

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—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 Action Buttons, Hidden Slides, 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 that has been created for this tutorial.

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

Navigate on your USB drive to the **Work Files for Office 2016** 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

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**

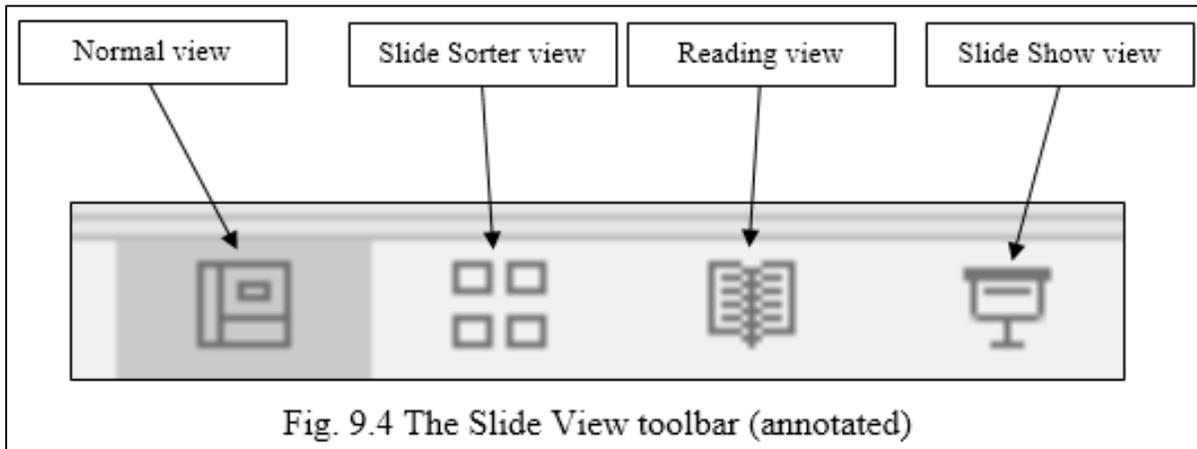


Fig. 9.4 The Slide View toolbar (annotated)

Fig. 10.2 The Slide View toolbar

Then, in the **left hand frame** of the *PowerPoint* window, click on **Slide 1** (the **Title slide**) to select it in Normal View

In the **Insert Ribbon > Illustrations Group**, click on **Shapes** to show the **complete selection of Shapes** you can use in *Office 2016* (Fig. 10.3)

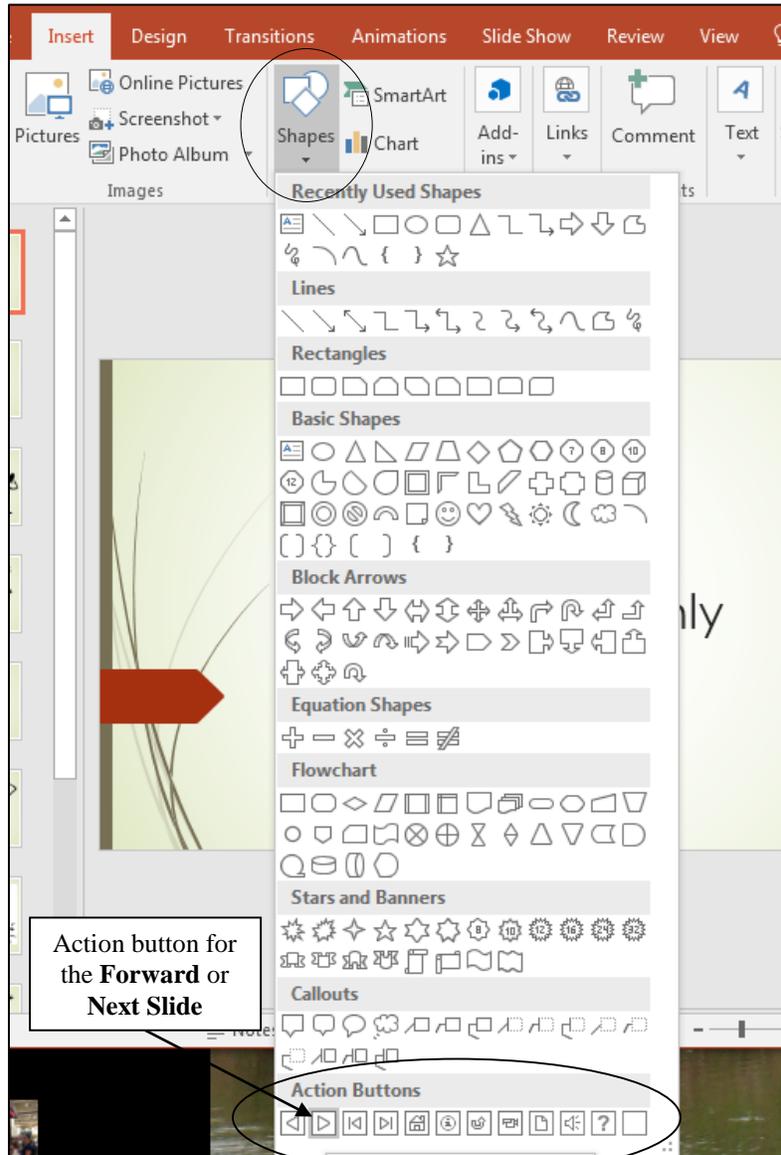


Fig. 10.3 The Office 2016 Shapes menu showing the Actions buttons

The set of Shapes for Action Buttons is the last set in the drop down menu (Fig. 10.3 above).

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 larger **Normal** version of the slide and notice that the **arrow pointer** changes from a **pointer** to a **cross hair** or **plus sign (+)**

Position the cross hair **in the lower right corner of the slide** (where you see the Action button in Fig. 10.1 on page 344), 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

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

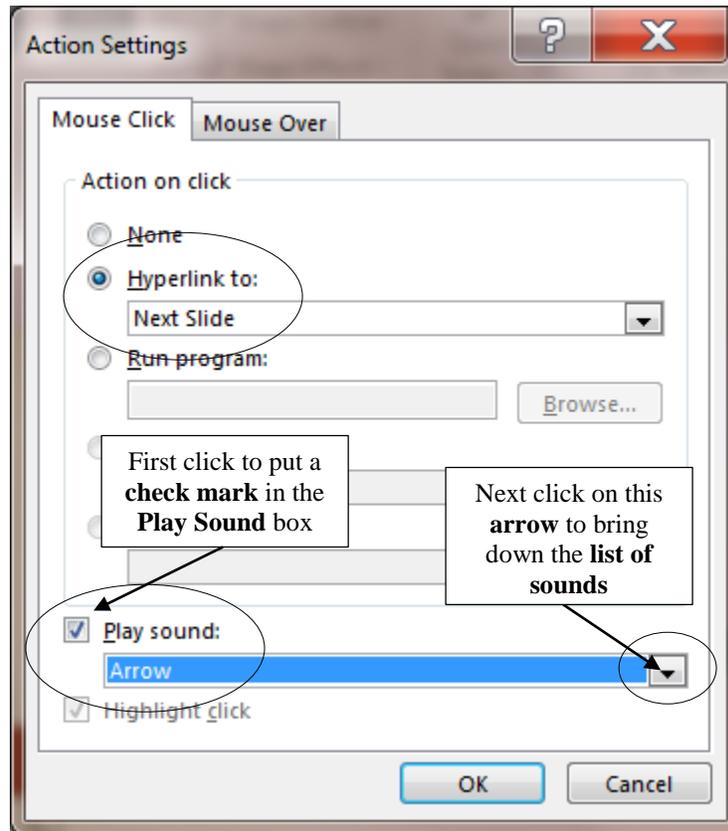


Fig. 10.4 The Action Settings dialog box

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**, then click on **OK**

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, go ahead now and click on it to **select it**, grab one or other of the **handles** and **adjust the size**

When you're done making any adjustments, you should have a professional-looking Action Button. We'll test it shortly.

If you ran the slide show right away and clicked on the Action Button, it would advance you to the next slide with the whoosh sound of an arrow for good measure. You're going to copy and paste this same button onto the next seven slides.

Let's start by copying it to 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

Click (in the left hand pane) on **Slide 2**, then hit **Ctrl+v** to **paste** a copy of the Action button **from the first slide onto Slide 2**

As you see, the copied button is pasted into *exactly the same position* as it was in on Slide 1. This is fine, as long as it doesn't cover any of the Screenbean figurine. Here's what you do if it partially covers any of the figurine.

Click on the figurine to get the **handles** around it, then **drag the image** and/or **change its size** so that it no longer is covered anywhere by the Action button

You're going to put two more Action Buttons on Slide 2, one to go back to the *previous slide*, and another to go back to the *beginning* of the slide show (a Home Action Button). Once you have all three buttons on Slide 2, you're then going to copy and paste all three of the Action Buttons onto each of the next seven slides.

But first let's continue adding the two other Action Buttons to Slide 2.

In the **Insert Ribbon > Illustrations Group** click on the **Shapes** icon

From the **Action Buttons** panel (Fig. 10.3 on page 345), select the Action Button for **Back or Previous slide**

Slide the cursor (which becomes a crosshair when it's over the slide) down to the **lower left corner** of the slide and, as you did before, drag the **crosshair** to describe an Action Button in the **lower left corner** (Fig. 10.5)—the new Action Button should be the **same size** as the one **on the right** of the slide

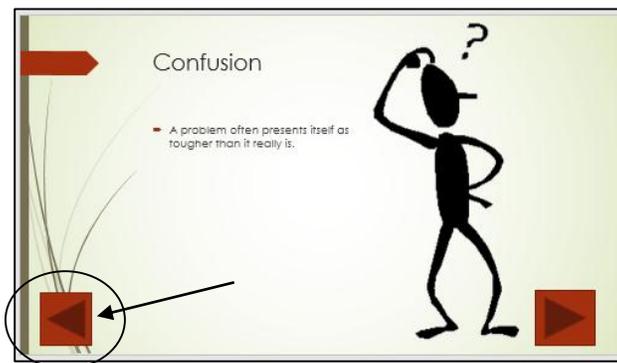


Fig. 10.5 Position the Back or Previous Action button in the lower left corner of the slide

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**, then click on **OK**

If you ran the slide show right away and clicked on the Action Button you just created, it would take you back to the previous slide with the sighing sound of a breeze.

Finally, still on **Slide 2**, in the **Insert Ribbon > Illustrations Group**, select the **Shapes** menu and locate the **Action Buttons** panel at the bottom of the menu
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 describe an Action Button in the **lower center** of the slide (Fig. 10.6)

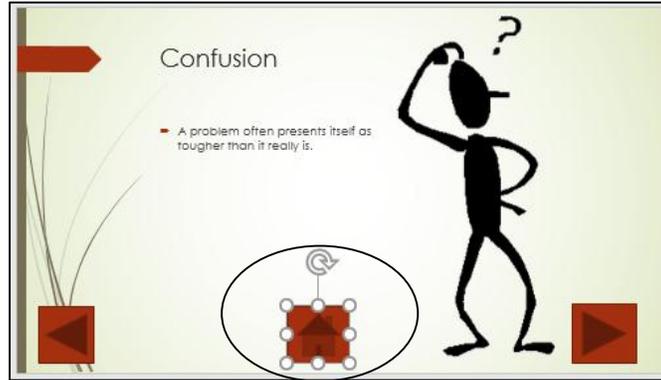


Fig. 10.6 The Home Action button

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 another, different, sound.

In the **Action Settings dialog box** that pops up, 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**, then click on **OK**

If necessary, with the **Home Action Button** still **selected**, use the **arrow keys on the keyboard** to move into position in the **bottom center** of the slide

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

Now, in the **left hand frame**, click on the **thumbnail** for **slide 3** so that it comes up in the Normal View, and press **Ctrl+v** to **paste** the buttons onto the **third (Contusion) slide**

Notice that the buttons are pasted into the exact same place on Slide 3.

If necessary, if any part of **the figurine** is covered by an Action button, click **on the figurine** to select it and move it and/or change its size

Now go to each of the **remaining six (6) slides** in the presentation and do the same (click to **select** the next slide and hit **Ctrl+v** then, if necessary, make any **adjustments** to the figurine)

Better **Save** your work to this point (**Ctrl+s**)

Acknowledgements slide

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 the **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

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**, then, in the **Layout menu**, select the **Title and Content** layout

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**, now the last slide in the show, hit **Ctrl+v** to paste the **three Action buttons there**, too

Now, click anywhere on the slide to remove the handles from (deselect) **all three action buttons**, then click on the Action button in the **lower right** corner of the slide (the **Next** Action Button) to select it, 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>The Screenbeans image are courtesy Microsoft Corporation's Clip Art Gallery. The presentation design owes much to the Microsoft Office 2016 PowerPoint application. The text is copyright © Bernard John Poole. All rights reserved.</p>

You don't want the **bullets** with the text so, when you've typed in the three lines of acknowledgements, hit **Ctrl+a** to select all the text in the **Content box** then, in the **Home Ribbon > Paragraph Group**, click once on the **Bulleted List tool** to toggle the bullets off (or select **None** from the **Bullets menu**)

Hit **Ctrl+s** to **save** the Problems and Solutions presentation

Hidden Slides

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

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

Make sure you still have the **Normal View**, so that you can see the **thumbnails** of your slides in the **left hand frame**, then click on the thumbnail of **Slide 2** (the **Confusion** slide) to make it the active slide

Click to position the cursor **at the end of the text** you typed in the slide's **left-hand 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**, 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, next to the thumbnail for the new slide 3, the *number 3* with a *diagonal slash* through it, which indicates that this is a Hidden Slide (Fig. 10.7).

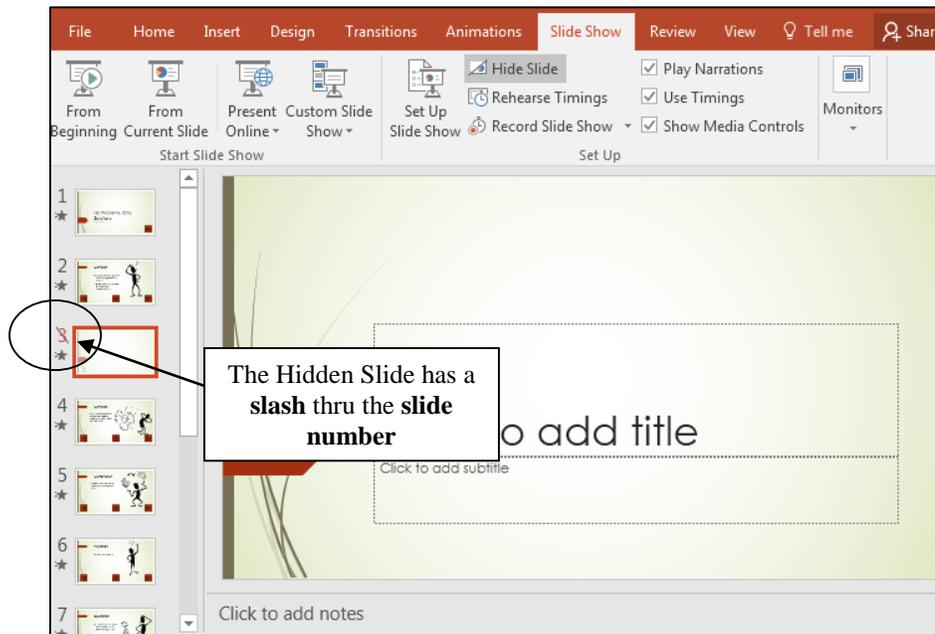


Fig. 10.7 How to recognize a Hidden Slide in the thumbnail Slides menu

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 beneath 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 **Confusion** slide)

In the **Insert Ribbon > Illustrations 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 (which will be slide 3)

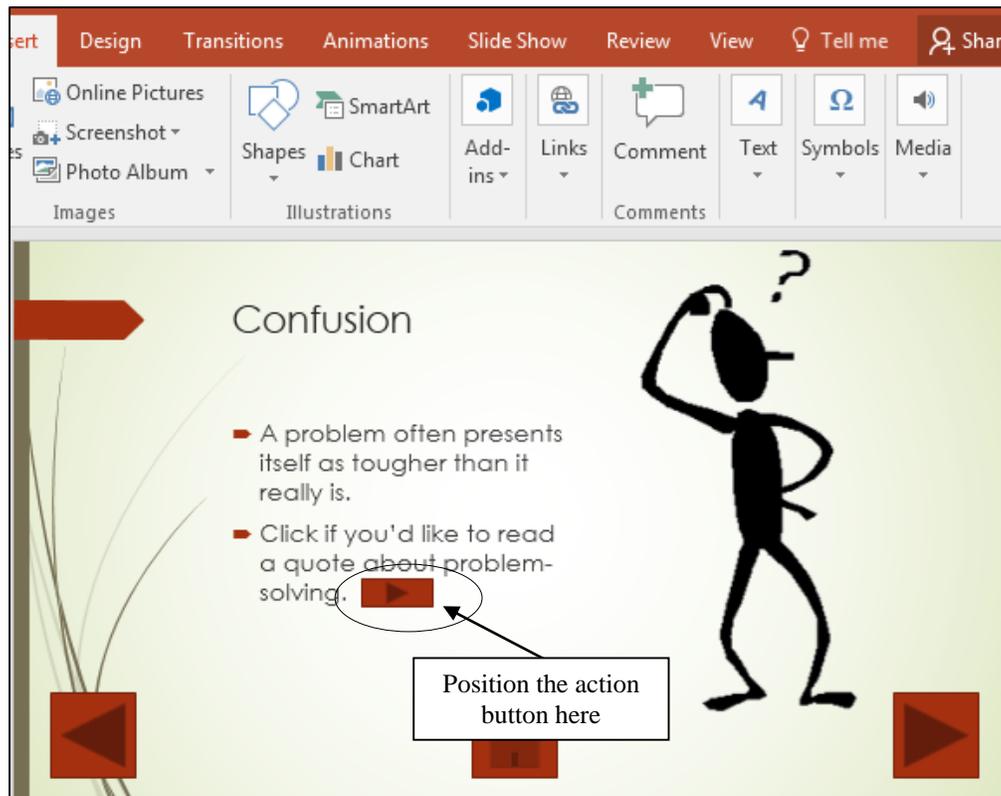


Fig. 10.8 Placement of action button linking to the hidden slide

Let go of the mouse button when the shape looks the same as Fig. 10.8

PowerPoint immediately displays the Action Settings dialog box (Fig. 10.9). The default Hyperlink is to the *Next Slide*, but this is *not* what you want.

In the Action Settings dialog box, 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

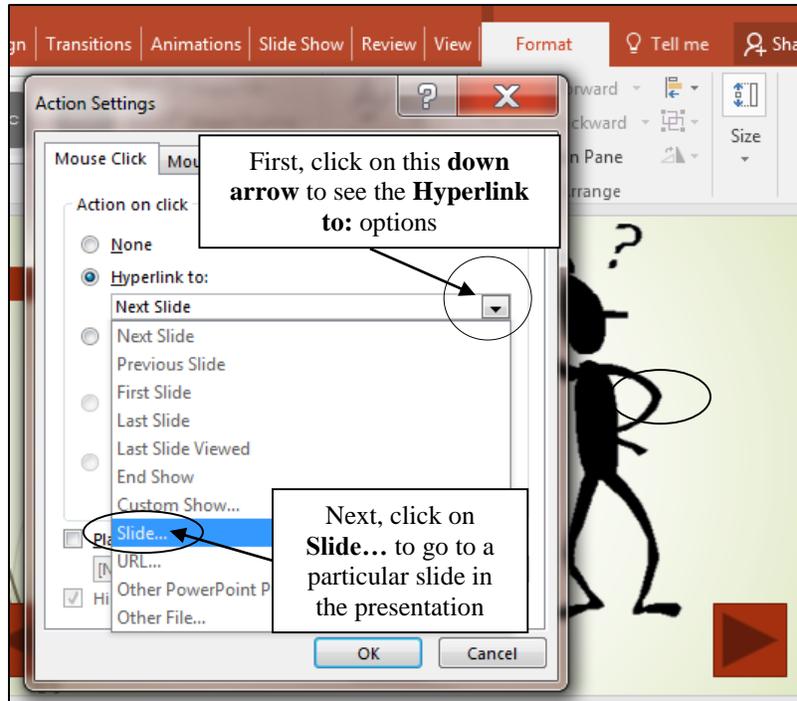


Fig. 10.9 The Action Settings dialog box

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).

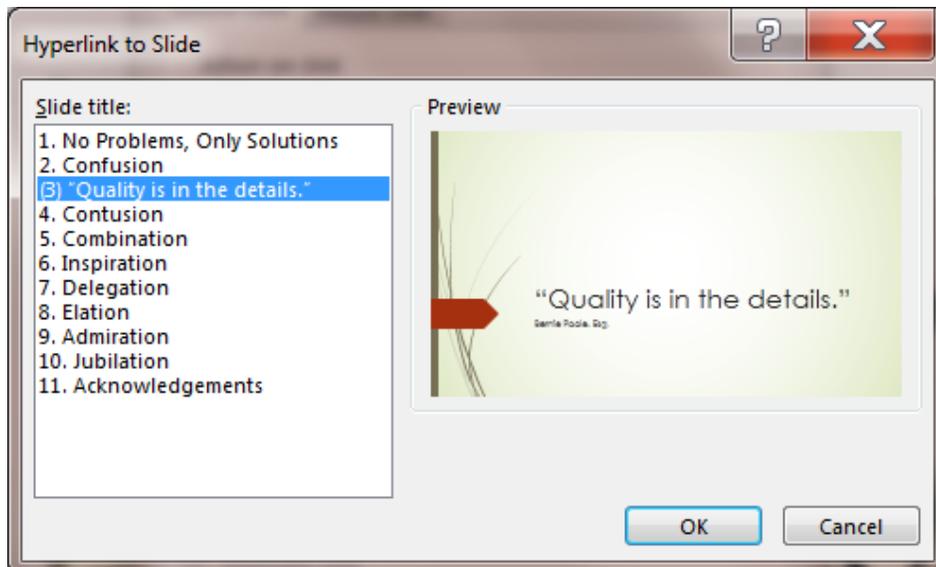


Fig. 10.10 The *Hyperlink to Slide* dialog box

Remember that Slide 3 is a hidden slide (check the slash across the slide's number).

In the list of **slide titles** in the **Hyperlink to Slide dialog box** (Fig. 10.10 above), click to select **slide 3** (“**Quality is in the details.**”), 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 and the show will go directly to Slide 4.

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 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**), and press **Ctrl+v** on the keyboard to **paste** the action button onto the lower right corner of the hidden slide

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 objects on a slide emerge onto the screen during a presentation—sliding in from the right or left, or fading in, and so forth. Let's apply some of the *PowerPoint* Animations in Slide 3.

In the **left hand thumbnail view of the slides**, click on the **thumbnail** for **Slide 3** (the **Confused** Screenbean) to make it the active slide, then click to select the Screenbean figurine (get the handles round it)

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

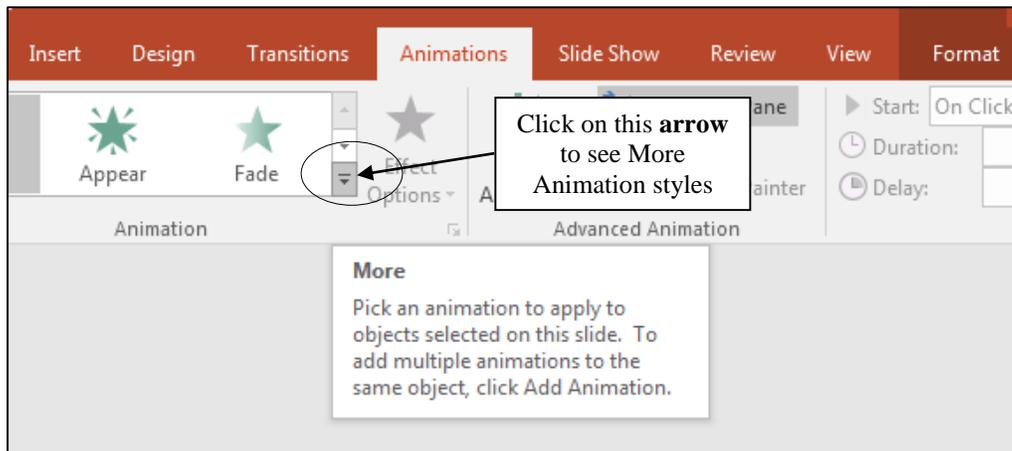


Fig. 10.11 More Animation styles

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

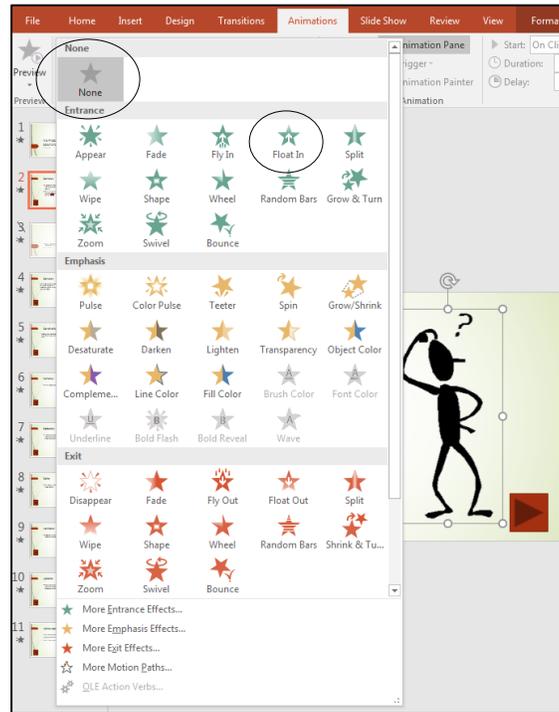


Fig. 10.12 Animation Effects menu

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

Now click anywhere in the **text box** to the **left** of the figurine and try out a few other animations to get a feel for what is available

When you are done, **Save** the Problems and Solutions presentation

Notice that *PowerPoint* indicates the sequencing of the animations (Fig. 10.13), the figurine first, followed by the text.

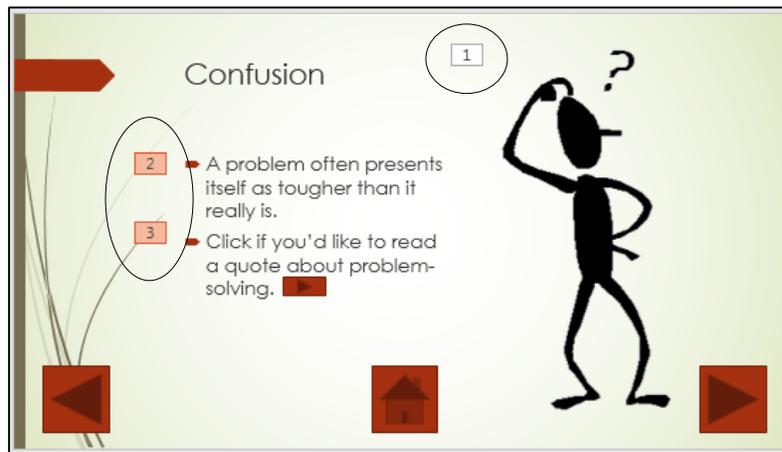


Fig. 10.13 Animations sequence

You can control this sequence, as well as when you want the animation to occur.

Hold down the **Shift key** and at the **same time** click on each of the **animation numbers** (1, 2, 3), so that **all three** are selected (Fig. 10.14)

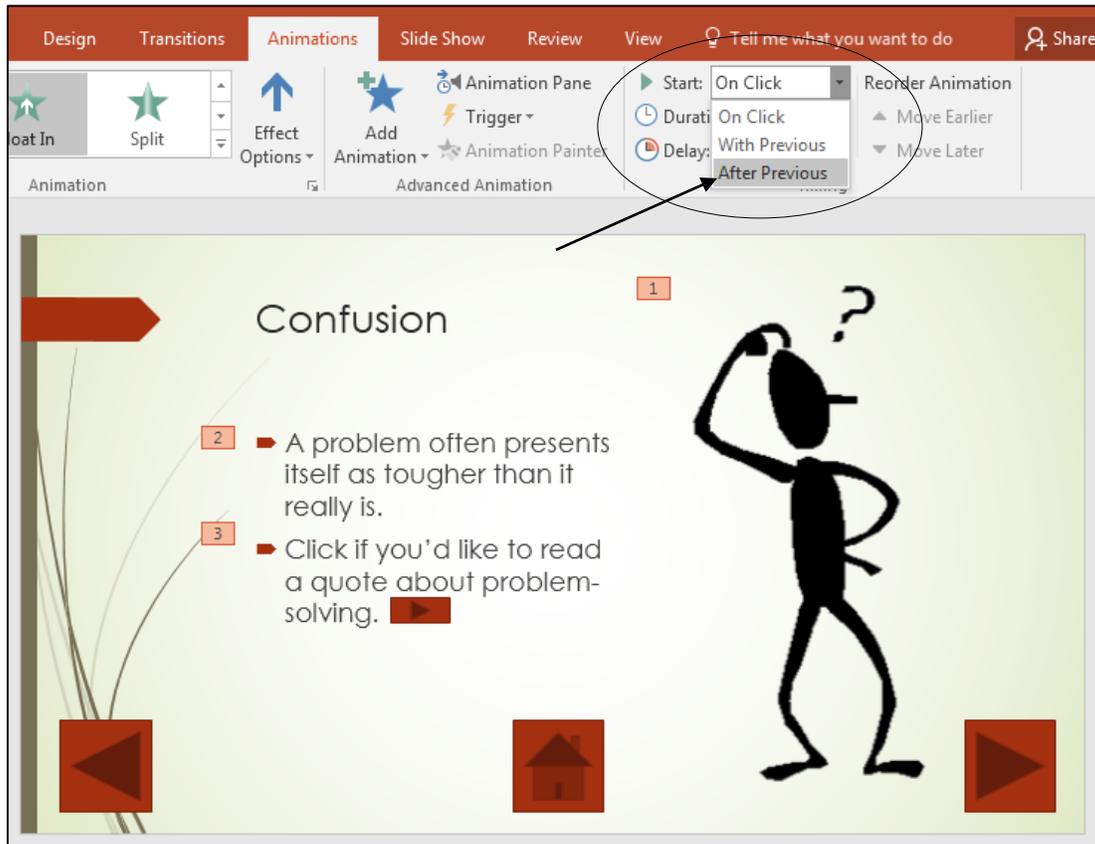


Fig. 10.14 Timing the animation

In the **Animations Ribbon > Timing Group > Start box**, click on the **arrow** to bring down the menu of **Start options**, and select the option **After Previous** (Fig. 10.14), which will cause the animations to start **automatically, in sequence**, immediately **following the previous slide** (Slide 1)

Try this now: in the **Slide Show Ribbon > Start Slide Show Group**, click on **From Beginning** and go through the first two slides to see how the animations work

Now, just for practice, **visit each of the other slides** that have a **figurine** (**Slides 4-9**), and apply the **Float In** animation to the figurine, in the same way as you just did on **Slide 2** above (the directions start on page 353)

For the record, if you ever need to *deactivate* an animation scheme, you can do so by selecting the item that has an animation you want to remove, then click on *None* at the top of the Animation Effects menu (see Fig. 10.12 previous page).

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 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 from scratch.

Save then Close the Problems and Solutions presentation

10.2 INTERACTIVE *POWERPOINT* AT WORK

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

In the computer you should still have your USB drive with the **Work Files for Office 2016**

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

Browse to the **Work Files for Office 2016** folder, open the **PowerPoint Files** folder, then **double click** to open the **Mammal Test** presentation

You are 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 Group**, 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. 10.15).

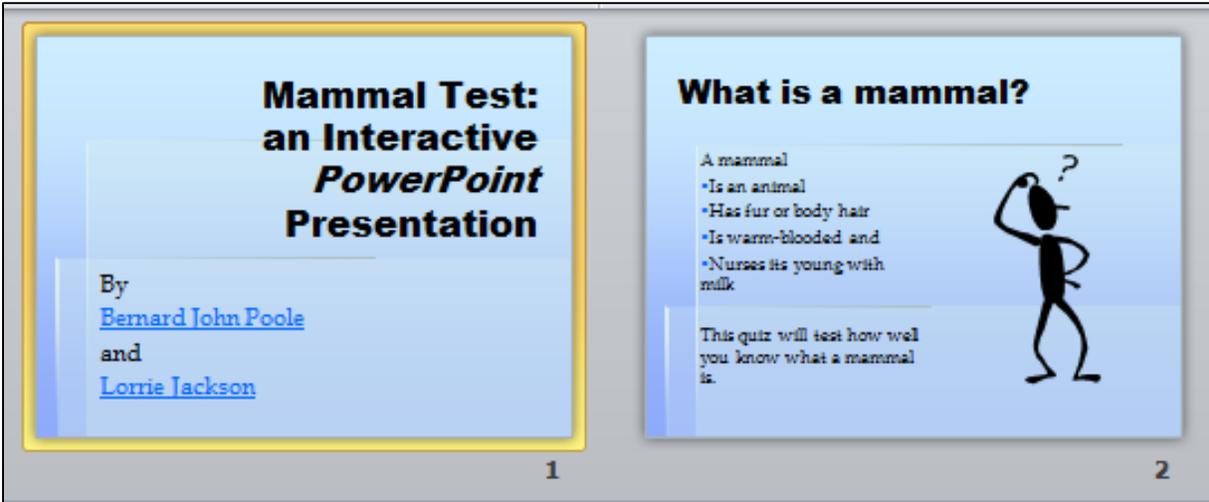


Fig. 10.15 Title and Introduction Slides

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. 10.16).

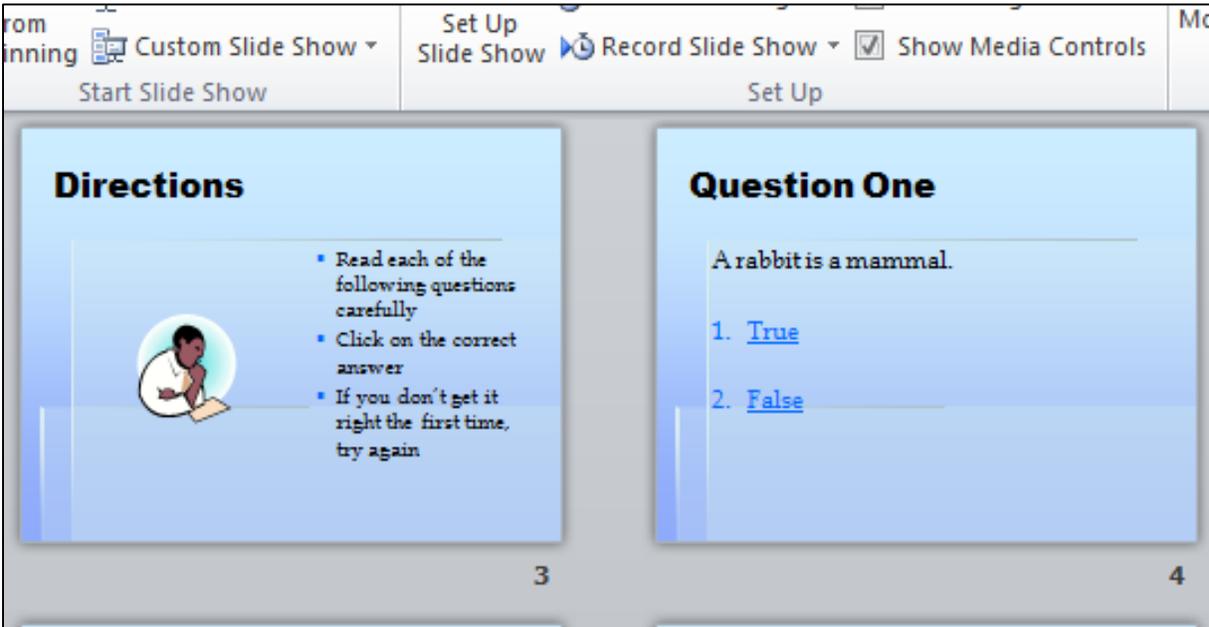


Fig. 10.16 Directions and Question One Slide

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. 10.17).

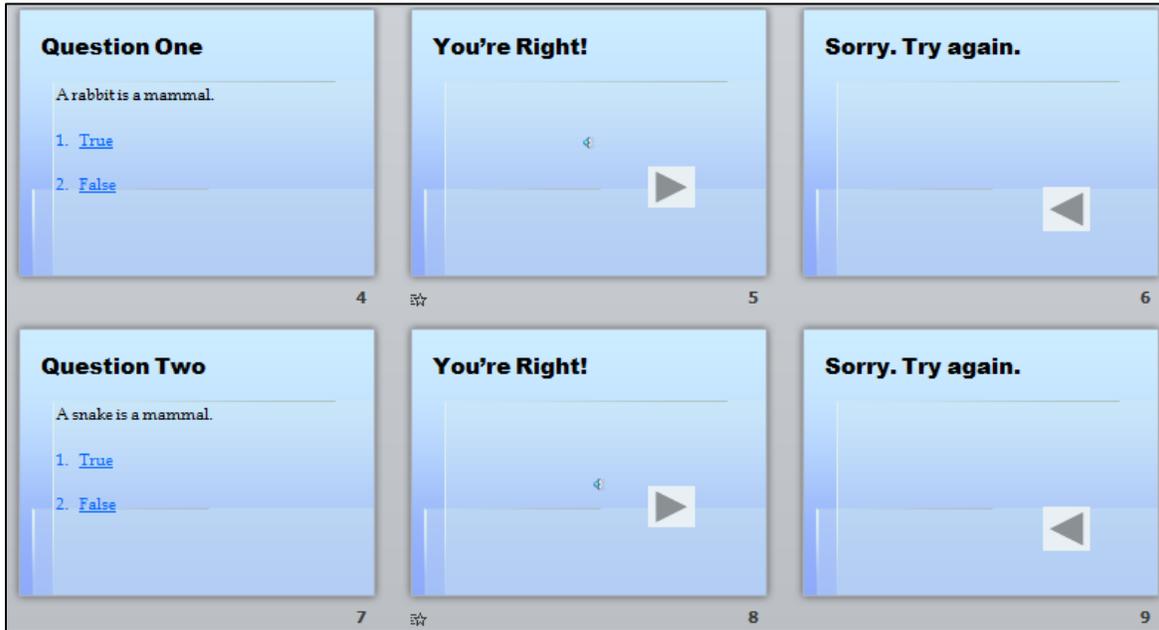


Fig. 10.17 Question and Feedback Slides

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. 10.18).



Fig. 10.18 Ending and Acknowledgment Slides

In this way, you set a 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** on the keyboard 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, Browse** to your **USB drive > Work Files for Office 2016 > 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.

Building the introductory slides

Let's get to work. Figure 10.19 illustrates the content you will be entering for the first three slides of the *U.S. States and Capitals* quiz.

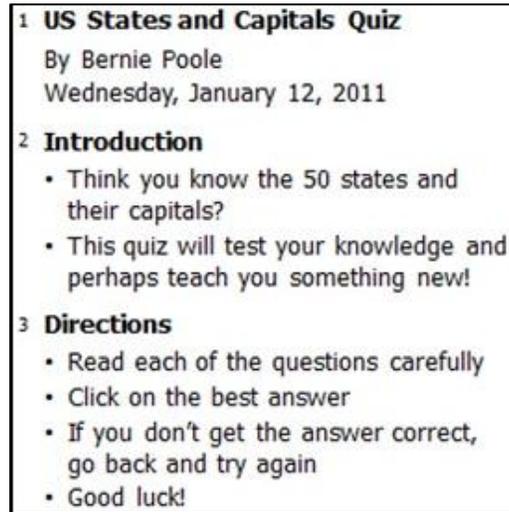


Fig. 10.19 Content for the first three slides

In Lesson 9 you learned how to use the *Outline View* to enter the text onto each slide. Feel free to use the Outline View again for this exercise. However, so that you learn an alternative way to do it, you are going to enter the text directly onto each slide, using the large version of the slide on the right hand side of the window, as illustrated in Fig. 10.20.

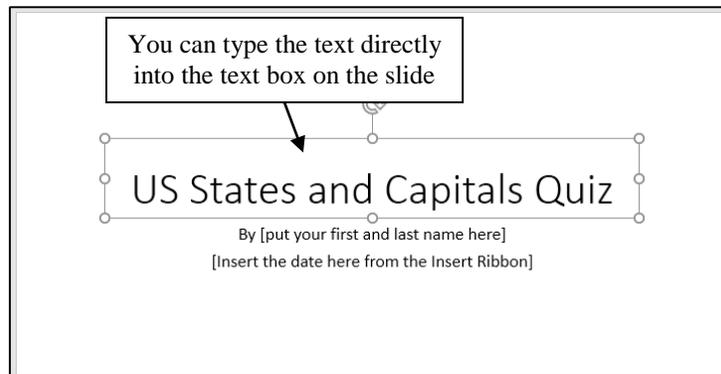


Fig. 10.20 Enter the text directly onto the slide

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. 10.20 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), then 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

Get to know the Keyboard Shortcuts

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

Continue to type the information for the **next 2 slides** (see Fig. 10.19 above), pressing **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), and hit **Enter** to go to the next line **in the same text 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. If you are a relatively experienced user of *Word*, and since you perhaps already have completed the introductory *PowerPoint* tutorial (Lesson 9), you should be able to carry out the next tasks without step-by-step help. In case you need guidance, here are a few useful hints:

- When you enter the information for question slides 4, 5, and 6 (Fig. 10.21), after you type the title in the Title Box (ex. *Question One*), hit *Ctrl+Enter* to skip to the next box, then hit *Backspace* to get rid of the *bullet* that is inserted by *PowerPoint*.



Fig. 10.21 Question and Feedback Slides

- Before typing the first of the answers on each slide, click on the *numbering icon* in the toolbar (Fig. 10.22) to have the program automatically number your answers.

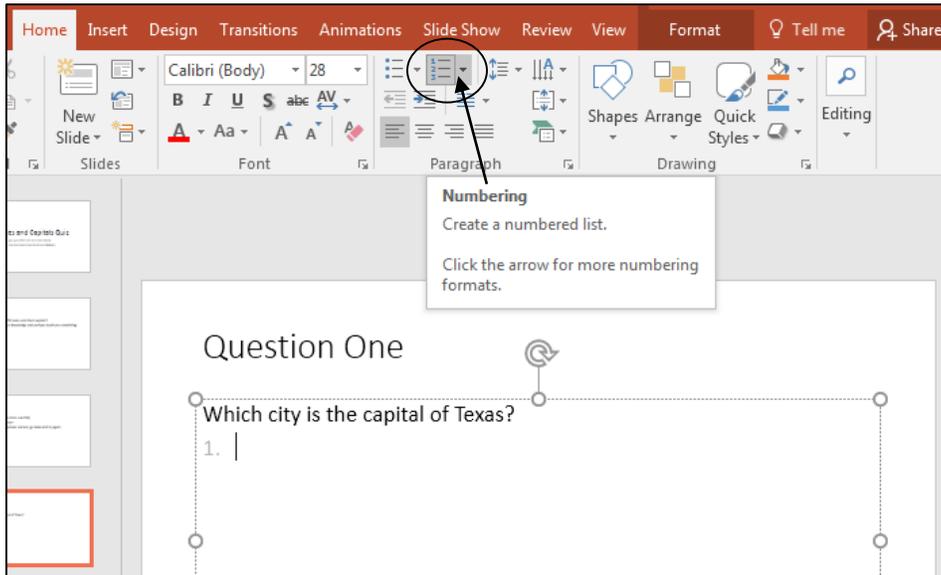


Fig. 10.22 The Numbered List icon in the Paragraph Group of the Home Ribbon

- 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 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**) illustrated in Fig. 10.21 on the previous page

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. 10.23

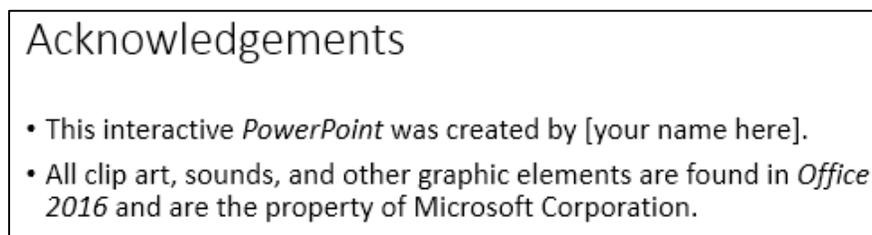


Fig. 10.23 End of Test and Acknowledgement Slides

Go to **File > Save** (or hit **Ctrl+a**)

Before you proceed to the next section of the tutorial

It is always wise to check your work as you proceed. So let's take stock. Make sure you have 10 slides, in the order 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. 10.24) click on **Slide Sorter View**

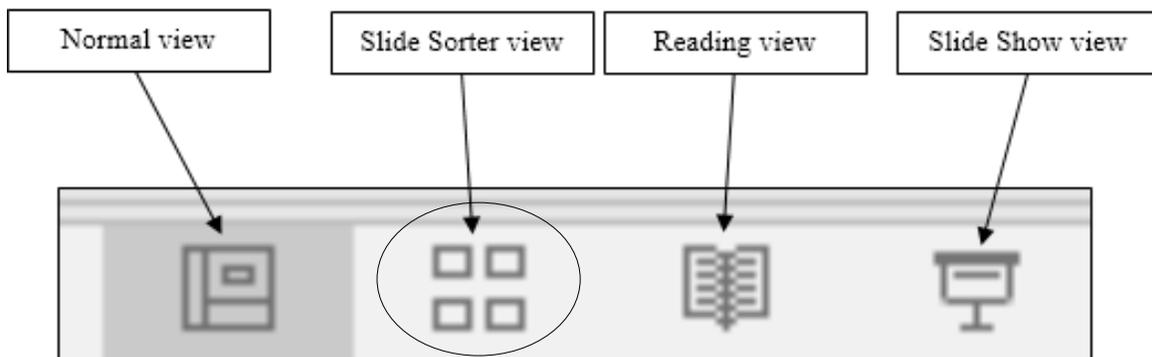


Fig. 10.24 The *PowerPoint* Slide View tools

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 between the **Question One** slide and the **Question Two** slide (Slide 4 and Slide 5)

You should see a vertical reddish bar appear where you clicked (Fig. 10.25).

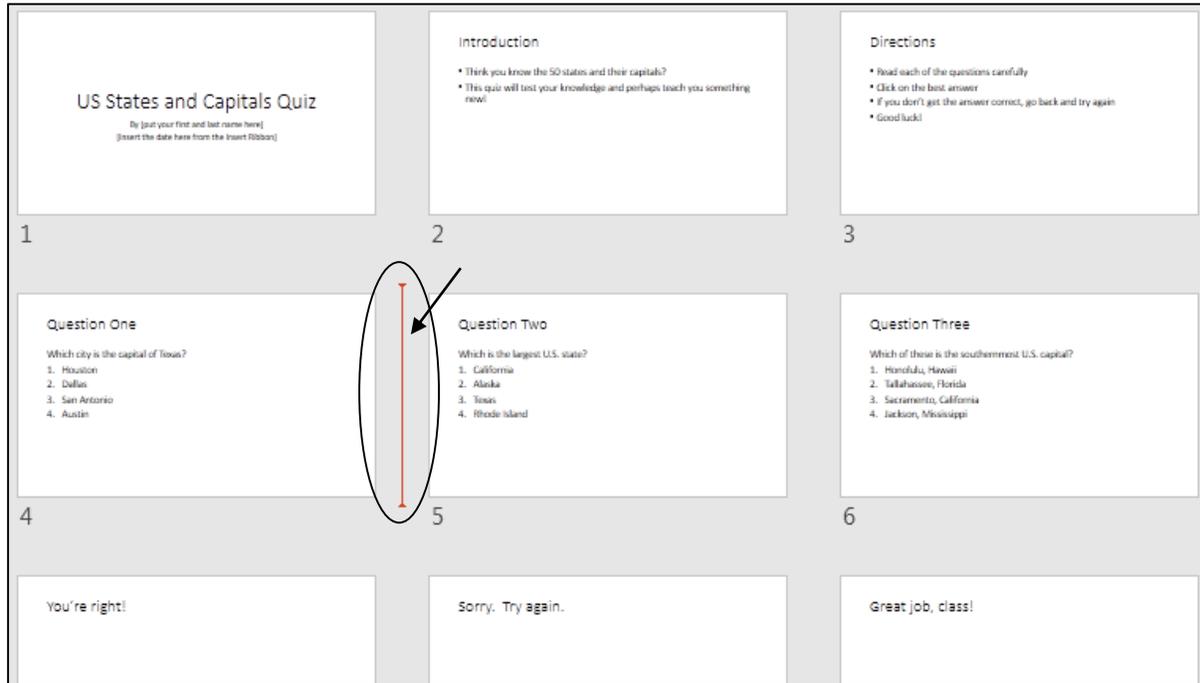


Fig. 10.25 Bar showing where the Feedback Slides will be pasted

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

Next click to position the cursor **immediately after** the slide for **Question Two** (what will now be Slides 7 and 8) 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, and the presentation now has a total of 14 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 now hyperlink each of the four answers on each of three Question slides to the appropriate feedback slide, so the students will know if they got their answer right or wrong.

You should still be in *Slide Sorter* view.

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

Now, **double-click** on the word **Houston** to select it, then, in the **Insert Ribbon > Links Group**, click on the **Action Tool** (Fig. 10.26)

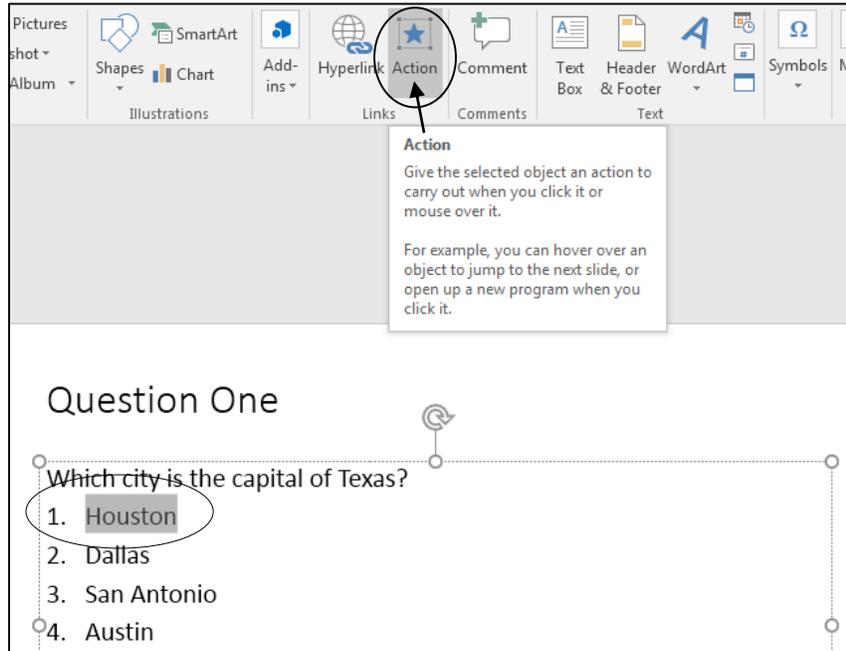


Fig. 10.26 The Action tool in the Links Group of the Insert Ribbon

You will now see the *Action Settings* dialog box (Fig. 10.27).

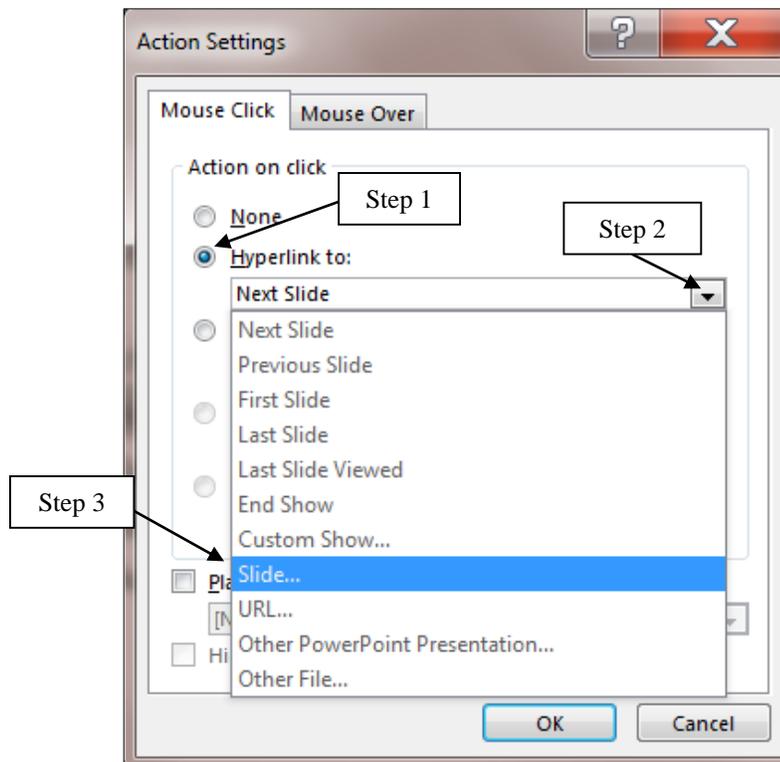


Fig. 10.27 Action Settings dialog box

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. 10.27 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.

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

Why did you select the "Sorry. Try again" feedback slide? 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. 10.27 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. 10.27 previous page)

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 (Slide 4): 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 change the color later.

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

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. 10.27 previous page)

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 correct 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**

Creating Action Buttons

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!

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, the creator of the presentation, decide (i.e. 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—*back* to the question slide or *forward* to the next question or to the concluding slides.

Go to **Slide 5** by scrolling to it in **Normal View** and clicking on it (or **double click** on **Slide 5** in the **Thumbnail Slides frame** 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 2016 (Fig. 10.28)

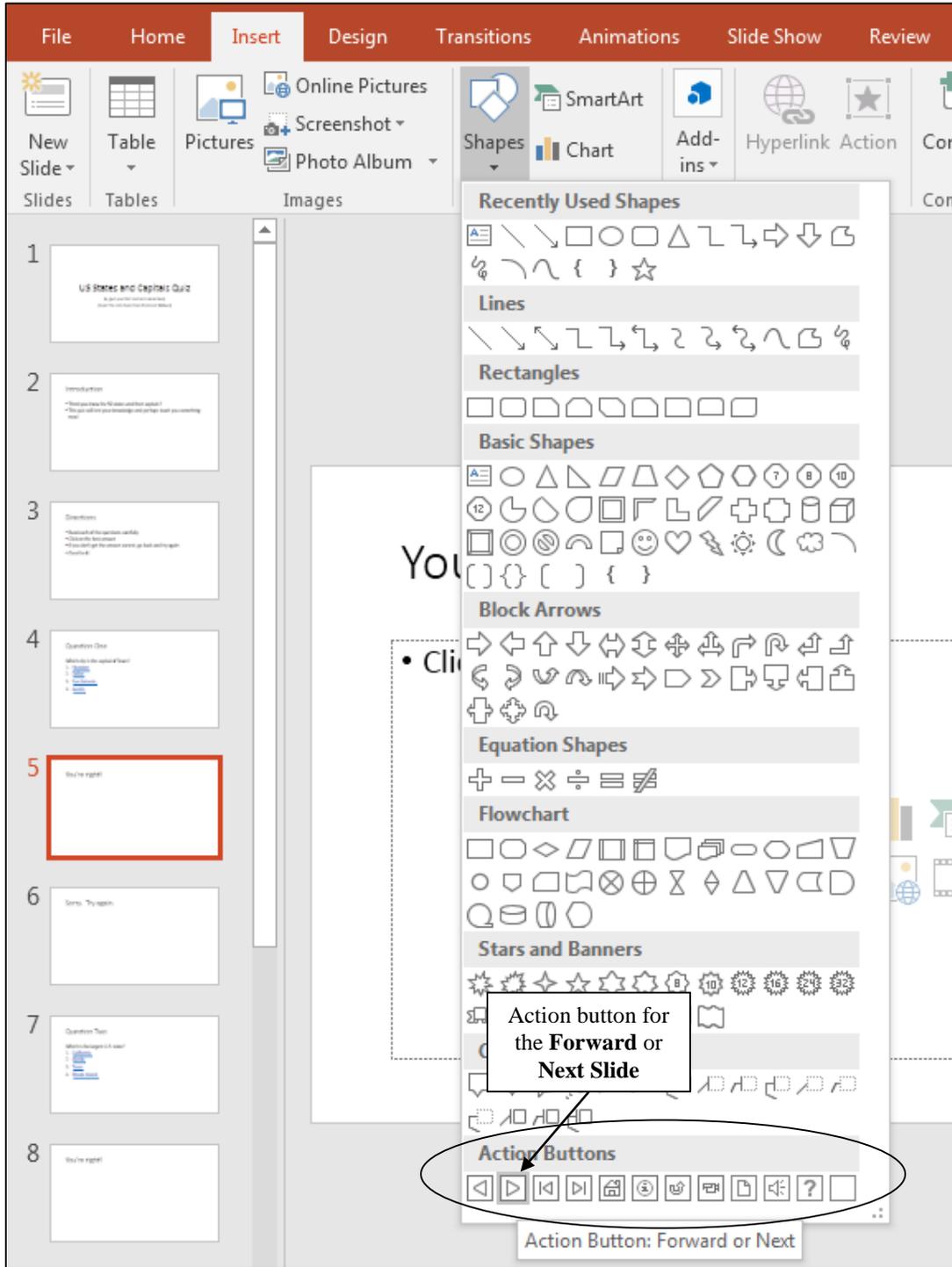


Fig. 10.28 The Shapes menu showing the Actions buttons

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 by using an Action Button that moves them *forward* in the show to the next question.

In the **Shapes menu > Action Buttons**, click on 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, though the larger it is, the more it will draw attention to itself, which what you want to do)

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. 10.29

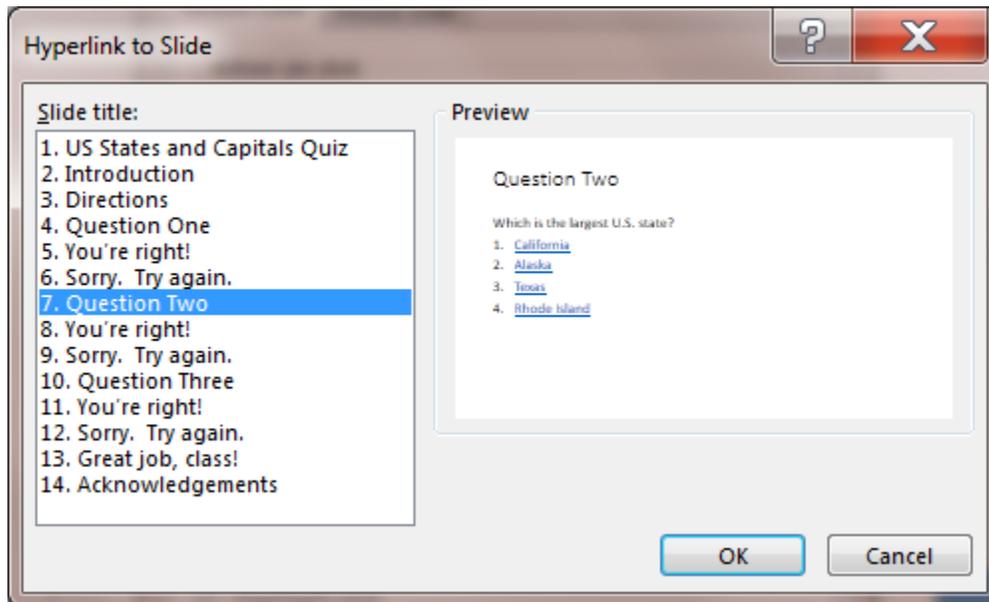


Fig. 10.29 Hyperlink to Slide dialog box

Since the student got the answer right, we want to let her proceed to the next question: *Question Two* (Fig. 10.29 above).

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

Changing the Action Button's Color Scheme

If you double-click on any Action Button you will activate the *Drawing Tools Format Ribbon*, which will allow you to change the color scheme to meet your design preferences (Fig. 10. 30).

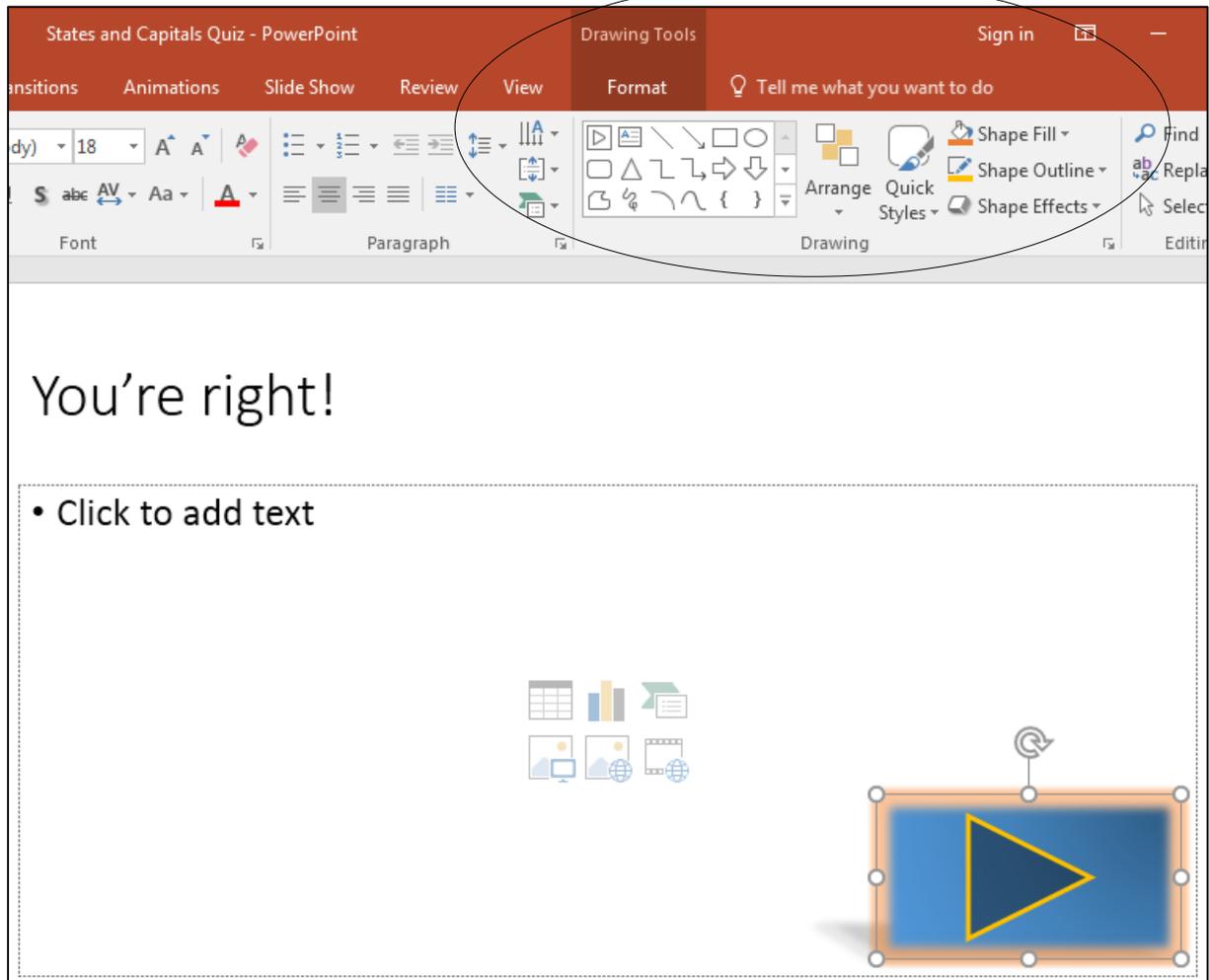


Fig. 10.30 The Drawing Tools > Format Ribbon

Let's try this now.

Go ahead, **double click** on the Action Button on Slide 5 to bring up the **Drawing Tools > Format Ribbon** and, in the Drawing Group, experiment with tools to change the Action Button's **Shape Fills, Shape Outlines, and Shape Effects**—you can even **rotate** the button, if you want, using the rotate shape handle

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 to Question Two (Slide 7).

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 also 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**, two for **Question Two** and two for **Question Three**, and remember to go to **Transitions Ribbon > Timing Group** 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. If an Action Button doesn't work the way you want it to, you can remove it 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 2016 makes it easy to select a background, font type and style, and color scheme for the slides in your presentation. All these features are combined into what *PowerPoint* calls your *Design Template*.

Earlier we mentioned that, while you could start your new presentation by picking the Design Theme before even typing in the text, 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 use fonts that might make it hard to read your text.

This is a good time to address the issue of what makes a quality PowerPoint slide show, what tips or rules of thumb should you bear in mind when you design your show. Garr Reynolds, and internationally acclaimed communication expert and author of the best-seller "*Presentation Zen*," has a website where he lists the Top Ten Slide Tips. You would do well to look it over here: <http://www.garreynolds.com/preso-tips/design/> and bookmark it on your computer for future reference.

Go to <http://www.garreynolds.com/preso-tips/design/> and spend a few minutes reading over **Garr Reynolds Top Ten Tips** before proceeding with this tutorial

Now is the time to improve the appearance of your slide show. Let's make your U.S. States and Capitals quiz a bit more attractive.

Hit **Esc** if necessary to exit the **U.S. States and Capitals Quiz** slide show, return to **Normal View** and, in the **Thumbnail slides** in the **left frame** of the *PowerPoint* window, scroll to **Slide 1** and click on it to **select** it

In the **Design Ribbon > Themes Group**, click on the **arrow** which allows you to select from **More Design Themes** (Fig. 10.31)

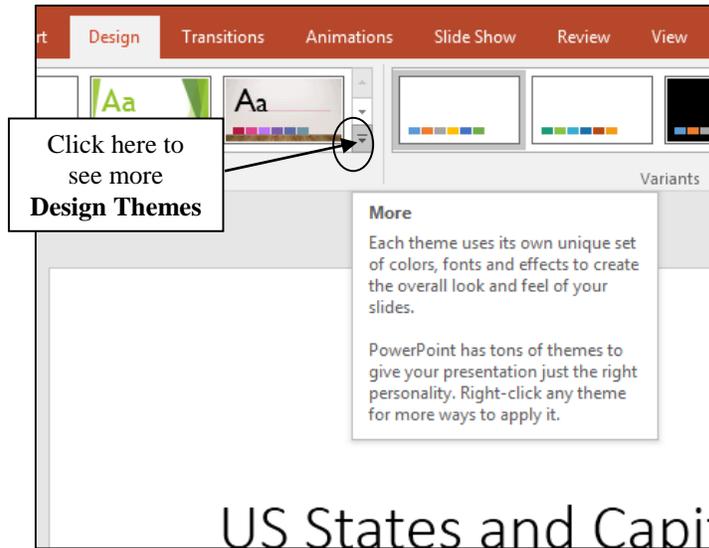


Fig. 10.31 More Design Themes

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 2016* (Fig. 10.32).

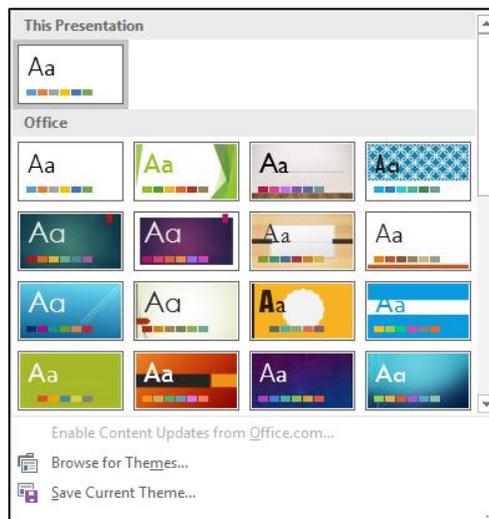


Fig. 10.32 Menu of Design Themes

Remember that a Design Theme includes the background (color, shapes, and graphics behind any and 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 a white background with black text (probably a default *sans serif* font such as Arial)—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 Design Themes before deciding which one to use

If you want to see more Design Themes for *Microsoft Office* in general, including *Word*, *Excel* or *PowerPoint*, and you are working online, you can go to this website: <http://office.microsoft.com/en-us/templates/CT010336615.aspx?CTT=5&origin=HA010359443>.

If you want to see more Design Themes for *PowerPoint* in particular, and you're working online, you can go to this website: <https://templates.office.com/en-us/templates-for-PowerPoint>.

Try this if you're working online; check out some of the Design Themes

As time goes along, Microsoft will add lots 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**, then **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 > Variants Group** and click on the **arrow** bring down the list of sets of variants, including **Colors**, **Fonts**, **Effects** and **Background Styles** (Fig. 10.33)—click on the **Fonts** option

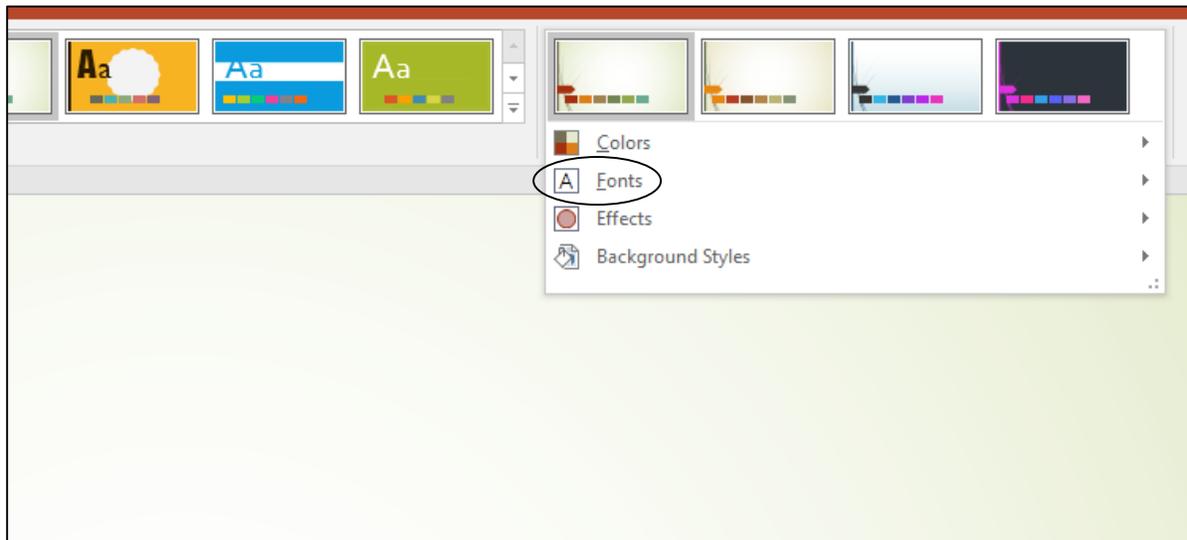


Fig. 10.33 Fonts tool in the Design Ribbon > Variants Group

Now you should see the menu of Fonts.

Use the **mouse pointer** to slide over each font to **Live Preview** each of the fonts on the slide

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.

In the **Design Ribbon > Variants Group** click on the down arrow once again to bring down the list of **sets of variants**, then click on the **Colors tool** to bring down the **palette of Color Schemes** (Fig. 10.34)



Fig. 10.34 Colors palette in the Design Ribbon > Variants Group

There is a wide choice 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

Actually, they're quite beautiful. 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 *Customize Colors...* Let's do this now.

At the bottom of the **Colors** menu, click on **Customize Colors...**

The *Customize Colors* dialog box will appear (see Fig. 10.35).

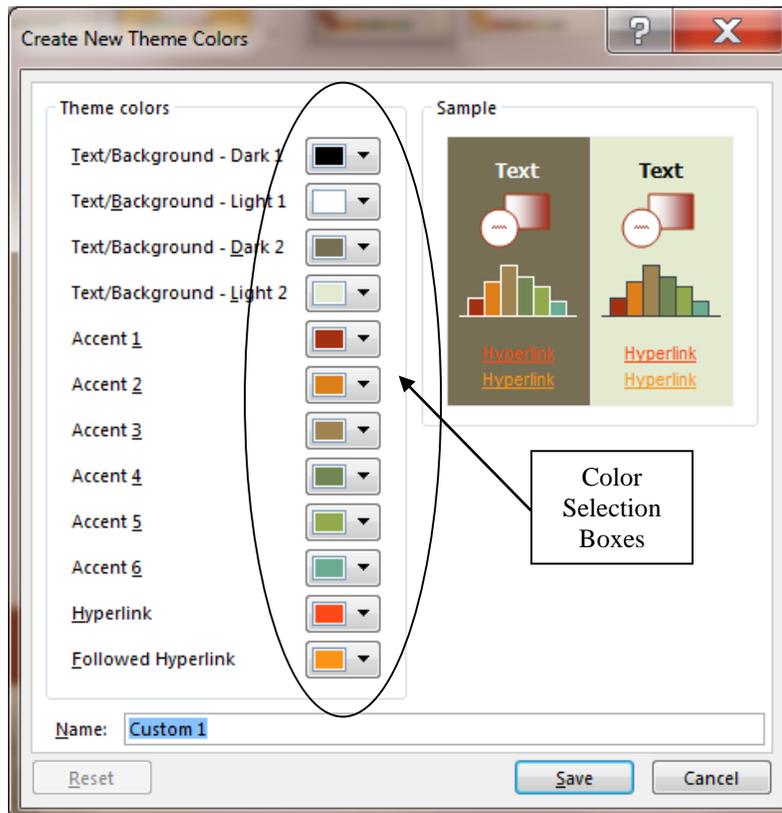


Fig. 10.35 Create your own Color Scheme

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. 10.35 above) to bring up a **color palette** (Fig. 10.36)

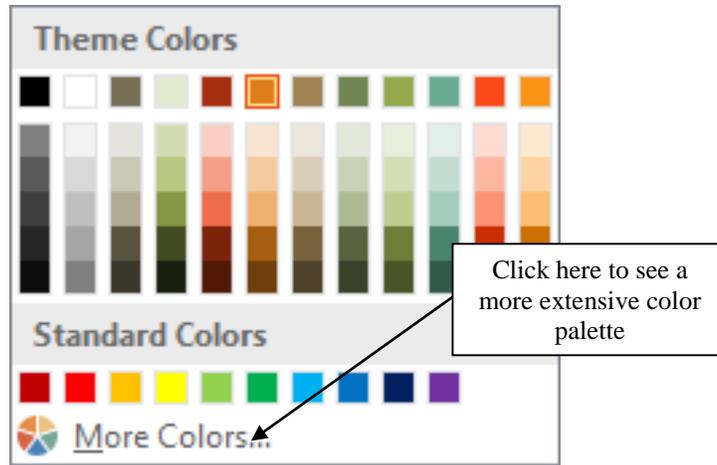


Fig. 10.36 The Theme Colors Palette

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. 10.37).

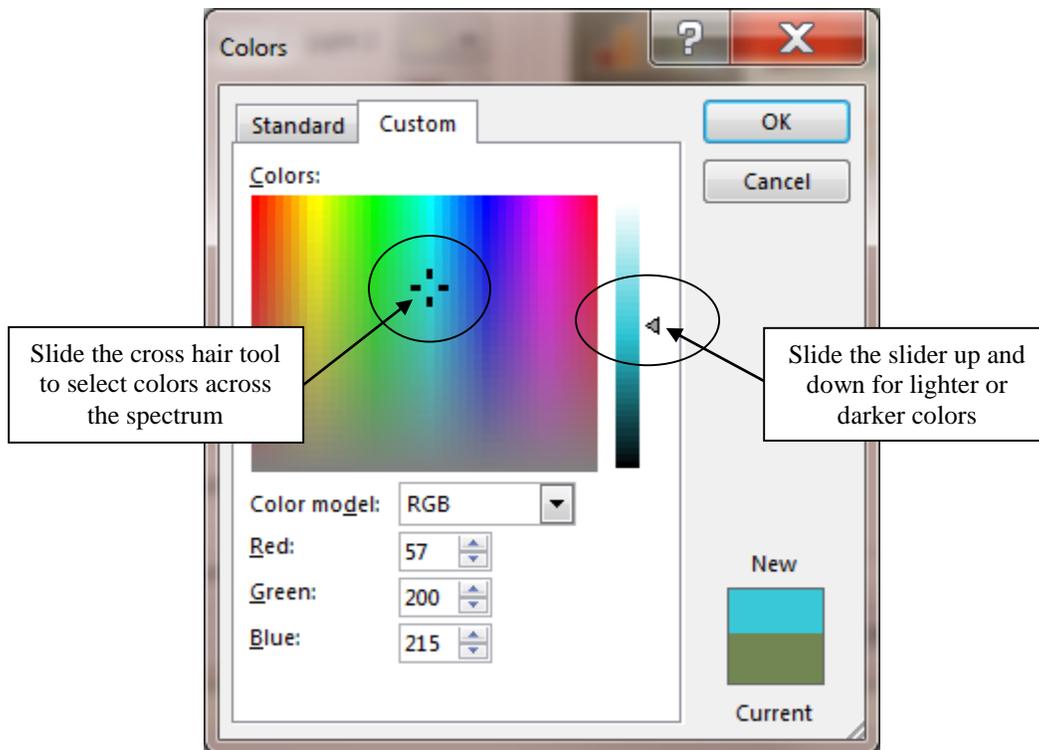


Fig. 10.37 The Office Custom Colors palette

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

Another piece of advice 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.

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 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

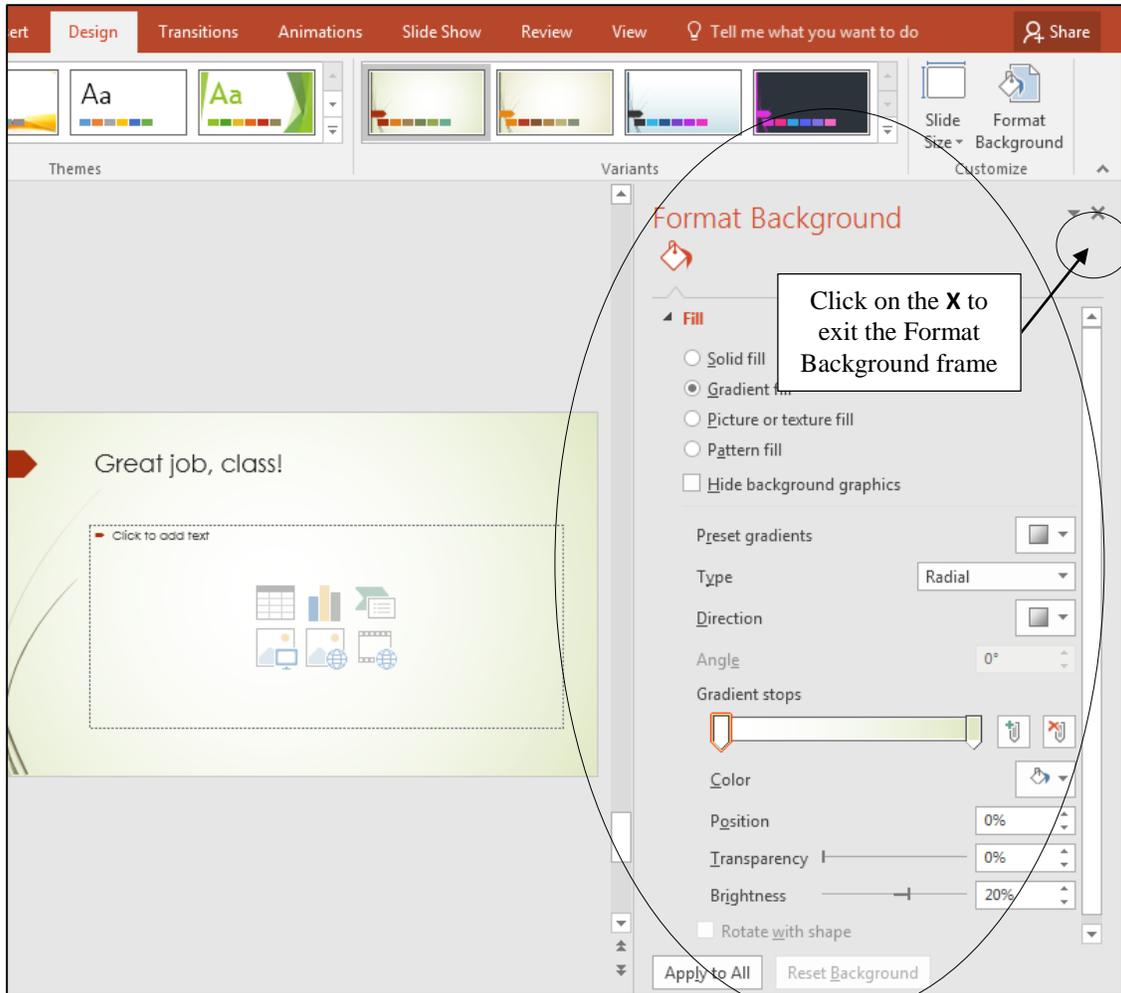
For most users, the Design Themes provided by *PowerPoint 2016* are more than sufficient to meet their design needs. Other Design Themes can be purchased online or on CDs, or you can search for others on the Web, as indicated on page 374 above.

If you prefer to create your own background, or wish to create a standard Design Theme for your school or class, you can use *PowerPoint's 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 2016* Drawing Tools. Here's an exercise to give you a quick reminder.

In the **Normal View > Thumbnail slides view**, in the **left hand frame**, click on the **last-to-one slide** in your presentation—the **Concluding slide**

Now, in the **Design Ribbon > Customize Group**, click on the **Format Background** option to bring up, on the **right** of the *PowerPoint* window, the **Format Background** frame (Fig. 10.38)



0.38 The Design Ribbon > Customize Group > Format Background frame

As you see, you can have a ball trying out different background *Fills*, *Colors*, *Patterns* and *Gradients*. You can also use your own choice of *Picture* (image or photograph) or *Texture* 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, **Close** (X out of) the Format Background dialog box (**Don't** click on **Apply to All!!!**)

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 2016 has simplified the process of 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. You'll also learn here how to insert a clickable e-mail address.

Inserting Clip Art

Make sure you're in **Normal View**, then scroll to **slide 2 (Introduction slide)**

Click on the **Home Ribbon > Slides Group > Layout** and, in the **Slide Layout** menu, click to select the **Two Content layout**

Slide two now has the bulleted text on the left with a box on the right for content of various kinds (Fig. 10.39).

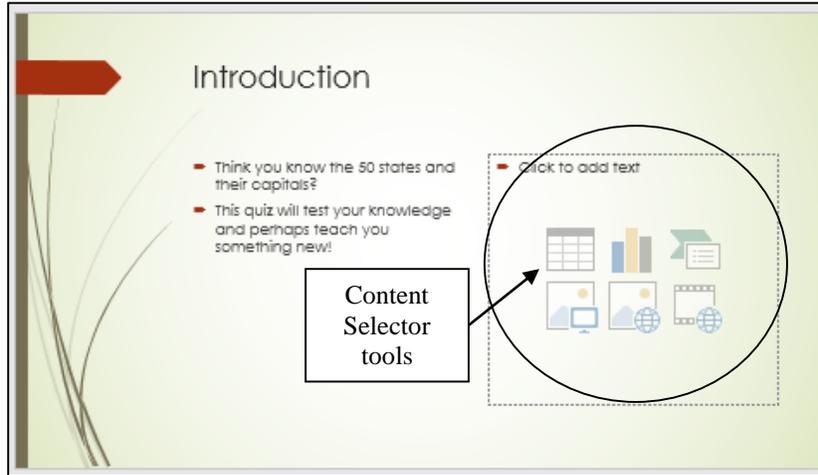


Fig. 10.39 Content Selector Tools in the Two Content slide layout

Click on the **lower center** Content Selector tool (the **Online Pictures** icon Fig. 10.40)

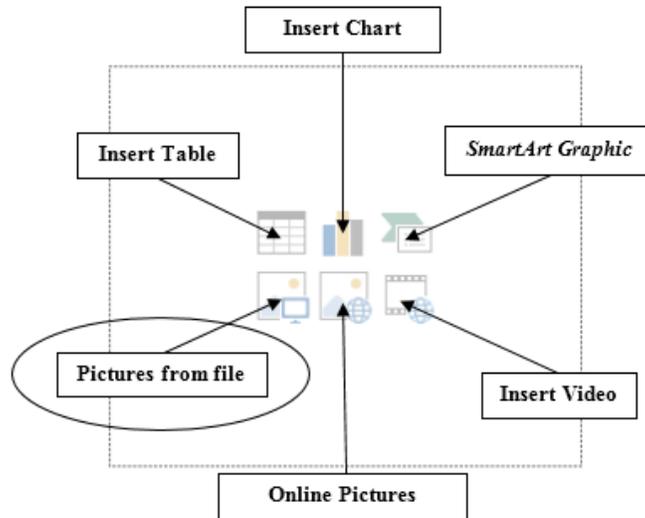


Fig. 10.40 The Content Selector tools annotated

A *Bing Image Search* dialog box will pop up so that you can search on the Web for pictures on the topic of your choice (Fig. 10.40).



Fig. 10.40 Selection of maps of the USA for you to use on Slide 2

Click on any **USA map** of your choice, then click on **Insert** (or, if for some reason that doesn't work, **right click** on the picture of the map and, in the context menu, select **Copy** then, in the **Content Selector box on Slide 2**, right click and in the Context menu select **Paste**)

If the map you chose is either very small or large, use the **handles** around it to **resize** it to **fit** the area of the Content Selector box

Fig. 10.41 illustrates how your map might look when you're done.



Fig. 10.41 Placement of USA map on the slide after selection from the Web

When everything looks good on the slide, **Save** the presentation with your new USA map illustration

Inserting (importing) other pictures or pictures of your own

You are not limited to Microsoft's Bing search engine to search for pictures. Once you are comfortable using the search tool to insert pictures 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 yourself that you'd like to use for this exercise, feel free to do so as long as you have it saved on disk or on your USB drive. 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 2016*.

First select **Slide 1**—the **Title slide**—and, in the **Insert Ribbon > Images Group**, select **Pictures**, then navigate to the **Work Files for Office 2016** folder > **Miscellaneous Files > Practice Documents** 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, as illustrated in Fig. 10.42.

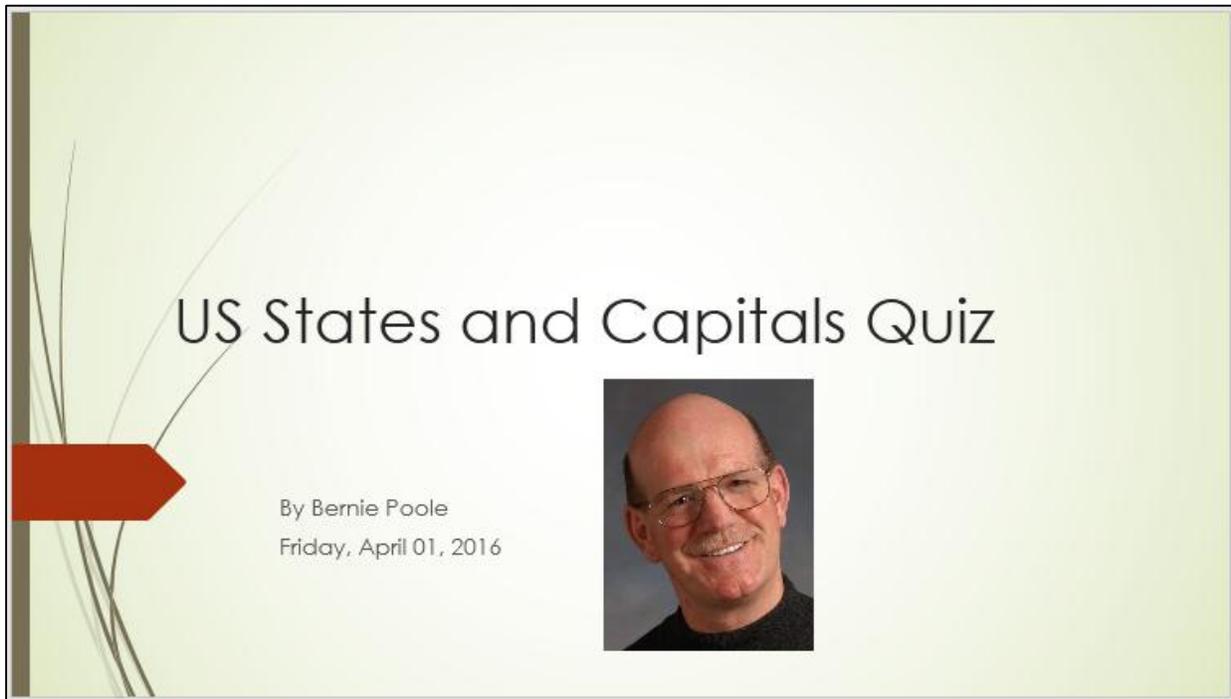


Fig. 10.42 The Title slide with the picture of the author inserted onto it

Inserting sound

Earlier versions of Microsoft Office had a feature that helped you search for audio clip art from Microsoft's online library. This service has been discontinued for *Office 2016*. But there are many websites online where you will find audio clips of everything under the sun. For the following exercise, audio clips have been saved in the *Work for Office 2016* folder, where you will access them at the appropriate time.

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

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 text box.

Click the **text box** so that the **white handles** appear around it, then 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 text box will disappear!

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

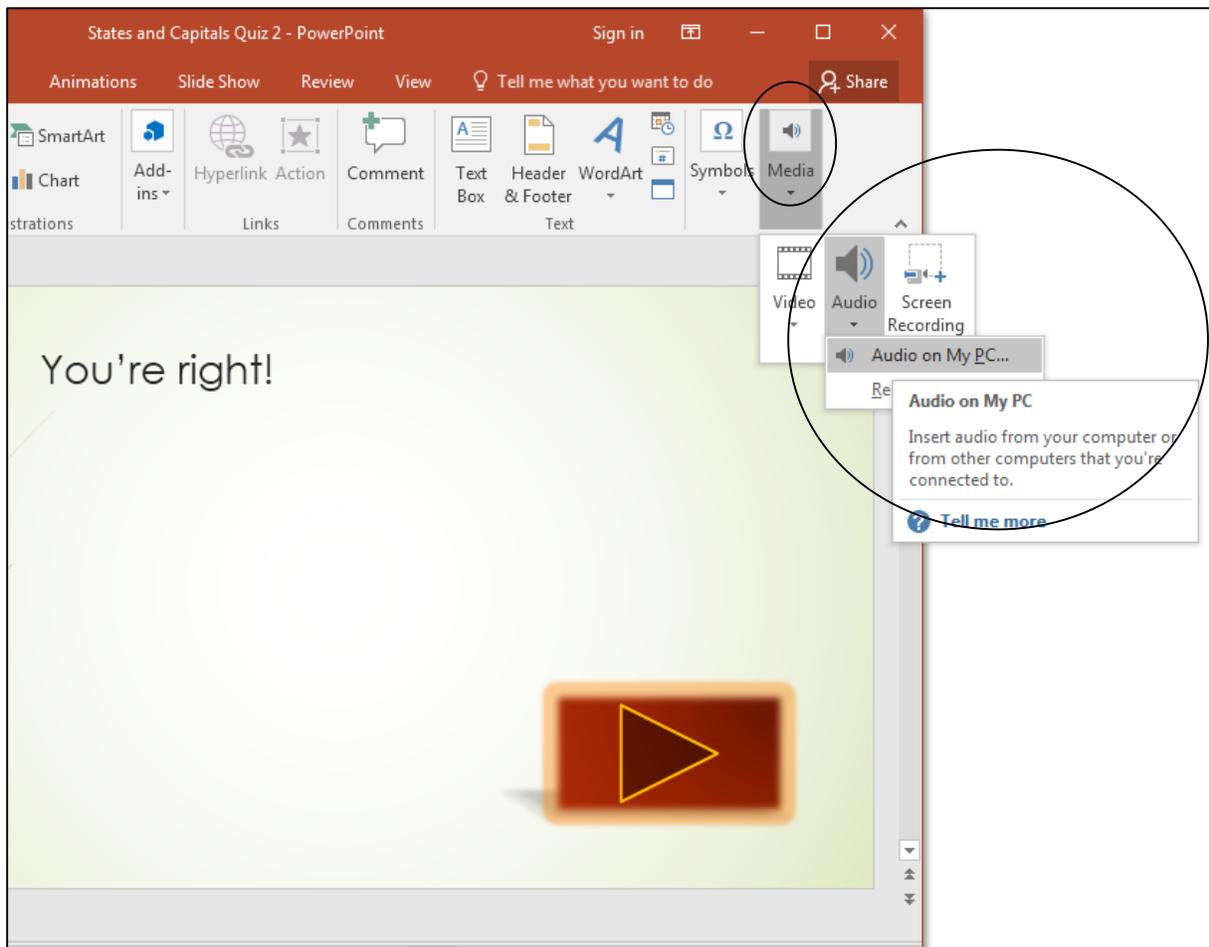


Fig. 10.43 The Audio menu

When the **Insert Audio** dialog box hat comes up on the screen, navigate to your **USB drive > Work Files for Office 2016 > Miscellaneous Files > Practice Documents** folder, then **double click** on the file named **Audience_Applause** to **insert** it onto **Slide 5**

You will now see an audio clip icon in the center of Slide 5, which looks like a loudspeaker. The icon represents the *Audience_Applause* sound file that you just inserted there (Fig. 10.44). If the loudspeaker has the *handles* around it, as in Fig. 10.44 below, you will also see a *Sound Edit Bar*, which you can use to *preview* the sound clip, *crop* the sound clip if it is too long for your taste, or increase/decrease the *volume*.

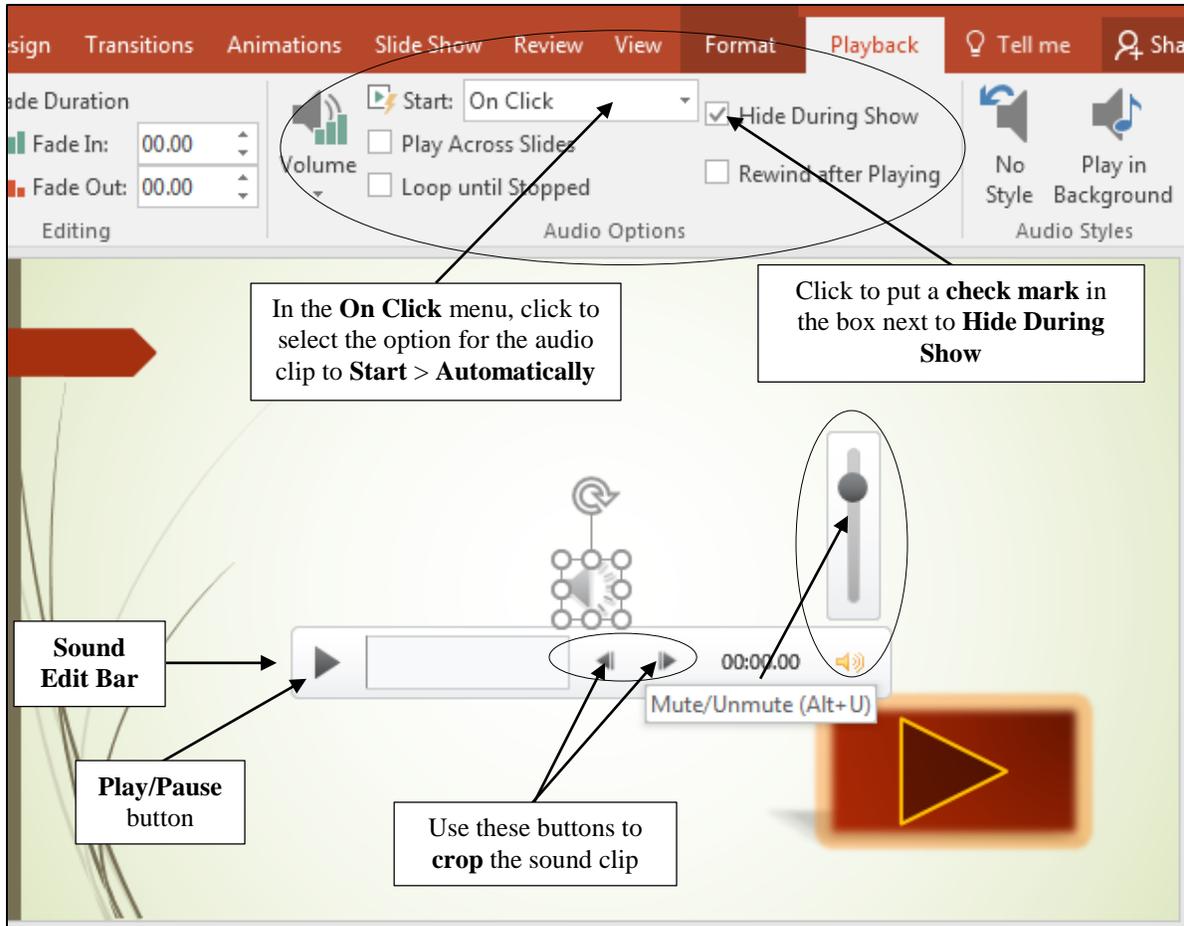


Fig. 10.44 Slide 5 after insertion of the audio file

If you do **not** see the **handles** around the **loudspeaker icon**, click on the **icon** so that you can use the tools available in the **Sound Edit Bar**

Click on the **Play/Pause** button (Fig. 10.44 above)

You should immediately hear a preview of the clip art sound.

If you don't hear the **applause clip** it will be because the **volume is turned down/mute**, in which case click on the **Mute/Unmute** button and adjust the **volume control slider** to your taste

If you want, you can **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

Couple of other things you need to do. The first is to tell *PowerPoint* to *hide* the loudspeaker icon during the show and the second is to tell *PowerPoint* to play the sound *automatically* when, because the user answers the question correctly, the hyperlink links to this *You're right!* feedback slide.

With the **loud speaker icon** still **selected** (it has the handles around it), go to the **Playback Ribbon > Audio Options Group** and click to put a **checkmark** (or tick) in the box next to **Hide During Show** (Fig. 10.44 above), then in the **On Click** menu of **Start options**, click to select **Automatically** (again see Fig. 10.44 above)

All you have to do now is copy the Audio Clip Icon that you set up on Slide 5, along with the various settings you just applied, and then paste it onto Slides 8 and 11—the other two *You're Right!* Feedback slides.

On **Slide 5**, **right click** on the **Audio Clip Icon** (the loudspeaker) and, in the context menu, select **Copy**

Now, in turn, visit **slide 8** and **Slide 11** and **Paste** the edited audio clip onto each slide

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

Save the presentation with your new sound clip

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 students' attention, but they may deliberately answer incorrectly to see and hear it again.

Motivate your students to succeed by including the cool stuff only on the positive feedback slides. Not that they shouldn't have fun even when they 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. Keep 'em guessing; also, as they say, variety is the spice of life!

Inserting Video

Inserting movies (or video) is just as easy as inserting still images (pictures), clip art or audio (sound files). 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 (edge)** of the **Content text box**, or click on any one of the **handles** around the text box, then hit **Backspace** or **Delete**

Go to the **Insert Ribbon > Media Group > Video** (Fig. 10.45)

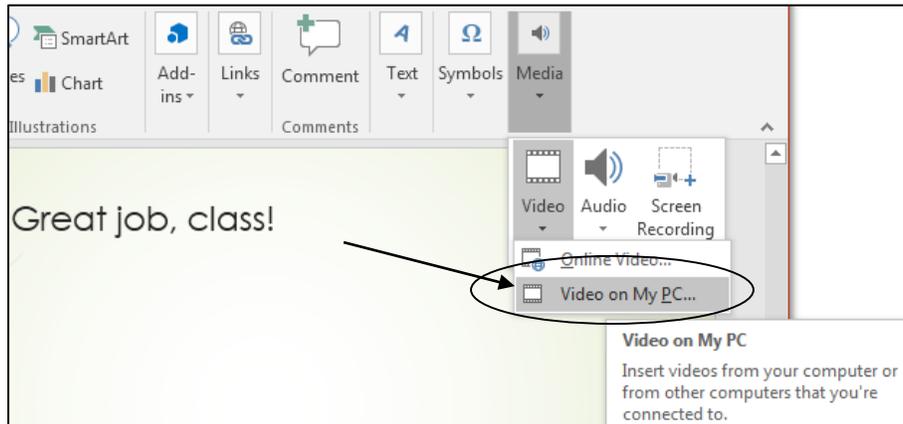


Fig. 10.45 The Video menu

As you can see, when you click on the *Video* button, you are given the option of getting *Online Video...* clips or *Video on my PC...* The problem with searching for video online is that there's no telling what you might come up with, so, for the sake of this tutorial, a video clip has been saved in the *Work Files for Office 2016* folder.

In the **Video menu**, select **Video on my PC...** (Fig. 10.45 above) then, in the **Insert Video dialog box** that appears on the screen, navigate to your **USB drive > Work Files for Office 2016 > Miscellaneous Files > Practice Documents** folder (Fig. 10.46)

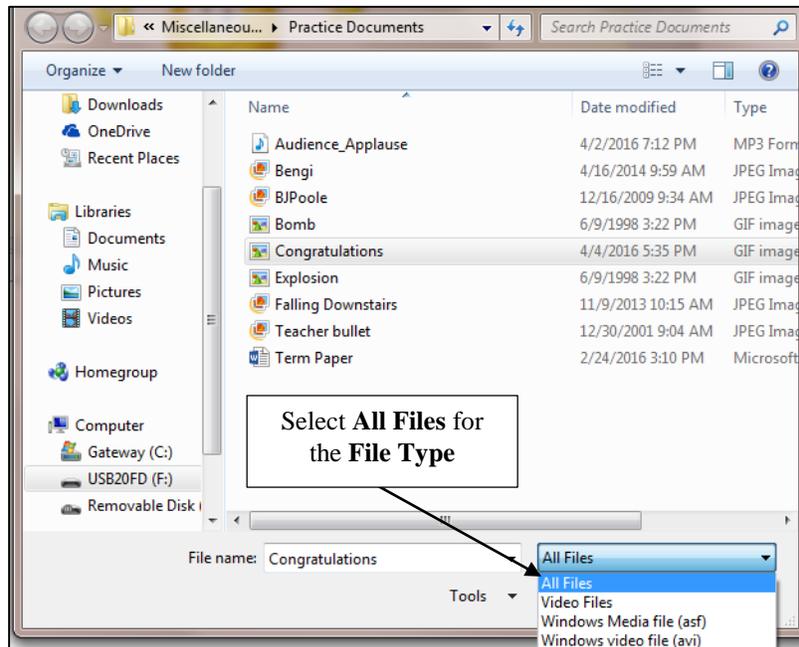


Fig. 10.46 Practice Documents folder in the Insert Video dialog box

If you see **no files** listed in the **Practice Documents** folder, this is because you need to select **All Files** in the **File Type** box towards the **lower right** of the dialog box (Fig. 10.46 above)

In the list of files in the Insert Video dialog box, **double click** on the file named Congratulations, then wait while *PowerPoint* loads the animation onto **Slide 13**

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 like the one illustrated in Fig. 10.47.



Fig. 10.48 Conclusion slide with animation

There is no sound with this Congrats animation, so all you need to do is tell *PowerPoint* to play the animation *automatically* when the slide comes up. You also want it to *Loop until stopped* (which will be as long as the slide is showing on the screen. Finally, you need to put an *Action Button* on the slide to advance to the final slide in the show (Slide 14)

If necessary, click on the **Congrats graphic** to **select** it (it should have the **handles** around it), and, in the **Playback Ribbon > Video Options Group > Start: menu**, select the option for the animation to start **Automatically**, then click to put a check mark (tick) in the check box next to **Loop until Stopped**

Do you remember how to put a *Forward or Next Action Button* on the slide? Here are the steps, in case you need a reminder.

You should still be on **Slide 13** so, in the **Insert Ribbon > Illustrations Group > Shapes menu > Action Buttons** select the Action Button for **Forward or Next**

On the slide, use the **cross hair cursor** to draw the Action Button in the **lower right hand corner** of the slide—simple as that!

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.

In the menu of **slide thumbnails** on the **left hand side** of the **PowerPoint** window, 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 context menu)

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

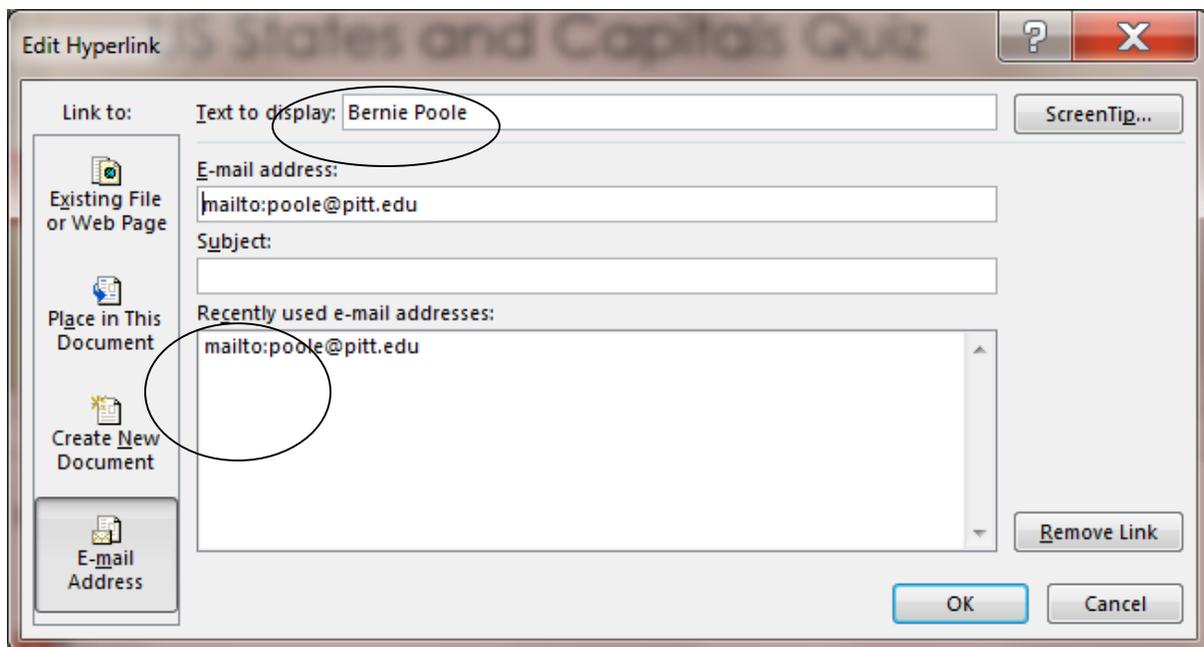


Fig. 10.49 Insert Hyperlink dialog box

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 their 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* in order to share it with an audience, you should also type the email address itself onto the Title slide as well as making your email address a clickable hyperlink. Let's do that now.

Click at the end of your name and hit **Enter** to move the cursor down to a **new line**, then type **email:** followed by your **email address** and hit **Enter** again

Something else you can do, if you have a Home Page on the web, is to include this web URL on the Title slide, again as a clickable hyperlink. Fig. 10.50 illustrates this final version of the Title slide for our US States and Capitals Quiz *PowerPoint* presentation.

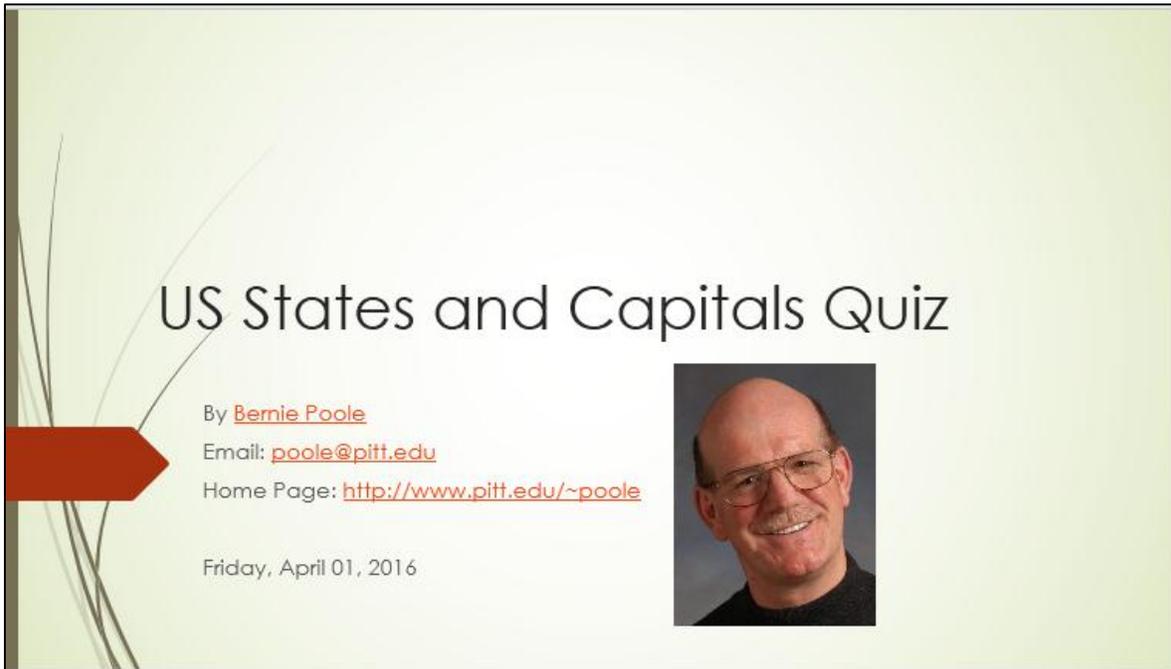


Fig. 10.50 Final version of the Title slide

Save the presentation one last time

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

Tips on color choices for printing

Lesson 9 covered the topic of printing *PowerPoint* presentations (see Lesson 9 at <http://www.pitt.edu/~poole/Office2016Tutorials/2016Lesson9.pdf> and scroll to page 339. This is a good time to mention the issue of editing your background for printing on 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 (for a handout to an audience, perhaps), you want to 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 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!

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 2016* 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 2016* 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.