

# 10

## **POWERPOINT BEYOND THE BASICS**

### Making interactive, non-linear slide shows and enhancing formatting

#### **LEARNING OUTCOMES**

In the first *PowerPoint* tutorial you learned how to create and save a new presentation (the Screenbeans slide show). You saw a sample slide show (The Tudor Monarchs). You learned how to prepare an outline, you typed text for each slide, added clip art, and set timings. You added an effect to enhance the slide transition, you selected a color scheme, and may have even created a new background effect.. You changed the printer settings so that you can print out handouts rather than just individual slides of your shows.

For many classrooms and for most K-12 students, what you learned in chapter 8 is just fine. But, if you're ready to take the next step and learn some more advanced skills with *PowerPoint*, or if you teach computer-savvy students who want more challenging skills to master, this chapter's for you.

Most *PowerPoint* presentations you see in school or at work are what are called *linear* presentations. That is, each slide is designed to proceed one slide right after another. The first slide transitions to the second, which transitions to the third, and so forth. For many educational tasks, this is fine.

But, what if..

What if you want your students to create an interactive story, where, for example, younger kids could read about a dragon on Slide One, then choose, on Slide Two, any one of three possible places that the dragon could go? By clicking on the word "desert," the show would move to a slide describing what happens to the dragon in the desert. If the student clicks the word "forest," another slide appears with another ending. The learner thus participates, not by simply clicking on slide after slide in one, *linear* direction, but by making choices that affect what slide comes next, thus making the presentation interactive and *non-linear*.

A more common application of non-linear *PowerPoint* presentations is when reviewing knowledge—for what you might call interactive Drill & Practice. This lesson will teach you how to do that. Teachers (and even older students) can create quizzes using *PowerPoint*. In these slide shows, students are asked questions and then click on what they think is the answer. If the answer is correct, the show moves to the next question. If the student answers incorrectly, the show moves the student back to re-answer the question or, if the question is of the True/False variety, explains why the answer was incorrect before moving them on to the next step in the show.

The movement from one slide to another is not one-way, not linear, but rather non-linear, the pathway through the show determined by the student's interaction with it.

In this tutorial you will be introduced to the basics of non-linear interactive *PowerPoint* slide shows, along with some more advanced formatting and impact-enhancing tools. Amongst the skills you will learn are:

- Using hidden slides, Action Buttons, and hyperlinks
- Formatting and enhancing graphics
- Inserting sounds, clip art, movies, and hyperlinks (including E-mail links)

**A caveat before you begin:**

If you have not completed the tutorial in Chapter 9 but feel fairly comfortable with the basics of *PowerPoint*, feel free to tackle this chapter. If you are not sure you know the basics of *PowerPoint*, however, skim Chapter 9 to make sure you're ready to begin. Good luck!

## 10.1 ADDING ACTION BUTTONS AND HIDDEN SLIDES TO AN EXISTING PRESENTATION

### Action buttons

For the sake of uniformity, you are going to work with a version of the Screenbeans presentation created specially for this tutorial.

In the *PowerPoint* **File** menu click on **Open**

Navigate on your disk to the **Work Files for Office 2010** folder > **PowerPoint Files** folder, then double click on the file **Problems and Solutions** to open it

Action Buttons allow you to control the sequencing of the slides in a slide show. They also allow you to go to slides that would otherwise be hidden from the user's view and passed over when the slide show is running. You will learn about such Hidden Slides in the next section of this tutorial.

Action Buttons also can be used to direct the user back to a previous slide, or forward to the next slide, or to go directly to the first or last slide, or anywhere in between. Later in this tutorial you will learn about other *PowerPoint* tools that can be used to call up a movie clip or some other kind of multimedia document.

You're going to put Action Buttons on each of the slides in the *Problems and Solutions* presentation. These action buttons will make it easy for the user to go back to the previous slide or forward to the next slide, and so forth. The first slide will have just one Action Button—to go to the next slide. The last slide will have two Actions Buttons, one to go to the previous slide and

another to go back to the beginning of the slide show (Home). Every other slide will have an Action Button to go to the previous slide, an Action Button to go to the next slide, and an Action Button to go to the first (Home) slide in the presentation.

Fig. 10.1 shows you how the Title slide will look after you've added the Action Button.

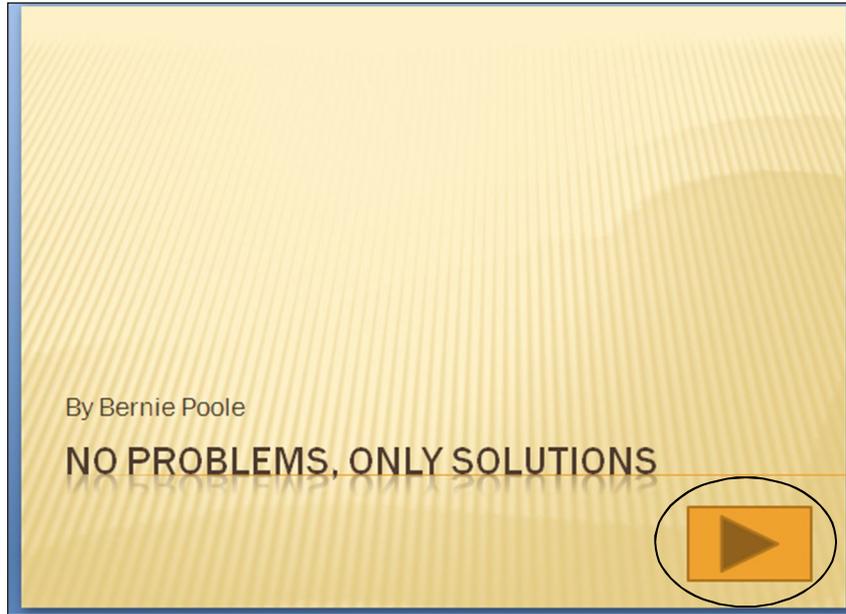


Fig. 10.1 The Action Button on the Title slide

OK, here goes. To use Action Buttons you must be in the Normal view so you can work on individual slides.

In the **Slide View toolbar** (lower right of your *PowerPoint* window—Fig. 10.2) click on **Normal view**

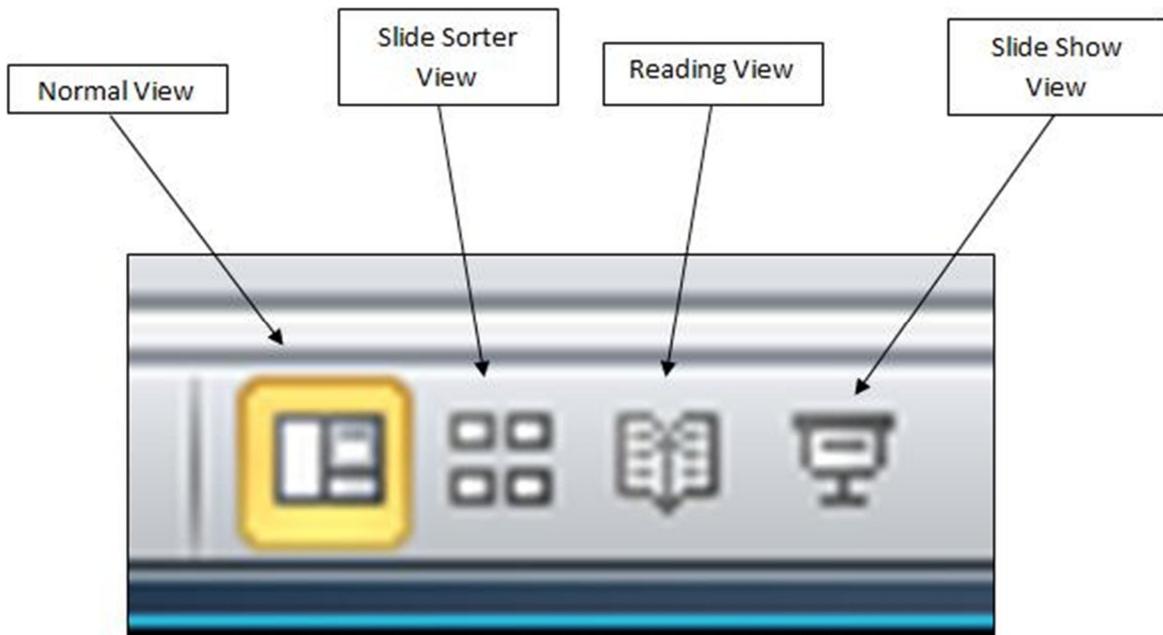


Fig. 10.2 The Slide View toolbar

Then, in the left hand frame of the *PowerPoint* window, click on **Slide #1** (the **Title** slide)

In the **Insert Ribbon > Illustrations Group**, then click on the **Shapes** icon to show the selection of Shapes you can use in Office 2010 (Fig. 10.3)

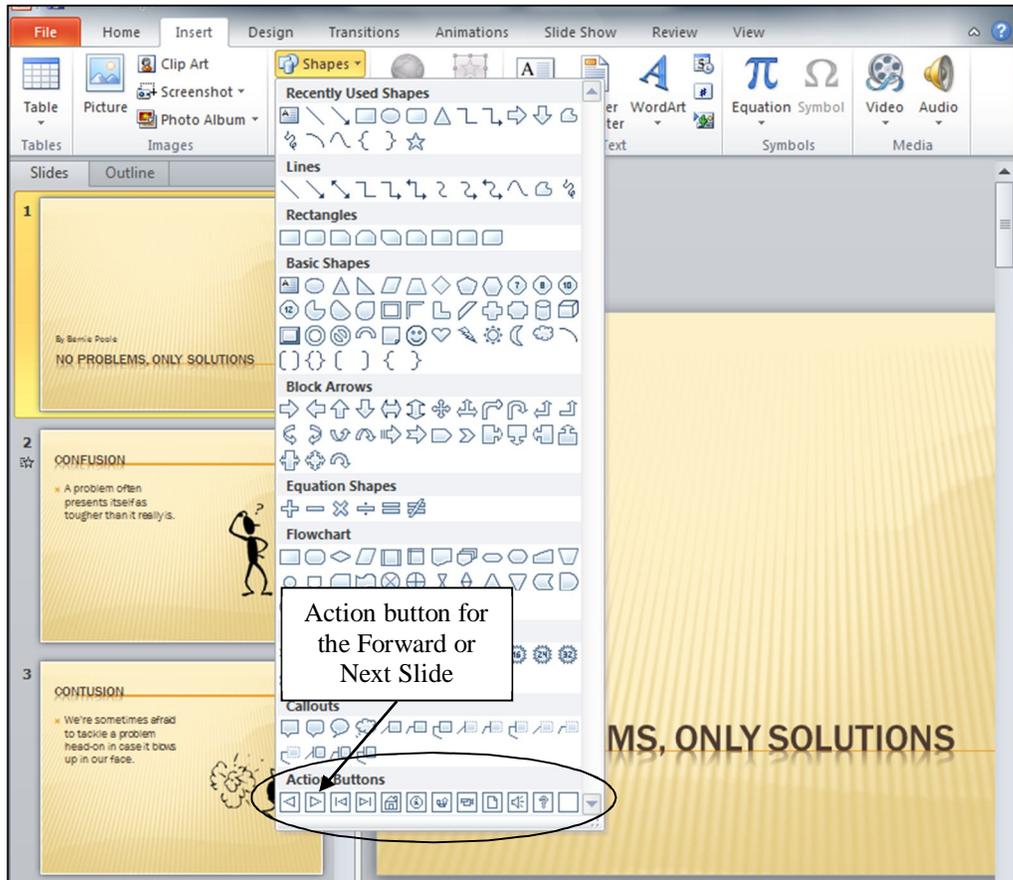


Fig. 10.3 The Office 2010 Shapes menu showing the Actions buttons

From the **Shapes > Action Buttons** panel (Fig. 10.3 above), click on the Action Button for the **Forward or Next** slide

Now, without clicking, roll the mouse cursor down over the large version of the slide on the right of the *PowerPoint* window and notice that the **arrow pointer** changes from a pointer to a **cross hair (+)**

Position the cross hair **in the lower right corner of the slide** (where you see the Action button in Fig. 10.1 on the previous page), and hold down the **left mouse button** and **drag** to create a **box** about a **half inch square** (look again at the Action button in Fig. 10.1), then let go of the mouse button

You can adjust the size of an action button any time you want by clicking on it and dragging on the *handles* around it.

If the button you have created looks too large or too small to you, go ahead now and click on it, grab one of the **handles** and **adjust the size** to your satisfaction

PowerPoint displays the Action Settings dialog box (Fig. 10.4).

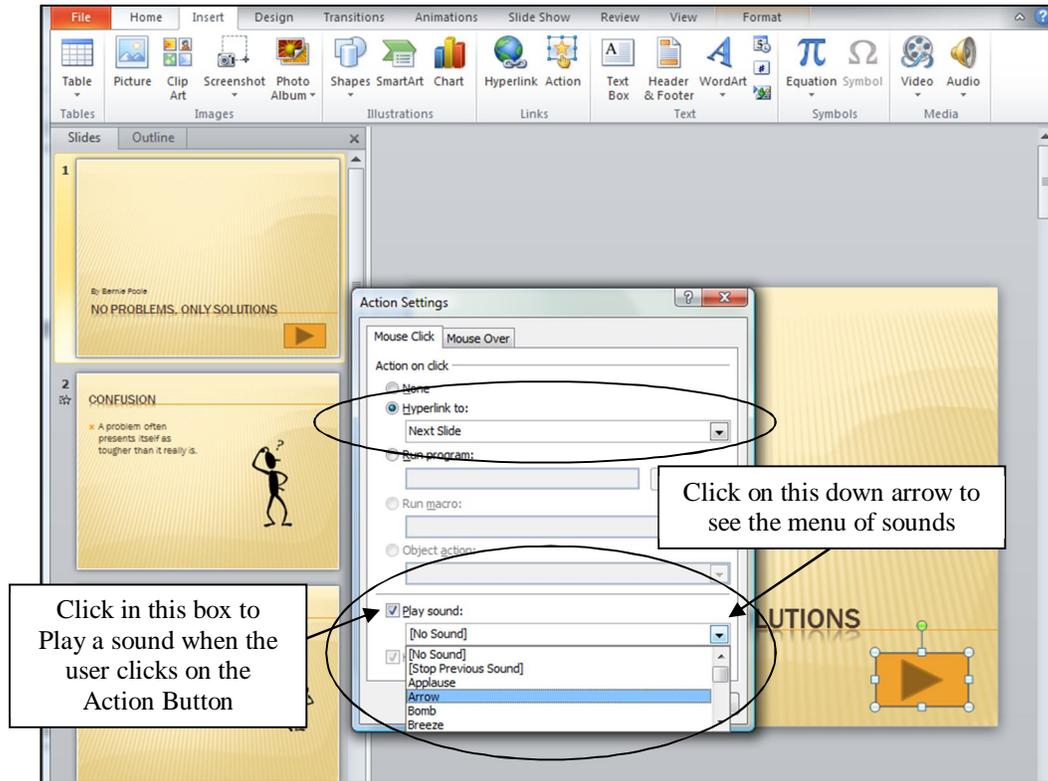


Fig. 10.4 The Action Settings dialog box

(If you don't see the Action Settings dialog box, **right click** on the **Action Button** and, from the **pop up context menu**, select **Edit Hyperlink...**)

You want the Action Button to go from the Title slide to the Next Slide, which is the default setting in the *Hyperlink to:* box, but before you click on OK, let's opt to play a sound which the users will hear when they click on the Action button (Fig. 10.4 above)

Click to put a check mark (tick) in the box next to **Play sound:** then click on the **down arrow** at the end of the **Play Sound** box and, from the menu of sounds, select **Arrow**

Now click on **OK**

You should now see a professional-looking Action Button. We'll test it shortly. If you ran the slide show right away and clicked on the button, it would advance you to the next slide with the whoosh sound of an arrow for good measure. You're going to put this same button on the next seven slides, so you need to copy it so you can paste it onto the next slide (Slide #2)

Make sure you still have the **handles** around the **Action button** (just click on the button to get the handles), then press **ctrl-C** to **copy** the Action button to the clipboard

You're going to put three action buttons on each of the next seven slides—one to go back to the *previous slide*, another to go forward to the *next slide*, and a third to go back to the *beginning* of the slide show.

Click (in the left hand pane) on **Slide #2**, and immediately **press ctrl-V** to **paste** the copy of the Action button **from the first slide onto Slide #2**

Next, in the **Insert Ribbon > Illustrations Group** click on the **Shapes** icon

From the **Action Buttons** panel (Fig. 10.3 on page 315), select the Action Button for **Back or Previous** slide

Slide the cursor down to the **lower left corner** of the slide and drag to draw an Action Button in the **lower left corner** (Fig. 10.5)

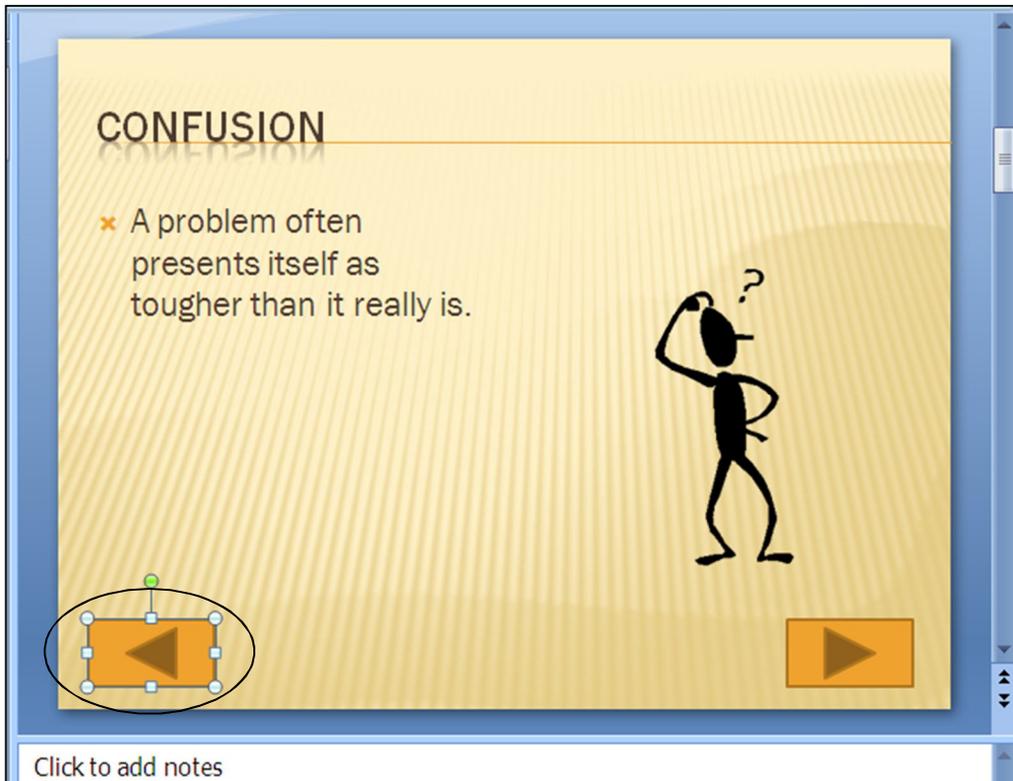


Fig. 10.5 Position the Back or Previous Action button in the lower left corner of the slide

You want this second Action Button to go from the second slide to the Previous Slide, which is the default hyperlink, but before you click on OK, let's opt to play a different sound for the users to hear when they click on the Previous Slide Action button.

Click to put a check mark (tick) in the box next to **Play sound**: then click on the **down arrow** at the end of the **Play Sound** box and, from the menu of sounds, select **Breeze**

Now click on **OK**

You should now see another professional-looking Action Button. If you ran the slide show right away and clicked on the button, it would take you back to the previous slide with the sighing sound of a breeze.

Finally on **Slide #2**, in the **Insert Ribbon > Illustrations Group**, select the **Shapes** menu and locate the **Action Buttons** panel

In the **Action Buttons** panel click the Action Button for the **Home** slide (it looks like a little house), and once again, on the slide itself, drag to draw an Action Button in the **lower center** of the slide (Fig. 10.6)

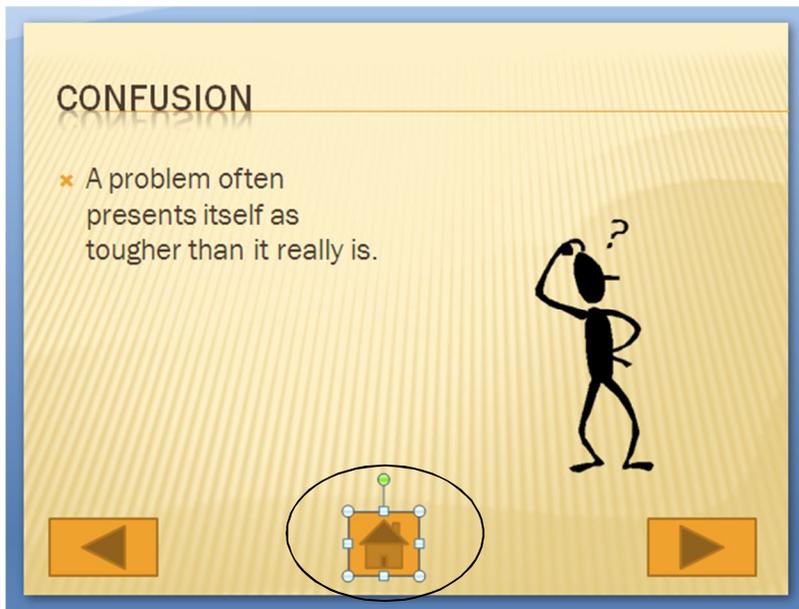


Fig. 10.6 The Home Action button

You want the Action Button to go to the *Home Slide* (the First slide in the show), which is the default hyperlink in the Action Settings dialog box, but before you click on OK you need to have *PowerPoint* play yet another different sound.

Click to put a check mark (tick) in the box next to **Play sound**: then click on the **down arrow** at the end of the **Play Sound** box and, from the menu of sounds, select **Chime**

Now click on **OK**

Slide #2 should now look something like Fig. 10.6 above.

### **Copying the Action buttons to the other slides**

Once you have created a set of buttons for a slide, if you need to do the same on other slides in the presentation, all you have to do is copy and paste them. This is a lot quicker than recreating them on each succeeding slide and it is very simple to do.

Hold down the **Shift** key on the keyboard, then click on each of the new buttons on the **Confusion** slide so that **all three buttons** are selected

Press **ctrl-c** on the keyboard to **copy** them to the clipboard

Click in the left hand frame on the **thumbnail** for **slide #3** and press **ctrl-v** to **paste** the buttons onto the **third slide**

Notice that the buttons are pasted into the exact same place on the next slide.

Now go to each of the **remaining six (6) slides** in the presentation and do the same

### Better **save** your work to this point

The Problems and Solutions presentation is missing one final slide—the Acknowledgements slide, which should accompany any presentation where you use information or audio-visual material that is not your own. Adding a new slide to a presentation is easy.

First, you want the Acknowledgements slide to be that **last slide** in the show, so, in the left hand frame, use the mouse to click immediately **after** the **thumbnail for Slide #9** (you'll see a **dark grey bar flashing on and off** to indicate that this is where the new slide will go)

Now, on the keyboard, hold down the **Ctrl** key and, at the same time, press the letter 'm' (**Ctrl-m**), or, in the **Slides Group** of the **Home Ribbon**, click on the **New Slide** button

The layout for the new slide will be the same as the other slides in the show, namely a Two Content layout. For the Acknowledgements slide it will be best if it is a Title and Content slide layout.

In the **Home Ribbon > Slides Group**, click on the **Layout** option to bring down the **Layout menu**

In the **Layout menu**, select the layout **Title and Content**

The buttons are slightly different on this last slide. You still want the Action Button to go back to the previous slide, and you need the one that returns you to the beginning—the *Home* Action Button. But you don't need a button to go to the next slide.

You've just pasted the three Action buttons onto each of the previous 7 slides, so the buttons are still available on the clipboard for you to paste onto the new last slide

On **Slide #10**, the last slide in the show, hit **ctrl-V** to paste the **three Action buttons here**, too

Now, click anywhere on the slide to deselect the three action buttons, then click on the Action button in the **lower right** corner (the **Next** Action Button) to select it alone, and hit the **Del(ete)** key to remove it from the slide

Next, click where you see "**Click to add title**," and in the Title box type **Acknowledgements**

Finally, click in the large box below the Title box to add text and, by way of Acknowledgements, type the following (centered) on the last slide:

<p style="text-align: center;"><b>Screenbeans courtesy of Microsoft Corporation</b> <b>Text courtesy of Bernie Poole</b></p>
--

You don't want the bullets with the text, so, in the **Home Ribbon > Paragraph Group**, click on the **Bulleted List tool** to toggle the bullets off (or select **None** from the **Bullets menu**)

Hit **Ctrl-S** to **save** this (almost) final version of the Problems and Solutions presentation

Your show is almost ready, but first you have to learn about hidden slides.

## Hidden Slides

Hidden Slides are slides that will be bypassed unseen, as the user clicks through a presentation, *except* when the user clicks on an *Action Button* that specifically sends them to the Hidden Slide.

Here are the steps to create an Action Button on one slide which will take the user to a specific Hidden Slide in the Screenbeans slide show.

Make sure you still have the **Slides** tab selected at the top of the left hand frame, so that you can see all the **thumbnails** of your slides, then scroll back, if necessary, and click on **Slide #2** (the **Confusion** slide) to make it the active slide

Click to position the cursor **right at the end of the text** that you typed in the slide's left-side text placeholder (after the words **...tougher than it really is**)

Hit **Enter** to go to a new line, then type **Click if you'd like to read a quote about problem-solving.**

In the **Home Ribbon > Slides Group**, select **New Slide** (or press **ctrl-M**) to insert a new slide right after Slide #2—the Confusion slide

Immediately, *PowerPoint* inserts a new slide right after the second slide in the show.

Next, in the **Home Ribbon > Slides Group** again, click on the **Layout** button, locate the **Title slide** layout in the selection of slide layout options, and click on it to select it as the layout for the new slide

You want this new slide to be a Hidden Slide.

In the **Slide Show Ribbon > Set Up Group**, select **Hide Slide**

Notice that there is now, in front of the thumbnail for the new slide #3, a box around the number 3 with a diagonal slash through it, which indicates that this is a Hidden Slide (Fig. 10.7).

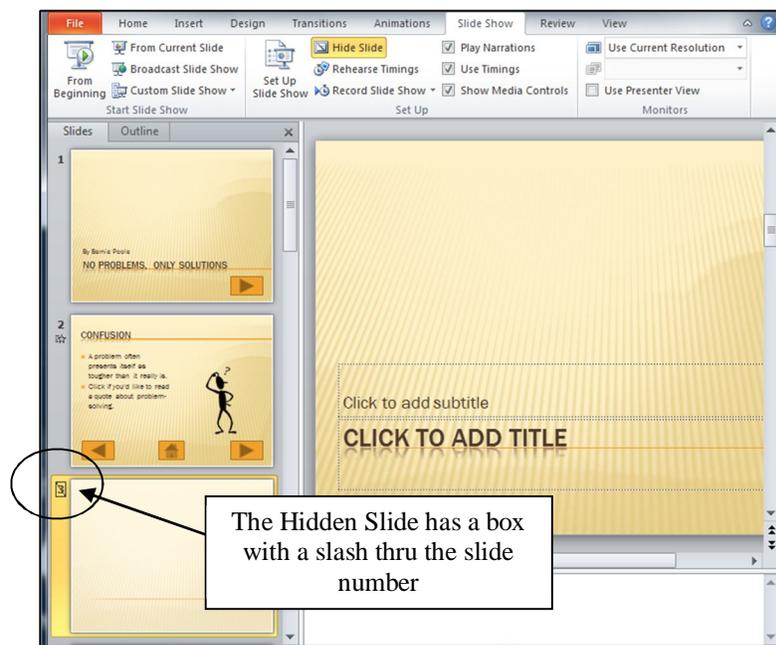


Fig. 10.7 How to recognize a Hidden Slide in the thumbnail Slides menu

Click in the **title placeholder** on the new slide (where it says Click to add title), and type the following quotation (including the quotes): **“Quality is in the details.”**

Click in the **subtitle placeholder** on the new slide (immediately above the title placeholder) and type the following: **Bernie Poole, Esq.**

The Hidden Slide with the quote is now complete, but it’s hidden, so you have to give *PowerPoint* (and the user) a way to find it by creating an Action button that links to it.

In the **left hand thumbnail view of the slides**, click on the **thumbnail for Slide #2** (the **Confused** Screenbean)

In the **Slide Show > Insert Group**, select the **Shapes button > Action Buttons** and from the **Action Buttons** panel click the Action button for **Forward or Next slide**

Without clicking the mouse button, roll the mouse cursor down over the slide and notice that the arrow pointer changes to a **cross hair (+)**

Position the cross hair **near the end of the text** that you typed in the slide’s text placeholder, at the end of **“Click if you’d like to read a quote about problem-solving”** (Fig. 10.8), then hold down the **left mouse button** and drag to create a **small Action button** that you are going to use to link to the hidden slide (slide #3)

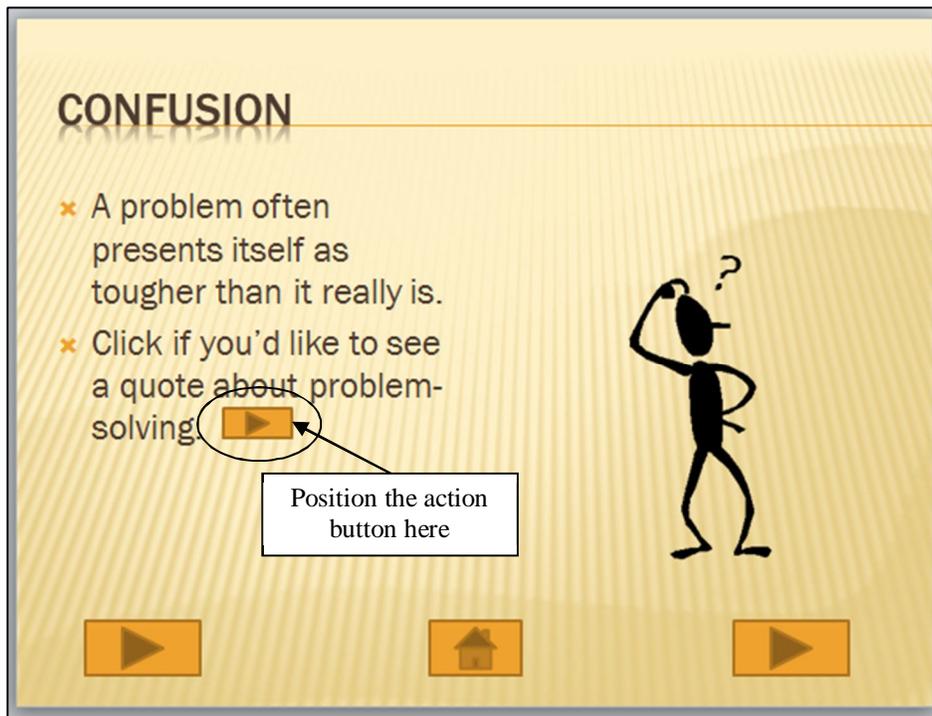


Fig. 10.8 Placement of action button linking to the hidden slide

Let go of the mouse button when you're done—you can still adjust the size of the button if you want by clicking on the button to select it and then dragging on the **handles** around the button

PowerPoint displays the Action Settings dialog box (Fig. 10.9).

The default Hyperlink is to the **Next Slide** and this is **not** what you want, so click on the **arrow** to the right of the **Hyperlink to:** box (Fig. 10.9) to show the drop down menu of **Hyperlink to:** options

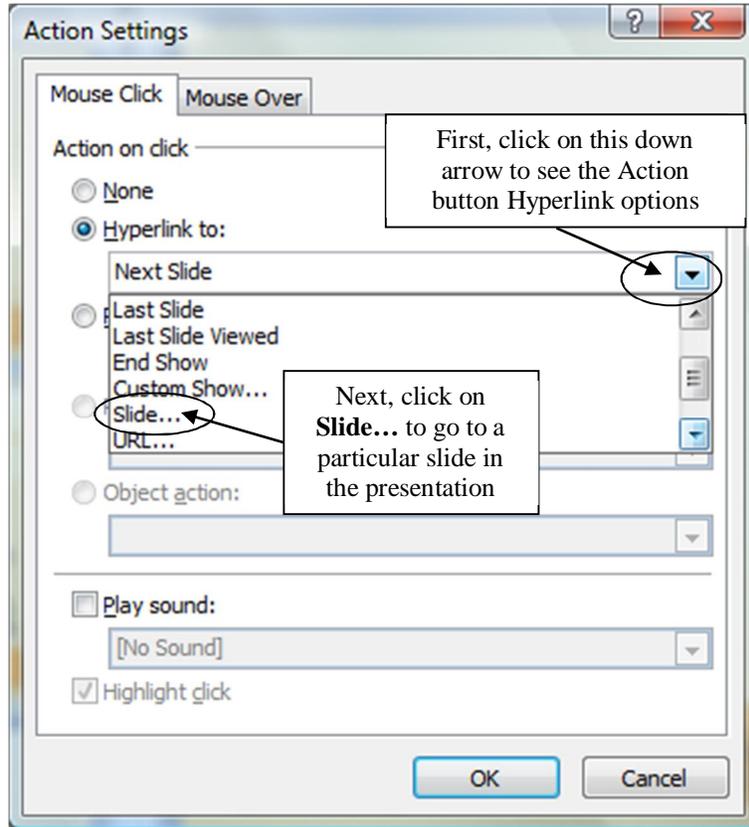


Fig. 10.9 The Action Settings dialog box

Choose **Slide...** from this drop-down menu (Fig. 10.9 above)

Now you will see a list of the slides in the presentation, including the hidden slide (Fig. 10.10).

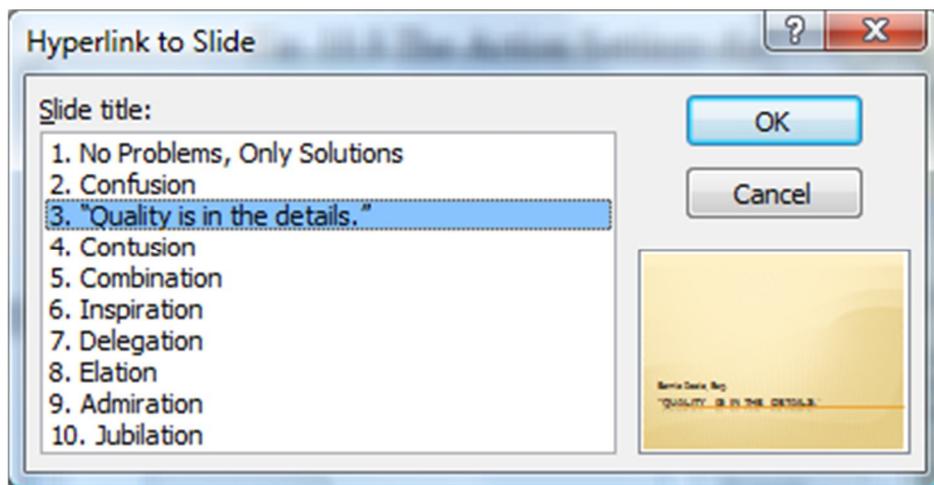


Fig. 10.10 The Hyperlink to Slide dialog box

Notice that Slide #3 has parentheses like this, (3), around the number for the slide (Fig. 10.9 above). This is to indicate that it is a hidden slide.

Click to select **slide #3** (“Quality is in the details.”) from the list of slides, click on **OK**, then click on **OK** again to exit the Action Settings dialog box

This new Action Button now provides a link from slide #2 in the show to the hidden slide #3. When you run the show shortly and get to slide #2, if you do not click on this Action Button, slide #3 will be bypassed.

You have to do one more thing to complete the content on the hidden slide (slide #3). You need to put an action button on there to go to the next slide. Can you remember how to do it yourself? If so, go ahead; but if you need help, here are the steps to follow:

Click in the **left hand frame** on the **thumbnail** for **slide #2** (the **Confusion** slide)

Now click **once** on the **action button** in the **lower right** corner of the slide (the button to go the **next slide**), then press **ctrl-c** on the keyboard to **copy** the action button to the clipboard

Next click in the **left hand frame** on the **thumbnail** for **slide #3** (the **hidden slide** slide), and press **ctrl-v** on the keyboard to **paste** the action button onto the hidden slide

Simple.

Better **Save** all the good work you’ve done so far

### Animation Schemes

*PowerPoint* Animation is a way of bringing objects, such as text and pictures, to life on the screen, controlling and sequencing how text and other slide objects emerge onto the screen during a presentation—sliding in from the right or left, or fading in, and so forth. Let's try some of the *PowerPoint* Animations now.

In the **left hand thumbnail view of the slides**, click on the **thumbnail** for **Slide #2** (the **Confused** Screenbean)

In the **Animations Ribbon > Animations Group**, click on the **small arrow** to bring down the menu of **More Animation styles** (Fig. 10.11)

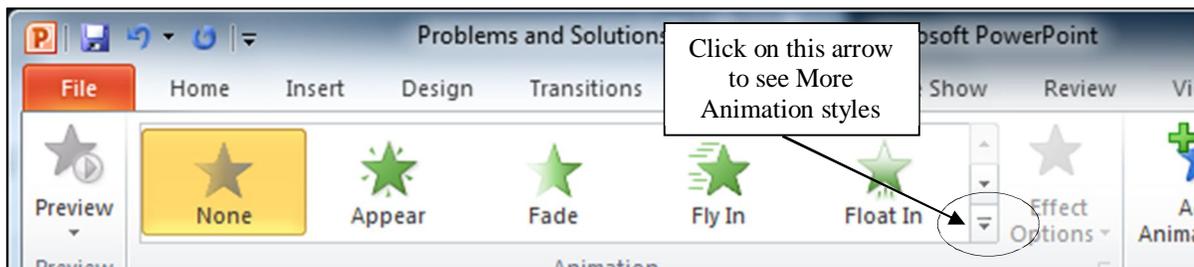


Fig. 10.11 More Animation styles

This will bring down the Animation styles menu (Fig. 10.12).

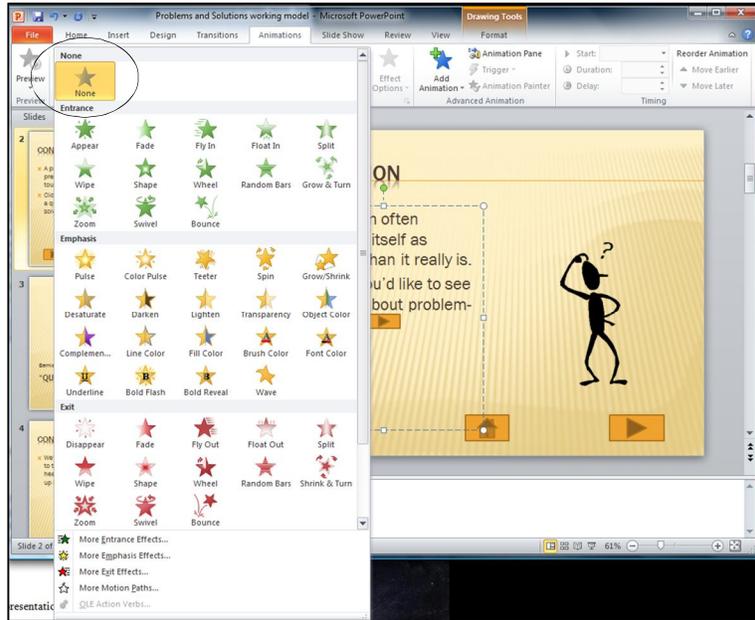


Fig. 10.12 Animation Effects menu

In the **Entrance** section of the menu, select the **Fade** option, and watch as *PowerPoint* gives you a demo of the effect

Try out a few other animations to get a feel for what is available; then when you are done experimenting, **Save** the Problems and Solutions presentation again

Notice that *PowerPoint* indicates the sequencing of the animations (Fig. 10.13).

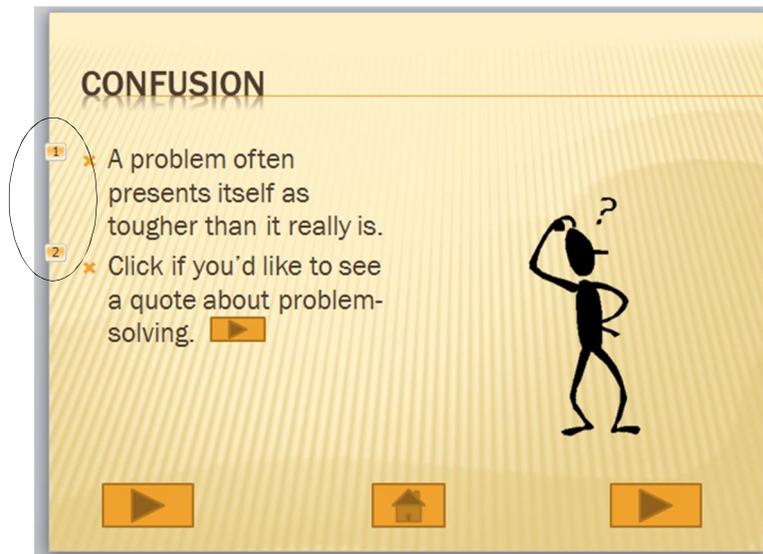


Fig. 10.13 Animations sequence

Notice, also, that you can remove an animation scheme by clicking on *None* at the top of the Animation Effects menu (Fig. 10.12 above).

So you can experiment with different schemes, try them out, remove them if you don't like them, and start over—all part of the design process.

You can change any sequence, and you can also sequence the items to come onto the screen all at once, and so forth. There will be occasions when you will want to alter the sequence because, for example, you may decide that you want to talk about one topic ahead of another. Also, you may want the presentation to be presented as a running display in a conference room or in the lobby of a building. You can also determine the time you want each item to stay on the screen before the next animation is to come up. To do this, you would use the other tools in the Animations Ribbon. It is beyond the scope of this tutorial to dwell further on this topic, but you should find the time to play around with the tools available to you so that you can become an expert in the use of this beautiful teaching tool.

Bear in mind that it's not a good idea to apply Animation Schemes on all the slides. Animations are best used sparingly, to highlight specific ideas, or to spice things up in a presentation. But too much spice can overwhelm a presentation and take away from its enjoyment or effectiveness.

Later in this lesson you'll learn how to customize animation schemes, but first let's create a basic interactive *PowerPoint* presentation.

In the **File** menu select **Close**

## 10.2 INTERACTIVE *POWERPOINT* AT WORK

Let's start by looking at an example of an interactive *PowerPoint* presentation.

You should still have the **Work Files for Office 2010** folder available in the disk drive

In the **File** menu select **Open**

*PowerPoint* presents the Open dialog box for you to navigate to the Work Files for Office 2010 .

Locate and **open** the **Work Files for Office 2010** folder, open the **PowerPoint Files** folder, then **double click** to open the **Mammal test** presentation

You'll recall that the left hand frame of the *PowerPoint* window allows you to select either of two tabs: *Outline* or *Slides*. You'll use both of these shortly to create and order your own interactive slide show. But first you're going to examine the *Mammal test* interactive presentation which has been prepared for you and which will demonstrate the various features of what makes a presentation interactive and non-linear.

In the **Slide Show Ribbon > Start Slide Show**, click on **From Beginning** to view the presentation

Use the **mouse** (or **space bar** or **right arrow** key) to move through the slides—be sure to **click on the Action Buttons** or **answers** when indicated

**Answer at least one question *incorrectly*** so you can see how the presentation takes you back to re-answer a question should you get it wrong

Notice also the **sound**, **clip art**, and **animation clip** that are added to this show

### Features to look out for in the demonstration presentation

#### *General Layout of an Interactive PowerPoint Used for Assessing Knowledge*

Think of a test in your classroom. You start with a title on your test, so the students know what the test is on and who wrote it. Then you have an introduction, which might define the subject matter for the test. Alternatively, if used as a review, the introduction might summarize the concept being tested. A good interactive slide show thus begins with a *title* and an *introduction slide* (Fig. 10.14).

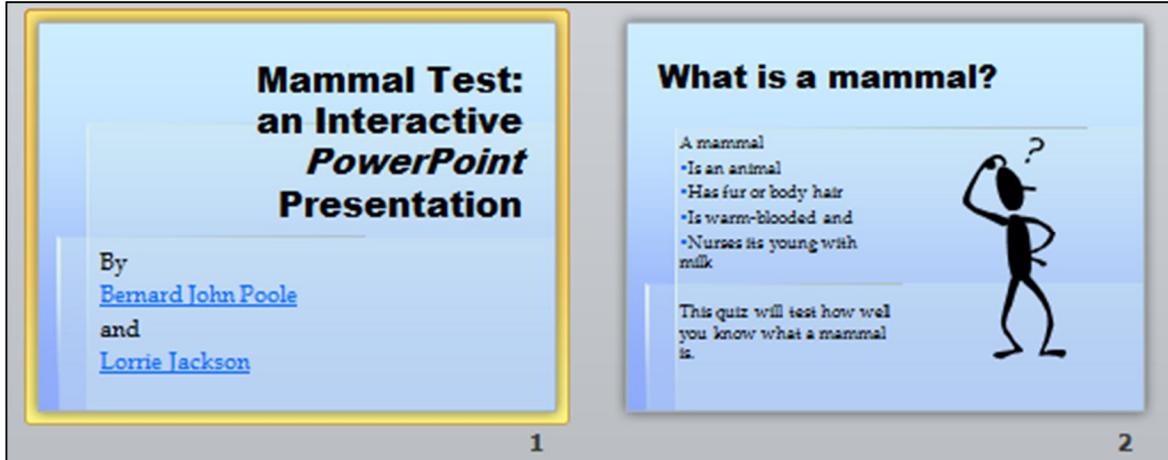


Fig. 10.14 Title and Introduction Slides

You then move to the set of directions which tell the user how to complete the test. The test questions follow right on after the directions.

An effective interactive slide show should have a *directions slide* because a good teacher never assumes that all the students know how to take a particular test. After the directions come the *question slides*, which contain the questions themselves and the options for answers (See Fig. 10.15).

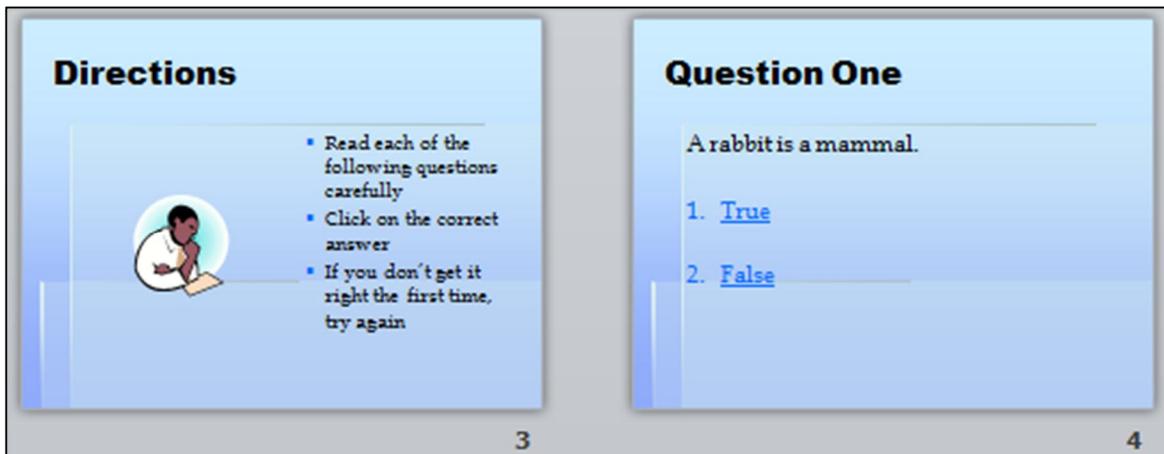


Fig. 10.15 Directions and Question One Slide

An interactive *PowerPoint* presentation has the same elements as any *PowerPoint* presentation, with one significant addition: *question slides* and *feedback slides*. In your class, you grade papers and return them, giving the students feedback on their answers. So, in the Mammal test slide

show, we have *feedback* slides that tell the user "You're Right" or "Sorry. Try Again" (Fig. 10.16).

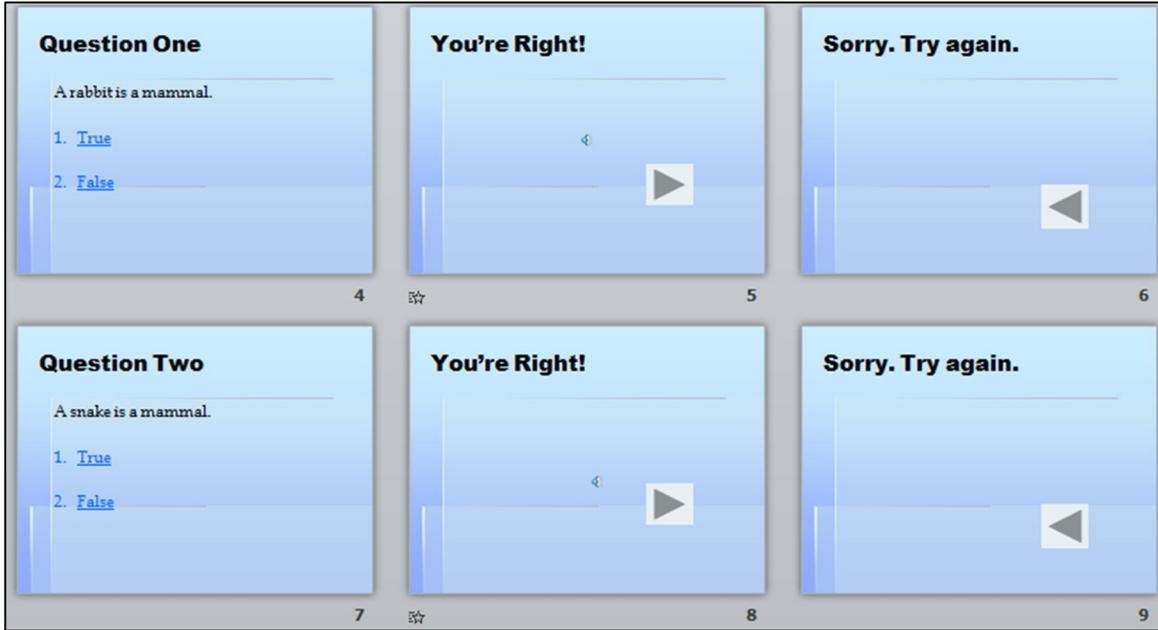


Fig. 10.16 Question and Feedback Slides

Lastly, in any interactive *PowerPoint* it's appropriate to have a *concluding slide* which tells the students they're done, followed by an *acknowledgements slide* (Fig. 10.17).



Fig. 10.17 Ending and Acknowledgment Slides

In this way, you set good precedent for citing sources, and you also clue your audience to the fact that it's over! We'll talk more about the layout of an interactive *PowerPoint* as you begin creating your own.

### Action Buttons and Hyperlinks

In order to move outside the linear box of traditional PowerPoints, we've used *Action Buttons* and *Hyperlinks*. Action Buttons are the square boxes with arrows in them that let you either move on to the next question or re-answer the previous one. These were discussed briefly in the previous chapter, but we'll pay special attention to them in the subsequent activities.

A *PowerPoint* Hyperlink takes you directly from one place to another: if you are on the Web, the hyperlinks take you from one Web site to another, or from a website to your email program; if you are in a *PowerPoint*, the hyperlink might take you from a slide to your E-mail program, or from one slide in your presentation to another, or from a slide in your *PowerPoint* presentation to, say, a page on the Web.

Notice the absence of transitions and animations in this Mammal Test presentation. The presentation has a simple, clean style. In the previous lesson, you learned how to use different effects for *Slide Transitions* and earlier in this lesson you were introduced to *animations*. These are certainly valuable tools that engage your viewers and can keep their interest. But everything has a time and a place, and in a testing situation, the bells and whistles aren't needed. They may, indeed, be an unwanted distraction.

So much for an overview of using an interactive *PowerPoint* show. It's time to create your own interactive quiz.

One final word before you begin: if you are a practicing teacher using this tutorial, and you consider yourself an experienced user of the computer, why don't you create, or use an existing quiz of your own, a quiz based on your grade level or subject matter using the upcoming steps as your guide? Experienced computer-using teachers should have little trouble doing this. But if you're even the least bit fuzzy on how an interactive show works, stick with the mock test below for your first try. Then practice it later with your own curriculum!

Hit **ESC** to exit the slide show, then **close (File > Close)** the **Mammal Test** presentation when you are ready to continue with the tutorial

### 10.3 BUILDING THE PRESENTATION

You are going to use *PowerPoint* to prepare a simple test about the U.S. states and capitals, which will give you the experience to prepare more detailed interactive tests on your own.

*PowerPoint* should still be open on your screen, so go to **File > New** and click on the **Blank Presentation** icon (or simply hit **Ctrl-n**) to start a new slide show

You'll remember that it's always a good idea to immediately save a new document

Go to **File > Save**, navigate to your **Work Files for Office 2010 > Data Files folder > PowerPoint Presentations folder**, give the new presentation the name **States and Capitals Quiz**, and click on the **Save** button

It is usually a good idea to create the text outline for your slides before you select a template for your design theme, slide transitions, animations and so forth. This is because different templates have different slide layouts (bigger title boxes, less room for bulleted lists, and so on). So you will want to get a feel for the text on each slide before you proceed with design considerations.

This brings to mind a good rule of thumb when creating anything that is designed to provide information for the purpose of effective communication: *Substance Before Style!* Or, to put it another way, *Content Counts!* Keep this in mind when developing any *PowerPoint* presentation.

Let's get to work. Figure 10.18 illustrates the content you will be typing in for the first three slides of the *U.S. States and Capitals* quiz. Follow the directions on the next page to complete this first part of the task.

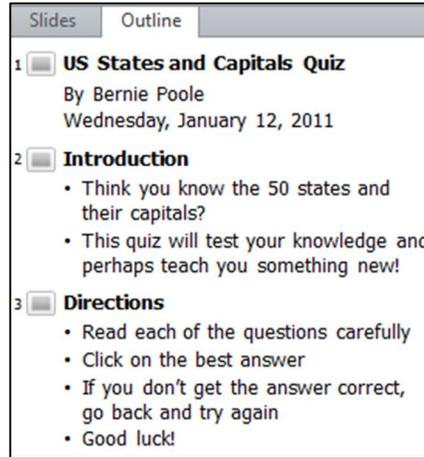


Fig. 10.18 Content for the first three slides

In Lesson 9 you learned how to use the Outline tab in the left hand frame of the *PowerPoint* window to enter the text onto each slide. You can go ahead and use the Outline tab again if you want, as illustrated in Fig. 10.18 above. For this presentation, however, you might try entering the text directly onto each slide using the large version of the slide on the right hand side of the window (Fig. 10.19).

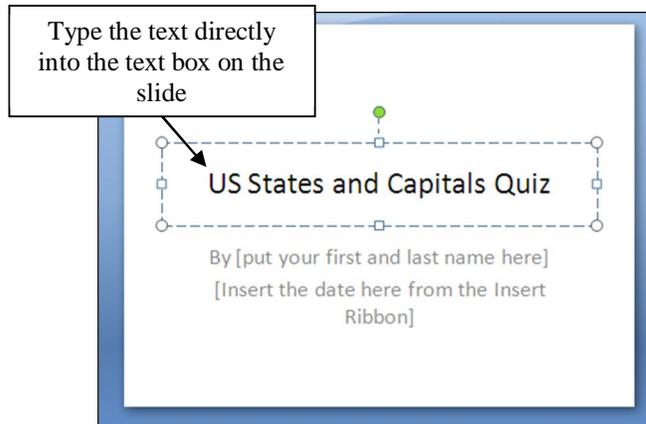


Fig. 10.19 Enter the text directly onto the slide

Either way works fine, so long as you follow the rule of thumb that it's best to type in the text *before* playing with the slide design features of *PowerPoint*.

Entering data directly onto slides can be tricky because you have to be careful how you use the *Enter* and *Tab* keys, so follow the directions carefully.

Click inside the **Title box** on the slide itself (Fig. 10.19 above) and type **U.S. States and Capitals Quiz**, then hit **Ctrl-Enter** to move the **cursor** down to the **sub-title** box

Now type, **By** \_\_\_\_\_ (type your name in the blank)

The sub-title *By* \_\_\_\_\_ (your name) should now be in the sub-title box of your first slide.

Hit **Enter** and, in the **Insert Ribbon > Text Group**, click on **Date and Time**, then **double-click** on the **date format** of your choice

Hit **Ctrl-Enter** (or **Ctrl-m**) to automatically insert a new slide, then, in the **Home Ribbon > Slides Group > Layout menu** select the **Title and Content** layout—the layout you'll use for the remaining slides in the presentation

Continue to type the information for the **next 2 slides** (see Fig. 10.18 above)

### Get to know the Keyboard Shortcuts

You'll quickly learn that hitting **Enter** moves you to the next line within a text box.

As you just did for the previous two slides, press **Ctrl-Enter** to move from one text box to the next (for example, from a slide's title to its bulleted list, or from one slide's bulleted list to the next slide's title box)

Get used to using these keyboard shortcuts rather than reaching for the mouse, clicking on each slide, or selecting New Slide from the toolbar or from the Insert menu, and so on. For the more experienced user, Keyboard Shortcuts are a faster way to go!

### Question and Feedback slides

In a moment you are going to type the Question and Feedback slides, the content of which is in Fig. 10.21 on the next page. If you are a relatively experienced user of Office programs such as *Word*, and since you perhaps already have completed the introductory *PowerPoint* tutorial (Lesson 9), you should be able to carry out the following tasks without step-by-step help. However, in case you need some guidance, here are a few useful hints:

- Before typing the first of the possible answers on each slide, click on the *numbered list icon* in the toolbar (Fig. 10.20) so that the program will automatically number your answers.

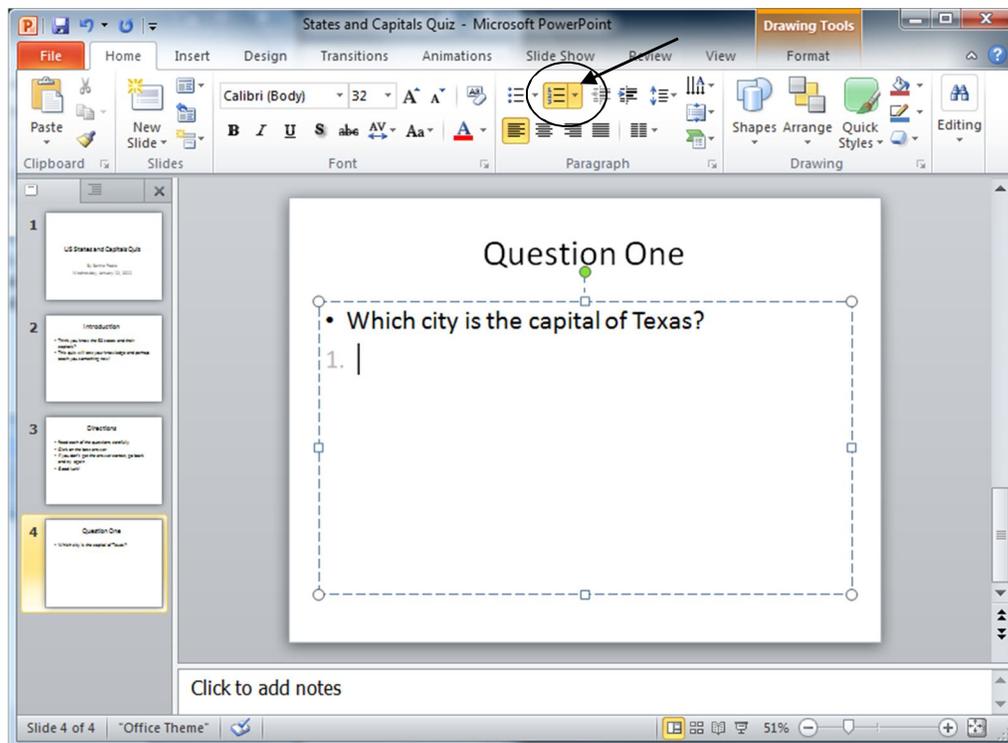


Fig. 10.20 The Numbered List icon in the Paragraph Group of the Home Ribbon

- When you enter the information for each of the question slides (slides 4, 5, and 6 in Fig. 10.21), once you've typed the title in the Title Box (such as *Question One*), hit *Ctrl-Enter* to skip to the next box, then hit *Backspace* to get rid of the *bullet* that is automatically inserted by *PowerPoint*.

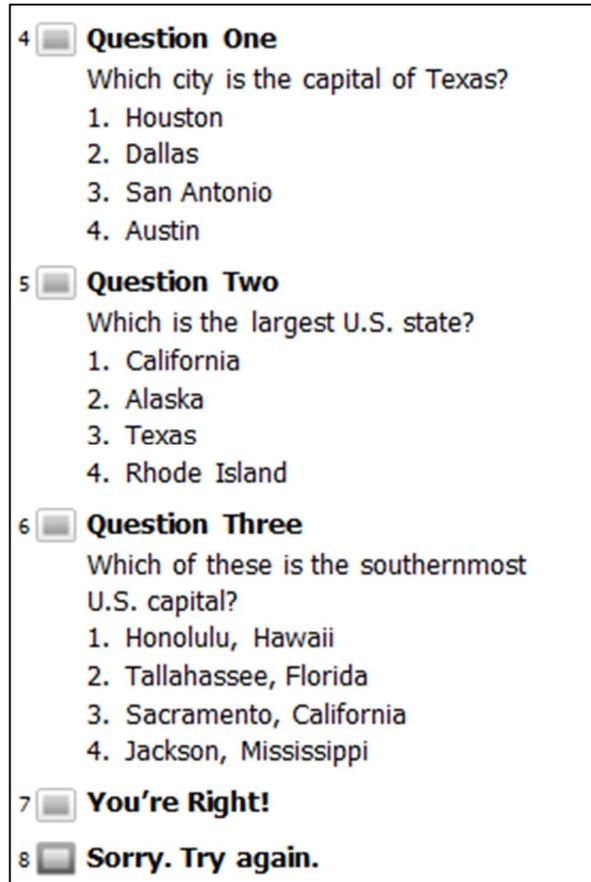


Fig. 10.21 Question and Feedback Slides

- If you want to further modify the numbering, you can click on the arrow in the *Numbering tool* (**Home Ribbon** > **Paragraph Group**) and double-click on the number format of your choice.
- After the question slides, type the content for the two feedback slides: *You're Right* (slide 7) and *Sorry. Try Again* (slide 8). Wait; don't we need these feedback slides after each question? Yes, so you'll need to make *copies* of these two slides and *paste* them in the right places in the slide show. We'll change the slide layout later as well.

Now go ahead and type the five **Question and Feedback** slides (**slides 4 through 8 of your show**) illustrated in Fig. 10.21 above

For any *PowerPoint* show, it is important to have a slide that signals the end of the main body of content (such as the end of testing in the case of our show). *PowerPoint* presentations that end abruptly can be disconcerting to a viewer. Also, it is important to give credit where credit is due.

So, at the conclusion to most any slide show you should include an acknowledgements slide. These are your next two tasks.

Type the content for **slides 9 and 10** as in Fig. 10.22

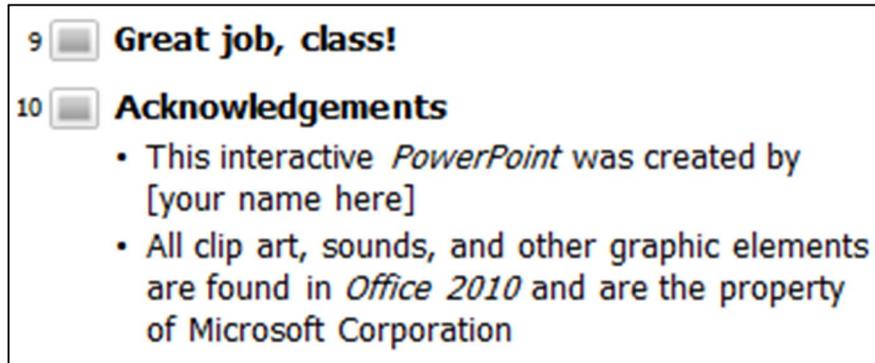


Fig. 10.22 End of Test and Acknowledgement Slides

*Before you proceed to the next section of the tutorial*  
First, it is time to save all your hard work.

Go to **File > Save**

It is always wise to check your work as you proceed. So make sure you have 10 slides, in the order as shown in Table 10.1.

Slide	Content
1	Title Slide
2	Introduction
3	Directions
4	Question One
5	Question Two
6	Question Three
7	You're Right!
8	Sorry. Try Again.
9	Great Job, Class!
10	Acknowledgements

Table 10.1 Order and content for the States and Capitals slide show

It is going to get tricky for a little while, so double-check your work as you go along. If any of the slides are missing, go back through the steps above.

## 10.4 MAKING THE PRESENTATION INTERACTIVE

You are now going to tackle the three hardest steps in this lesson. They are:

1. making duplicate feedback slides and sorting them correctly;
2. hyperlinking each possible answer to the appropriate feedback slide;

3. creating Action Buttons that send the viewer to the next question when they get the answer correctly or to the previous question when they get the answer wrong.

### Duplicating and Positioning the Feedback Slides

You are now going to copy the *You're Right* slide and the *Sorry. Try Again.* slides together and place a copy of both of these Feedback slides after each of the three Question slides.

Follow these steps to do this.

In the **Slide View toolbar (lower right of your PowerPoint window—Fig. 10.23)** click on **Slide Sorter View**

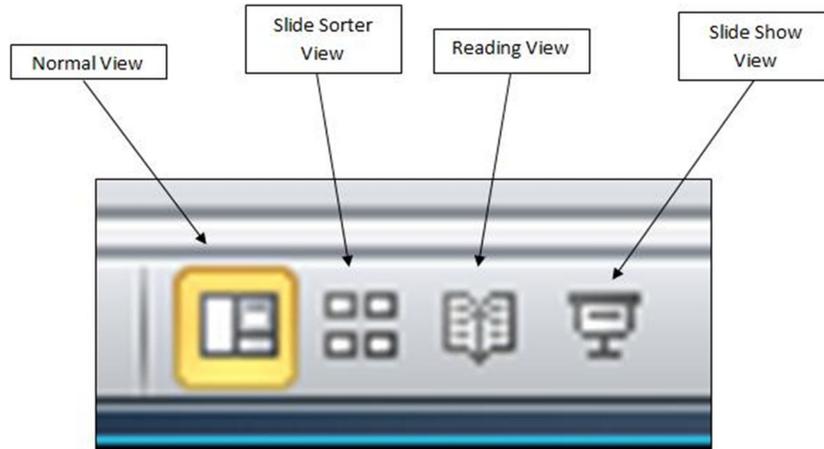


Fig. 10.23 The PowerPoint Slide View tools

Click on the ***You're Right!*** slide (slide 7), hold down the **Shift key**, then click on the ***Sorry. Try again.*** slide (slide 8) to have **both slides 7 & 8 selected** at the same time

Now **copy** the slides (**Ctrl-c**) to the clipboard, then click just to the right of the **Question One** slide (between slide 4 and slide 5)

You should see a flashing vertical bar appear where you clicked (Fig. 10.24 on the next page)—if slide 4 is at the far right margin on your screen, the bar will appear at the very beginning of the next row.

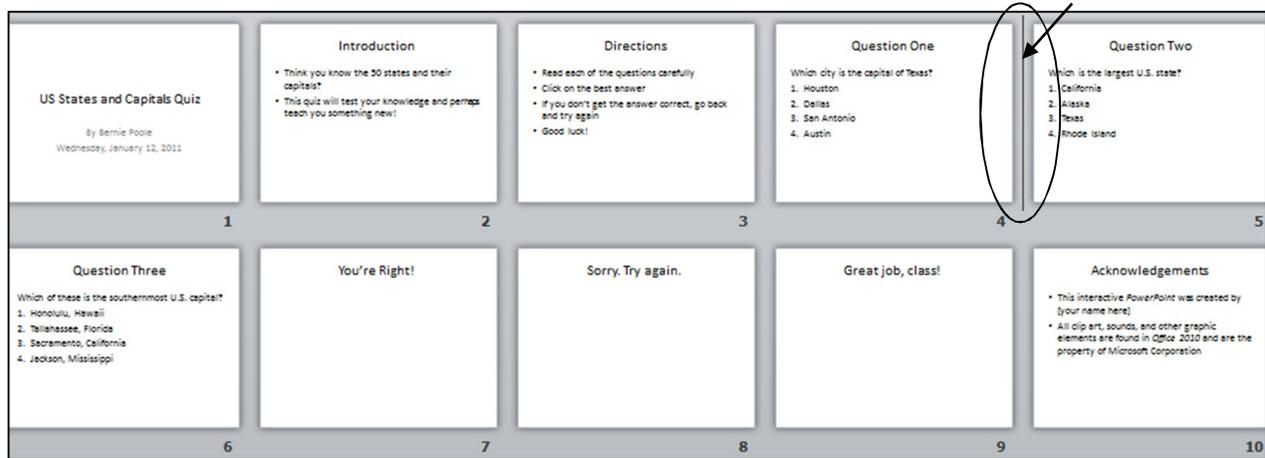


Fig. 10.24 Bar showing where the Feedback Slides will be pasted

**Paste (Ctrl-v)** the **Feedback** slides where the vertical line appears

Next click to position the cursor **immediately after** the slide for **Question Two** and **Paste (Ctrl-v)** the **Feedback** slides where the vertical line appears

You should now have **THREE** sets of feedback slides, each following the *Question One*, *Question Two*, and *Question Three* slides.

Check your work and **Save** the slide show again

Do you have 14 total slides, with two feedback slides (*You're Right* and *Sorry. Try Again*) right after each question slide? If so, pat yourself on the back. If not, re-read the section above on *Duplicating and Positioning the Feedback Slides* and try again.

### Hyperlinking the Answers to the Appropriate Slides

Time for some fun. Let's link each answer to the appropriate feedback slide so the students will know if they got the answer right or wrong.

You should still be in *Slide Sorter* view.

**Double-click** on **slide 4 (Question One)** to switch to the **Normal View** of the slide

Now, highlight the word **Houston** by double-clicking on it or dragging across it with the mouse, then, in the **Insert Ribbon > Links Group**, click on the **Action Tool** (Fig. 10.25)

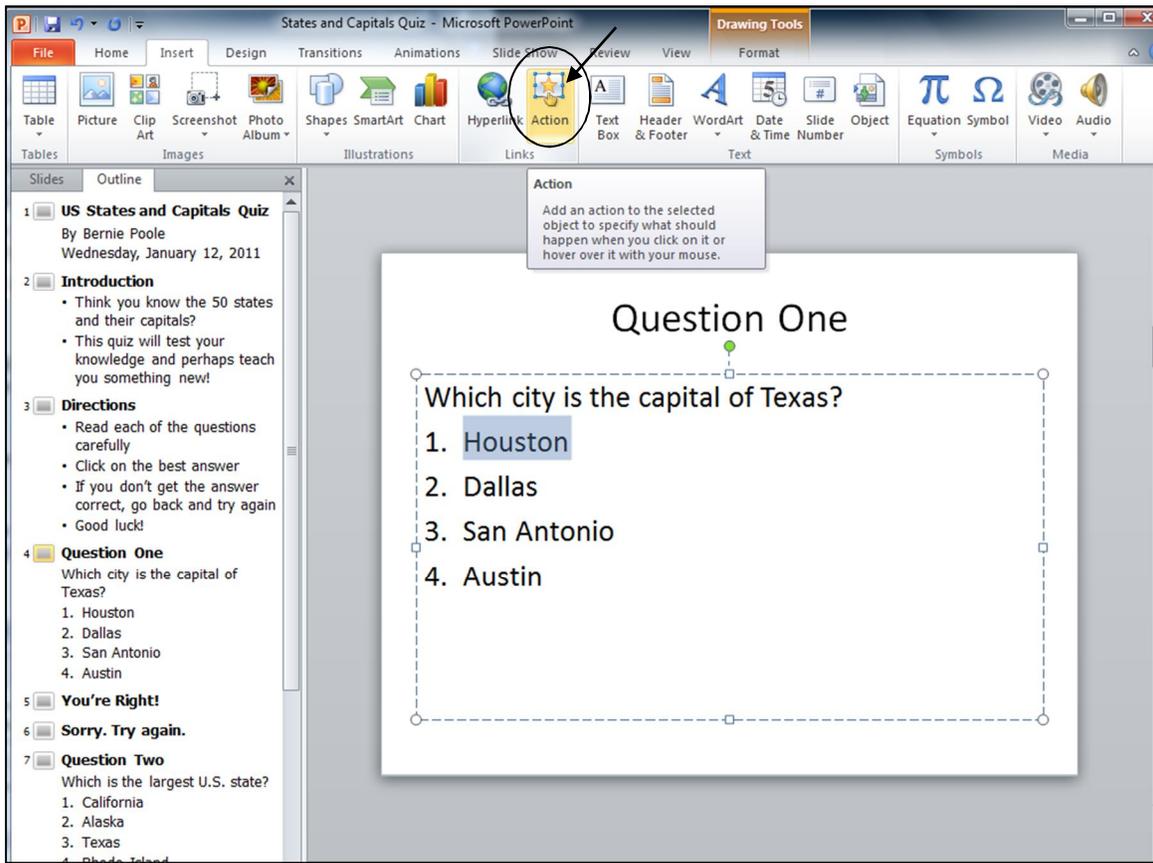


Fig. 10.25 The Action tool in the Links Group of the Insert Ribbon

You will now see the *Action Settings* dialog box (Fig. 10.26).

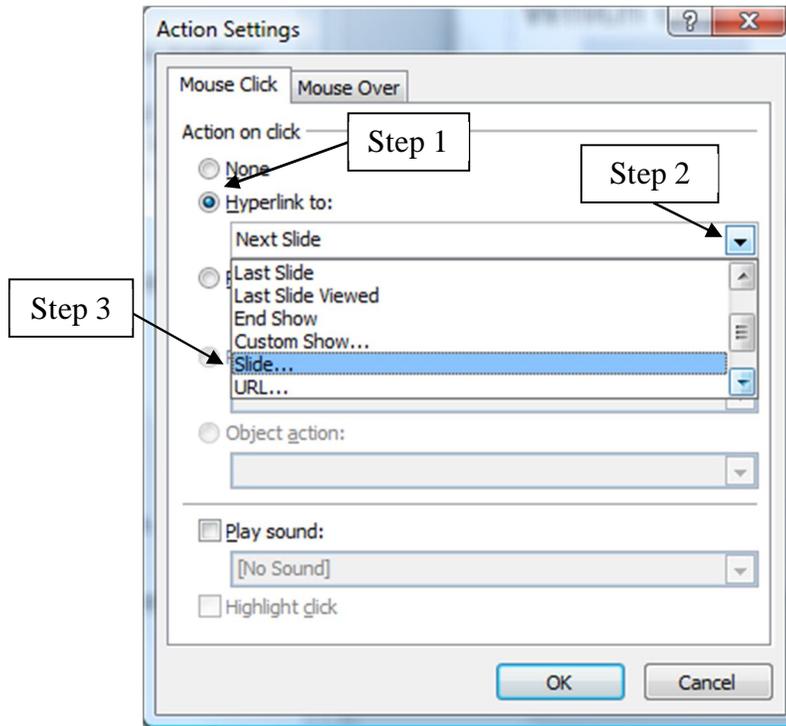


Fig. 10.26 Action Settings dialog box

Click in the **radio button** next to **Hyperlink to:**, then click on the **down arrow** in the **Hyperlink to:** box to drop down the **menu of hyperlink options** (Fig. 10.26 above)

Scroll down the menu till you see the option for **Slide...** and click on it

You'll now see the full list of the slides in your States and Capitals slide show.

If necessary, scroll down the list of slides and click on **slide 6 (Sorry. Try Again.)** and click **OK**, then click **OK** again to leave the Action Settings dialog box

Why? Because Houston, the answer we just converted into a hyperlink, is not the capital of Texas. So we want the student to be presented with the feedback slide that says the answer is wrong.

Repeat these steps for the answers **Dallas** and **San Antonio** (also wrong answers) by highlighting each city in turn, then, in the **Insert Ribbon > Links Group**, click on the **Action Tool** as you did just now for Houston

Click in the **radio button** next to **Hyperlink to:**, then click on the **down arrow** in the **Hyperlink to:** box to drop down the **menu of hyperlink options** (Fig. 10.26 above)

Scroll down the menu till you see the option for **Slide...** and click on it

Once again, you'll now see the full list of the slides in your States and Capitals slide show.

If necessary, scroll down the list of slides and click on **slide 6 (Sorry. Try Again.)**—**NOT** slide 9 or slide 12 as these are the feedback slides for the other questions—and click **OK**, then click **OK** again to leave the Action Settings dialog box

Now, highlight **Austin** (the correct answer)

Since Austin is in fact the capital of Texas, we want to link that answer to the feedback slide that indicates that the correct answer has been selected.

So, with **Austin** highlighted, in the **Insert Ribbon > Links Group**, click on the **Action Tool**

Click in the **radio button** next to **Hyperlink to:**, then click on the **down arrow** in the **Hyperlink to:** box to drop down the **menu of hyperlink options** (Fig. 10.26 above)

Scroll down the menu till you see the option for **Slide...** and click on it

Now, click **slide 5 (You're Right!)**—**NOT** slide 8 or slide 11 as these are the feedback slides for the other questions— and hit **OK**, then click **OK** again to leave the Action Settings dialog box

By now, you'll perhaps notice something different on your *Question One* slide: the answer choices are underlined and in a different color than the other text. This tells the viewer that that word or phrase is hyperlinked. Don't worry if the color of the hyperlinks is not what you'd like (maybe too subtle or muted, for example, or maybe just not a color you like). You'll learn how to fix this in a little while.

Make sure each answer on the **Question One** slide is **hyperlinked** (underlined and in a different color), then locate **Question Two** (slide 7)

Highlight **California** and, in the **Insert Ribbon > Links Group**, click on the **Action Tool**

Click in the **radio button** next to **Hyperlink to:**, then click on the **down arrow** in the **Hyperlink to:** box to drop down the **menu of hyperlink options** (Fig. 10.26 above)

Scroll down the menu till you see the option for **Slide...** and click on it

Once again, you'll see the full list of the slides in your States and Capitals slide show.

If necessary, scroll down the list of slides and click on **slide 9 (Sorry. Try Again.)**—**NOT** slide 6 or slide 12 as these are the feedback slides for the other questions—and click **OK**, then click **OK** again

It's important to link to slide 9 and not another one of the *Sorry. Try Again* slides, since we want our Action Button (which you'll be inserting later) to take us back to the slide 7 in the show (Question Two), not to slide 4 (Question One).

Repeat this process for the **Texas** and **Rhode Island** answers, which are also incorrect

For the answer **Alaska**, link it to **slide 8 (You're Right)**—**NOT** slide 5 or slide 11—since **Alaska** is the largest state and thus the correct answer

Try tackling the last question slide on your own.

Scroll down to **Question Three**, highlight and link all **wrong** answers to **slide 12** and highlight and link the **right** answer (**Honolulu, Hawaii**) to **slide 11**

You've now linked your answers to your feedback slides. You're almost finished with the tough stuff. Now it's time to use Action Buttons to navigate from the feedback slides to the next slide in the show. You're doing good. Hang in there!

### Creating Action Buttons

Stop and think for a moment.

Let's say your student is reading Question One and believes that Dallas is the capital of Texas. The student clicks on Dallas and, because of your hyperlinking, is whisked to the *Sorry. Try Again.* slide. She's ready to try again, but how does she get back to Question One? If she clicks or presses the space bar, she moves on to the next slide in sequence and doesn't get to retest. So, what can we do? This is where Action buttons come in handy once again.

Action Buttons are great tools to help us break the linear (one slide after another) nature of *PowerPoint* presentations. With Action Buttons, you can jump from slide to slide in any order you want (in a non-linear fashion).

We'll insert an Action Button on each feedback slide to help the student get to where they need to go next.

Go to slide 5 by scrolling to it and clicking it (or click on **slide 5** in the **Slides pane** on the left side of the screen)—this is the **You're Right** slide, immediately after **Question One**

In the **Insert Ribbon > Illustrations Group**, click on the **Shapes** icon to show the selection of Shapes you can use in *Office 2010* (Fig. 10.27)

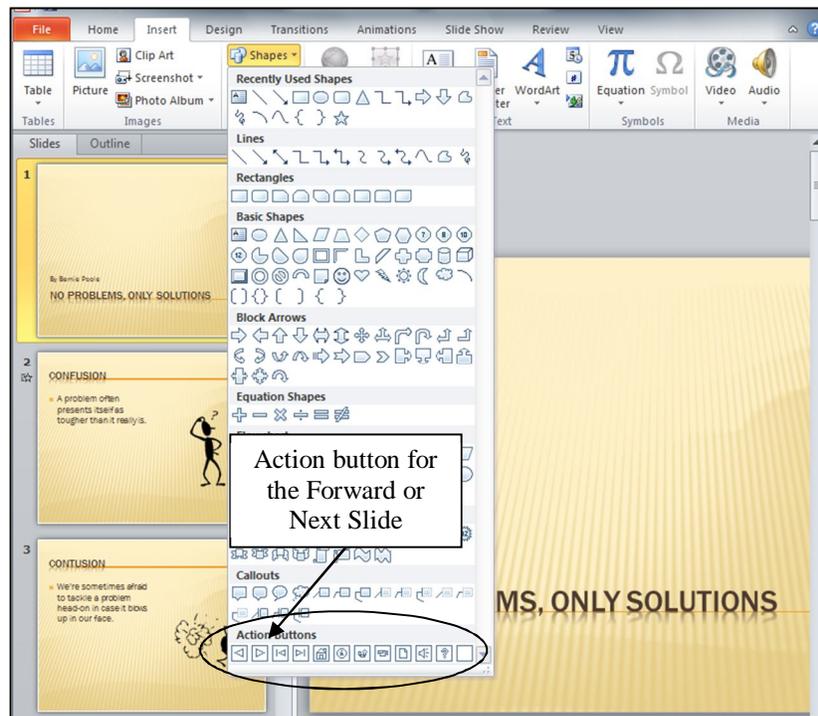


Fig. 10.27 The Shapes menu showing the Actions buttons

The Action buttons are right at the bottom of the menu of Shapes. Since we're on the *You're Right* slide, we want to reward our smart student and use an Action Button that moves them *forward* in the show to the next question.

In the **Shapes menu > Action Buttons**, click the **Action Button** with the arrow that points to the **right (Forward or Next)**

Now, **without pressing the mouse button** yet, slide the mouse over the large version of **slide 5** and position the crosshair cursor where you want the Action Button to appear (the **bottom right corner** is a common location for Action Buttons that send you forward to the next slide in a show, but you can put it anywhere you want)

Hold down the **left** mouse button and **drag down and to the right** to draw the **button** (it can be as large or small as you wish)

You'll now see the *Action Settings* dialog box again—the dialog box illustrated in Fig. 10.26 on page 335 a couple of pages back.

Click the **small black arrow** at the right end of the **Hyperlink to:** box to show the **drop down menu** of **hyperlink** options

Notice how easy it would be to link to the beginning (First Slide) or end (Last Slide) of a slide show, even to Web sites (URLs...) or other *PowerPoint* presentations (see Fig. 10.26 again).

But you want to have the new Action Button send the user to a specific slide in the show.

In the **drop down menu**, scroll and click on the word **Slide...** to get a full listing of all the slides in your show Fig. 10.28

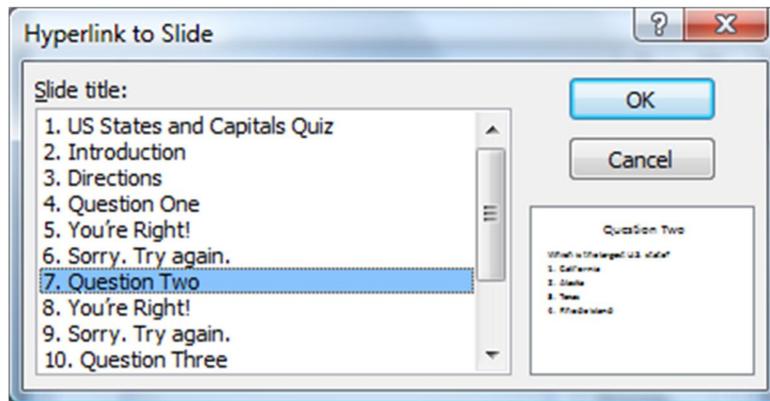


Fig. 10.28 Hyperlink to Slide dialog box

Now, since the student got the answer right, we want to let her proceed to the next question: *Question Two*.

Locate **Question Two** in the list of slides in the Hyperlink to Slide dialog box and click **OK**, then click **OK** again to close the **Action Settings** dialog box

Notice that your Action Button is a solid color now. To make the button bigger or smaller, or to move it around, you need to select it first, by clicking on it.

Click **once** on the new Action Button

Hold down the **left** mouse button, grab one of the handles around the button, and **drag** to enlarge or reduce the size of the **button** or change its shape in other ways (it can be as large or small as you wish, so feel free to use the **handles** around the Action Button to resize it to whatever shape you want)

Practice **moving** the Action Button by grabbing it with the mouse anywhere **inside the border** (NOT on the handles) and sliding it around on the screen

You also can double-click on any Action Button to bring up the Drawing Tools Format Ribbon, which will allow you to change the color scheme to meet your design preferences. Let's try this now.

Go ahead, **double click** on one of the Action Buttons and experiment with different Action Button **Colors, Shape Fills, Shape Outlines, and Shape Effects**—you can even **rotate** the button if you want

### **Forcing the user to click on an Action button**

For the feedback slides we must make sure that the user can only proceed by clicking on the Action Button you've just created for them, otherwise, when they click the mouse anywhere else on the slide they will advance to the next slide (slide 6 in this case) instead of going forward to Question Two. Here's how you can force the user to click on the Action button in order to proceed.

In the **Transitions Ribbon > Timing Group**, click to remove the **check mark (tick)** next to **On Mouse Click**

Now, for just this one slide, the user will have to click on the Action button to proceed to the next slide, which in this case will be to go to Question Two. Perfect!

Next you're going to repeat the above steps to create an Action Button on Slide 6 which will move the student who selects an incorrect answer for *Question One* back to *Question One* to try again.

Scroll to the next slide (**slide 6—Sorry. Try Again**), and In the **Insert Ribbon > Illustrations Group** click on the **Shapes** icon

At the bottom of the menu of shapes, click on the **left arrow** Action Button (**Back or Previous**)

Again, **without pressing the mouse button** yet, position the crosshair cursor on **slide 6** near the **bottom left corner** of the slide

Hold down the **left** mouse button and **drag down and to the right** to draw the **button** (it can be as large or small as you wish)

Once again, you'll see the *Action Settings* dialog box.

In the **Action Settings** dialog box, click the **down arrow** at the end of the **Hyperlink to:** box, in the drop down menu select **Slide...**, and click on the **Question One** slide

Finally, hit **OK** twice, then, in the **Transitions Ribbon > Timing Group**, click to remove the **check mark (tick)** next to **On Mouse Click**

This is a good time to save your work once again.

Go to **File > Save** or hit **Ctrl-s**

This is a good time to test the work you've done to this point to make sure it works the way you want it to.

Go to **Slide Show Ribbon > Start Slide Show Group > From Beginning** and pretend you're a student using this presentation

Answer **Question One incorrectly** first, and watch as the hyperlink takes you to the wrong answer

Click on the **Action Button** to return to **Question One**, and test all your answers and buttons to make sure they work appropriately

Also test to make sure that when you click anywhere on the slide **other than on the Action button** the show doesn't go anywhere

Now, go back and **create Action Buttons** for **each of the other four feedback slides** for **Questions Two and Three**, and remember to turn off the **On Mouse Click** switch for each of the feedback slides

Use the instructions above as your guide. Remember that if you're on the *You're Right* slide, you need a right arrow Action Button and you will want to select the *Question Three* slide if they just answered *Question Two*, or the *Great Job, Class!* slide if they just answered *Question Three*.

If you're on the *Sorry. Try Again* slide, make sure you use the left arrow Action Button that gets them either back to *Question Two* or *Question Three*.

**Save** your work, and view the show again (**Slide Show Ribbon > Start Slide Show Group > From Beginning**)

Give yourself a round of applause if everything worked correctly. If, on the other hand, a hyperlink or Action Button doesn't work, don't panic. You can remove an Action Button that doesn't work the way you want by simply clicking on it and hitting the *DEL* key. Or you can right-click on it and select *Edit Hyperlink* to change where a button takes you.

Follow the steps above again carefully, and you should be able to straighten things out.

## 10.5 FORMATTING YOUR PRESENTATION

### Selecting a Design Template

Office 2010 makes it easy to select a background, font type and style, and color scheme for your presentation. All these features are combined into what *PowerPoint* calls your *Design Template*.

Earlier we mentioned that you could start your new presentation by picking the Design Theme before even typing in the text. Well, as we already discussed, sometimes it is best to wait to select a Design Theme until you have an idea of where text should be on the slides and how much text is on each slide. Some Design Themes, for example, have graphics that take more space on the slide than others and might make it hard to read your text.

It is time to improve the appearance of your slide show. Let's make your U.S. States and Capitals quiz a bit more attractive. If you have followed this chapter step-by-step, you've just now finished testing your slide show.

Hit **Esc** if necessary to exit the slide show and return to the **Normal View**  
In the **Design Ribbon > Themes Group**, click on the **arrow** which allows you to select from **More Design Themes** (Fig. 10.29)

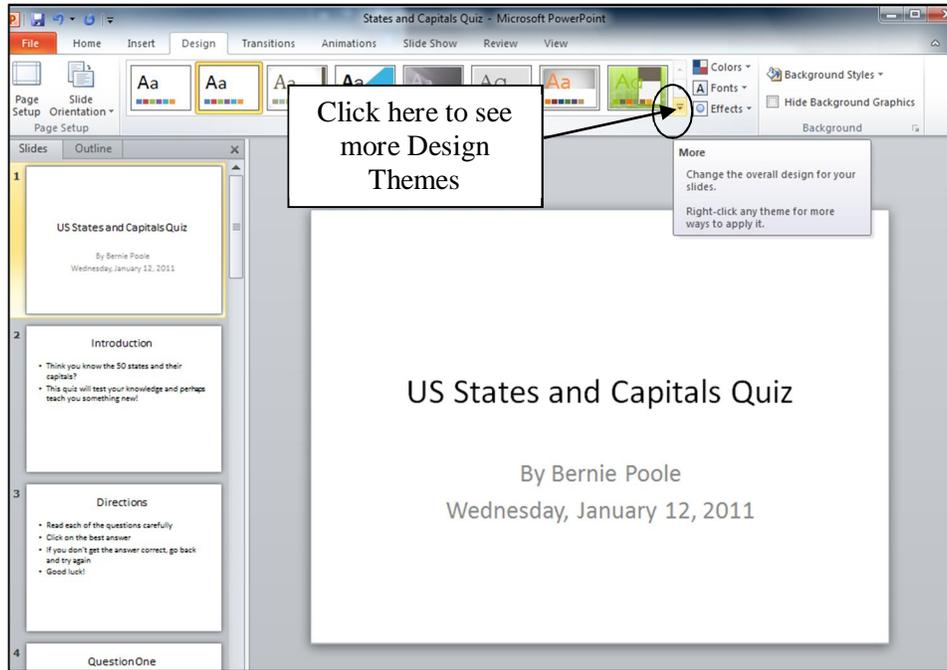


Fig. 10.29 More Design Themes

When you click on the More button you will see a menu of all the available Design Themes that come with your installation of *Office 2010* (Fig. 10.30).

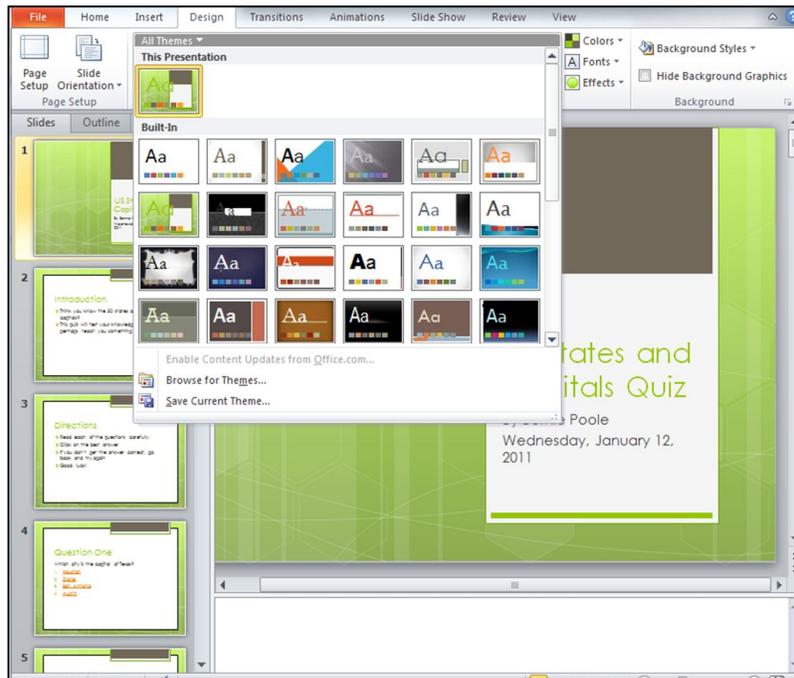


Fig. 10.30 Menu of Design Themes

Remember that a Design Theme includes the background (color, shapes, and graphics behind all text in your show); *plus* font style, size, and type; *plus* the overall color schemes of your show (what color each bullet and piece of text is). Right now, you've got a white background with black text (probably a sans serif font such as Arial) and a very basic color scheme.

To get a feel for how the different design themes look, just **click** on any of the **design theme icons** in the menu to preview them on the **thumbnails** of the slides in the **left hand frame** of the *PowerPoint* window

Preview several of the available Design Themes before deciding which one you'd like to use

If you want to see more Design Themes, and you're working online, you can go to this website: <http://office.microsoft.com/en-us/templates/CT010336615.aspx?CTT=5&origin=HA010359443>

Try this now if you're working online, and check some of them out—as time goes along, Microsoft will add more and more

You'll find dozens of pre-designed slides to choose from, any of which you can download and add to your own presentations.

When you've decided which **Design Theme** you want to use (and you can change your mind later; nothing's ever chiseled in stone in *PowerPoint*), click on it to **select it for your presentation**

**Save** the presentation

### Replacing fonts

Whether you use a standard *PowerPoint* Design Theme or create your own background, you can always easily change the font you're using for the text.

Go to **Design Ribbon > Themes Group > Fonts** and click on the **arrow** next to **Fonts** (Fig. 10.31)



Fig. 10.31 Fonts tool in the Design Ribbon

Now you can see the menu of Fonts.

Use the **mouse pointer** by sliding it over each font to do a **Live Preview** of how each font will look if you select it

Once you have decided which font you'd like to use, **click on it** to select it

The font will be changed on every slide in your presentation since it is part of your Design Theme.

**Save** the presentation once again

## Changing the Color Scheme

The final formatting change you're going to make is to the show's *Color Scheme*. When you choose a Design Template in *PowerPoint*, the program decides what colors to use for the slide titles, bullets, hyperlinks, and so forth.

Depending on your taste, printing needs, and the lighting conditions of your room, you may want to change these. For example, many colors schemes use light blue to highlight hyperlinks that have been clicked, but if a viewer does click a link, then prints the show, that light blue may be difficult if not impossible to see on paper.

Changing the color scheme is as simple as changing the font.

Click in the **Design Ribbon > Themes Group** on the **Colors tool** (Fig. 10.33) to bring down the **menu of Color Schemes**

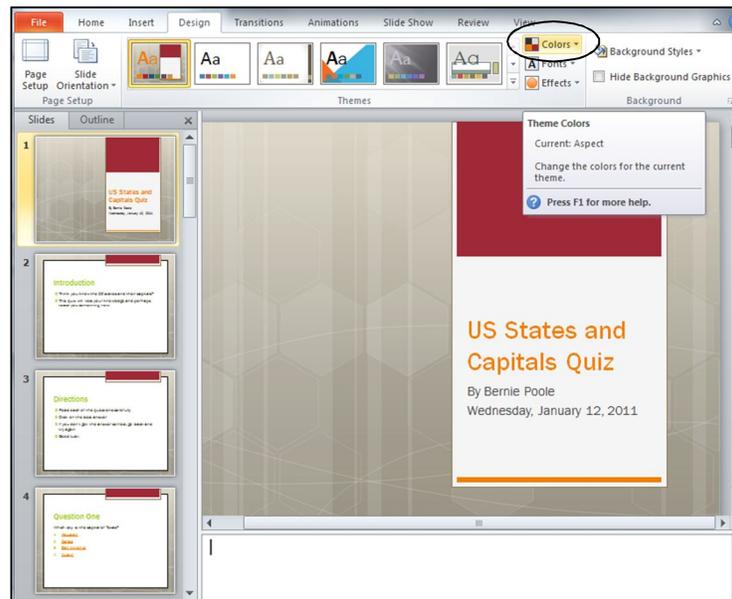


Fig. 10.33 Colors Tool in the Design Ribbon

You'll see a number of color schemes you can choose from. These are pre-set color combinations that make it easy for you to change the look of your presentation. You may well find some of the combinations to be either boring or, worse, ugly! After all, everyone's taste is different. A word to the wise, however: the color schemes have been designed by professionals, so think twice before you go your own way!

Use the **mouse pointer** by sliding it over each **color scheme** to do a **Live Preview** of how each color scheme will look if you select it

Notice that the basic Design Theme does not change when you change the color scheme. Only the color scheme will change.

Once you have decided which color scheme you'd like to use, **click on it** to select it

The color scheme will be changed on every slide in your presentation and it becomes part of your Design Theme.

If you do want more control in choosing a color scheme of your own, you can go to the bottom of the Color Scheme menu and click *Create New Scheme Colors....* Let's do this now.

At the bottom of the **Colors** menu, click on **Create New Theme Colors...**

The *Create New Theme Colors* dialog box will appear (see Fig. 10.34).

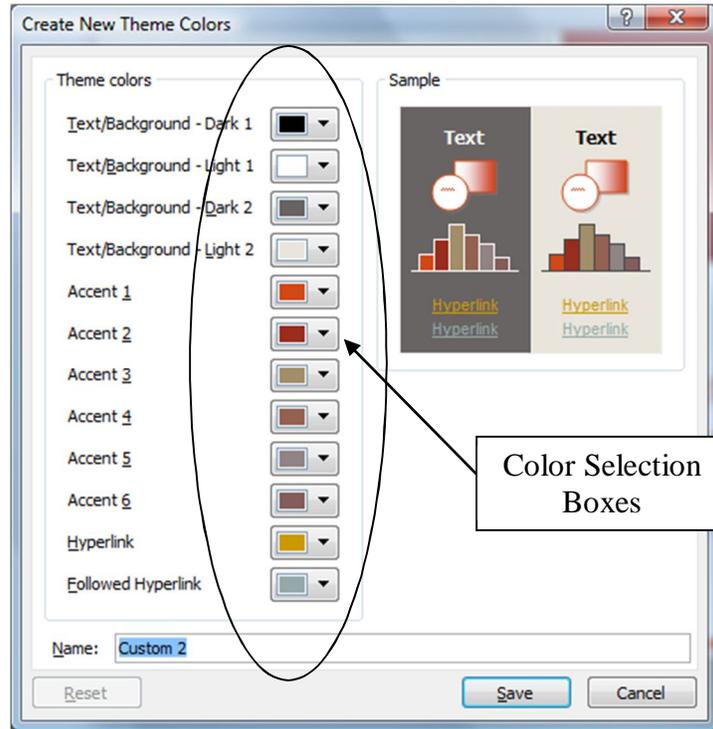


Fig. 10.34 Create your own Color Scheme

Try out **different combinations of colors** in the dialog box and see what you can come up with

Click on a **down arrow** next to one of the **color selection boxes** (see Fig. 10.31 above) to bring up a **color palette** (Fig. 10.35)

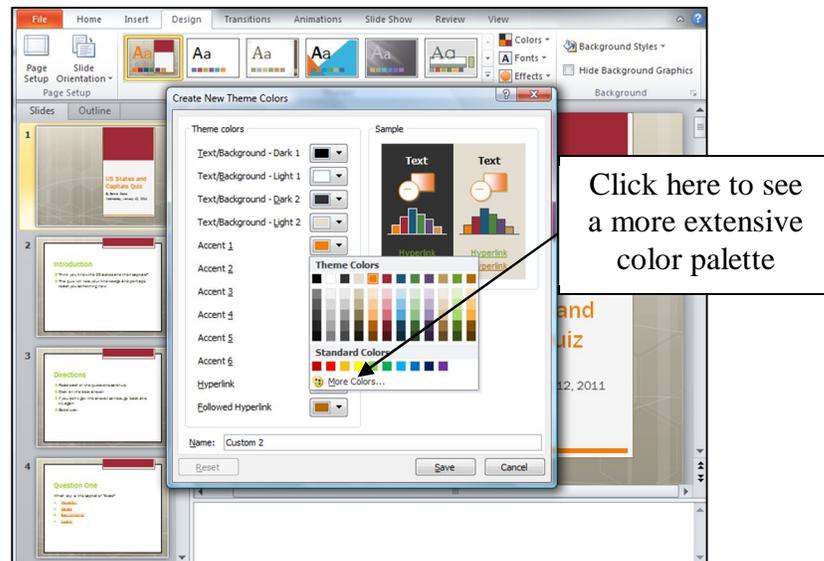


Fig. 10.35 The Theme Colors Palette

### Experiment with this **Theme Colors palette** to try out different color schemes

If this standard set of colors is not enough for you, you can use a much more extensive color palette which allows you to select from over 16 million (yes, over 16,000,000!!) colors (Fig. 10.36).

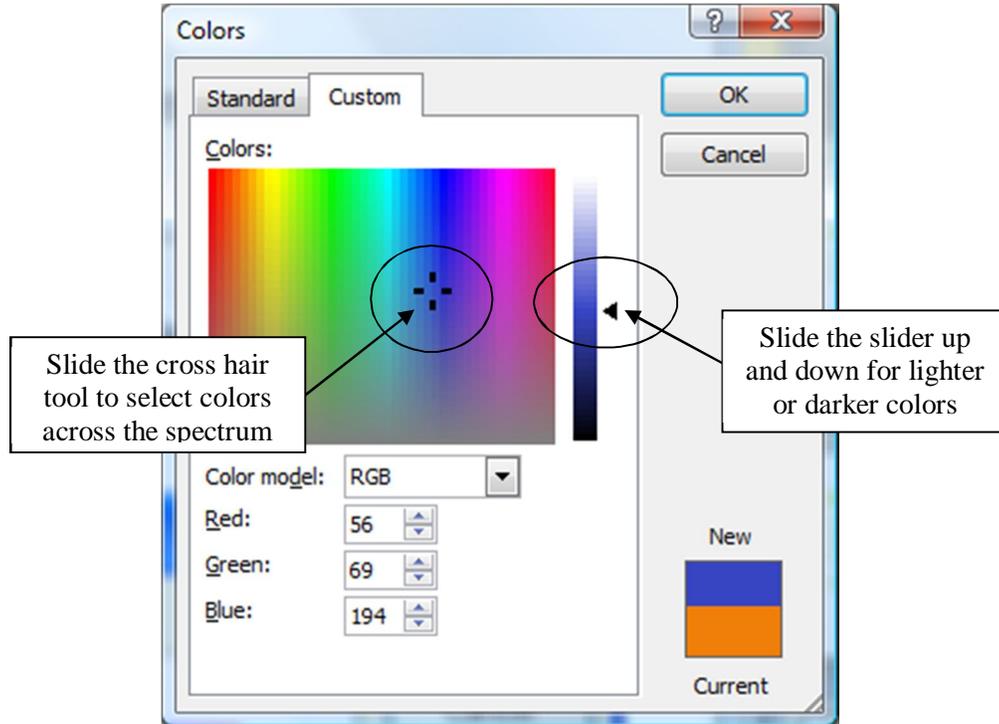


Fig. 10.36 The *Office* Custom Colors palette

### Experiment with this **Custom color palette**, too, to try out different colors

#### **Save** the presentation

Notice that you can compare the color you are mixing with the color you already have for the object you are working with. If you find it difficult to mix and match colors to your satisfaction, revert to one of the color schemes in the standard Design Themes.

One last thought about formatting your presentation. Always, keep in mind your audience when selecting slide formats. A first grade classroom learning about dinosaurs and a graduate education class learning about Piaget will require different levels of sophistication and creativity in backgrounds, fonts, and colors.

How the show will be viewed should also influence your design choices. Eye care professionals recommend dark backgrounds and light text whenever a presentation is viewed on a lighted surface (i.e. a computer screen or projected image on a board or wall). However, for most viewers, this is a bit jarring since we are accustomed to dark text on light backgrounds. You might want to test your presentation with a member of your future audience to make sure they are happy with what you've done and can comfortably read the display.

#### **Tips on color choices for printing**

Lesson 8 covered the topic of printing *PowerPoint* presentations, but this is a good time to mention editing your background for paper. Many of the Design Themes are attractive to look at; however, when you print handouts or slides in black ink, the dark backgrounds make some text

hard to read. If you plan to print out your show, therefore, choose a lighter background. Then when you are ready to print, hit *Ctrl-p* or *File > Print*. In the *Color/Grayscale* box in the *Print* window, click the black arrow and choose either *black and white* or *grayscale*. This reduces the background to plain white with black text, making it easier to read than color. It will also save a lot of money on the ink cartridges for the printer!

### Applying different Design Themes to certain slides in a show

Most of the time, we want our show to look the same on every slide. But if you do need to vary the Design Theme you use for different slides, here's what you do. Let's say, for example, that you want a different Design Theme for the first slide and the last slide.

Change your view to **Slide Sorter View**, click on the first slide and then hold down the **Ctrl** button down as you click on the **last** slide to select just those two slides

In the **Design Ribbon > Themes Group** click on the button to see **More** Design Themes, and you'll see thumbnails of the various Design Themes available to you

Click on one of the **Theme thumbnails** to **Live Preview** it; Do this for a few themes that look good to you and, when you've made up your mind, click on **your chosen Theme** to select it

Notice that only those slides you selected have that specific Design Theme. You can do this for just one slide or several slides. You're the boss!

### Applying customized backgrounds to the slides

For most users, the Design Themes provided by *PowerPoint 2010* are more than sufficient to meet their design needs. Other Design Themes can be purchased online or on CDs. If you prefer to create your own background, or wish to create a standard Design Theme for your school or class, you can use the *Background*, *Replace Fonts*, and *Color Schemes* options to customize your presentation further.

You learned how to customize background colors and background effects in Lesson 3 when you learned about the *Office 2010* Drawing Tools. Here's an exercise to give you a quick reminder.

First, click on the **last-to-one slide** in your presentation—the **Concluding slide**, then, in the **Design Ribbon > Background Group**, click on the **Background Styles** option

A menu of *Background* styles will appear (Fig. 10.37).

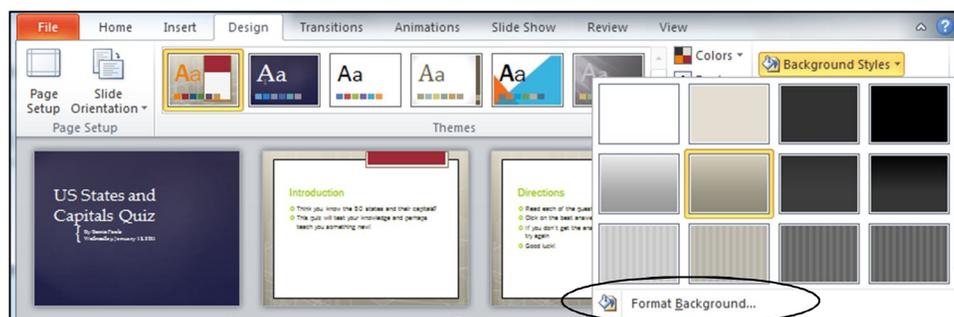


Fig. 10.37 Background Styles menu

Click on the **Format Background...** option at the bottom of this menu to bring up the **Format Background dialog box** (Fig. 38).

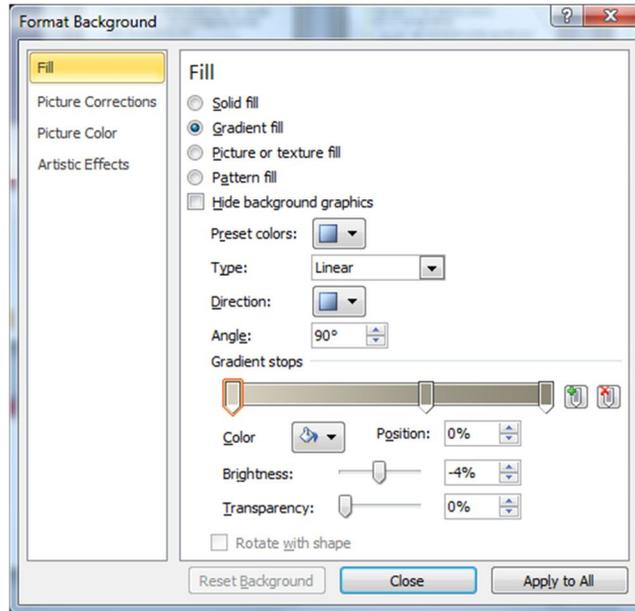


Fig. 10.38 The Format Background dialog box

You can have a ball trying out different background colors and gradients. You can even use your own choice of picture (image or photograph) for a slide background.

Take a few minutes now to play around with the various options in this **Format Background** dialog box—try out lots of possibilities and **Live Preview** your ideas

When you think you're ready, click on the **Close** button (**Don't** click on **Apply to All!!!**) to apply your ideas to the current slide only—the Concluding slide

Now **Save** the presentation once again so that, when you send the presentation to your instructor, he or she can check out your background design ideas!

## 10.6 INSERTING CONTENT

*PowerPoint 2010* has simplified inserting pictures, clip art, tables, SmartArt graphics, media sound and movie clips, and charts. You learned about this in Lesson 9, but it will be good to review what you learned and you'll also learn here how to insert a clickable e-mail address.

### Inserting Clip Art

Make sure you're in **Normal View**, not **Slide Sorter View**, then scroll to **slide 2 (Introduction)**

Click on the **Home Ribbon > Slides Group > Layout**

In the **Slide Layout** menu, click to select the **Two Content layout**

Slide two should now have the bulleted text on the left with a right box for content (see Fig. 10.39).

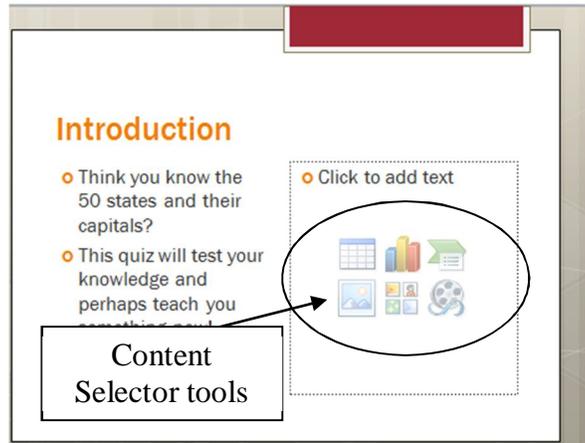


Fig. 10.39 Slide Two: Two Content slide layout

Click on the **lower middle** Content Selector tool (the **Insert Clip Art** icon)

A *Clip Art* dialog frame will pop up on the right side of the *PowerPoint* window (Fig. 10.40).



Fig. 10.40 The Clip Art dialog frame

As you can see, there's a Search box at the top into which you can type a keyword or phrase to find pictures related to a topic you have in mind.

Type **Question** in the **Search** box and click on **Go** or hit **Enter**

After a second or two you will see appear in the menu of Clip Art quite a selection of thumbnail sketches of Question Mark graphics.

Check them out and then **double-click** on the image of your choice to **insert** it onto the slide (Fig. 10.41)



Fig. 10.41 Introduction Slide with Question Mark clip art after resizing

Sometimes you will need to resize your clip art if it appears too small or too large to fit into your presentation. This is easy enough to do.

If necessary, click **once** on the clip art to select it, then click on a **corner white handle** and drag **diagonally** to enlarge or shrink the image

If you want to rotate the image, you can click and drag the **green handle** immediately above the selected image

When everything looks good on the slide, **Save** the presentation with your new clip art

Notice, in the clip art dialog frame on the right hand side of the window, that there is a check mark next to the option to *Include Office.com content*. This enables you to use clip art from Microsoft's online *Clip Art Gallery*. The selection of Microsoft art available is huge—and getting huger by the day!

### **Inserting (importing) other pictures or pictures of your own**

You are not limited to Microsoft clip art. Once you are comfortable locating and placing clip art into your show, try finding pictures and other graphics to import. It is simple to insert onto a slide a digital picture that you've saved on your computer.

Let's try this now. If you have a digital picture of your own that you'd like to use for this exercise, feel free to do so. If you do not have a picture of your own, you can use a picture of the author which is saved in the *Work Files for Office 2010*.

First select **Slide 1**—the **Title slide**—and, in the **Insert Ribbon > Images Group**, select **Picture**, then navigate to the **Work Files for Office 2010** folder > **Miscellaneous** folder > **Practice** folder, and double click on **BJPoole**

The picture will immediately appear on the slide, with the handles around it so that you can move it to wherever you want on the slide and resize it to fit the space where you want it to go on the slide, as illustrated in Fig. 10.42.

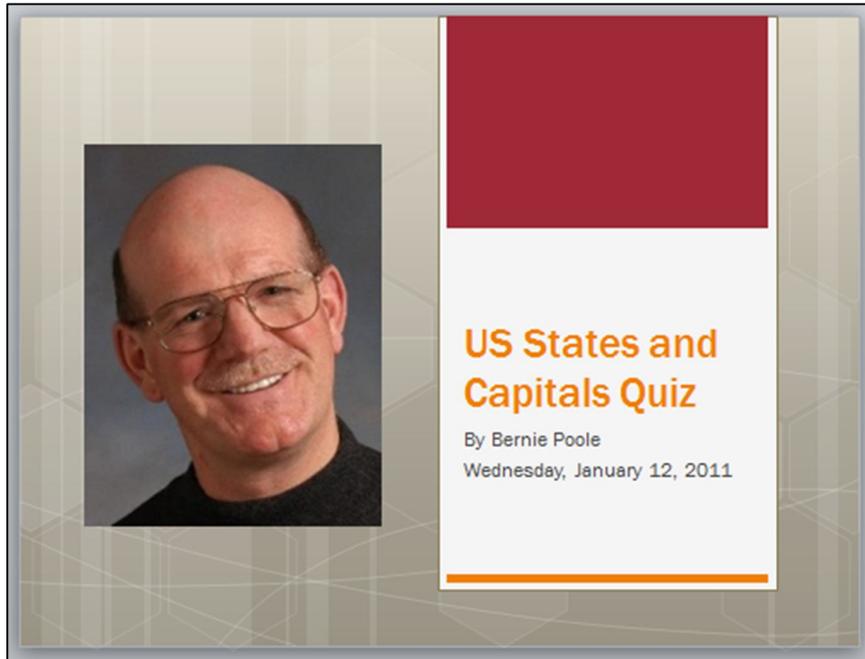


Fig. 10.42 The Title slide with the picture of the author inserted onto it

### Inserting sound

First, make sure you have the computer **Audio turned on** so that you can hear the sounds you are about to try out

In the U.S. States and Capitals show, we want to give our students a reward for getting each answer correct. So, we're going to insert applause onto every *You're Right!* slide.

Scroll to **slide 5** (the first **You're Right!** slide)

Because we used the *Title and Content* layout for our slides, all the feedback slides have a text box below the feedback sentence. First you need to remove this Content textbox

Click the **text box** so that the **white handles** appear around it

Now, either click on the **border** of the text box, or click on any one of the **handles** around the text box, then hit **Backspace** or **Delete**

The box should disappear!

Now go to the **Insert Ribbon > Media Group > Audio** and, in the **Audio** menu, select **Clip Art Audio...** (Fig. 10.43)

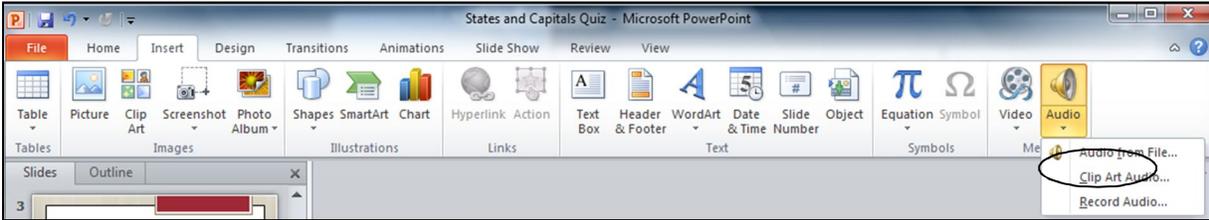


Fig. 10.43 The Audio menu

In the Clip Art Audio dialog box that pops up on the **right side** of the window, type the word **Applause** in the **Search for:** box and click on **Go**

You now see a selection of different audio clips on the theme of Applause.

**Slide over** any one of the Applause clip **thumbnails** to show the **arrow** on the **right side** of the thumbnail and click on the **arrow** to show the menu of options (Fig. 10.44)

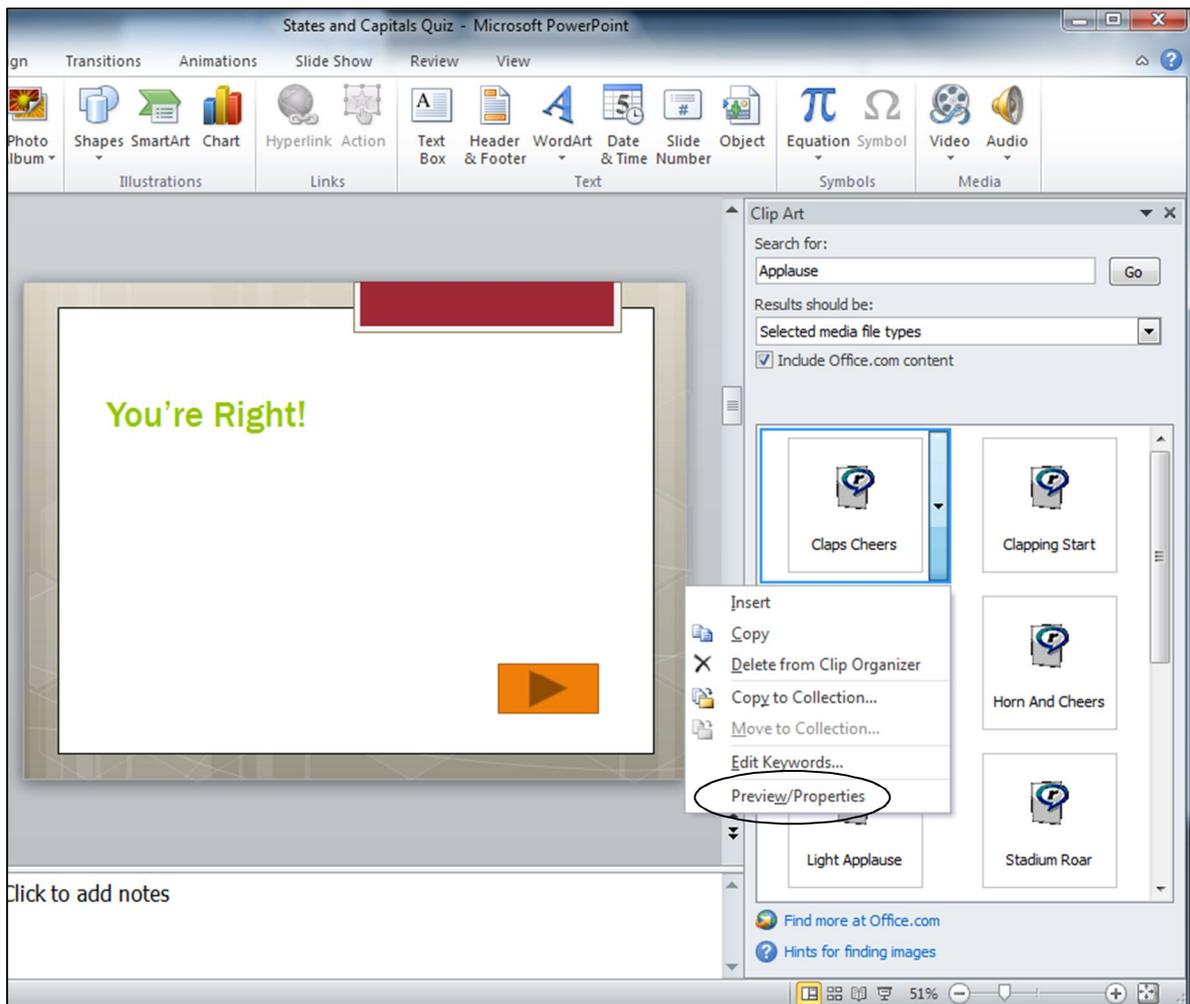


Fig. 10.44 Sound clip options

In the menu, select **Preview/Properties**

This brings up the Preview/Properties window (Fig. 10.45).

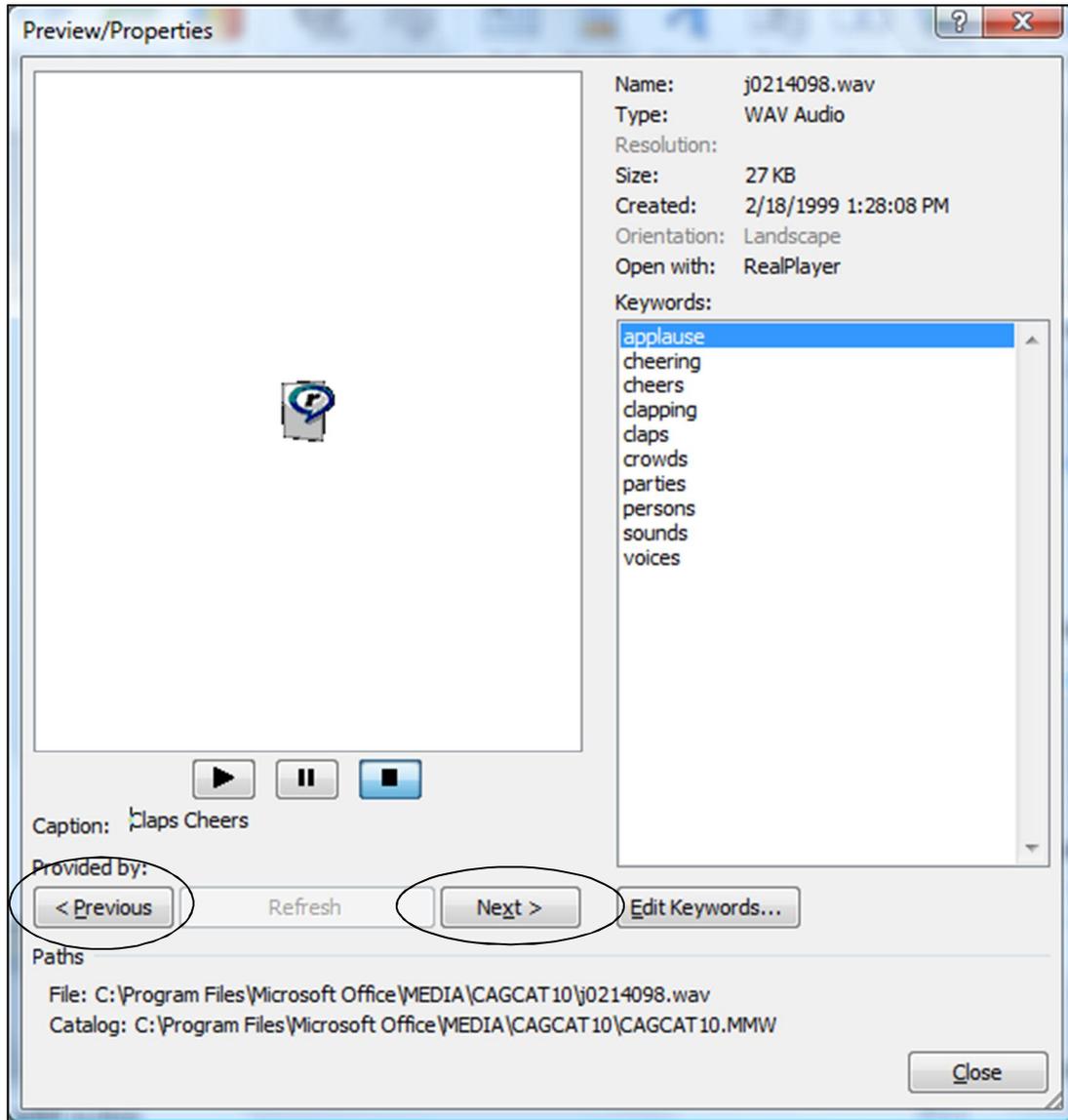


Fig. 10.45 Sound clips menu pane

You'll immediately hear a preview of the clip art sound.

If you like the sound, click on the **Close** button; if you do not like the sound, you can **preview** the **other Applause sounds** by clicking on the **Next >** or **< Previous** buttons in the Preview/Properties dialog box

When you find the audio clip you want to use, click on **Close**, then, in the **right hand pane** of the *PowerPoint* window, in the **menu of Applause sounds**, **double click** on the thumbnail for the sound you have selected in order to insert it in the slide

You should now see a small loud speaker icon on the slide. Just beneath it there's a play box where you can play the sound and see how long it lasts (Fig. 10 46). You can also adjust the volume.



Fig. 10.46

If you want, feel free to **grab the speaker** with the mouse (**not** on the handles) and move it to wherever on the slide looks good to you—grab the handles if you want to **resize** the speaker, too

One last step is to tell *PowerPoint* to *hide* the loudspeaker icon during the show and to play the sound *automatically* when the user gets an answer correct and thus links to this feedback slide.

With the **loud speaker icon** still **selected** (it has the handles around it), go to the **Audio Tools > Playback Ribbon > Audio Options Group** and click to put a checkmark or tick in the box next to **Hide During Show**, then in the menu of **Start options**, click to select **Automatically**

Now scroll to **slides 8 and 11** and repeat the above steps (**deleting** the text box, **inserting** one of the Applause sounds, **hiding** it, and setting it to start **automatically**)

You should now have applause on each of your positive feedback slides.

**Save** the presentation with your new sound clips

A caveat (warning) about sound. Like any bell or whistle, it's easy to get carried away with sounds. Stay focused on the purpose of your show and your audience's needs. A kindergarten class will welcome lots of sounds, for example, but in a presentation to the Board of Education a more professional approach may be required!

Be especially careful that your negative feedback slide is **LESS** engaging than your positive feedback slide. A sad face with an "aw shucks" sound will get the student's attention, but she

may deliberately answer incorrectly to see and hear it again. Motivate your students to succeed with the cool stuff only on the positive feedback slides. Not that you shouldn't have fun even when you make a mistake! You also may want to vary the sounds so students don't know exactly what sound they'll get when they answer correctly.

### Inserting Video

Inserting movies (or video) is just as easy as inserting clip art or sounds. Whether it's an animated clip or a short video clip, the steps are the same.

Go to **slide 13 (Great Job, Class!)**

Click on the **border** of the Content text box, or click on any one of the **handles**, then hit **Backspace** or **Delete**

Go to the **Insert Ribbon > Media Group > Video** and, in the **Video menu**, select **Clip Art Video...** (Fig. 10.47)

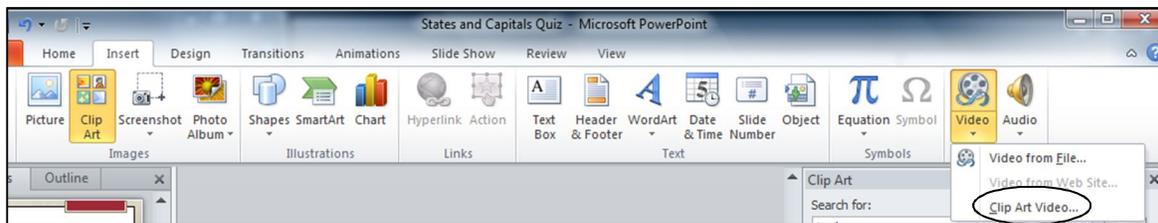


Fig. 10.47 The Video menu

In the Clip Art Video dialog box that pops up on the **right side** of the window, type the word **Education** in the **Search for:** box and click on **Go**

You now see a selection of different audio clips on the theme of Education (feel free to search for any other clip art, if you want).

**Slide over** any one of the Education clip **thumbnails** to show the **arrow** on the **right side** of the thumbnail and click on the **arrow** to show the menu of options for that clip

In the menu, select **Preview/Properties**

You'll immediately see a preview of the clip art video.

If you like the clip, click on the **Close** button; if you do not like the clip, you can **preview** other **Education clips** by clicking on the **Next >** or **< Previous** buttons in the Preview/Properties dialog box

When you find the video clip you want to use, click on **Close**, then, in the **menu of Education clips** in the **right hand pane** of the window, **double click** on the thumbnail for the video clip to insert it in the slide

If you want, feel free to **grab the image** with the mouse (**not** on the handles) and **move it** to wherever on the slide looks good to you—and grab the handles if you want to **resize** the image, too

When you are done, your slide will look something the one illustrated in Fig. 10.48.

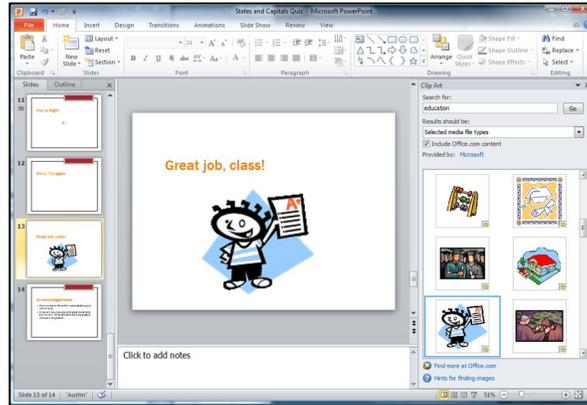


Fig. 10.48 Final look of the Conclusion slide

**Save** the presentation before moving on to the last task

### Inserting an E-mail hyperlink

We discussed hyperlinks in detail at the beginning of this lesson, but one other use of a hyperlink is to connect a user to your E-mail account. Many schools now create E-mail accounts for students, and many families now have E-mail accounts at home, so it is important that a teacher is accessible electronically. Here are the steps to add an e-mail hyperlink to one of the slides in the show.

Scroll to the **first slide**

**Highlight your name** by dragging across it, then hit **Ctrl-K** (or go to **Insert Ribbon > Links Group > Hyperlink**, or **right click** on your **name** and select **Hyperlink...** from the pop-up menu)

In the **lower left** of the Insert Hyperlink dialog box that pops up, click on the **Email Address** button (Fig. 10.49)

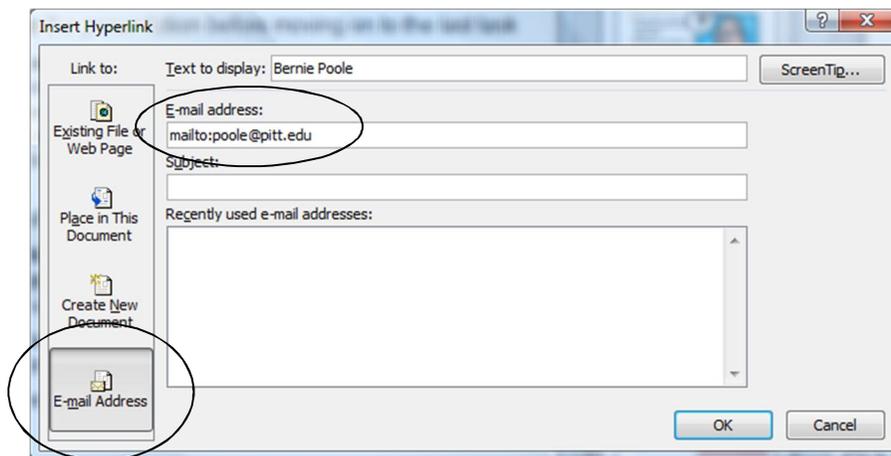


Fig. 10.49 Insert Hyperlink dialog box

In the **E-mail address:** box, type your **full email address**, then hit **OK**

*PowerPoint* will automatically enter *mail to:* if you don't type that yourself. Now, students and families can click your name, then send an E-mail directly to you about the quiz and any questions they may have. This is also good practice anytime you distribute information

electronically for faculty and staff, or to the members of an audience. If you are going to print out the *PowerPoint* to share it with an audience, you should also type the email address onto the Title slide as well as making your email address a hyperlink. Something else you can do, if you have a home page on the web, is to include this web URL on the Title slide, too, and make it a hyperlink. Fig. 10.50 illustrates this final version of the Title slide for our US States and Capitals Quiz slide show.

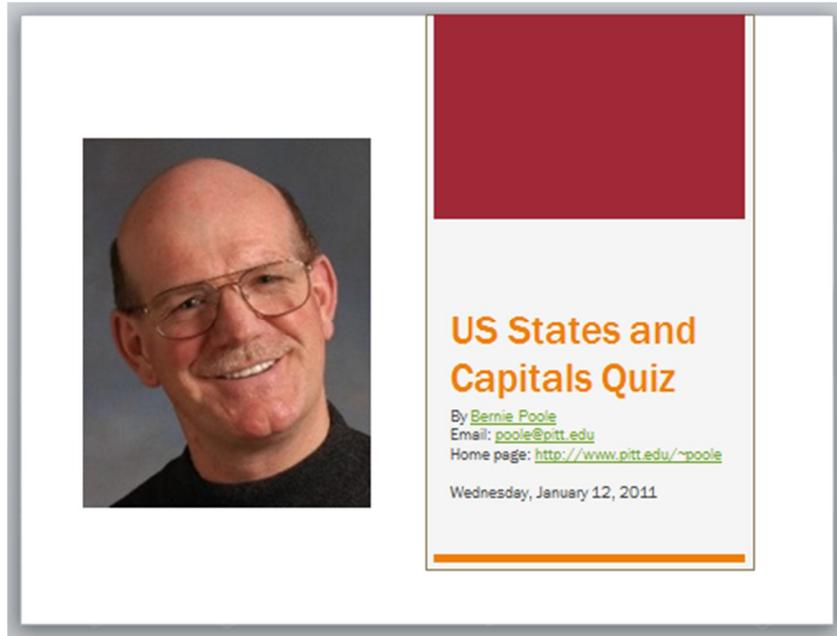


Fig. 10.50 Final version of the Title slide

**Save** the presentation one last time

Keep in mind, as always, that moderation with content such as clip art, sounds, and movies is key. Your topic (the *Function*), not the style (the *Form*) of your show, is the main focus.

## 10.7 SOME FINAL THOUGHTS ABOUT PRESENTATIONS

Think you're ready to make some engaging and relevant interactive *PowerPoint* shows? Before you jump in, consider the following suggestions.

Notice that no mention has been made of animation schemes (including slide transitions and custom animation). In interactive *PowerPoint* shows, you do not want slides to automatically proceed to the next slide, nor do you want text in motion to interfere with the students' ability to read and complete the quiz. Save the animation for other, non-interactive shows.

It's inevitable: *PowerPoint* is so easy to use and fun to play with that every beginning user from ages 6 to 96 wants to use all the tricks and tools available. Yet, always remember the golden rule: Substance before Style. Garbage, no matter how colorfully arrayed and beautifully orchestrated, is still garbage.

Keep your focus on your content, then use only those tools that are appropriate for your audience and task. Got a group of sleepy students that don't seem thrilled about photosynthesis? Sure, throw in lots of sound and moving text. But for test-taking and concept review, make the presentation simple, clean, and succinct.

Next, remember the four steps of creating a *PowerPoint* presentation from the previous chapter: plan, plan, plan, and plan? This is even more vital in the interactive show, when one bookmark linking the wrong answer (My teacher is NOT a mammal.) could have unexpected consequences. Some of us learn better when we can visualize our task, so you may want to sketch out your ideas on paper or on a Word document until you feel comfortable with this new testing method.

Lastly, just because you've created your presentation doesn't mean you've finished. After planning a presentation and creating the show, you need to spend time practicing using it. Take the test yourself. Dummy-proof your show as much as your grade-level dictates (more Action Buttons on the introductory slides for example for younger children). The beauty of all digital content such as a *PowerPoint* presentation is that it is easy to fix problems you may find, easy to update, easy to improve, easy to maintain. So take the trouble to fine-tune your work when you see that it needs further work.

## LOOKING BACK

You've viewed and created your own interactive *PowerPoint* presentation. You've mastered hyperlinks and Action Buttons as a way to break free of the traditional linear nature of *PowerPoint* shows. You've changed the design and inserted content into your presentation. Finally, you've learned some tips on how to keep the focus on what the students need to learn, not on how pretty the presentation is.

Creating an interactive PowerPoint presentation can be time-consuming and, for that reason, should be used only occasionally. But, learning how to create such shows is not difficult, and numbers of teachers are now using this strategy not just to make reviewing material more fun, but also as a student activity.

Students in grades 5 and up at least can be taught how to create interactive *PowerPoint* presentations in a fairly short amount of time. One Language Arts teacher in middle school has her students create interactive novels using this strategy. The middle school students write stories that have several options for plot, then have younger students read and play around with the stories. For example, a dragon may have three caves he can go inside. Click on one cave, and the dragon meets up with a knight with sword in hand. Click on another cave, and the dragon meets his long lost mother.

Because hyperlinks do not have to be linked to text but can be linked to clip art or pictures, interactive *PowerPoint* shows can be used with grades preK-2 with ease. The title of a slide might be "What color is the ball?" An image of a red ball is on the slide, along with four squares, each containing a different color. If the student clicks on the red square, the square's hyperlink takes her to a slide with the word Red on it and the red square. Depending on the students' computer skills, teachers can project such a show for the whole class to walk through together, put the show on one computer in the classroom, or place the show on lab computers for whole class instruction.

As you consider how to apply interactive shows in your classroom, make sure you take into account when and how each student will access the show, and weigh time considerations against learning benefit. These shows can be a great motivator during the winter doldrums or following a particularly intense unit. Use them occasionally and perhaps have your students create some. You'll be surprised at how much fun they have and how much learning takes place.

## LOOKING FORWARD

ESSENTIAL *Microsoft Office 2010* has introduced you to many of the fundamental features of the *PowerPoint* integrated software package. But there are many more advanced features for you to learn. Your challenge now is to capitalize on your hard work in two ways.

1. Use the *Office* programs as much as possible in order to consolidate your skills and sharpen them to the point where they become second nature.
2. Extend your knowledge by studying the software beyond what you know. Step out on the path that leads to your becoming a power user of productivity software such as this. Get hold of the *Microsoft Office 2010* reference manual. Discover what else the software can do to improve the quality of your work and make you more productive. Knowledge is power. You will be surprised to discover what else *Office* in particular, and the computer in general, can do for you.

## SKILL CONSOLIDATION

1. Prepare an interactive presentation that introduces yourself to your class at the start of a new school year. Have five silly questions about your education, hobbies, family, etc. Students will enjoy learning about you and will have a great introduction into your class. Use any graphics and sounds you like. Be sure to have a Title slide, an Intro slide, and an Acknowledgements slide.
2. Prepare an interactive presentation that reviews a basic concept that must be memorized in your class (times tables, grammar rules, Spanish vocabulary, periodic table). Have five questions related to the topic. Depending on your class, have the presentation on a classroom computer, E-mail it to your students to study with from home, or run it in the computer lab. Use any graphics and sounds you like. Be sure to have a Title slide, an Intro slide, and an Acknowledgements slide.
3. Modify the steps in this chapter and teach your students how to make an interactive *PowerPoint* presentation. Have them create a quiz on a hobby or sport of their choosing. This not only teaches them advanced computer skills, but it helps them synthesize and organize information. The hyperlink and Action Button steps require clear organization skills and logical thinking, great practice for real classroom learning. Use any graphics and sounds you like. Be sure to have a Title slide, an Intro slide, and an Acknowledgements slide.
4. Prepare a presentation that works like an Internet scavenger hunt. Choose your own topic (say, Dinosaurs). Come up with five questions related to the topic. On each of the five Question slides, make each question a hyperlink to a Web site with the answer on it. Then have four possible answers to each question, only one of which is correct. Follow the steps in this chapter to make the presentation interactive. For each question you will need two hidden slides with the answer, one Correct and the other Incorrect. After the title slide, you will have an introductory slide which explains to the student how to proceed with the exercise. Thus, your *PowerPoint* will have 18 slides in all—a Title slide, an Introductory slide, 15 Question and Answer slides, and an Acknowledgements slide. Students will have to search the linked sites for the information, requiring more sophisticated thinking skills than simply memorizing facts. As in the lesson (US States and Capitals), when the student clicks on an answer, the slide sends them to a hidden slide which indicates whether the answer is right or wrong. If the answer is wrong, a button on that slide sends the student back to the question slide. If the

answer is correct, a button sends the student to the next Question slide in the presentation. Use any graphics and sounds you like.