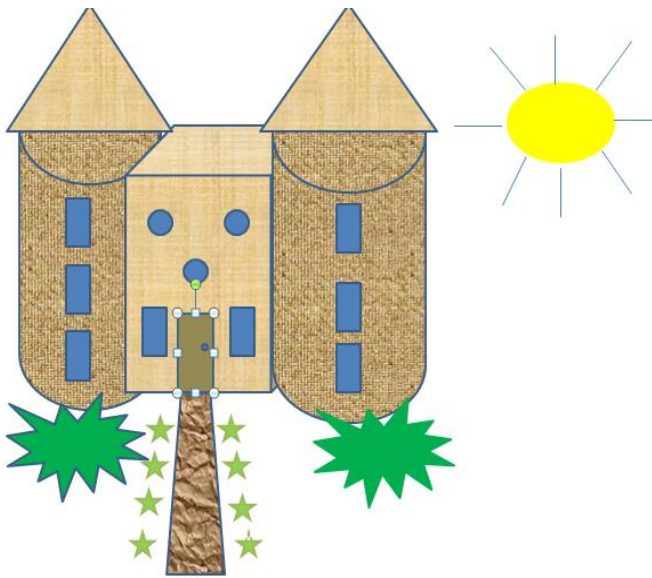
Lab # 7 Drawing Tools

PowerPoint can be used to create and design pictures using the **Shapes** icon.

Creating a Drawing

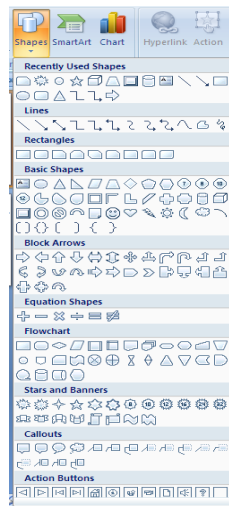
Open up a new PowerPoint presentation and create a blank slide. Then delete the title slide, so there is only 1 blank slide

Draw this shape:

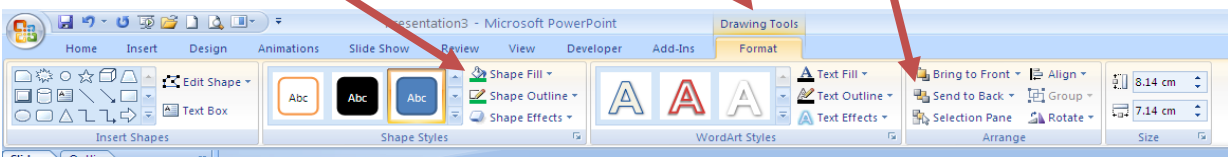


The **Shapes** panel is located by choosing **Insert** and **shapes** from within the **Illustrations** group.

All the necessary shapes are found in the drop down box.



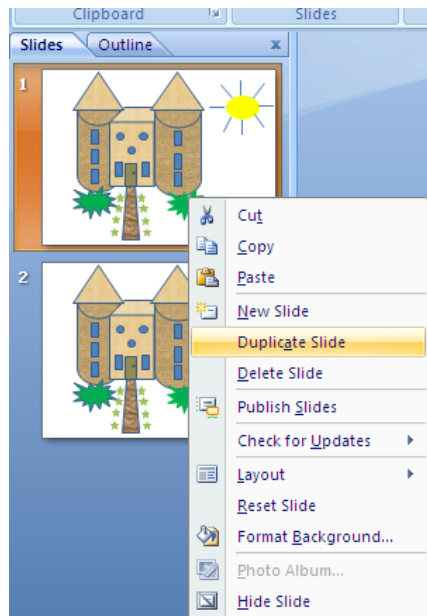
To add **colour** and to **Bring to Front** some shapes while **Sending to back** others, use the yellow contextual tab called **Drawing Tools**, and **Format**, which are specific for Shapes. This contextual tab will only appear if one left clicks on a shape.





Castle Drawing

1. Draw two **cylinders** (cans)
2. Use **Drawing Tools** and **Shape Fill** to give the cylinders some **texture**.
3. Draw a **cube** shape. After drawing a cube shape, notice the cube covers both cylinders. Under the **Drawing Tools** contextual tab, click on the cylinder on the left, then select **Send to Back**.
4. Draw all the windows, plants and door. Create one window, then copy and paste the rest (to ensure they are the same size). All the shapes are found under Shapes.
5. Give the windows, plants and the door some colour and/or texture.
6. Draw the sun with a circle and with some lines. Colour the sun.
7. Duplicate the slide. Right click on the slide along the left hand side, than left click on Duplicate Slide.



8. Save file on the g: drive as **drawingtools.pptx**



Review of Lab # 7

1. What is the process to duplicate a slide?
2. What are the names for the contextual tab for shapes? (there are two names, name both)

Lab # 8 Adding Transitions and Animations

Transitions and Animations are the tools that provide the finishing touches to a presentation.

Transitions control how slides move, appear and disappear from one to another. The purpose of the transition is to guide the eye smoothly between slides that contain different information and design. e.g.: photographs of different locations, objects and lighting. Examples of transitions in Powerpoint include ***fad in***, ***fly in from the left***, ***blinds***, etc.

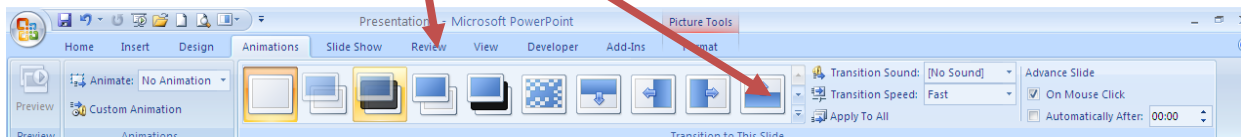
Animations control how slide objects such as titles, bullets, tables, charts and graphics appear on the slide. For example, bullet animation may be set to ***Drive in***, ***Flying***, ***Camera***, ***Flash Once***, ***Drop in***, etc.

The rule of thumb when using transitions and effects is to use them **sparingly** and to be **consistent** throughout the slide show. Audiences become distracted and annoyed if slideshow effects are implemented poorly.



Setting Transitions

1. Go to Slide # 11 and increase the size of the picture so it covers the whole slide (grab and drag by the corners)
2. Under the Animations tab, hover over the different transitions (click on the down arrow with the line to see all the different possibilities. Left click on any one.



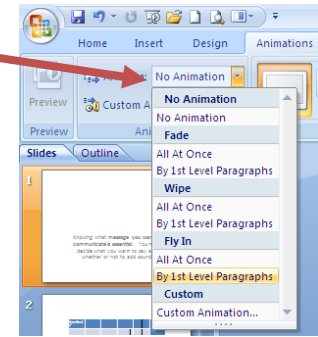
Setting Animations

3. Scroll to slide # 8

Simple Animations – these animations only work with one specific text box.

4. Left click on the text box containing the bullets. This text box will be animated so that each bullet comes in one at a time.

- Under **Animations tab**, click on the down arrow by **No animation**
- Hover over **By 1st Level Paragraph**, and observe what happens. **Left click** on By 1st Level Paragraph
- To see the true effects of this animation, go to Slide Show, and select from Current Slide. (To move through the different effects, ensure to use the right and up arrow keys on the keyboard)



Complex Animations

- Go to slide # 2
- Select the animations tab, and choose Custom Animation from the animations group (a panel will appear on the right side of the screen)
- Left Click on the top text box
- Left click on **Add Effect**, hover over **Entrance**, and then left click on **Bounce**
- Left Click on the bottom text box, left click on **Add Effect**, hover over **Entrance**, and left click on **Fly in**
- Now, check click on **Slide Show** to view the show.

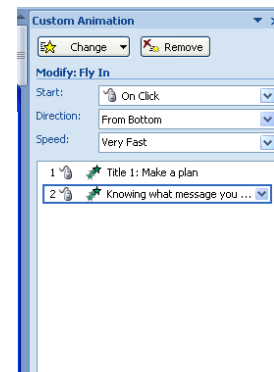
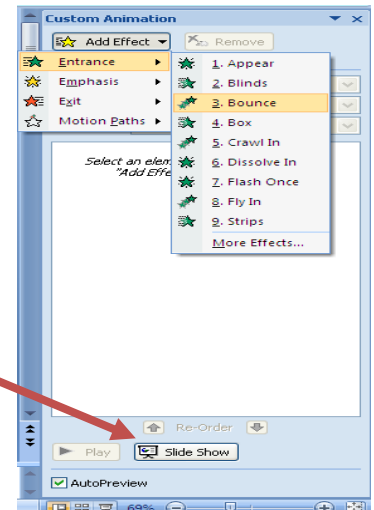
Notice there are 2 animations in the popup box.

There are three drop down menus, **Start**, **Direction** and **Speed**.

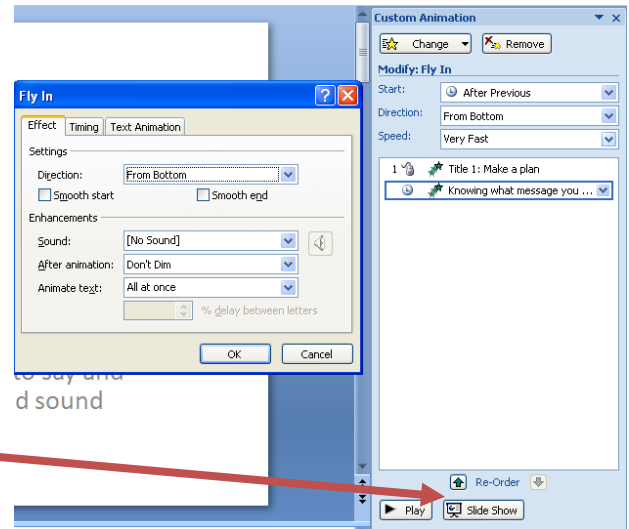
- For the moment, change only **direction** and **speed** for Animation #2. (**Note**, different effects will have different drop down menu's).
- Change the **On Click** to **With Previous** on the **Start Menu**.

When this is completed, animation # 2 disappears. Now, both animations will play simultaneously.

- Select Slide Show and watch this happen
- Change the **With Previous** to **After Previous**, and check through the **Slide Show** option what difference has occurred.



11. Double click on the second animation in the popup box, and a second popup box will appear.
12. From the **Sound** drop down box, add the applause sound from the menu.
13. From the **Animate Text** drop down box, change **All at once** to **By Letter**
14. Select Slide Show and see the changes that have been made

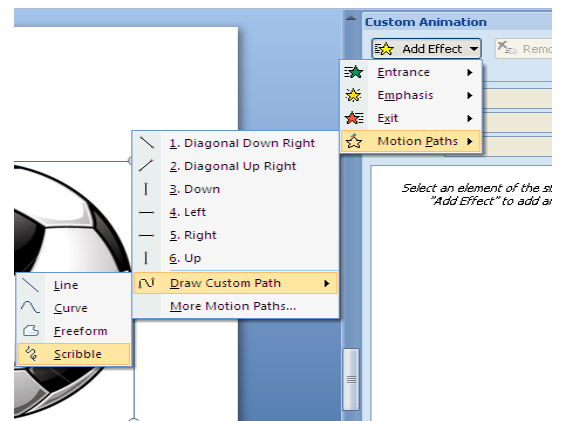


Slide # 3

1. In the top text box
2. Create the **grow/shrink** emphasis effect

Slide # 13

1. Insert a picture of some sort of ball (soccer, basketball, etc) – either use clipart or Google images.
2. Under **Animations**, click on **Custom Animation**
3. Create a **motion path** effect **Motion Paths** > **Draw Custom Path** -> **Scribble**
4. Hold down the **left click** and **draw a path** for the ball to move.
5. Preview the new creation.





Review Questions for Lab # 8

1. When are **transitions** usually used in a PowerPoint Document?
2. What are the four types of **custom effects** which can be included in PowerPoint?
3. When creating a **fly in** custom effect, describe the process of how to change the effect to add sound and to allow the words to fly in one letter at a time.
4. What are the three options found under the **Start** drop down menu in the **custom animation** popup box?

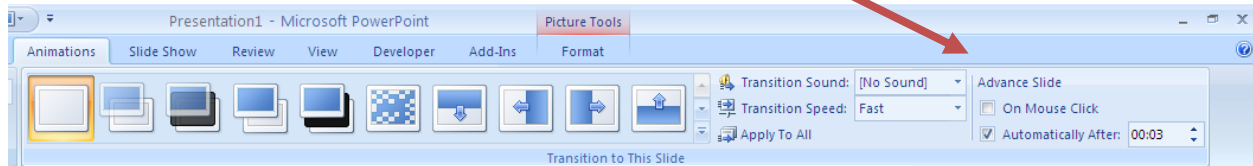
Lab # 9 Professional Slide Shows

Normally, as a slide show is played, the left click button must be pressed to advance to the next slide. PowerPoint allows advancing slides automatically based upon a particular time interval. The show may also be set to continuously loop. This feature is especially useful during socials or graduation suppers, where people want a series of pictures to advance automatically, without having someone stationed at the computer the whole night.



Automatically Advance Slides

1. Under the **Animations** Tab, uncheck **On Mouse Click**, and check the box for **Automatically After**. Now, select **3 seconds** (each slide will advance after 3 seconds)



2. Left click on **Apply to All**. Under **SlideShow** Tab, **select from Beginning**, and watch the entire slide show advance on its own.

To have the slideshow not stop at the end, **but loop continuously**

3. Select the **SlideShow** Tab
4. Choose **Set Up Slide Show**, and then in the popup box, select the box beside **Loop continuously until 'Esc'**

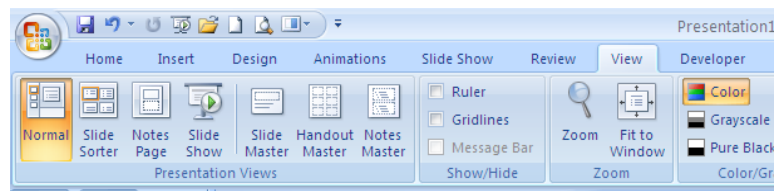
Viewing Slides

There are several different ways to view slides.

1. Choose the tab **View**, select

- Normal
- Slide Sorter
- Notes page

2. Return to **Normal** view.



Hiding Slides

Should an individual want to show a slide show to two different audiences, without needing two different documents, s/he can hide certain slides so they do not appear in the slide show.

1. Select the **Slide Show Tab**
2. Choose Slide #10
3. Select **Hide Slide**
4. Return to **Slide #9** and preview the slide show (notice Slide # 10 is missing)

Record Narration

This is a great feature to fully prepare a slide show to be given in public (especially if one is very nervous about presenting in front of people)

This feature only works if there is a microphone to speak into or if the computer has a built-in microphone.

1. Return to Slide # 1
2. Under **Slide Show Tab**, select **Record Narration** and record your voice speaking about each slide.

Reviewing the Slide Show

The **Review Tab** contains the Spelling, Research and Thesaurus tools.

The **Language** Icon will allow individuals to switch languages. This will not change the icons into French or Spanish. It will only prevent the autocorrect feature from underlining words that are written in other languages in red. To have PowerPoint appear in fully French, Spanish, Vietnamese, etc, one must buy a separate version of Office.

The **New Comment** box allows other people to create comments and provide feedbacks concerning slides in a slide show.

1. Return to slide # 10
2. Left Click on **New comment** and create a comment about the Chart on Daily Exercise.

Rehearse Timings

Often a speaker is allocated a certain amount of time for a presentation and to accept questions from the audience. The PowerPoint software provides a stopwatch for presenters to determine the time and length of a presentation.

1. Choose the **Slide Show** Tab
2. Return to slide # 1
3. Select **Rehearse Timings**
4. Run the slide show allowing for time to read the slides or to provide comments to a fictitious audience.

PowerPoint gives the ability to **save the timings** (to use the next time one opens a slide show), or to **ignore the timings**.

5. Choose **ignore the timings**.



Review Questions for Lab # 9

1. After deciding how many seconds one wants slides to automatically advance, what button is selected to ensure this applies to all the slides?
2. Why would someone want to 'hide slides'?
3. What devices is needed to record a voice in PowerPoint?
4. What would be one benefit of rehearsing timings?

Lab # 10 Inserting Moving Animations, Music and Video clips



Inserting an Animation

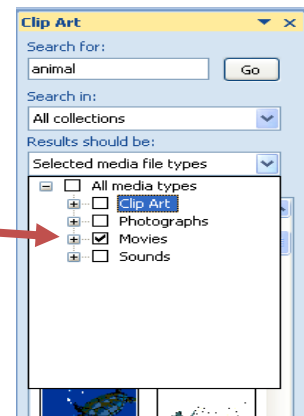
1. Launch a new Powerpoint Document
2. Insert three blank slides, and save it in **g:** drive as **animations.pptx**
3. Visit <http://www.google.ca> and search for **free gif animations**
4. Select a moving animation from the first site in the list (do **not** spend much time exploring the various images).
5. With the mouse, right click and copy it, and then left click and paste it into slide # 1

Note: the animation will not move until it is viewed in the slide show!

Inserting Video Clips

Clip Art under **Insert tab** has many moving videos.

Ensure in the drop down menu “**Results should be**”, that only **Movies** are selected.



Youtube

It is possible to download and embed Youtube videos into a Powerpoint presentation. Should this be done, ensure that proper credit is provided to the creator of the work. Placing multimedia objects into slideshows will result in very large file sizes. Therefore, placing video into a slide show will not be a full class activity. (Your teacher may demonstrate inserting a video into a Powerpoint using a video clip that is already on a memory stick and saving the Powerpoint presentation to the memory stick or computer c: drive)

Video's from Video Camera/ Digital Camera's

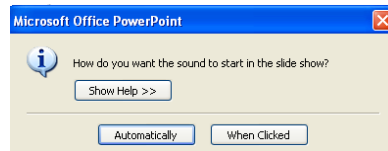
To upload video's from video cameras, they have to be in .asf, .avi, .mpg / .mpeg, or .wmv formats (raw camera footage may need to be converted to one of these formats using a video editing program). Under the **Insert tab**, select **movies** and **Movies from File**. Now upload the videos into the PowerPoint presentation (once again this is a demonstration activity due to the resulting large files).



Music

To insert music, the music file must be in .aiff, .au, .mid, .mp3, .wav or .wma formats. Audacity is an open source audio editor that is found on the school network that may be used to convert from one file format to another. Once again, embedding audio in a Powerpoint will greatly increase its' file size.

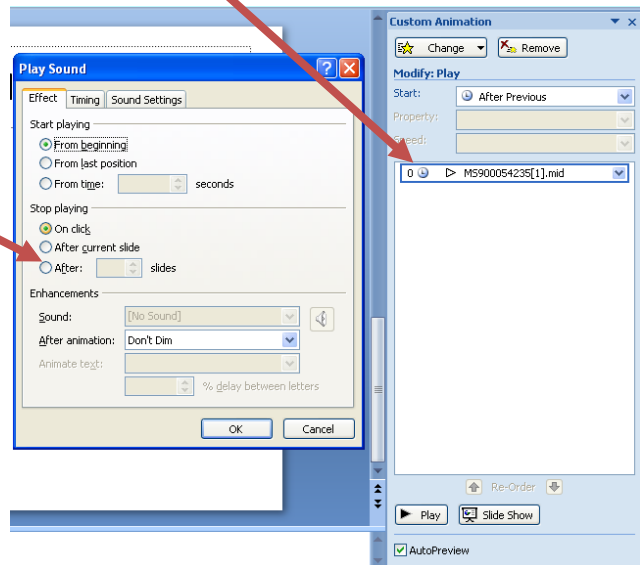
1. Return to slide # 2
2. From the **Insert** Tab, select **Sound** from the **media clips** group, and **Sounds from Clip Organizer**
3. Pick the **telephone** sound from the popup box on the right hand side of the screen.
4. When this popup box appears, choose **Automatically**
5. Play the slide show to hear the music.



The sound is currently set up *only to play for one slide*.

If the song should play through a *series of slides*, select the **Animations** Tab, and choose **Custom Animation**, then double left click on the animation

In this popup box, insert the slide number where the audio is to stop.



Music may also be inserted through selecting **Sounds from File** if the audio file is on the computer hard drive or by selecting **Play CD audio track** should a CD be available in the CD-ROM drive of the computer.



Review Questions for Lab # 10

1. Why is it not possible to include YouTube video's into PowerPoint presentations while at school? Is it possible to do so on home computers?
2. Describe the process to copy animations from the internet and paste them into a PowerPoint document?

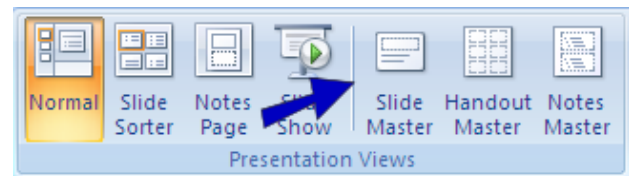
Lab # 11 Slide Template

A template is a formatted design of a slide that is used frequently. Instead of having to create the same style of slide numerous times over, a template can be created which will be used time and time again.



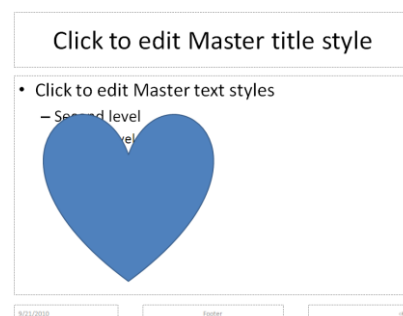
Creating a Template

1. Launch a new PowerPoint presentation.
2. Select the **View** tab and **Slide Master** from the **Presentation Views** group.
3. Choose **Master Title Style** (any changes made to this slide will automatically be reflected in all other slide styles)



In this slide:

- a. Include the Date, time and slide number on the bottom of the slide
- b. Create a blue heart text box that covers the left half of the slide, and a red circle text box that covers the right half of the slide.
- c. Insert a picture of an animal (dog, cat, etc) on the top left of the screen.
- d. Insert a moving animation from the internet on the top right of the screen (any school appropriate animation will do)

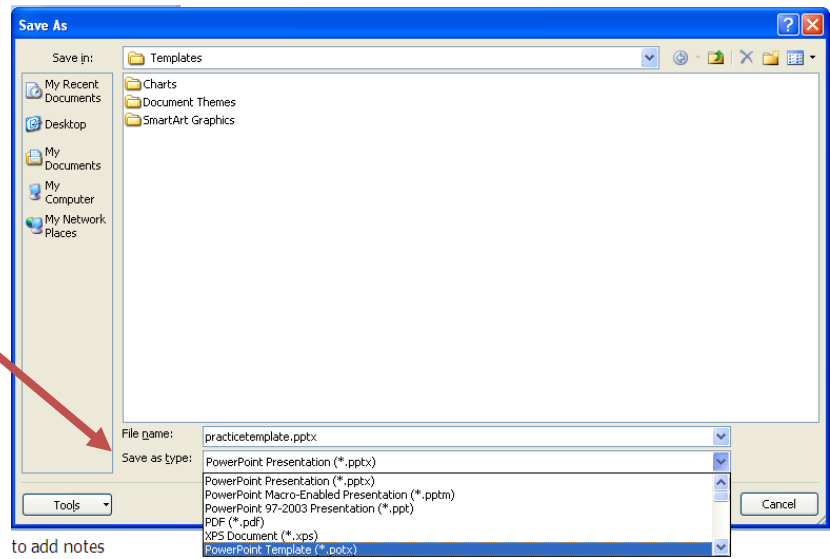


4. From the **Slide Master** tab select **Close View** (after steps a, b, c, & d have been completed). The slide in the slide sorter reflect the changes that have been made.

Turn this slide into a template:

5. Save the Powerpoint as a template to **g:** drive as **practicetemplate.potx** (which is different than a .pptx – see the graphic on the next page)
6. Choose, **Save as**, and **Powerpoint Presentation**

Select **Powerpoint template** (*.pptx) from the **Save as type** dialogue box



7. Exit Powerpoint, and then launch the program again.
8. Select **New** from the office button and choose **New from existing** from within the template section.
9. Navigate to **g:\practicetemplate.potx**
10. The first slide in the template has the background that was designed. (Notice that the document name is **not** practicetemplate.potx – Save the new slideshow as **g:\newpractice.pptx**)
11. Add a new slide. Notice that the background design automatically appears on the new slide.
12. Close Powerpoint.

Lab # 12 Creating Animations

In much the same way that it is possible to create the illusion of a moving animation with a package of post-it-notes combined with a continuously altered stick person, the same can be achieved in PowerPoint!

This Lab is very similar to Lab # 7. What is different is that one starts with a simple basic image, such as a circle, and through different slides, continue to add the shapes in slightly different positions. This will provide the illusion of movement. A suggestion for this assignment would be to read all of the steps and examine the smoothness of movement as new slides are created. The process of animating can be very time consuming. Consult with your teacher as to the time frame for this activity and assessment criteria.

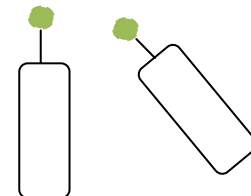


Animations

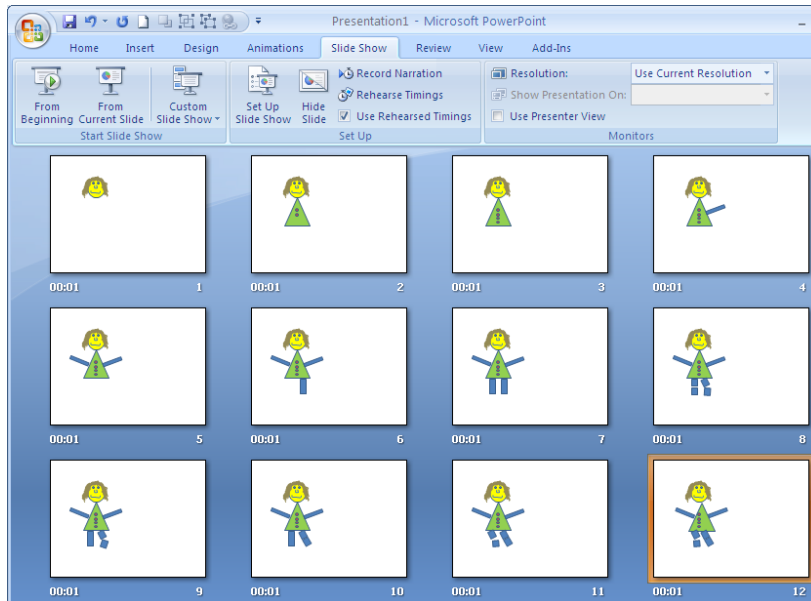
1. Launch a new PowerPoint slideshow and call it **g:\animations2.pptx**
2. Begin with a circle in the middle of a blank slide. In the circle add eyes, nose, hair and a mouth (now it is a head)
3. Duplicate this slide (so the head is in the same position in both slides)
4. Add a body; duplicate the slide
5. Add one arm; duplicate the slide
6. Add a second arm; duplicate the slide
7. Add a leg; duplicate the slide
8. Add a second leg; duplicate the slide

Create leg movement:

- The easiest way to do this is to left click and rotate the green circle found at the top of each shape.
 - If the shape is too small, there will be no green circle (make sure the shapes are large enough to manipulate)
9. Duplicate the slide
 10. Continue to move the shapes till there are **30 slides**.



11. Select the **Animations** tab, ensure the slides advance is set to **On Mouse Click (1 second)**. Select **Apply to All**
12. Choose the **View** tab and select **Slide Sorter** to view the slides



13. View the slideshow to observe the animation.
14. View the animation created by a classmate.
15. Write a short summary of the challenges encountered when producing the animations and things that you might do differently if making another animation (this may be discussed with your classmate but each person is to write a separate summary).

Extension Activities:

- Identify courses offered in your school that relate to animation and media creation.
- Research a career that is related to animation. What would be an average starting salary for the career examined?
- Where might a person study and get further training for the career identified above?

