

9

POWERPOINT PRESENTATIONS

Creating slide shows and related teaching materials

LEARNING OUTCOMES

This lesson introduces you to the basic features of *PowerPoint* which are particularly valuable in the teaching and learning environment. You will learn how to use *PowerPoint* to capture your ideas in outline form and convert those ideas into multimedia presentations. You will also learn how to use the application to create your own presentations both from scratch and with the help of one of the *PowerPoint* Wizards.

Most people think of a slide show as a way of presenting a series of still images or photographs using a slide projector. If you think about it, however, a slide does not have to be a still image; using *PowerPoint* it can also be an audio or video clip. For that matter, a slide does not have to be even a picture; it can also be text, an outline of ideas, whatever you want.

PowerPoint provides an easy-to-use multimedia presentation production system, which you will no doubt enjoy learning and which you and your students will find useful for individual or group projects of all kinds.

In the various courses that you take as an Education major you learn how to design curricula, with lesson plans and unit plans. You also learn methodologies for effective teaching. The better the teacher you are, the more *PowerPoint* will empower you in your work.

Here, then, are the topics that will be covered in this lesson:

- introductory thoughts about presentations;
- *PowerPoint* at work;
- building the presentation;
- adding bells and whistles to the presentation;
- printing presentation handouts.

A caveat before you begin:

In the earlier tutorials for *Office 2010*, the steps to accomplish the tasks assigned have been rather detailed. This time, however, the directions will be less specific, especially in the latter half of the lesson, because *PowerPoint* is a program you can figure out by playing with it. You'll find that you'll soon become confident about how to design and develop high quality multimedia slide presentations. So relax, and have fun!

9.1 SOME INTRODUCTORY THOUGHTS ABOUT PRESENTATIONS

Making a successful—well-designed, content-rich, pedagogically-sound—*PowerPoint* presentation requires forethought and advance preparation. It's rather like what good cooks or chefs do before starting to cook a delicious dish of food. They read the recipe, make sure they have all the ingredients they need, gather all the ingredients together—the raw food such as vegetables and eggs and milk and wine and spices and other flavoring—what they call the *mise en place*. They make sure they have all the tools they need to do the job.

Good cooks doesn't start cooking till they're good and ready.

In the same way, you have to get your thoughts together, know what you're going to talk about, and have your audio-visual material gathered together in one place (*mise en place*) so that when you come to create the presentation, it's a snap.

A good presentation, like a term paper, is usually based on an outline, such as is illustrated in Fig. 9.1 and Fig. 9.13 later in the lesson.

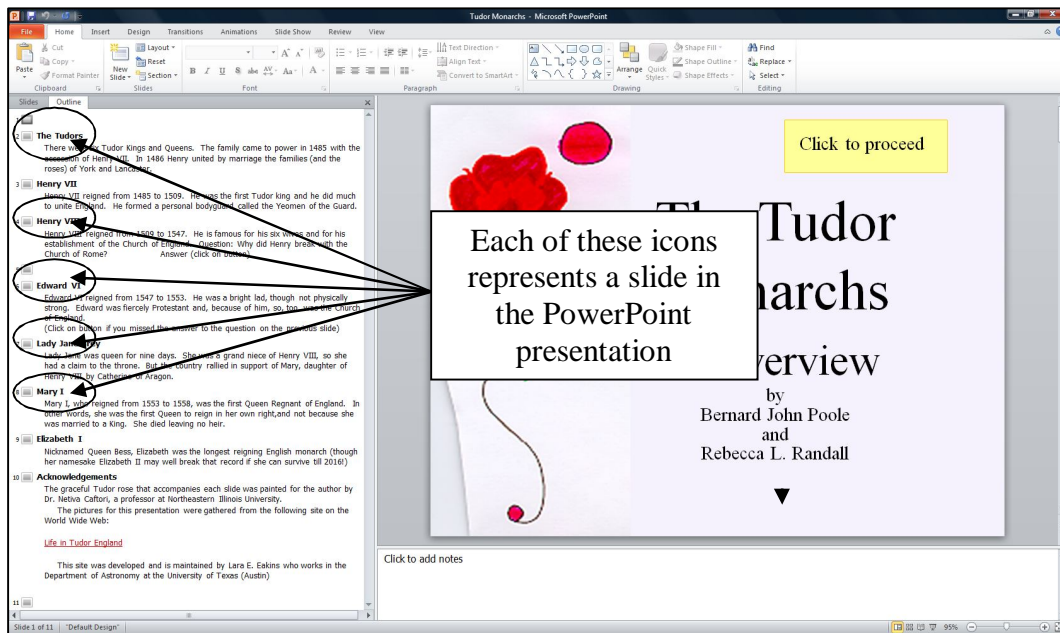


Fig. 9.1 Outline (Normal View) for the Tudor Monarchs presentation (annotated)

Take a good look at Fig. 9.1—study the **annotations** especially

You see on the left an outline of the text for each slide in the Tudor Monarchs presentation. Think of the titles and text for each slide to an outline you would have made for a high school or college paper. Similar, right? This is why the outlining tool is built into *PowerPoint*—to help you plan.

Remember the golden rules of successful design: Rule 1—Plan; Rule 2—Plan; Rule 3—Plan! These golden rules apply whether you are designing a term paper, an audio-visual aid, a class outing, or a class syllabus and schedule.

You might begin with a brainstorming session to help you get an outline. During brainstorming, members of the group would come up with as many ideas as possible related to the topic of the project. Nobody's ideas are rejected in the early stages so as to encourage a fertile flow of useful suggestions.

The result of the brainstorming session might be a somewhat disorganized list of ideas. This list might have been entered directly into the computer during the brainstorming session, or it might have been collected on a blackboard or flip chart. Before changing the list into outline form you would re-organize it so that the ideas flowed naturally and logically from one to the other.

Along the way you might toss out some of the ideas for one reason or another. Eventually you'll have a working list which would end up as an outline, perhaps in a word processor document.

9.2 POWERPOINT AT WORK

Let's see these ideas and others at work by looking at an example of a *PowerPoint* presentation.

Turn on your computer and open **PowerPoint 2010**

Make sure you have your **Work Files for Office 2010** available in the disk drive

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

PowerPoint now brings up the Open dialog box (Fig. 9.2)

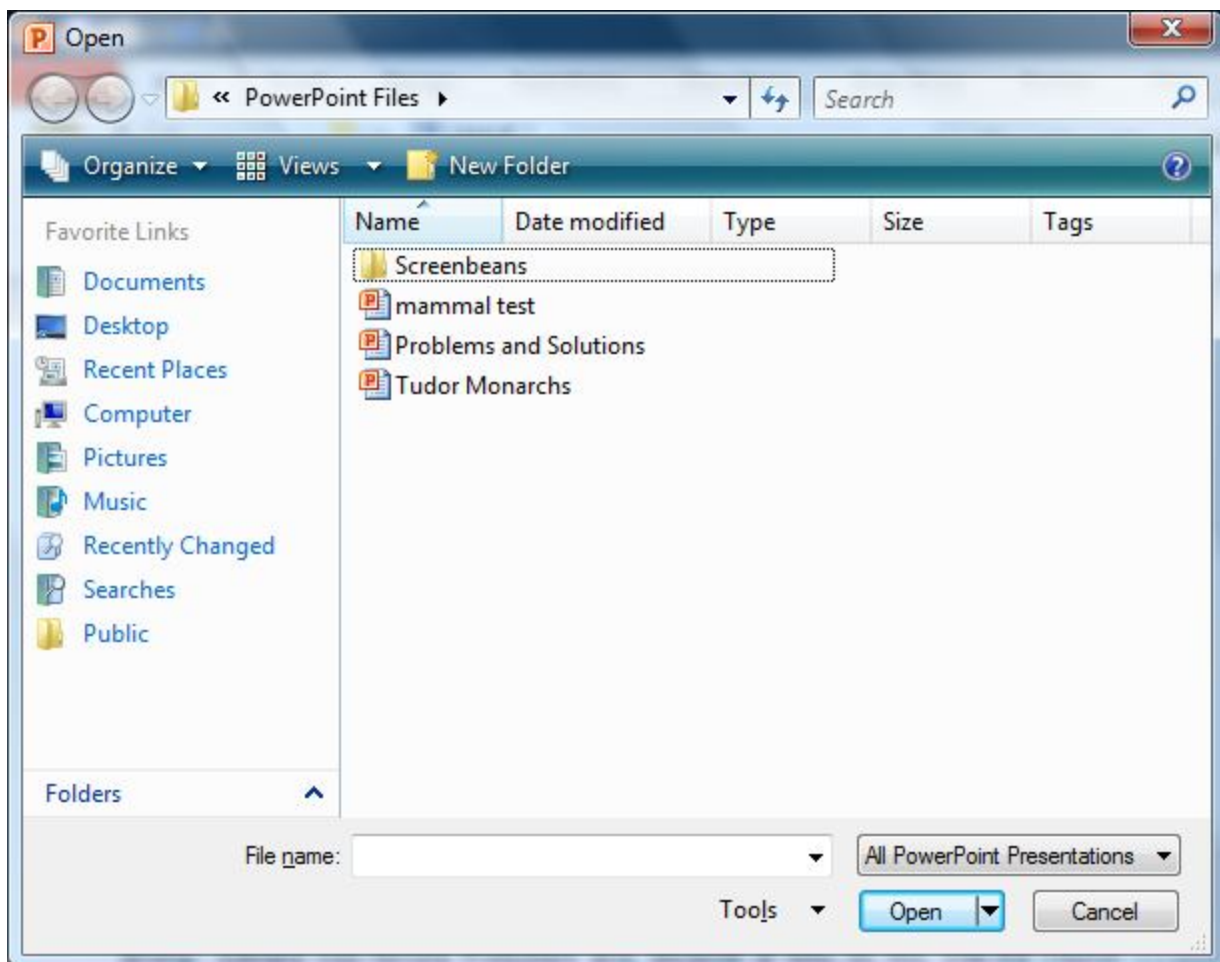


Fig. 9.2 The Open dialog box

In the **Open dialog box**, navigate to the **Work Files for Office 2010** folder > **PowerPoint Files**, then open the document **Tudor Monarchs.ppt**

Fig. 9.3 shows the Tudor Monarchs presentation in *Normal View* as it appears on your screen right after you open the document.

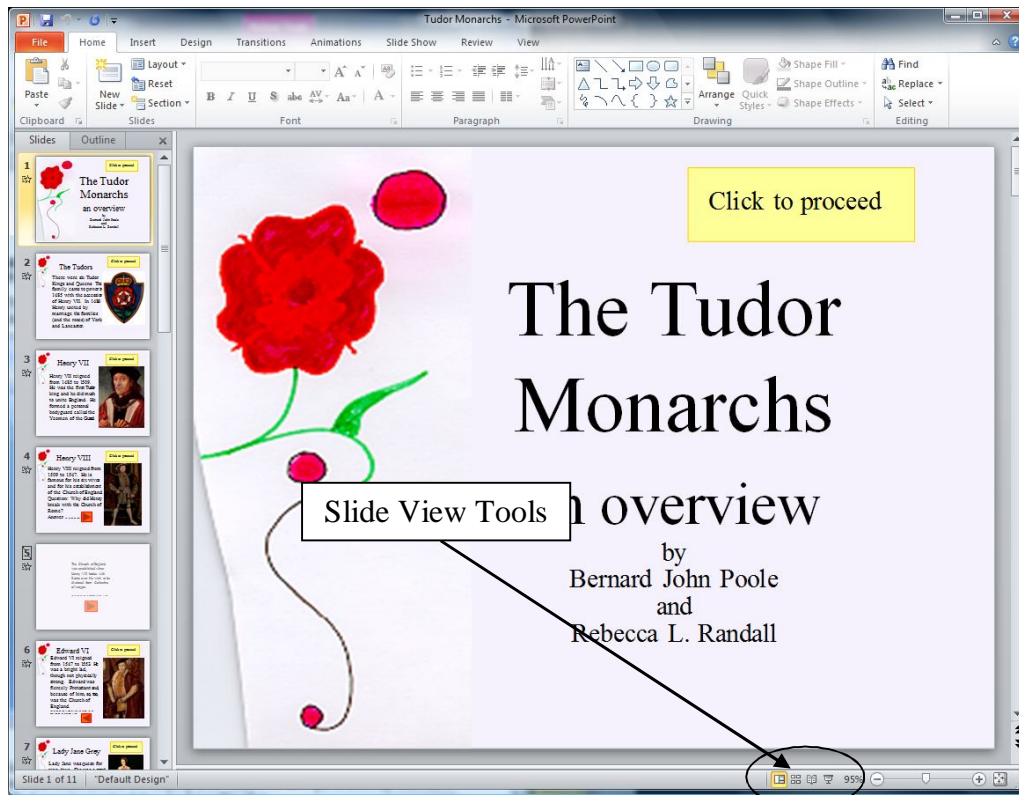


Fig. 9.3 The Tudor Monarchs presentation

Take a look at the Slide View tools in the lower left corner of the *PowerPoint* window (Fig. 9.3). You'll use these tools a lot while you're developing your slides, so let's get a close up view of them right away and find out what each of them is about (Fig. 9.4).

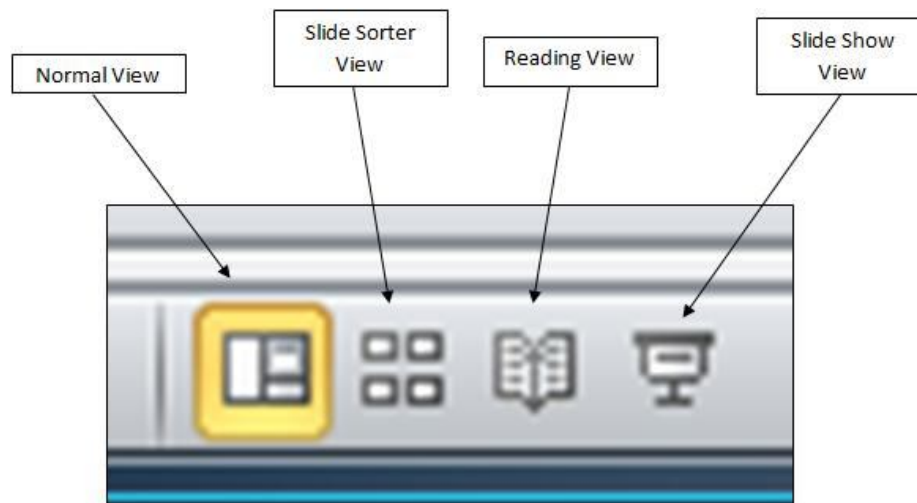


Fig. 9.4 The Slide View toolbar (annotated)

Normal view

This is the view you see illustrated in Fig. 9.3 above. It is the one you'll use most of the time while you're actually putting information on each slide. In this view you have the left hand frame where you have the option to either see a thumbnail of all your slides or the outline for your presentation. In the center of the window you have the slide you are actually working on—the active slide. Then, over in the right hand frame you have the Task Pane where you'll find all the help you need to develop your presentation.

Slide Sorter view

This is the view you see illustrated in Fig. 9.5 and it is the one you'll find most useful when you want to get an overview of your show since you'll be able to see most all your slides at once. You also can easily move your slides around, changing the order to suit your purposes. This is why it's called the Slide Sorter view.

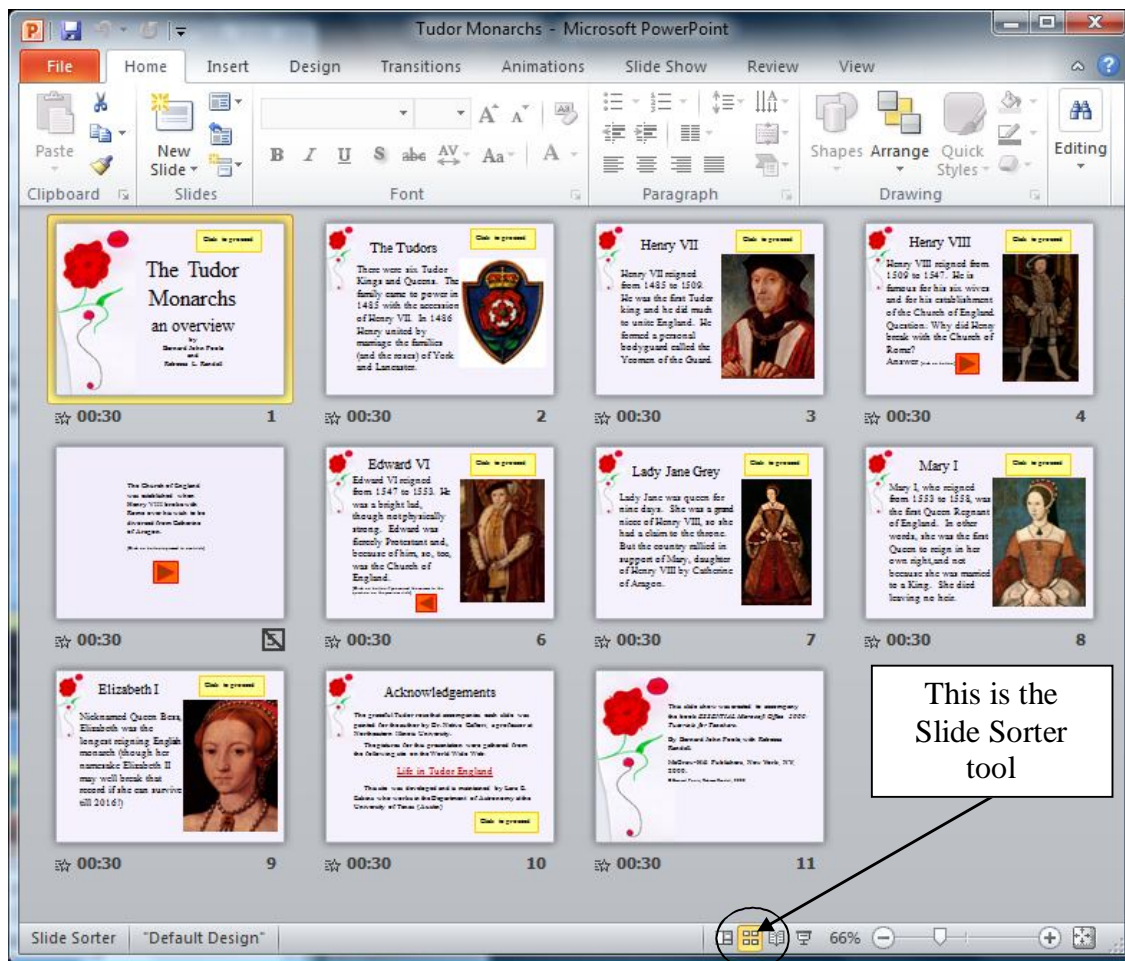


Fig. 9.5 The Slide Sorter View of the Presentation

Reading View

Use reading view to deliver your presentation not to an audience (via a large screen, for example), but instead to someone viewing your presentation on their own computer. Or, use Reading view on your own computer when you want to view a presentation not in full-screen Slide Show view, but in a window with simple controls that make the presentation easy to review. You can always switch from Reading view to one of the other views if you want to change the presentation.

Slide Show view

When you click on the Slide Show button, you'll be able to see how the slide you're actually working on (the current or active slide) looks when you run the slide show. You'll use this button when you've been working on a slide for a while and you want to see how it will look to your audience during your presentation.

You'll find yourself using these tools frequently to switch from one view to another as you are developing your *PowerPoint* presentation. Let's check out the Slide Sorter view now.

Click on the **Slide Sorter tool** in the **Slide View toolbar** (you can also access these views from the **View Ribbon** in the **Presentation Views Group**, by the way)

Take a look at the Slide Sorter View window that is presented to you now (more or less the same as Fig. 9.5 on the previous page, though your screen may be a different width, so the slides may be arranged differently across the page).

The presentation you are looking at demonstrates some of the basic features of *PowerPoint*. By the end of this lesson you will be able to build your own presentations along the same lines.

It's time you learned about the Tudor Kings and Queens of England.

In the **Slide View toolbar**, click on the **Slide Show** button (or from the **View Ribbon** in the **Presentation Views Group**, select **Slide Show**)

Features to look out for in the demonstration presentation

While you click your way through the presentation, look out for the following *PowerPoint* features that have been used in the creation of the Tudor Monarchs slide show.

Transition effects and text preset animations

The transition effects from one slide to another and the text preset animations (which determine how the text will arrive on each slide) have been set at *random* for the demonstration. This is to give you some idea of the variety of transitions and animations you can use in *PowerPoint*. But this is not necessarily a good thing to do.

Normally you would not want to use so many different transitions and animations since it might distract from the impact you are trying to make. A good designer homes in on a style that he or she likes best for a particular theme and tends to stay with it for all the slides in the show.

Inserting clip art, pictures and other media

Microsoft Corporation maintains a rich database of *clip art* on a wide range of topics. This online database is available to all the programs in the Microsoft *Office* suite. You just have to go to the web to access it if you are a registered user of *Office* or other Microsoft programs.

Fig. 9.6 illustrates the Insert Ribbon from which you can choose to include clip art and other media (such as *photos*, *movie clips*, *sound files*, and so forth).

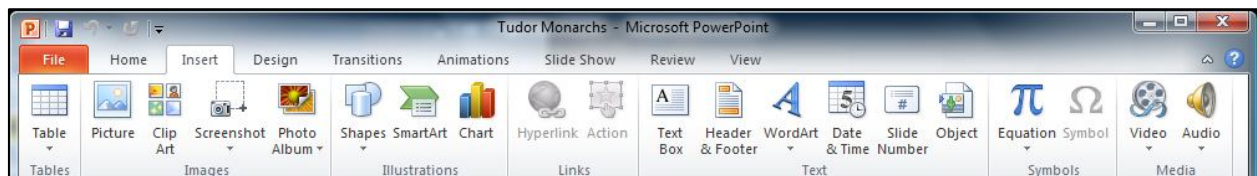


Fig. 9.6 Ribbon for inserting images, illustrations, and other media

Take a closer look at the **Images Group** by moving the mouse arrow over **Picture** to read the description of what the tool is used for—to Insert a Picture you have saved in a file on your disk

Now do the same for **Clip Art** and **Photo Album**, and, in the **Illustrations Group**, check out the **Shapes**, **Smart Art**, and **Chart** tools, noting what each tool can be used for to illustrate your presentations

Notice, too, the **Insert Ribbon > Media Group**, with its tools for inserting **Video** (like movies and video clips) and **Audio** (sound)

You can download clip art, photographs, sound files, video clips and other media from a file you have saved on disk, or from Microsoft's collection on the Web, or you can bring onto a slide all kinds of charts and tables from other *Office* programs such as *Word* or *Excel*.

You can even scan pictures directly onto a slide, so if you have a scanner connected to your computer, you're in business. If you're looking for multimedia material to accompany your slides, the Web is the place to go. Companies, universities, schools, and individuals, especially teachers, are creating and making available magnificent multimedia materials. These materials are available, mostly free of charge, from websites such as *flickr.com*, *youtube.com*, and so forth.

PowerPoint makes it easy to incorporate such material into presentations, with or without accompanying text.

Buttons and Hidden Slides

Notice the use of *buttons* to allow the user to control movement through the slides, thus making slideshows both interactive and non-linear—in other words, the user decides the sequencing of the slides. In the Tudor Monarchs slide show there also is a *Hidden Slide* (slide #5) which is only seen if you click on the button to see the answer to the question posed on slide #4.

If you are still viewing the slide show, you want to get out of the slide show first before the next exercise.

Hit the **Esc**(ape) key on the keyboard to **exit** the slide show

Now, in the **Slides menu** on the **left** of the *PowerPoint* window, click on **Slide #4** to make it the **active slide**

In the **Slide View toolbar** at the **bottom right** of the window, click on the **Slide Show** button—or from the **Slide Show Ribbon > Start Slide Show Group**, select **From Current Slide**)

Slide #4 is now showing on your full screen.

Now, do **NOT** click on the **orange button** at the lower left of the picture of **Henry VIII** to find out the answer to the question as to why Henry VIII broke away from the Church of Rome—instead, **click anywhere else on the screen**

PowerPoint skips the next slide (slide #5) and jumps directly to slide #6! This is because slide #5 is a *hidden slide* which can only be reached if you click on the orange button on either slide #4 or, since you missed it, slide #6.

Hit the **Esc**(ape) key again on the keyboard to **exit** the slide show

Now in the slides menu on the left of the window, look at the icon for **slide #5** and notice that the **slide number** has a **box** around it with a **line** running **diagonally** across the number (Fig. 9.7)

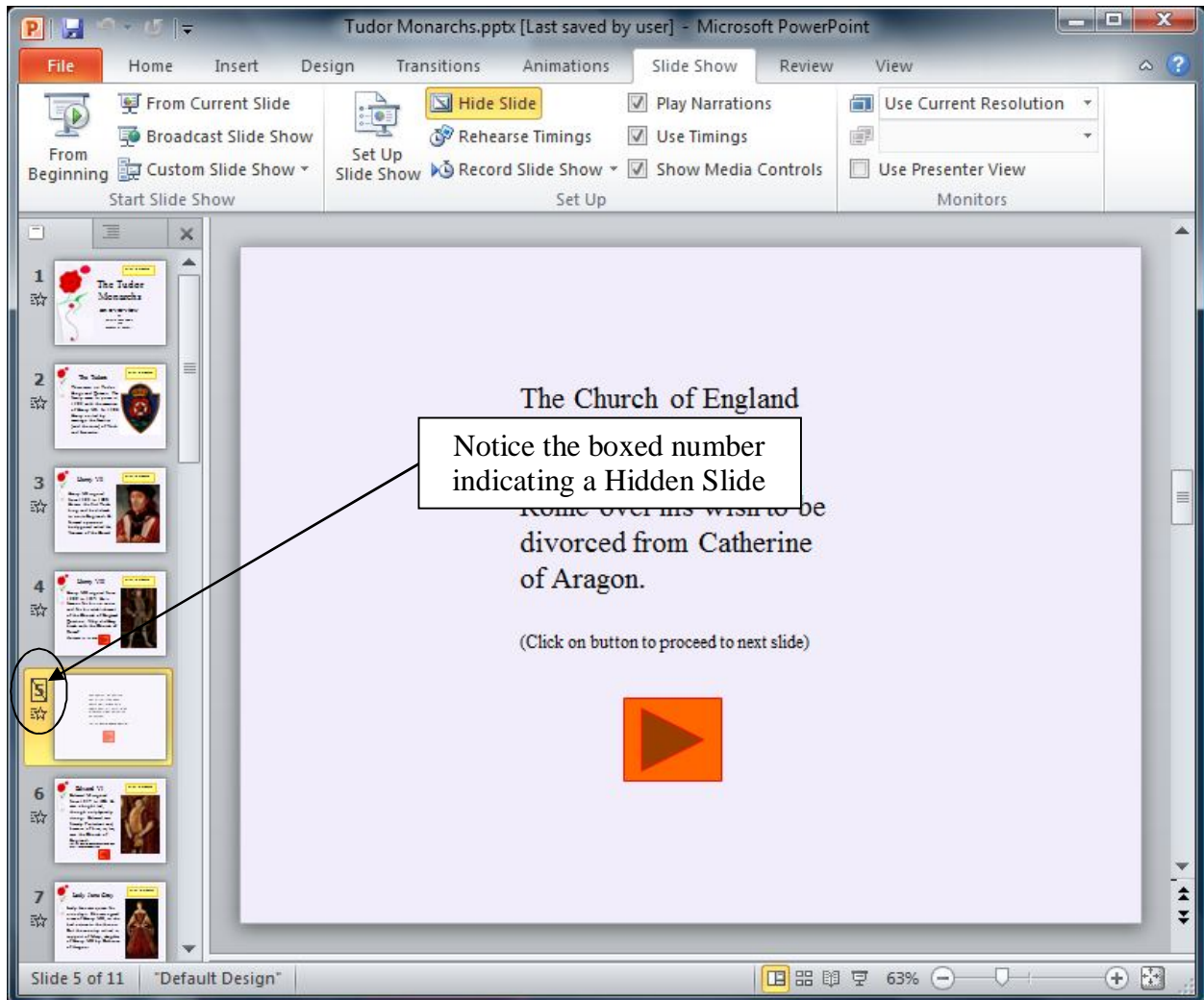


Fig. 9.7 A Hidden Slide is identified in the Slides menu by the box around its number

The orange buttons (orange only because that's the color the author chose for them) are called *Action Buttons*. Action buttons and hidden slides give you control over how you want the user to view the presentation.

Now click on the **orange button** on slide #6 to go back to the **previous slide** so you can check out the answer to the question

This shows you that you can create interesting *interactive* learning materials using *PowerPoint*. Lesson 10 will help you learn more about interactive presentations such as this. Your students, too, will have a lot of fun using *PowerPoint* to develop projects of all kinds for every subject under the sun.

Let's continue checking out the rest of the slide show about the Tudor Monarchs.

Timing considerations

Fig. 9.8 shows the Slide Sorter View of the presentation and highlights where *PowerPoint* indicates the timing for each slide.

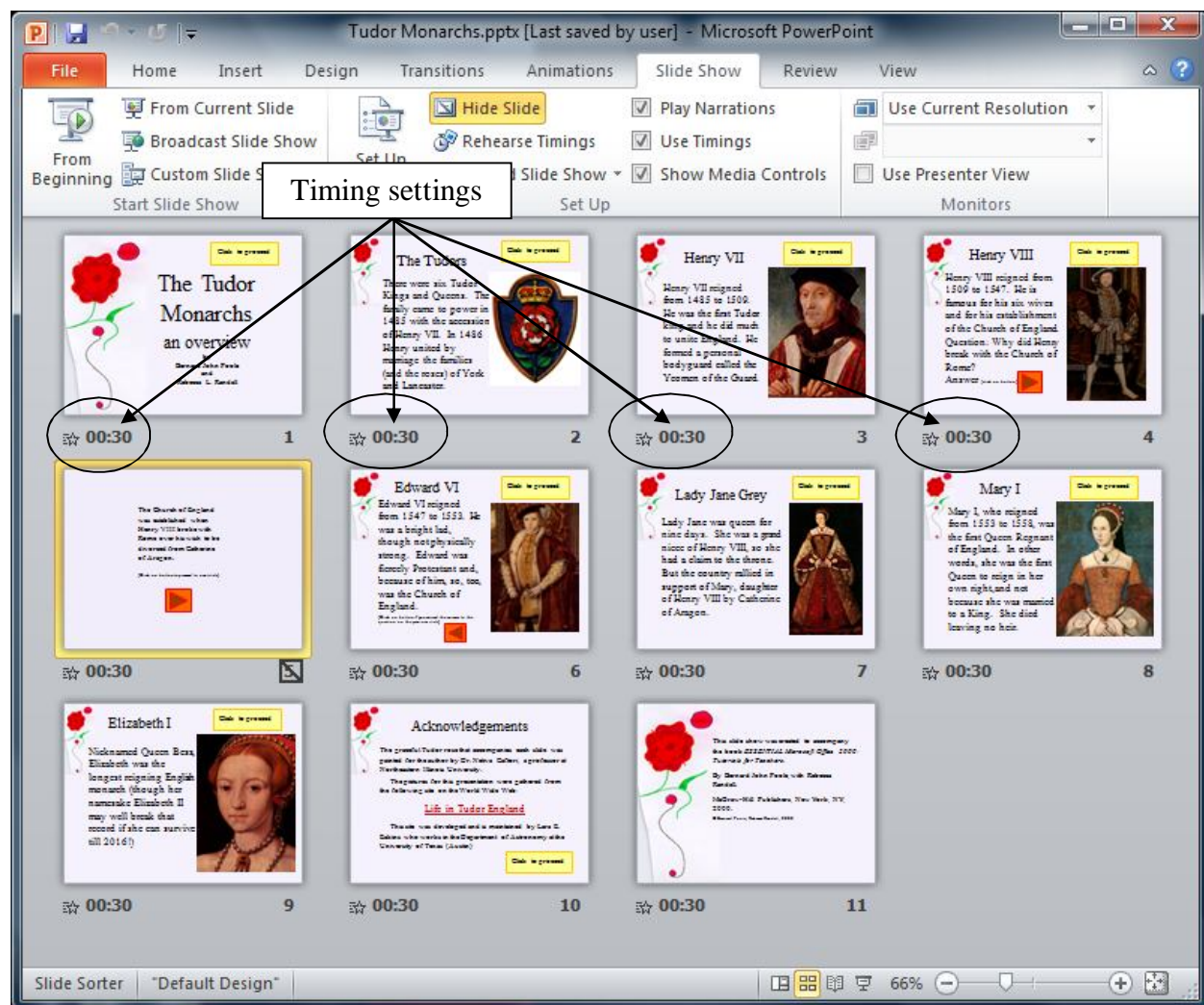


Fig. 9.8 The Slide Sorter View showing the time each slide will show on the screen before automatic transition to the next slide

You'll notice that under each slide is a number on the left, indicating which slide it is in the sequence of slides in the presentation, and a ":30" on the right, showing that the slide will transition to the next slide after 30 seconds.

Now, 30 seconds is more than enough time for anyone to read and absorb the data on slides such as those in the Tudor Monarchs presentation. So you might think 30 seconds is too long to hold the user's attention. Won't they get antsy waiting for the next slide?

Well, if you look at each of the slides, you will see that there is a button which the user can click on to control when to proceed to the next slide. Thus, by allowing a generous amount of time, along with user control, you're allowing each individual student the freedom to proceed at his or her own pace. The speed at which our minds absorb data varies enormously from person to person. So you always want to design teaching materials and lessons in such a way as to address *individual* student needs and the timing features of *PowerPoint* allow for this.

Acknowledgements: Always give credit where credit is due

The last slide in any presentation, just as the last item in a term paper or the credits that run at the end of a movie, should usually be your list of sources cited or used—your Acknowledgements slide (Fig. 9.9).

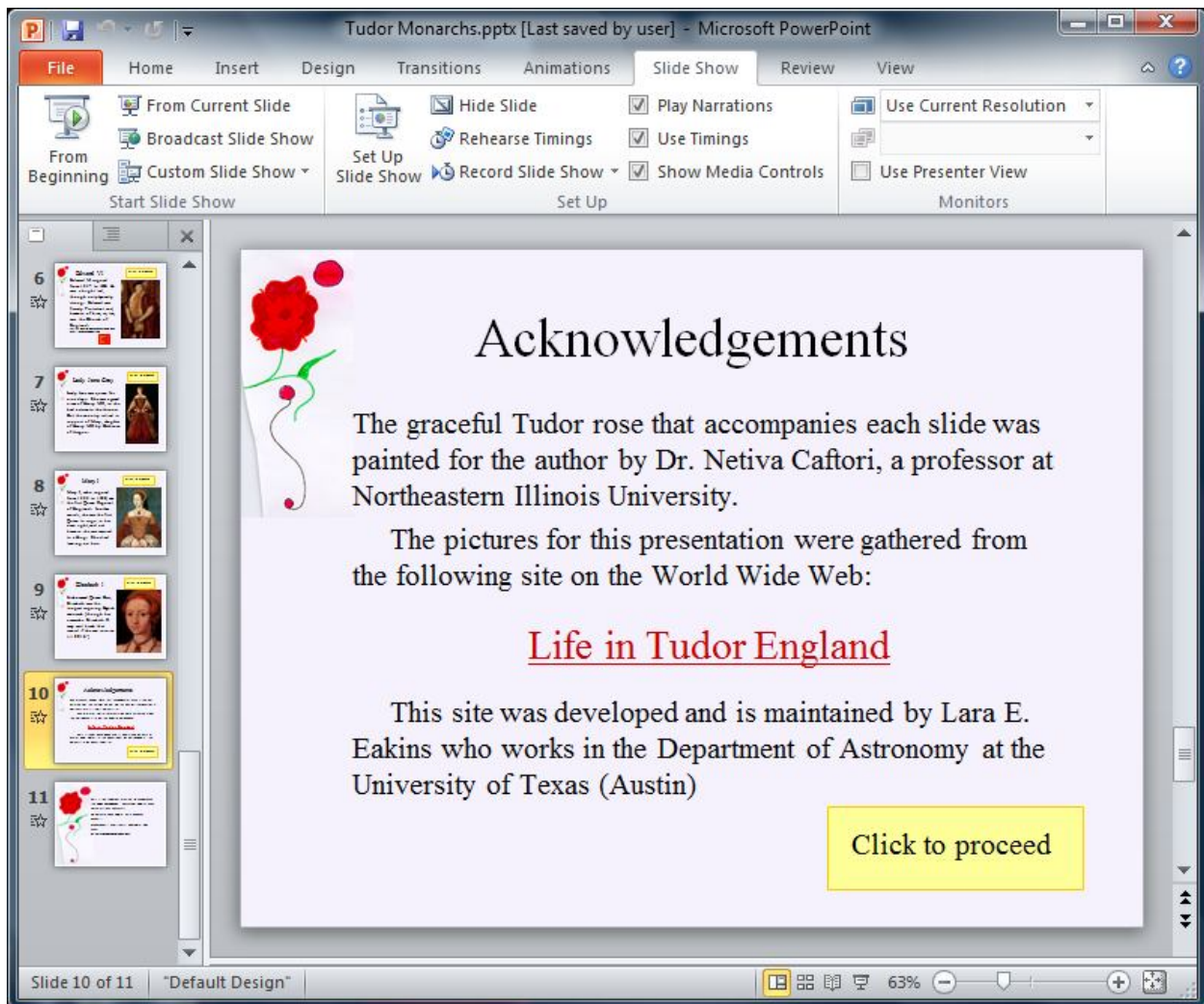


Fig. 9.9 The first Acknowledgements slide

So... If you haven't already done so, in the **Slides menu** click on the **first slide** and, in the **Slide View toolbar** at the **bottom right** of the window, click on the **Slide Show** button—or from the **Slide Show Ribbon > Start Slide Show Group**, select **From Beginning**)

Click your way through the presentation now (you can click the left button on your **mouse** to do this, or hit the **space bar**, or use the **arrow keys** to go back and forth through the show, or click on the **Action Buttons** on the slides themselves to proceed to the next or previous slide)

The slides have been timed to allow the user to easily view and read what is on each slide without feeling rushed. If you want the slides to proceed at a faster pace, simply click on the left mouse button or hit the space bar.

When you have finished reviewing the **Tudor Monarchs** slide show, **exit** the show by **right clicking** the mouse, then select the **last item** in the menu to **End Show** or, slightly quicker, click on the **Esc**(ape) button in the **top left** corner of the keyboard

So much for an overview of *PowerPoint*. No doubt you are anxious to start creating your own presentation. The next section will help you do just that.

Close the **Tudor Monarchs** presentation when you are ready to continue with the tutorial

9.3 BUILDING THE PRESENTATION

Preparation of the outline

You are going to prepare a simple outline which will give you the experience to prepare your own outlines when you're done with the tutorials.

It's tempting to just barrel along into a presentation, like someone tempting fate at Niagara Falls! But you should resist doing so at all costs because you'll save yourself no end of time in the long run if you carefully plan what you want to do. You really have to think ahead if you want to get where you want to go. Otherwise, there's no telling where you'll end up!

To create an outline, here are the steps to follow.

From the **File** menu select **New** then double click on the **Blank presentation** icon (Fig. 9.10) to open a new *PowerPoint* presentation

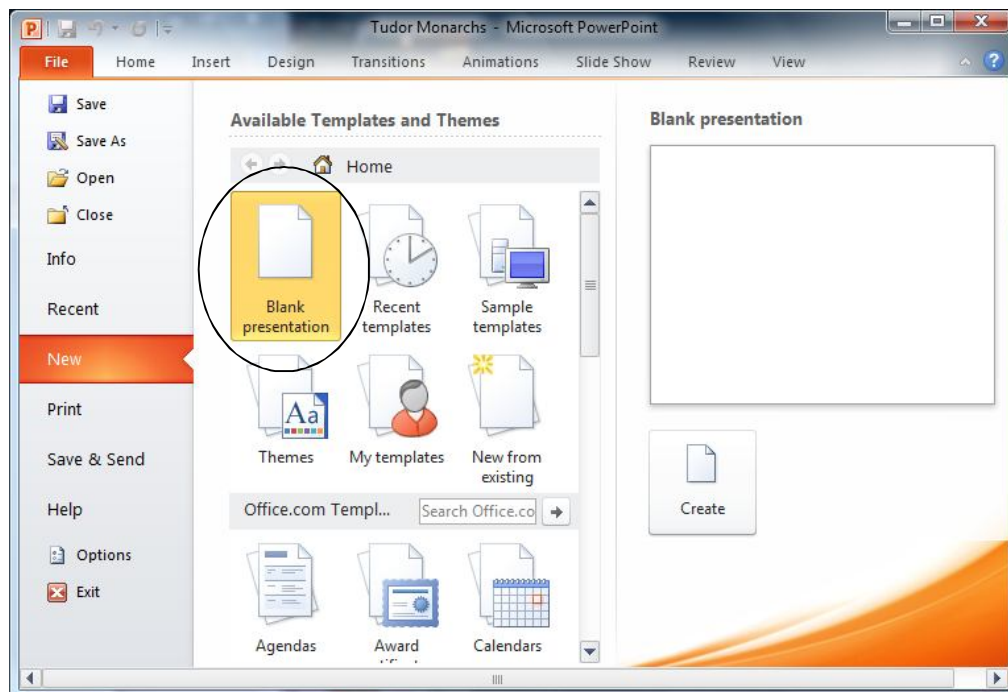


Fig. 9.10 New Presentation dialog window

When you first open a new, blank presentation in *PowerPoint 2010*, the program presents you with the *Normal View* (Fig. 9.11), with the *Slides* and *Outline* tabs on the left.

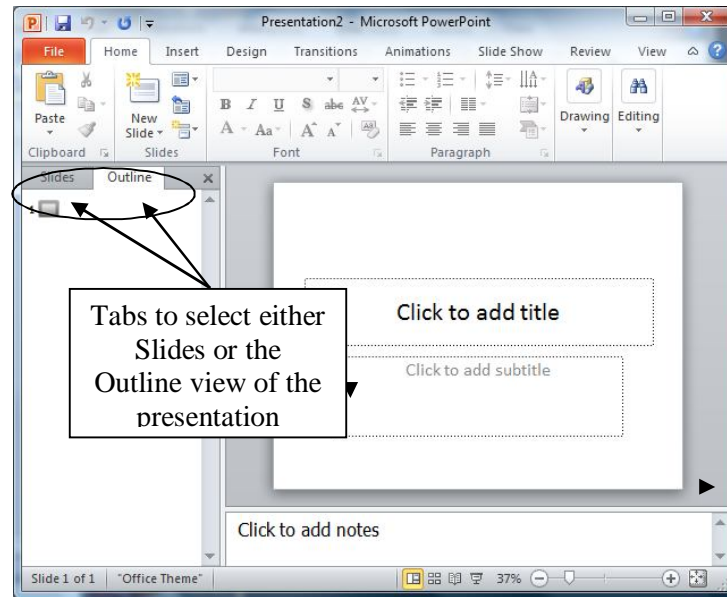


Fig. 9.11 The screen at the start of a new blank presentation

PowerPoint thus provides a lot of help while you're developing your presentation.

The first slide layout, by default, is the Title slide layout. This is because you would normally want to start out a presentation with a slide that displays the title of your show, along with sub titles such as your name and so forth. You don't have to use this slide layout, of course. *PowerPoint* provides slide layout templates from which you can choose for any slide, including one layout which is blank. In other words, you can create slides from scratch, entirely of your own design, in which case you would select the Blank Slide layout. Let's take a look at these Slide Layouts now (Fig. 9.12).

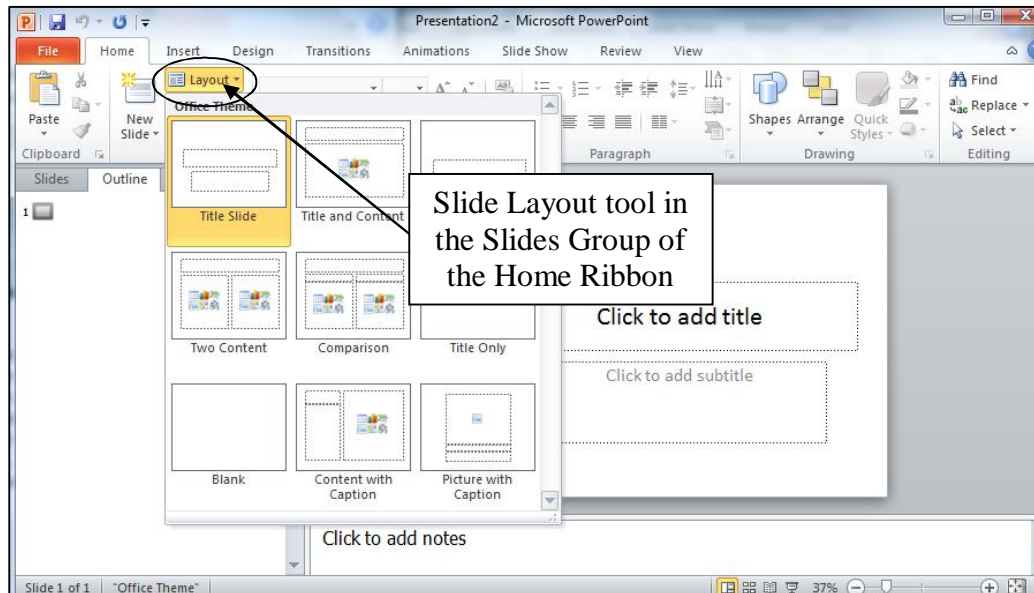


Fig. 9.12 Slide Layouts

In the **Slides Group** of the **Home Ribbon** click on the **Slide Layout** tool

Check out each of the templates, including the Blank template.

Typing the outline entries

Right now you need the Outline view in the left hand pane, in order to start work on the outline. As you will see, the outline will be merged into the slide show with little effort on your part, thanks to *PowerPoint*'s slide layout features.

Click on the **Outline tab** at the top of the **left hand pane**

PowerPoint now presents the Outline view (Fig. 9.13), with a small slide icon in the top left corner, waiting for you to begin entering the text for your first slide.

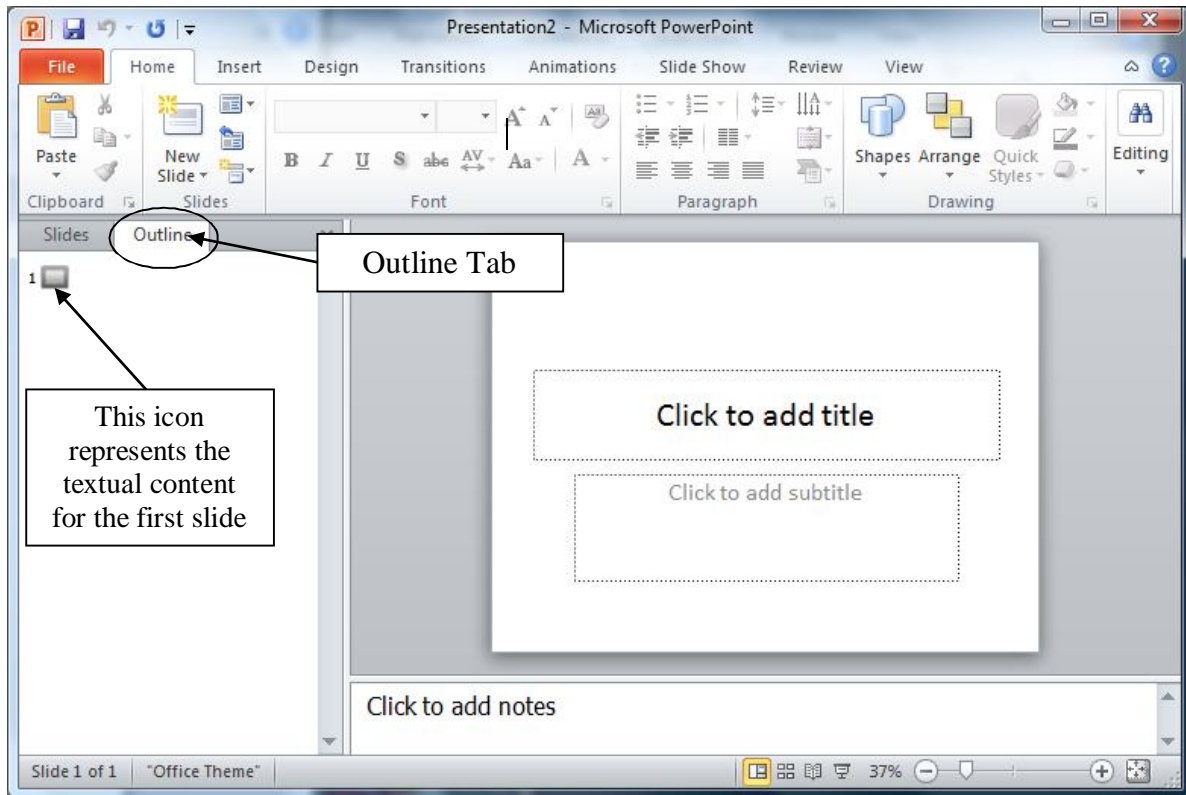


Fig. 9.13 The Outline view in the left hand pane

Before you begin, however, you should save the presentation with an appropriate name so that you can then easily save your work as you go along. Remember, this is always a wise precaution. Giving a new document a name and saving it on your disk helps you to get into good habits about saving your work. You should teach your students to be equally careful when they are developing work on a computer.

Make sure you still have the disk with your **Work Files for Office 2010** in the drive, then from the **File** menu select **Save As**, navigate to your **USB drive**, locate the **Work Files for Office 2010** folder, open the **Data Files** folder, then create a new folder called **PowerPoint Presentations** and click on **OK**

Name the new *PowerPoint* document **Screenbeans**, and click on **Save**

Don't start typing text just yet. Fig. 9.14 illustrates the outline you are going to create. Use it to guide you when you work your way through the directions that follow on the next page.

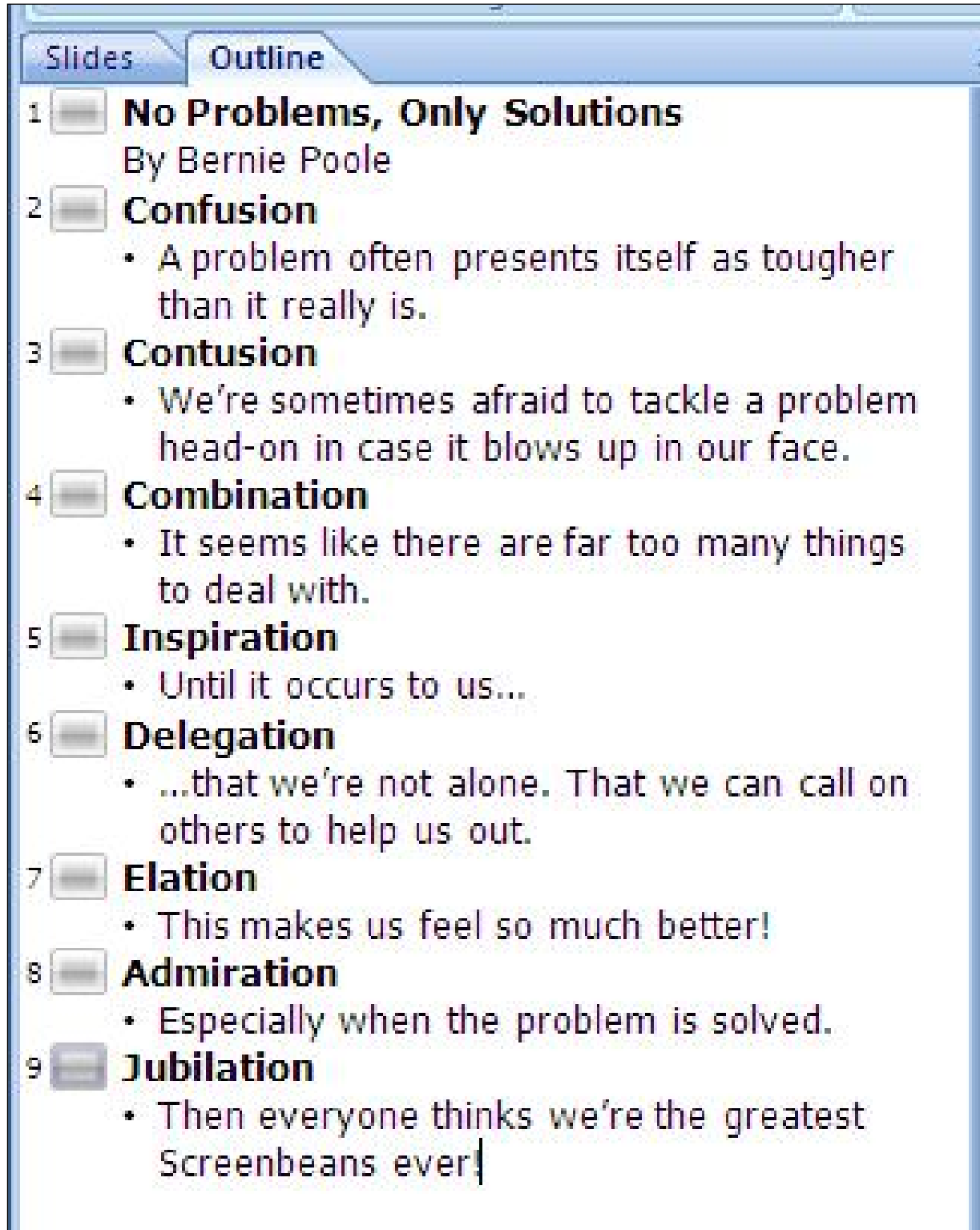


Fig. 9.14 The outline for the Screenbeans presentation

On the left side of the window, next to the small icon for the first slide, type the title **No Problems, Only Solutions** (see Fig. 9.14 above) then hit **Enter** on the keyboard

PowerPoint now goes to a new slide, thinking that you are finished adding text to the first slide. But you need to add a sub-title on the Title slide. To do this, you need to *increase the list level*.

Fig. 9.15 illustrates the *Increase List Level* tool in the Paragraph Group of the home Ribbon that you use to do this.

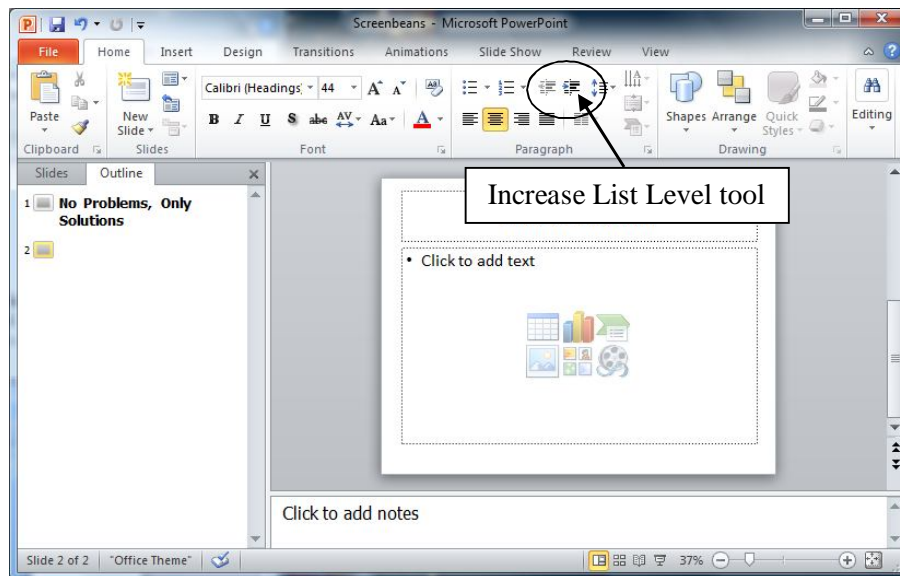


Fig. 9.15 Increase list level tool

In the **Paragraph Group** of the **Home Ribbon**, click on the **Increase List Level** tool now, then type **By [your name]**—type your own name, of course!—and hit the **Enter** key

So now your first slide will look something like this (Fig. 9.16):

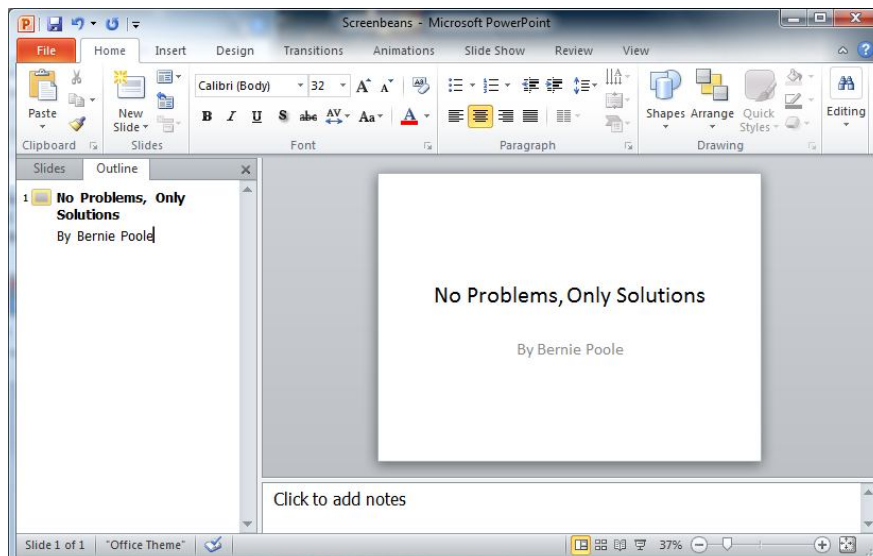


Fig. 9.16 The first slide in your presentation will look something like this

That's all you need on the first slide. Now you need to go to a new slide. To do that in the outline, you must *decrease the list level*. The tool to do this is right next to the tool for increasing the list level (Fig. 9.15 above).

In the **Paragraph Group** of the **Home Ribbon**, click on the **Decrease List Level** tool now

Now you are ready to type in the entries for the second and remaining slides (see Fig. 9.14 for the content of each slide). First, however, you must change the slide layout.

In the **Slides Group** of the **Home Ribbon**, click on the **Slide Layout** tool

Next, in the selection of templates that pops up, locate and **double click** on the layout for a **Two Content** slide (Fig. 9.17)

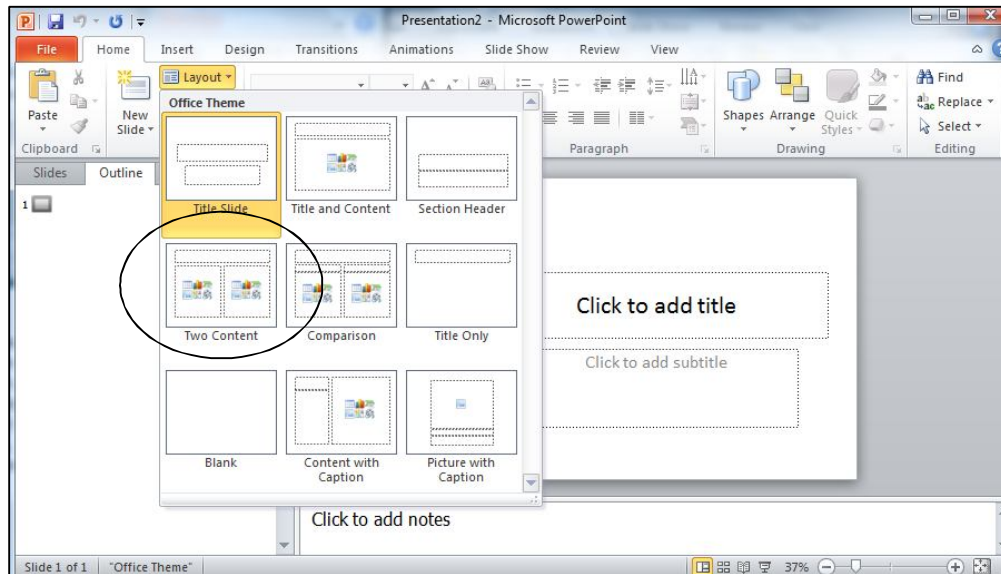


Fig. 9.17 The Title, Text, and Content slide layout

Now, return your attention to the **left hand frame** of the *PowerPoint* window so you can continue with **Slide 2** of the **Outline**

Type **Confusion** for the second slide title, and hit **Enter**

Switching levels

You already learned how to do this, but let's review the steps. Switching levels means moving up or down in the hierarchy of topics on each slide.

If you look at the second slide in Fig. 9.14 on page 294, the word *Confusion* is at the top level, then what immediately follows—indented—is lower level text *A problem often presents itself...*, etc. When you switch to the next level *down*, the text is automatically indented to the right, that is to say the level is *increased*.

So, to summarize, moving the text to the *LEFT decreases* the list level in an outline. Moving the text to the *RIGHT increases* the list level in an outline.

For the remaining slides you have to enter text not only for the Title of each slide at the top level, but also for the sub-text. This text will be at an *increased* list level than the title. As we already observed, to change levels in an outline, *PowerPoint* provides list level control tools as illustrated in Fig. 9.15 on the previous page.

Go back and **take a look at Figure 9.15** now before proceeding

In the **Paragraph Group** of the **Home Ribbon**, click on the **Increase List Level** tool for the next text you are going to type into the outline

Look at your outline now and notice that the next entry you type will be indented and bulleted.

Type the **lower level text** for the second slide (**A problem often presents itself...**) from the illustration in Fig. 9.14 on page 294, then hit **Enter**

Decreasing the level

That is all you need by way of text for the second slide. As you can see, you must decrease the list level for the new slide 3. To do this you use the Slide Level tools once more.

In the **Paragraph Group** of the **Home Ribbon**, click on the **Decrease List Level** tool to start a new slide for the next text you are going to type into the outline

As you see, this begins a new slide (slide 3). You should be starting to get the hang of this by now.

So go ahead and complete the rest of the outline (using Fig. 9.14 above on page 294), increasing and decreasing the text levels as you go along

When you have typed the title and text entries for slide #9, be sure to **save** your work again with the document name **Screenbeans**

Before you go on, in the **left hand pane**, click on the **Slides tab** so you can see the **thumbnails** of all your slides (Fig. 9.18)

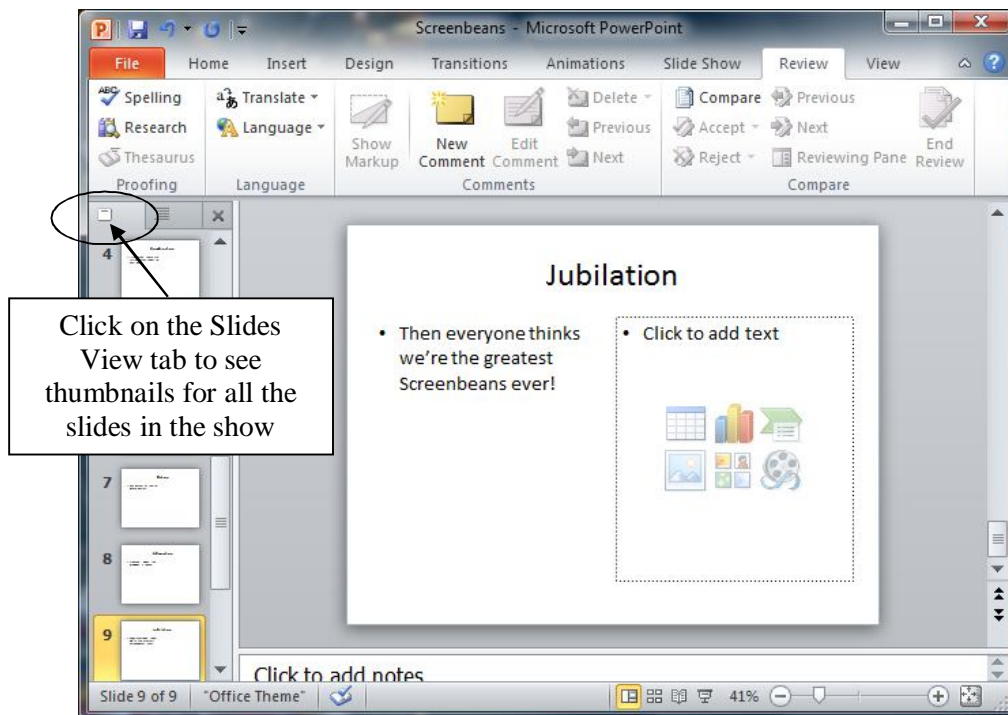


Fig. 9.18 The Slides View in the left-hand frame of the *PowerPoint* window

Neat!

Adding the pictures to the slides

For Slides #2 through #9 you are going to put a graphic of a Screenbean¹ in the Content placeholder. This job has to be done directly on the slide.

You should still be in **Normal** view, so click on the **thumbnail** for **Slide 2** in the show to make **Slide 2** the **current slide**

You can see the large version of the slide in the *PowerPoint* window (Fig. 9.18 above). The Two Content layout lets you put a title at the top of the slide, and either text or some other visual content in the lower left and/or lower right placeholders.

Let's take a closer look at the Content Selector tools in the lower left and lower right frames of a typical Two Content blank slide (Fig. 9.19).

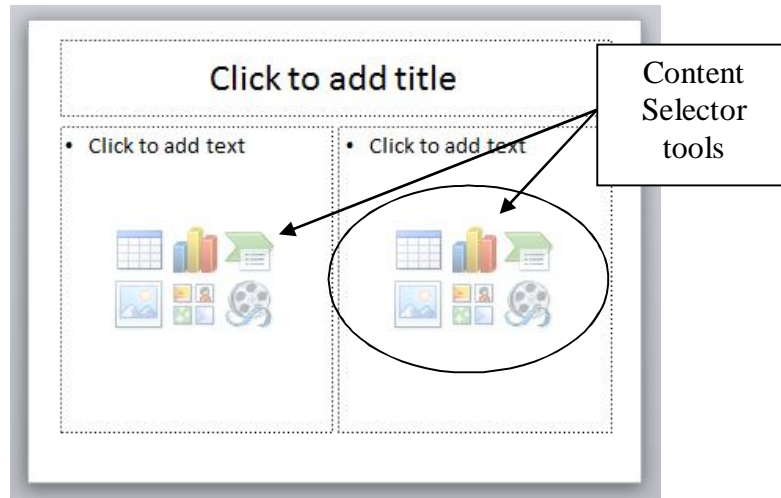


Fig. 9.19 The Two Content slide layout

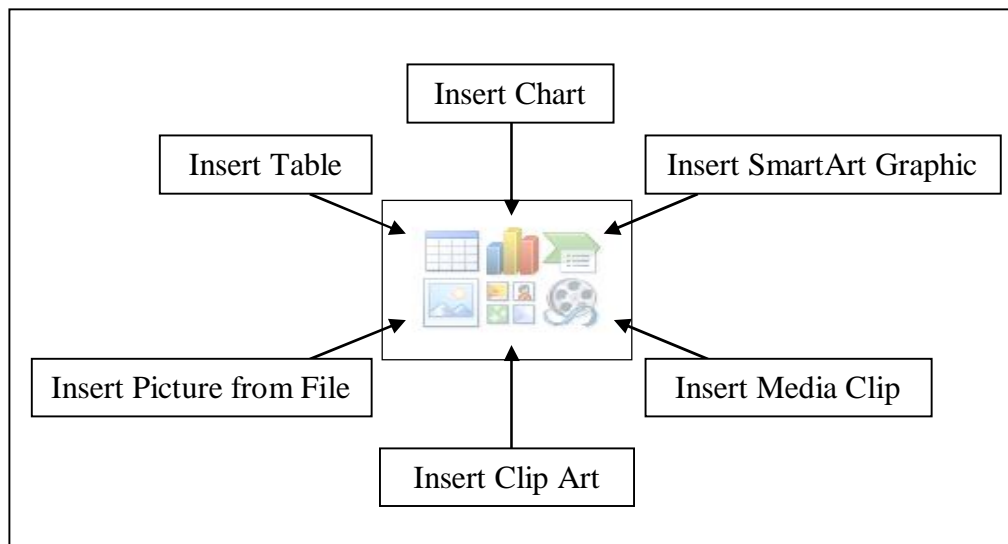


Fig. 9.20 The Content Selector tools

¹ Screenbeans are cartoon characters created by Microsoft, Inc.

As illustrated in Fig. 9.20 above, you can insert a table (from *Access*, say); or a chart from *Excel*; or clip art from Microsoft's gallery of clip art; or a movie clip that you made yourself or that you downloaded from a CD-ROM or from the web; or an organization chart, or any picture that you have saved on disk.

If you click on the Insert Clip Art tool, *PowerPoint* brings up the Clip Gallery, as illustrated in Fig. 9.21.

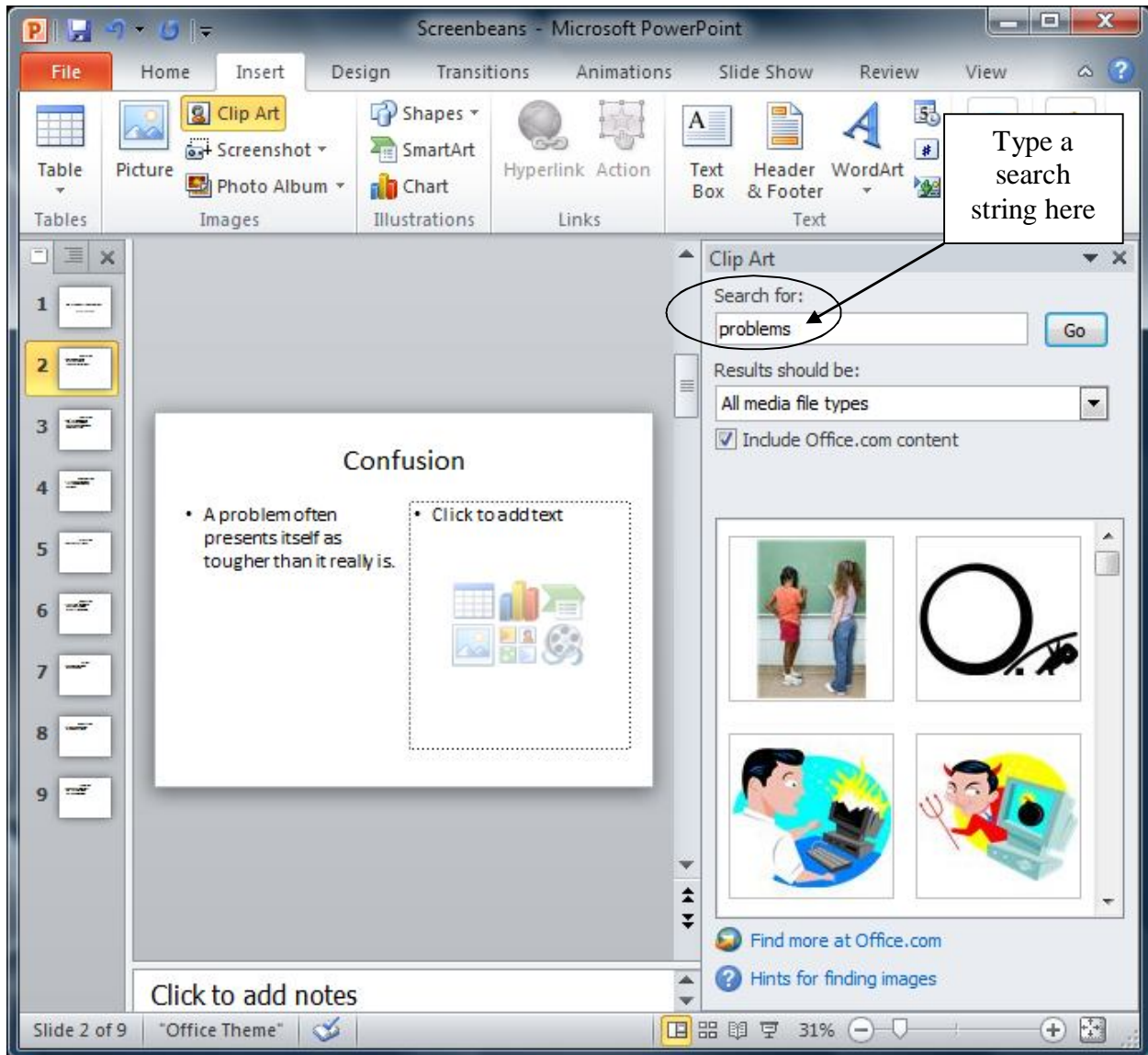


Fig. 9.21 The Microsoft Clip Art Gallery dialog box

As you can see in Fig. 9.21, you would type in a word or phrase you want to search for (in this case the word “problems”), and the software finds dozens of possible clips that you can use on the slide. However, the set of Screenbean pictures that you are going to use for this presentation are from Microsoft's clip art gallery, and they may not be available on your computer since you may not be working online.

So for the sake of this exercise, a *PowerPoint Files* folder has been prepared inside the *Work Files for Office 2010* folder on your disk drive, in which are stored the 8 Screenbean clip art

items you will use for this presentation. They are stored, not as clip art, however, but as *pictures*, so you will use the *Insert Picture from File* tool in the Content Selector tools (Fig. 9.20 above) to put the pictures on your slides.

Make sure you still have your **Work Files for Office 2010** in the disk drive

Now click on the **Insert Picture from File** icon in the **Content Selector** tools (Fig. 9.22) so you can add a picture from a file already stored on your disk (the **Confused** Screenbean)

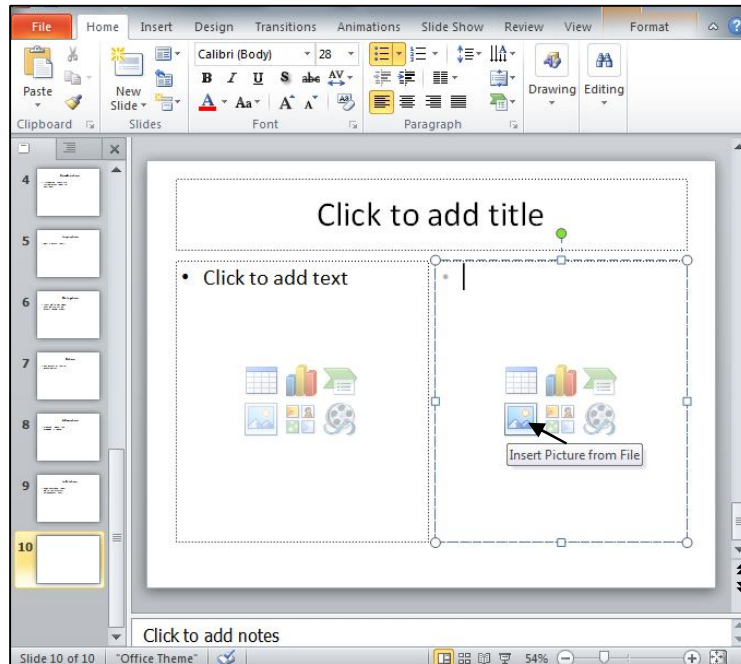


Fig. 9.22 Insert Picture from File icon

In the **Insert Picture** dialog box, navigate to your **Work Files for Office 2010**, open the **PowerPoint Files** folder, and inside this folder open the **Screenbeans** folder

In the Screenbeans folder there are the 8 pictures you need for the next 8 slides in the presentation. Table 9.1 lists the pictures in the order in which you should use them in the slides.

Slide 2	Confused
Slide 3	Contused
Slide 4	Juggler
Slide 5	Inspired
Slide 6	Nowwhat
Slide 7	Elated
Slide 8	Yayyy
Slide 9	Jubilee

Table 9.1 The sequence of pictures in the Screenbeans presentation

In the **Screenbeans** folder, **double click** on the document named **Confused** (“Confused” with an “f”, not “Contused” with a “t”!)

PowerPoint inserts the Screenbean figurine inside the right side placeholder, with handles around it so that you can re-size it, if necessary, to fit neatly inside the borders of the box. You probably won't need to do this, but feel free to do so if you want.

Check to make sure the art is **correctly positioned** on the right side of the slide, then click anywhere off the image, in order to set it in place, then scroll down to **slide #3**

Repeat this exercise for the next **seven** slides, loading the Screenbean images in the order they are listed in Table 9.1 above

When you are done with slide #9, **Save** the **Screenbeans PowerPoint** document before you move on to the next exercise

9.4 ADDING BELLS AND WHISTLES TO THE PRESENTATION

Setting timings for the slides and adding transitions

This task should be done while you are in the Slide Sorter View.

Click on the **Slide Sorter View** in the **Slide View** toolbar at the **lower right** of the *PowerPoint* window

For this exercise, you are going to add the same timing and transitions to all the slides, though you could, if you wanted to, use different transitions or timing for each individual slide.

In the **Home Ribbon > Editing Group > Select menu**, choose the option for **Select All** (or press **Ctrl-a** on the keyboard)

Now, in the **Transitions Ribbon**, in the **Transitions to This Slide Group**, click on the **More Slide Transitions** button (Fig. 9.23)

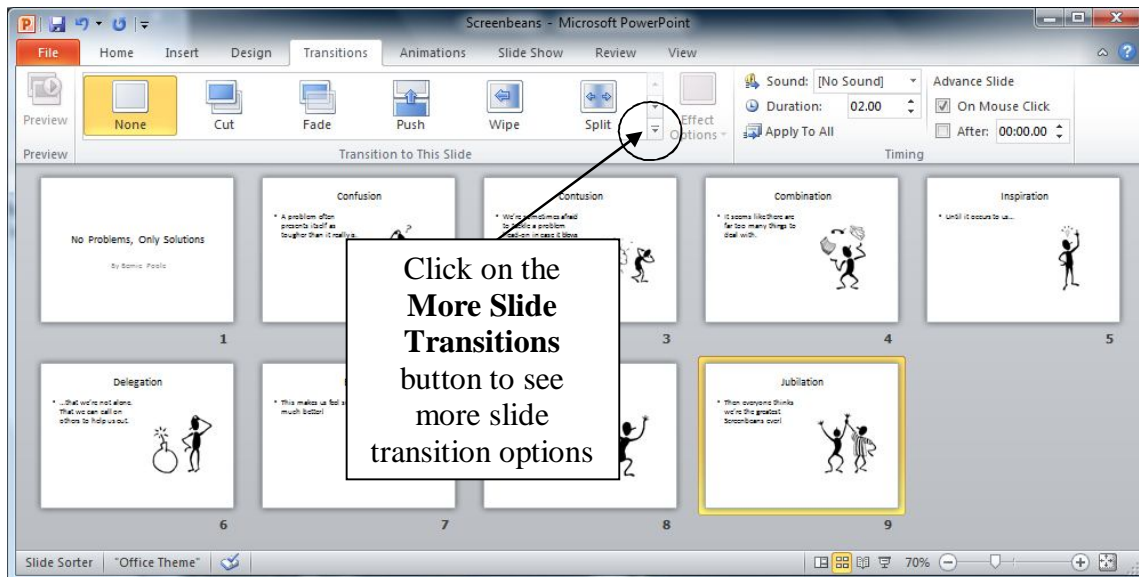


Fig. 9.23 The More Slide Transitions button

This button drops down a menu of the **complete selection of slide transitions** available in Microsoft's *PowerPoint* presentation software (Fig. 9.24).

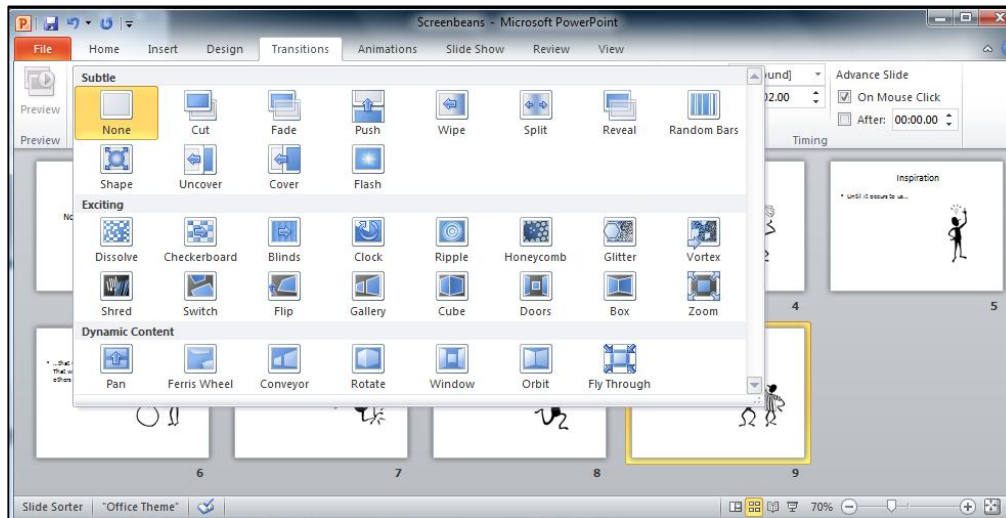


Fig. 9.24 Transition Slides menu

To get a **Live Preview** of any of the transitions, click on a Transition in the menu and watch the highlighted slide in the **Slide Sorter view**

Try several of them to get a feel for how they work, then select the one you most like

Next, in the **Transitions Ribbon > Timing Group**, click in the **check box** next to **After:** and increase the **Advance Slide** time to **10 (ten)** seconds, but leave the **check mark** in the box next to **On Mouse Click**, so now the Advance Slide options will look like those illustrated in Fig. 9.25

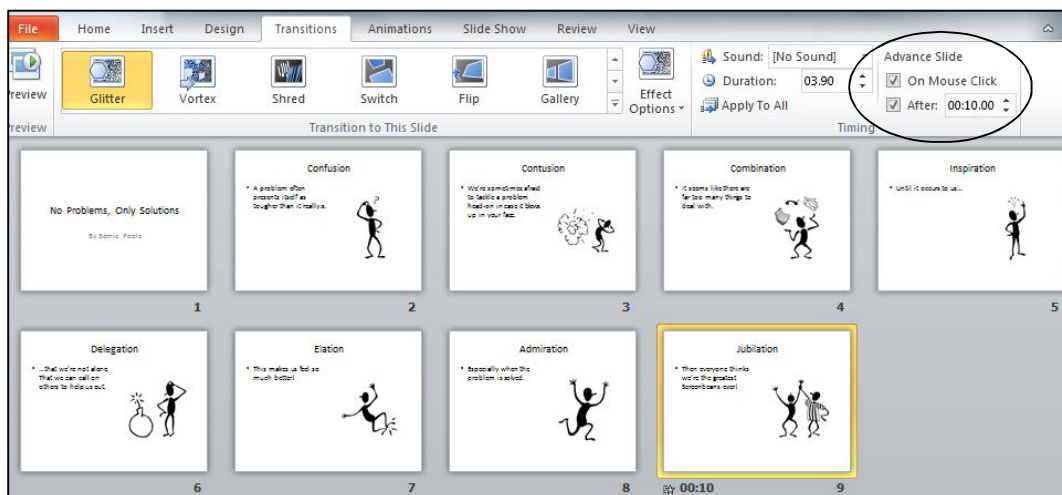


Fig. 9.25 Advance Slide Timing settings

This will allow the user to advance to the next slide either manually (by clicking the mouse) or automatically (after 10 seconds).

Finally, for a **sound effect**, in the **Transitions Ribbon > Timing Group**, click on the arrow to bring down the **Sound:** menu (Fig. 9.26)

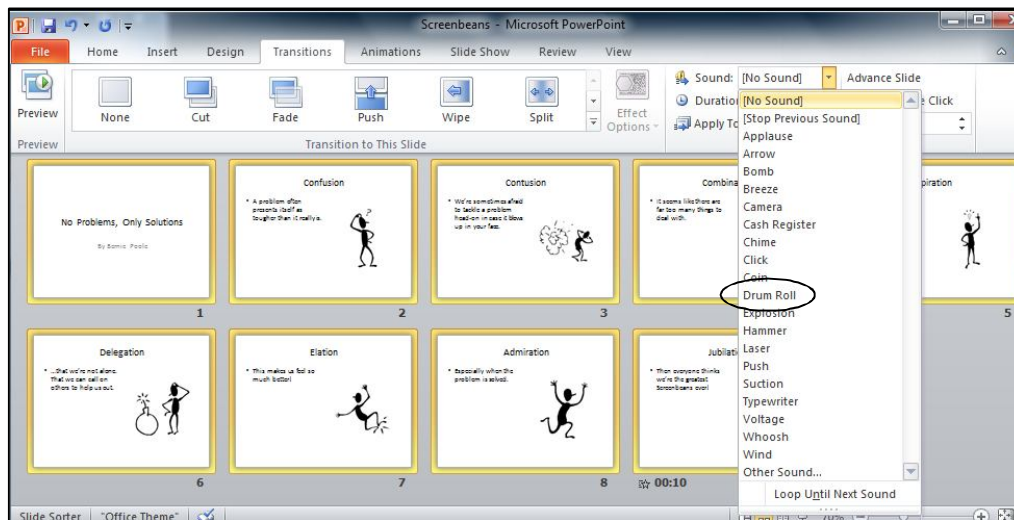


Fig. 9.26 The *PowerPoint* Sounds menu

Choose **Drum roll** (if you don't hear a drum roll when you run the slide show, it may be because the speakers on your computer are turned off—muted—or maybe you don't have speakers on your computer at all)

You are going to *Apply* these timing and transition effects to *All* the slides, but you should bear in mind that you could have different effects for each slide if you wanted, simply by going from slide to slide, setting the options, and not applying to All Slides. But, for the sake of this exercise, let's apply these settings to All Slides

Click on **Apply to All Slides** (Fig. 9.27)

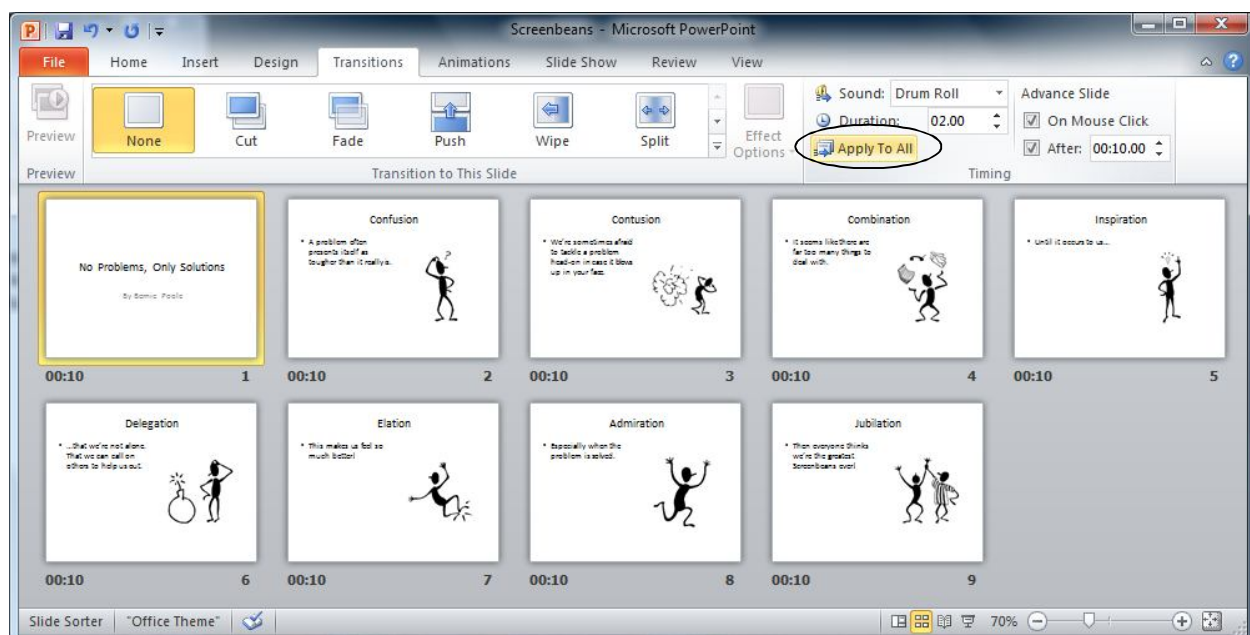


Fig. 9.27 The Apply to All option in the Timing Group

Notice that the timing value ":10" has appeared underneath each slide in the Slide Sorter view.

Choosing Slide Designs

PowerPoint gives you all kinds of assistance in the design of your slides. So far we've used the default selection of Slide Layouts, which help with the general layout of each slide in your show. But the Design Ribbon lets you select from an extensive set of pre-formatted slide designs involving graphics, colors, and animations. Let's check out some of these options now.

Stay in the **Slide Sorter** view, and click on the **Design** tab to bring up the **Design Ribbon** (Fig. 9.28)

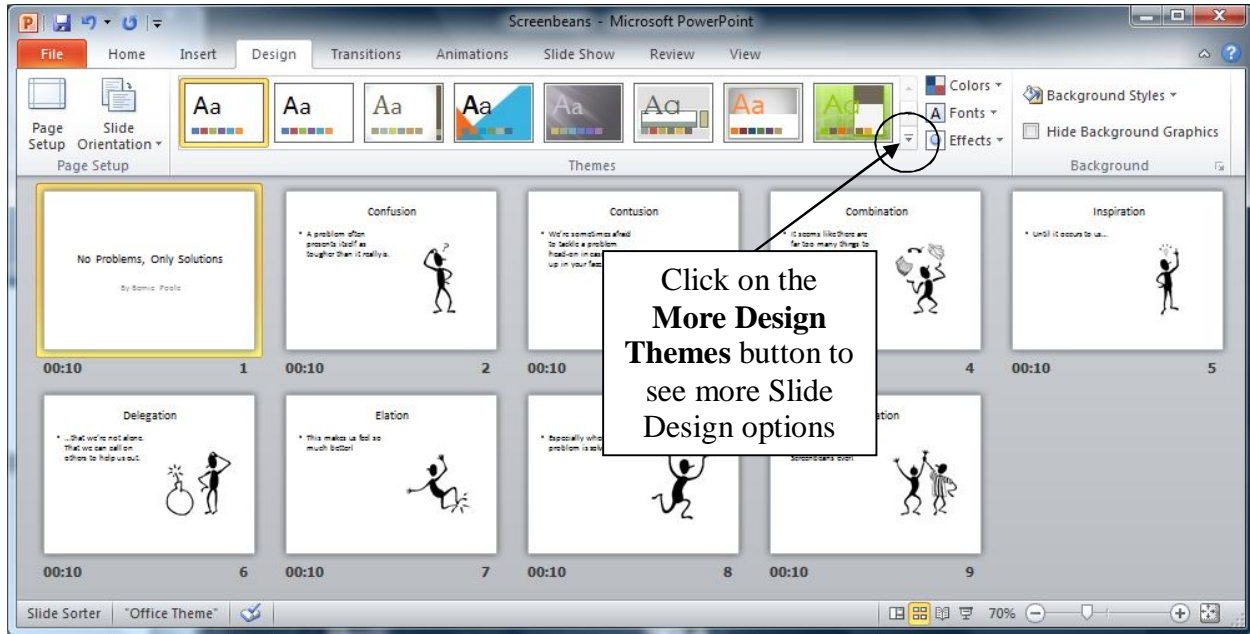


Fig. 9.28 The Design Ribbon

Design Themes

The easiest way to make your slides more interesting is to use one of the pre-set Design Themes that come with *PowerPoint* (Fig. 9.28 above). You can select from a large set of Design Themes, most of which are quite attractive. Let's try some of them now.

Use the mouse pointer to **select** a **Design Theme** by clicking on it—for the sake of the exercises that follow, **choose a Design Theme** that has a **different color background than white**

PowerPoint quickly applies the selected design template to all the slides in your show so you can check it out. If you wanted to apply the Design Template to just a few slides, you would first select the slides you want, then click on one of the other Design Templates. Let's try that.

Hold down the **ctrl** key while you click on any **three or four** of the slides in the show

Now, in the **Design Ribbon > Themes Group**, click on a **Slide Design Template** different than the one you chose before

Voilà! You see how easy it is to create a mix of different and attractive slides.

PowerPoint is a beautiful program which is so easy to use once you know what's available to you. You can go to town when you're designing slides, as long as you know all the tips and tricks—the bells and whistles—offered by the software. Let's check out a couple of other features of the software.

Color Schemes

First select all the slides in the show.

Press **ctrl-a** on the keyboard

Built-in Color Schemes

Maybe you liked one of the Slide Design templates you were just checking out, but you decided that the Color Scheme wasn't what you were looking for. Well, you can do something about that by using the *built-in* Color Schemes. Or, if you want to choose your own colors, you can go with a *custom* Color Scheme. Let's try some of the standard Color Schemes first.

In the **Design Ribbon > Themes Group**, click on the **Colors** option to bring down the **Color Schemes** menu (Fig. 9.29)

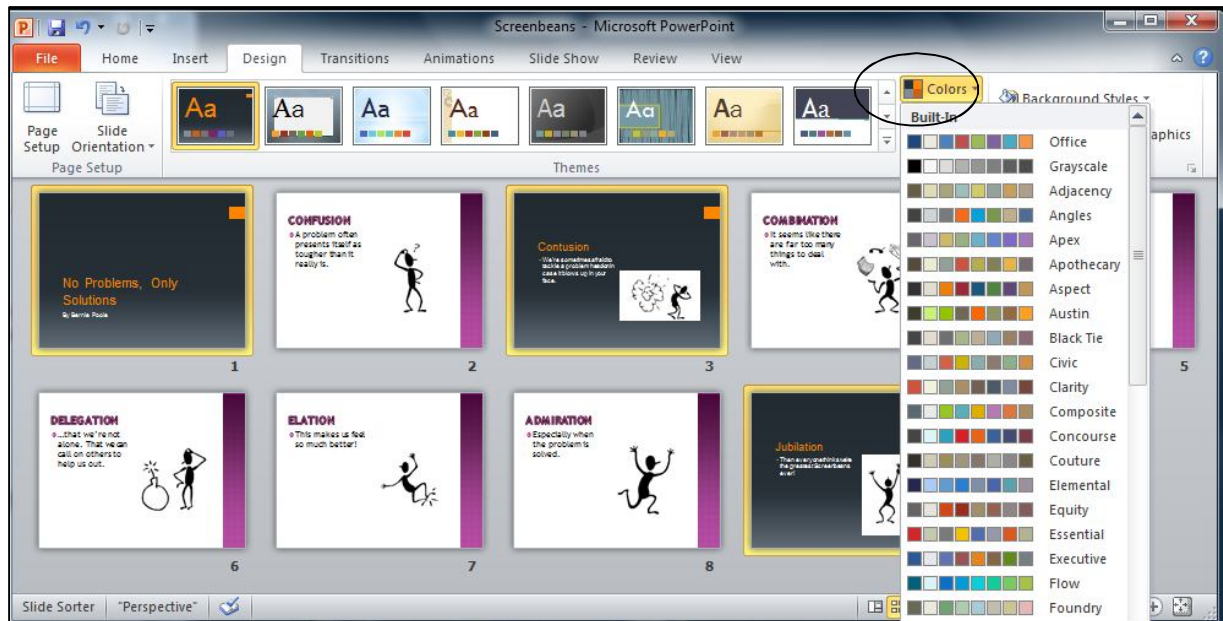


Fig. 9.29 Built-in Colors menu

Click on any one of the **Color Schemes**—try a few of them to see how they look

Just as for the Design Templates, you don't have to apply a Color Scheme to all slides. You can select one or more of the slides and apply the Color Scheme to those alone.

Custom Color Schemes

Each new installation of *PowerPoint* starts out with a limited set of standard Color Schemes, and there may be none that you particularly like. Color is, after all, a very individual thing. Customizing a Color Scheme is easy enough, however, and if you put together a Color Scheme you really like, you can add it to the set of standard Color Schemes.

In the **Design Ribbon > Themes Group**, at the **bottom** of the **menu of color themes** click on **Create New Theme Colors...**

Fig. 9.30 shows the *Create New Theme Colors* dialog box, which allows you to customize the color of every feature of a Design Theme (Text Backgrounds, hyperlinks, etc.).

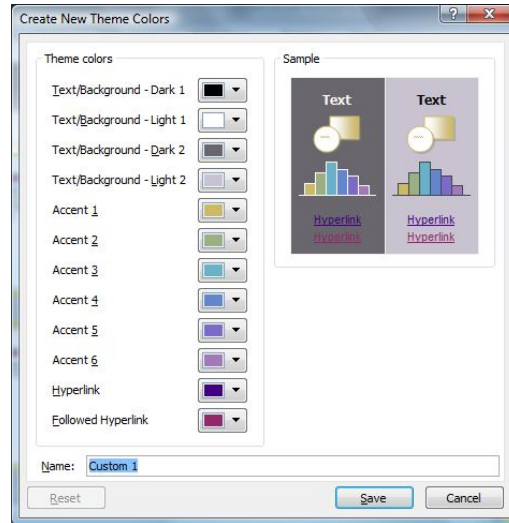


Fig. 9.30 The Edit Color Scheme dialog box

Click on any of the **small color boxes** to bring up a palette of **Theme Colors** for that feature of the slide's design theme (Fig. 9.31)

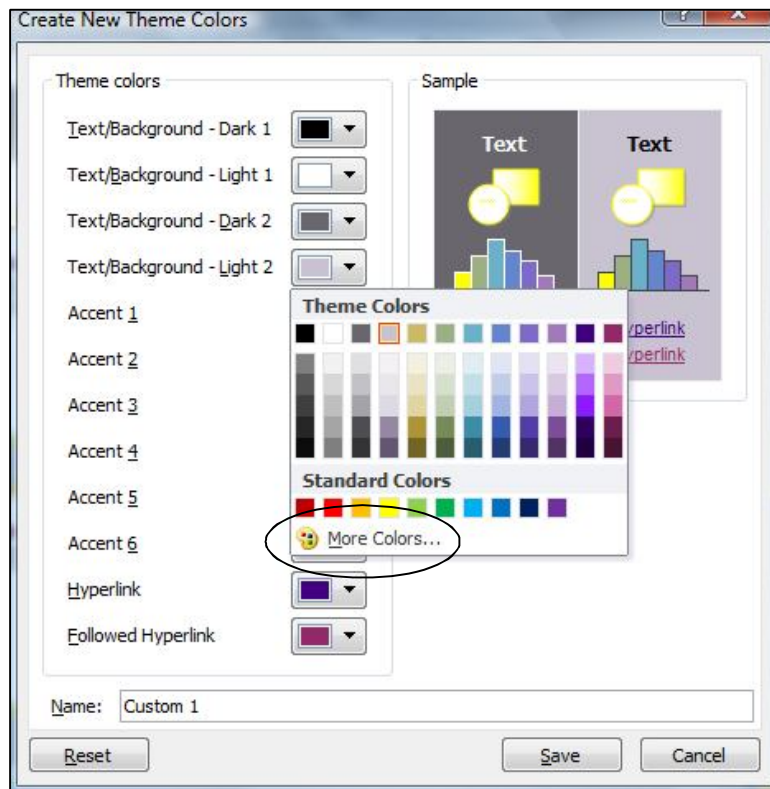


Fig. 9.31 Custom theme Colors

Now click on one of the **Theme** or **Standard Colors** (Fig. 9.31 above) to select from a palette of 256 colors (the standard color palette)

Remember, though, that your *PowerPoint* presentation is going to be viewed by an audience of people whom you want to impress with the attractiveness of your slides—you want the slides to be eye-catching and engaging. So beware of choosing colors that may be jarring or quite simply inappropriate. For this reason, unless you think you have a good sense of color and design, it's probably best to go with the sets of *built-in* design themes and color schemes.

However, if you do have a good feel for design and color, you can use the *Custom Color Mixer*, which will allow you to select from over 16 million colors!²

Click on **More Colors...** (Fig. 9.31 on the previous page) to bring up the **Custom Color Mixer** (Fig. 9.32)

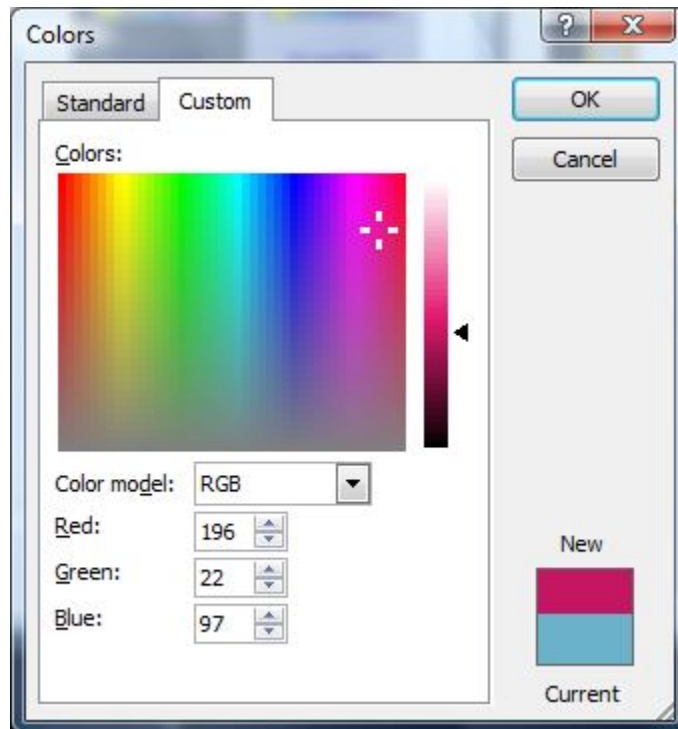


Fig. 9.32 The Custom Color Mixer

Take whatever time you need to familiarize yourself with these color selection tools.

After you have selected some new colors for **TextBackgrounds** and **Accents**, and so on, click on the **Save** button to save your Screenbeans presentation before proceeding with the tutorial

Making the Screenbean images transparent

One problem still remains to be fixed before we move on. If you selected a design template with a background other than white, the Screenbean images, with their white background, look odd against the slide's other-colored background. Here's how you can fix this.

² 16 million because, for the Custom Color palette, Office uses 24 bits (24-bit color), which translates into 2^{24} colors—precisely 16,777,216 different colors

First, in the Slide View tools (lower right of the *PowerPoint* window), click on the **Normal View** so you can work with individual slides

Now, in the left hand frame, click on the **slide thumbnail** for **Slide #2** to make it the **active slide**

Next, on the large version of the slide (**Confusion**) on the **right** side of the window, click on the picture of the **Screenbean image**, then, above the **Format** tab click on **Picture Tools** (Fig. 9.33)

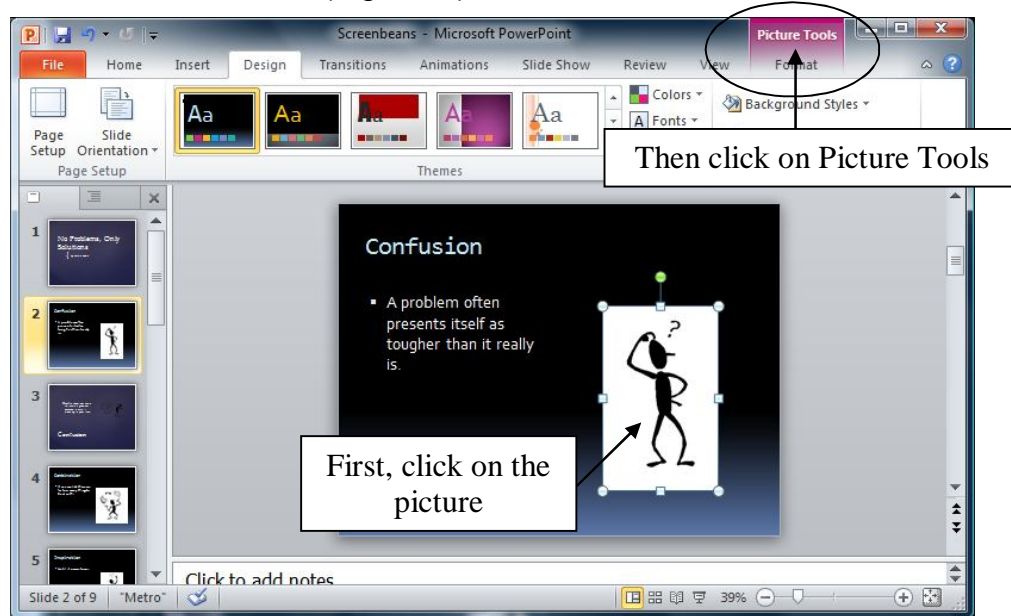


Fig. 9.33 The Picture Tools toolbar

Now, in the **Picture Tools Ribbon > Adjust Group**, click on the **Color** button to bring down the set of **Color Options** (Fig. 9.34)

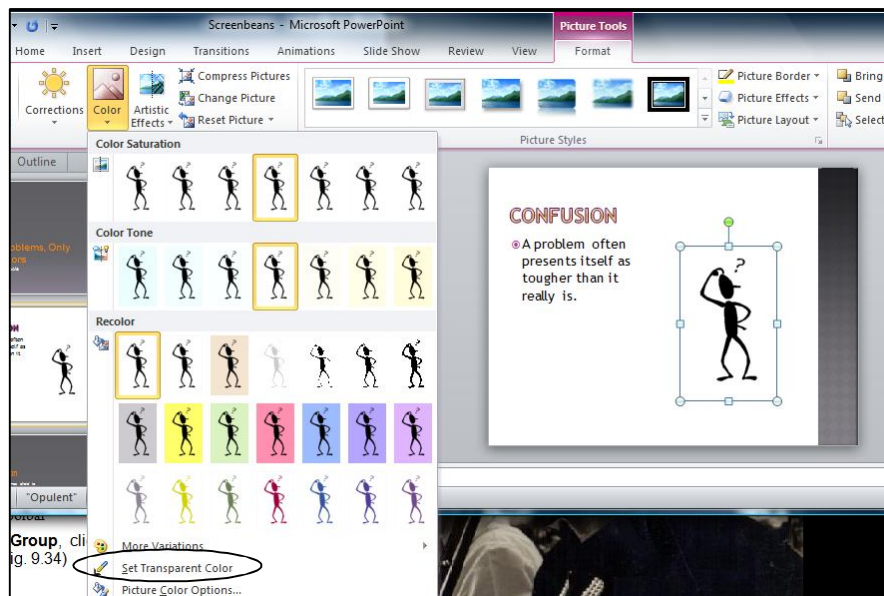


Fig. 9.34 Color Options in the Picture Tools Ribbon

Click to select the **Set Transparent Color** option towards the bottom of the menu (see Fig. 9.34 above)

Now slide the mouse (which has changed to a different cursor for the Transparent Color tool) across to the **Screenbean picture** and click on the picture's **white background**

Hey presto! The Screenbean picture is now transparent and has the same background as the rest of the slide.

Now do the same with **each of the Screenbean pictures** on the other slides

Save the Slide Show when you're done

Checking out the presentation

It's time to try out your show.

In the **Slide Show Ribbon**, in the **Start Slide Show Group**, select **From Beginning**, and click your way through each slide at your own pace, or let the computer time it for you, 10 seconds per slide

9.6 PRINTING PRESENTATION HANDOUTS

A nice feature of *PowerPoint* is its ability to provide you with hard copy versions of the slides and/or of the outline text of a presentation. This is useful for the preparation of handouts for an audience or a class. Here are the steps to do this.

From the **File** menu choose **Print**

Now click on the **Full Page Slides** box to bring up the drop down menu of print layout options (Fig. 9.35)

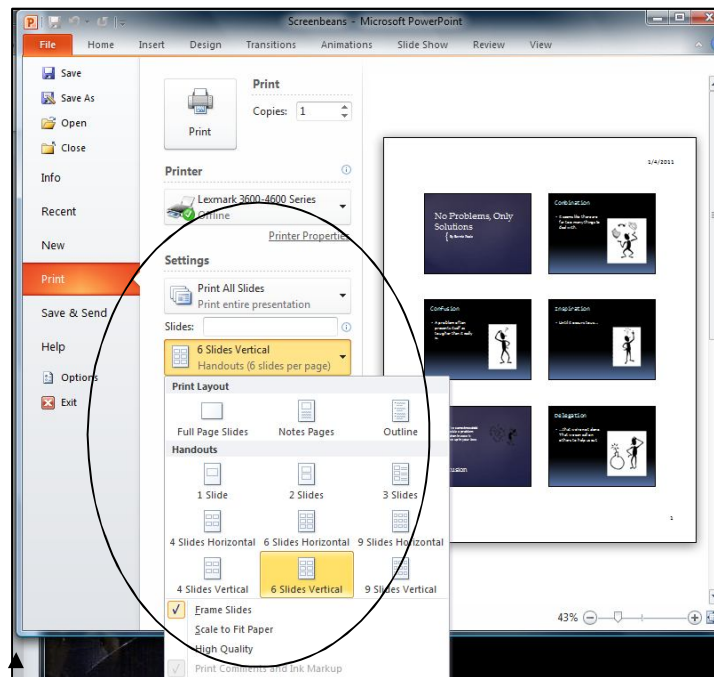


Fig. 9.35 Selecting handout options for printing

In the drop down menu, under **Handouts**, select **6 Slides Vertical** per page
Also, click in the **Color** box towards the bottom of the Print dialog box (Fig. 9.36)

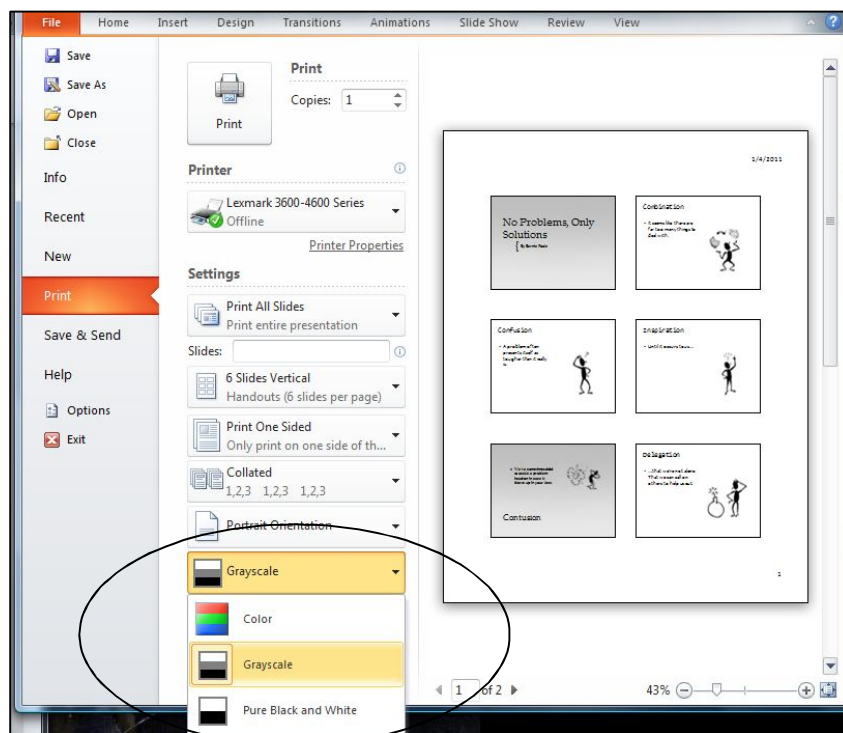


Fig. 9.36 Print Color Options menu

In the Color options for the slides, select **Grayscale**, then click on **OK** to print a copy of the presentation

In the handout options, you can choose two, four, six, or nine slides per page, and you can display the slides in order either horizontally or vertically. This handout can then be distributed to an audience or a class for note-taking, review or reinforcement.

Save this final version of the Screenbeans show then, before you finish, go ahead and make a **backup copy** of your **Screenbeans** presentation

LOOKING BACK

Lesson 9 has been devoted to the *PowerPoint* program that is designed to help in the preparation of presentation materials of all kinds. It is not only a very useful tool, but also it is enjoyable to work with. Outlines and slide shows will add polish to the lessons or presentations you will prepare for your students and other groups during the course of your career. For example, a math or chemistry teacher might intersperse her lessons with professional-looking formula charts or chemical structures. Any teacher could make an impressive graphic introduction to a class. An administrator could do the same for her school, the presentation to be viewed in the office by visitors.

But *PowerPoint* is still more valuable as a tool for learning in the hands of your students. They will soon learn the necessary skills to use the program with flare and they'll be creating presentations

of their own. As their teacher, you'll guide them in the direction of learning projects of all kinds related to the curriculum K-12. In the context of *PowerPoint*, students will discover knowledge and construct their own mental database of information that will stand them in good stead in their future lives.

LOOKING FORWARD

PowerPoint is a useful teaching tool, providing added value for both the teacher and the students. A carefully prepared and well-designed presentation, appropriately used during the course of a class, helps the teacher stay focused and on track. A presentation that is rich in multimedia gives the teacher the opportunity to spice up presentations in various ways that promote added interest and engagement for students. *PowerPoint* also can be used to *create* as well as *enable* powerful learning environments.

Lesson 10 will show you how to create interactive presentations in which the user learns while responding to the material that is being presented, thus encouraging engagement, which promotes learning. More powerful yet, *PowerPoint* may be best used in the discovery mode of learning, where the students create presentations that involve research in the pursuit of knowledge, incorporating multimedia—still images, video, and sound, along with text—in the construction of a personal understanding of the subject matter being learned.

A thoughtful teacher will encourage her students to work together on such projects and present their work to the class, thus applying the adage that the best way to learn is to teach.

As the saying goes: "I hear and I forget, I see and I remember, I do and I understand."

SKILL CONSOLIDATION

1. Prepare a presentation on the subject of the American colonies. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
2. Prepare a presentation on the subject of US Presidents (or any subject of your choice that you might use with a K-12 age group appropriate to your major). Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
3. Prepare a presentation on the subject of the American movie scene. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
4. Prepare a presentation in a style of your own choosing with at least three levels on the subject of contemporary music. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
5. Create a slide show with yourself as the subject—you the person, you the teacher. Use graphics drawn from any source you like. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
6. Create a slide show on the subject of pets. Use graphics from clip art or created in a Drawing or Painting environment. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.
7. Create a slide show on the subject of geometric shapes. Use graphics drawn from clip art or created in a Drawing or Painting environment. Make sure you have at least eight first level topics (eight slides), as well as a title slide and an acknowledgements slide.