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, then this chapter is 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 1, then choose, on Slide 2, 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 presentation moves to the next question. If the student answers incorrectly, the presentation 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* presentations, along with some more advanced formatting and impact-enhancing tools. Amongst the skills you will learn are:

- Using *Action Button*s, *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 (with the filename *Problems and Solutions*) that has been created for this tutorial.

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

Navigate to the **Work Files for Office 365** > **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 more about such *Hidden Slides* in the next section of this tutorial. *Action Buttons* can also 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 are 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 presentation (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.

If the presentation is not already in Normal view, in the **Slide View toolbar** (**lower right** of your *PowerPoint* window—Fig. 10.2) click on **Normal** view
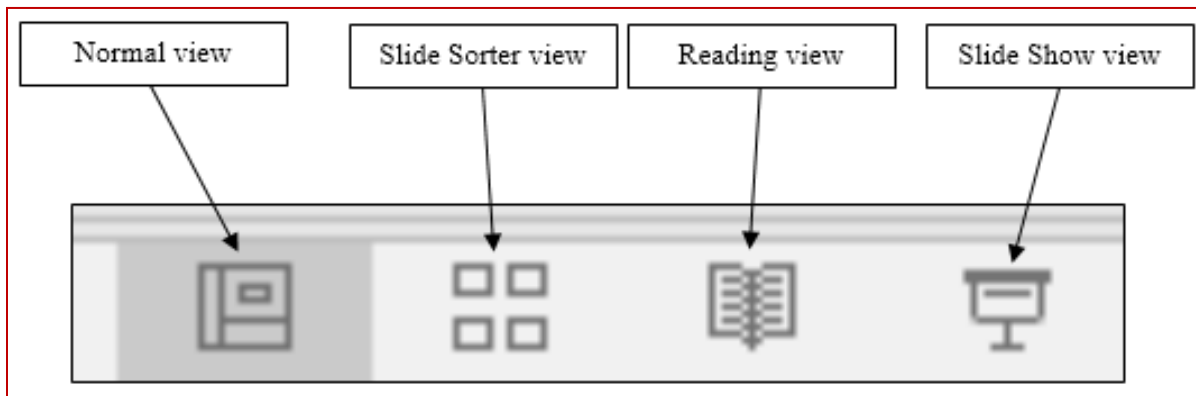

Fig. 10.2 The Slide View toolbar

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 the **Shapes** icon to show the **complete** selection of **Shapes** you can use in *Office 365* (Fig. 10.3)
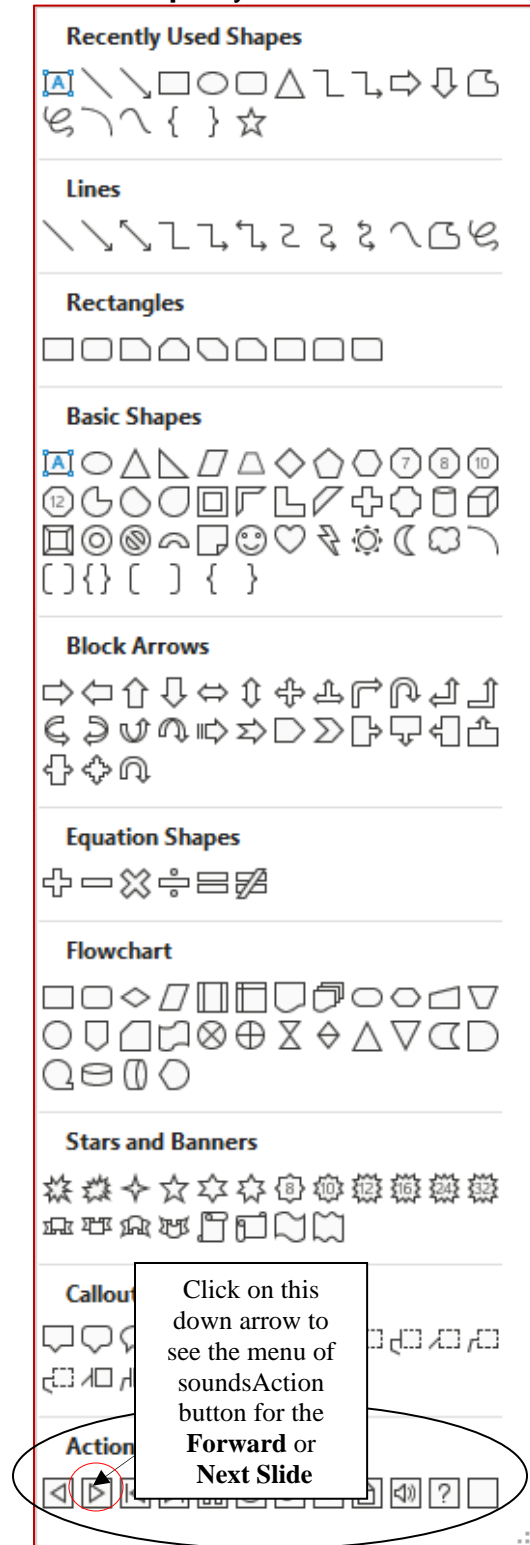

Fig. 10.3 The Office 365 *Shapes* menu showing the *Actions Buttons*

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

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

Now, without clicking, roll the mouse cursor down over the larger **Normal View** of **Slide 1** 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 350 above), hold down the **left mouse button** and **drag** to create a **box** about **an inch square** (use the **Rulers top and at left** as a **guide**—see Fig. 10.4 below), then let go of the mouse button
PowerPoint displays the *Action Settings* dialog box (Fig. 10.4).
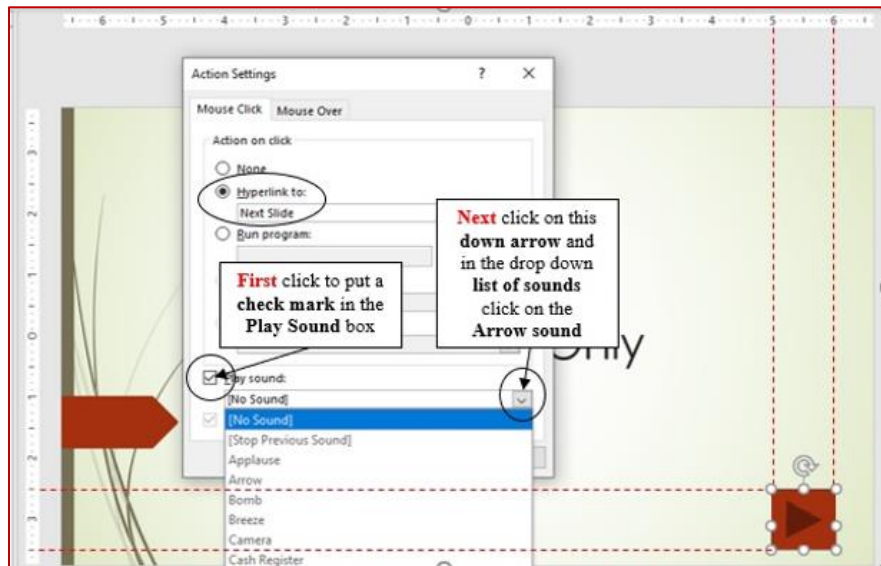

Fig. 10.4 The *Action Settings* dialog box

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 is no longer covered anywhere by the **Action button**

You are 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 then from the **Action Buttons** panel (Fig. 10.3 on page 352), 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** and position it in the **lower left corner** close to the **'wisps'** of grass (Fig. 10.5)—the new **Action Button** should be the **same size** as the one **on the right** of the slide
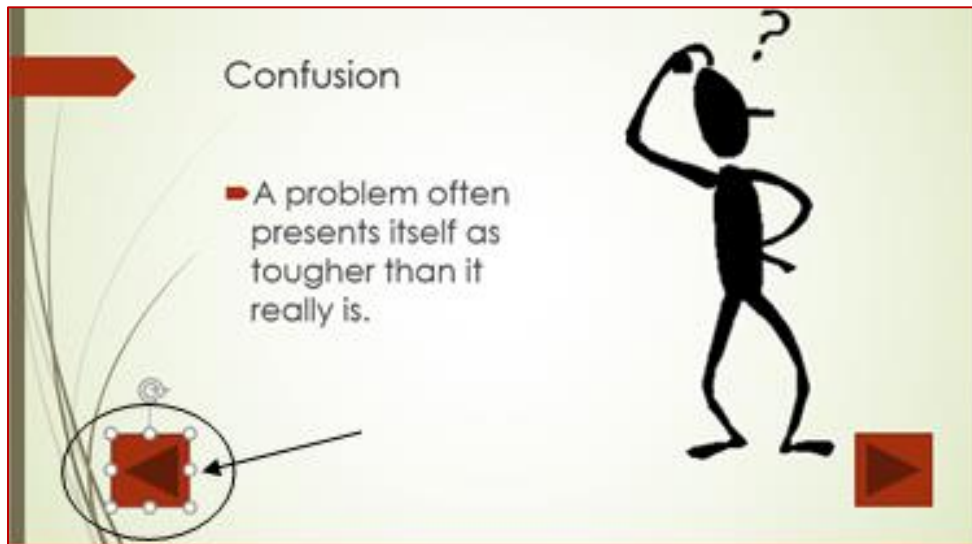

Fig. 10.5 Position the *Back or Previous Action Button* in the *lower left* corner of the slide

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)
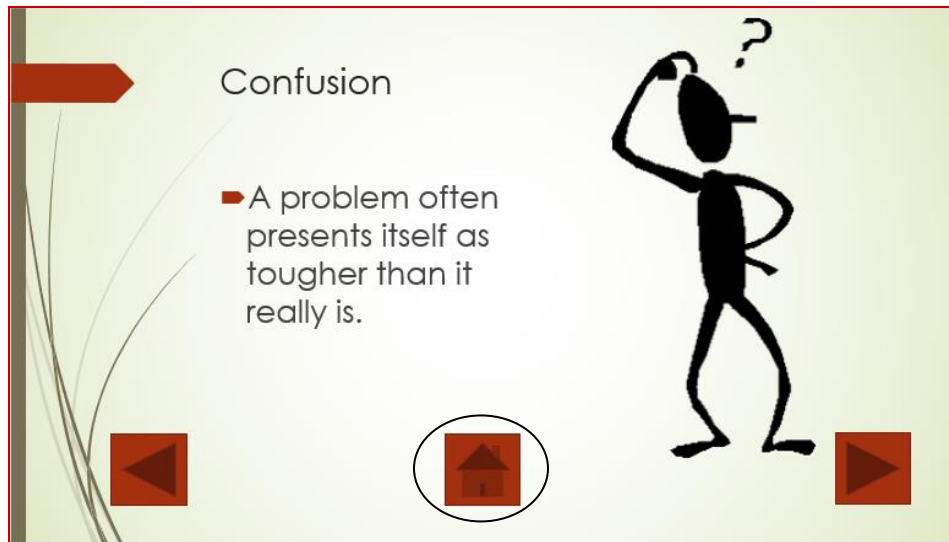

Fig. 10.6 The Home *Action Button*

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 **Slide 3 the 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)

When you have done this with **all nine slides**, you'd 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**

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 **New Slide**

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 **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** with a **font size of 32 pt**:

The Screenbeans image**s** are courtesy Microsoft Corporation's Clip Art Gallery.

The presentation design owes much to the Microsoft Office **365** PowerPoint **office productivity tools**.

The text is copyright © Bernard John Poole.

You don't want the **bullets** with the text so, when you've typed in the three **Acknowledgements items**, and with the cursor still inside the box that has the Acknowledgement items, 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** (Fig. 10.7) and select **None** in the **Bullets menu**
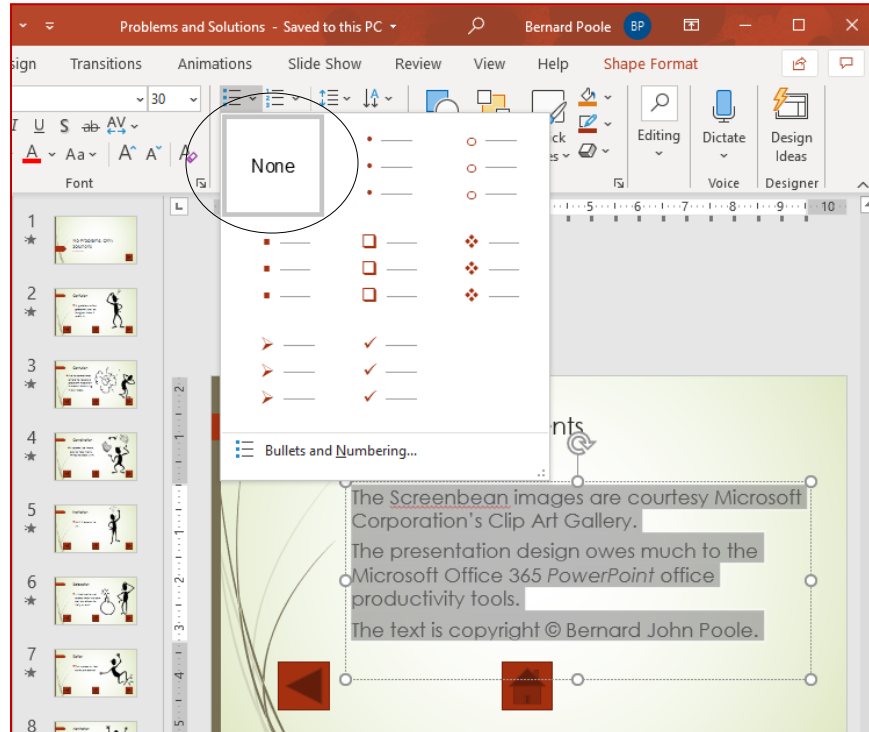

Fig. 10.7 Bulleted List tool

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 are still in **Normal View**, so that you can see the **thumbnails** of your slides in the **left hand frame**, then click on the thumbnail for **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.**

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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 now, next to the thumbnail for the new *Slide 3*, the *number 3* has a *diagonal slash* through it, which indicates that this is a *Hidden Slide* (Fig. 10.8).
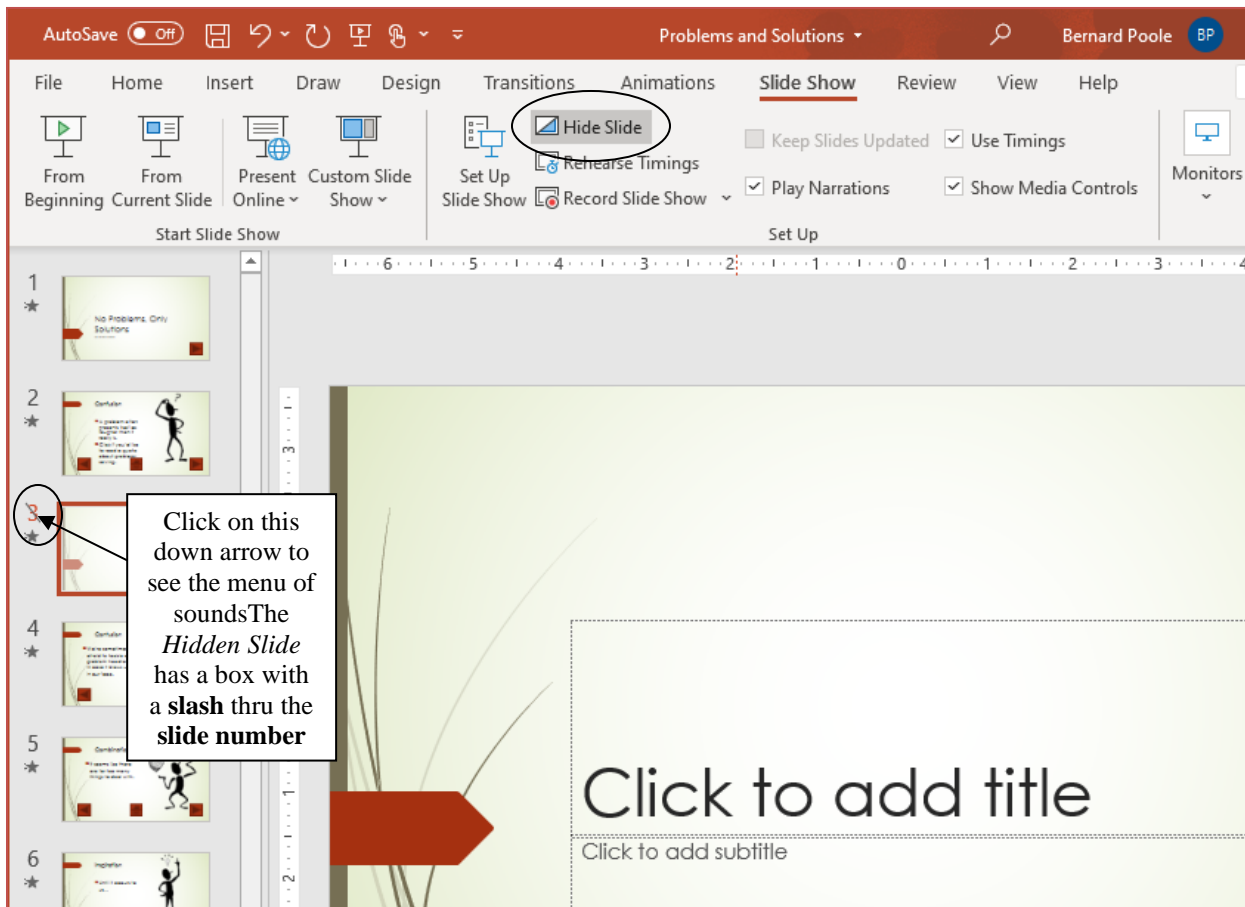

Fig. 10.8 How to recognize a *Hidden Slide* in the thumbnail Slides menu

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.** and in the **Home Ribbon** > **Paragraph Group** click on the **Centered** icon to **center** the name in the text box

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* on *Slide 2* that links to it.

> In the **left hand thumbnail view of the slides**, click on the **thumbnail** for **Slide 2** (the **Confusion** slide)

You may need to slide the *Home button* down to near the *lower edge* of the slide to make room for the new button you are about to create.

> Click on the **Home button** and **use the arrow keys** on the keyboard to **slide** the **Home button** down to near the **lower edge of the slide**

> In the **Insert Ribbon** > **Illustrations Group**, select the **Shapes button** > **Action Buttons** and, from the **Action Buttons** panel, click the Action button for **Go 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. 10.9), 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**)
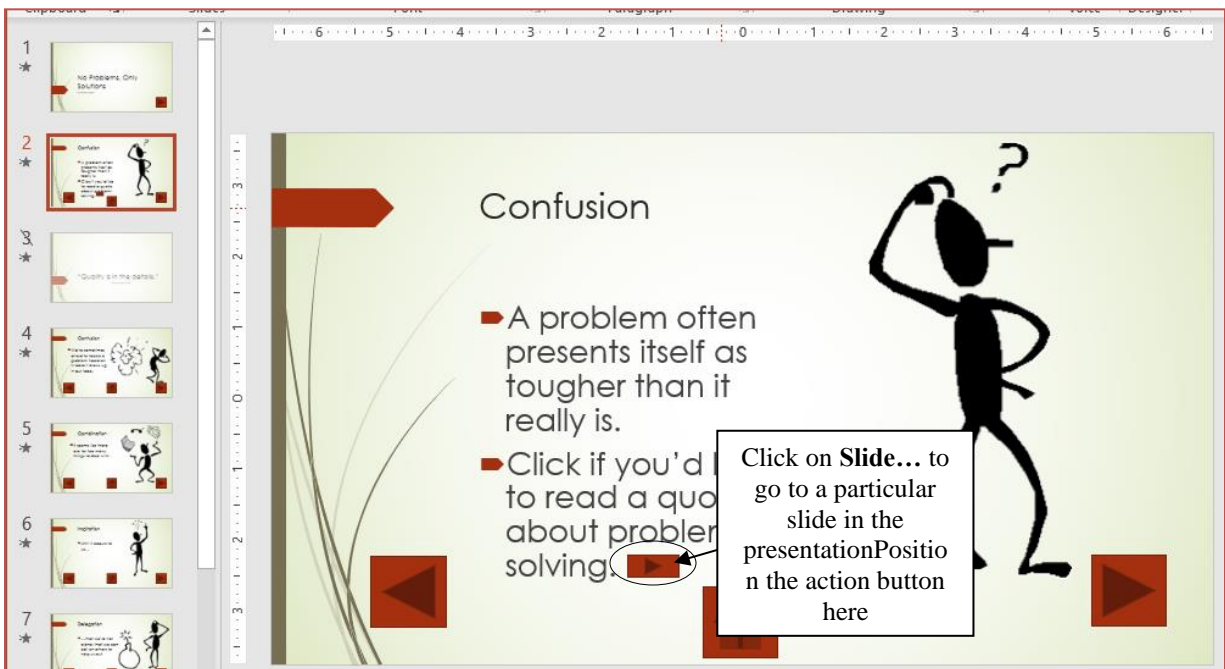

Fig. 10.9 Placement of *Action Button* linking to the *Hidden Slide*

> Let go of the mouse button when the shape looks the same as Fig. 10.9 above

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

In the **Action Settings** dialog box, click on the **arrow** to the right of the **Hyperlink to:** box (Fig. 10.10) to show the drop down menu of **Hyperlink to:** options
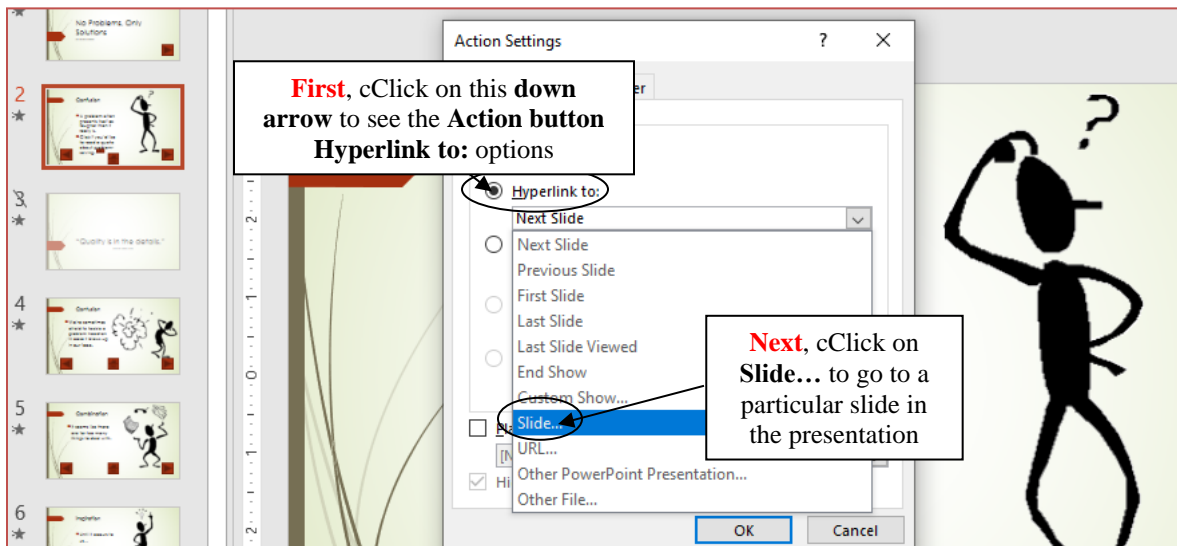

Fig. 10.10 The *Action Settings* dialog box

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. 10.11).
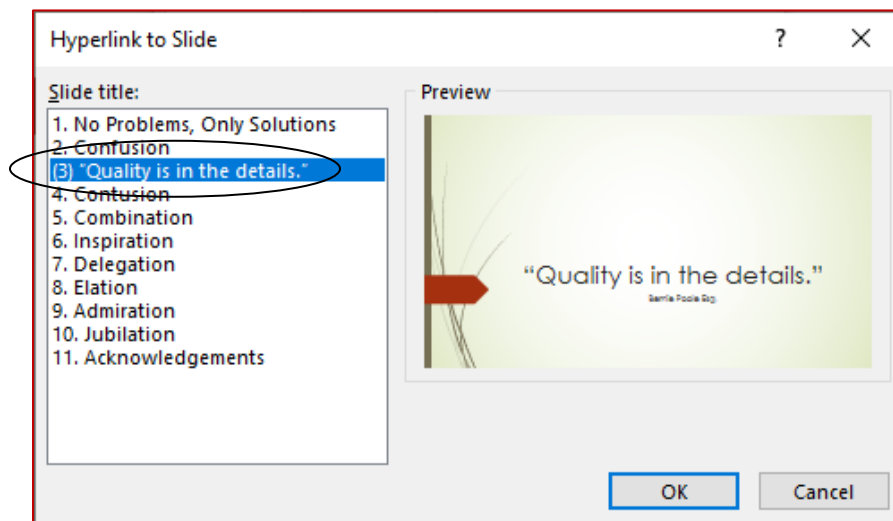

Fig. 10.11 The *Hyperlink to Slide* dialog box

Remember that *Slide 3* is a *Hidden Slide*.

In the **Hyperlink to Slide dialog box** (Fig. 10.11 above), in the list of **Slide Titles** click to select **Slide 3** (**"Quality is in the details."**), click on **OK**, click on **OK** again to **exit** the **Action Settings dialog box** and **Save** your work (**Ctrl+s**)

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) then click **once** on the **Action Button** in the **lower right** corner of **Slide 2** (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's Animation Schemes are 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. Like any "bells and whistles" like this, you do not want to overdo it. Well-chosen animations can help keep an audience's attention, though in the end it is YOU the presenter who brings a presentation's slides to life. Let's apply some of the *PowerPoint* Animations in Slide 2.

> In the **left hand thumbnail view of the slides**, click on the **thumbnail** for **Slide 2** (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. 10.12)
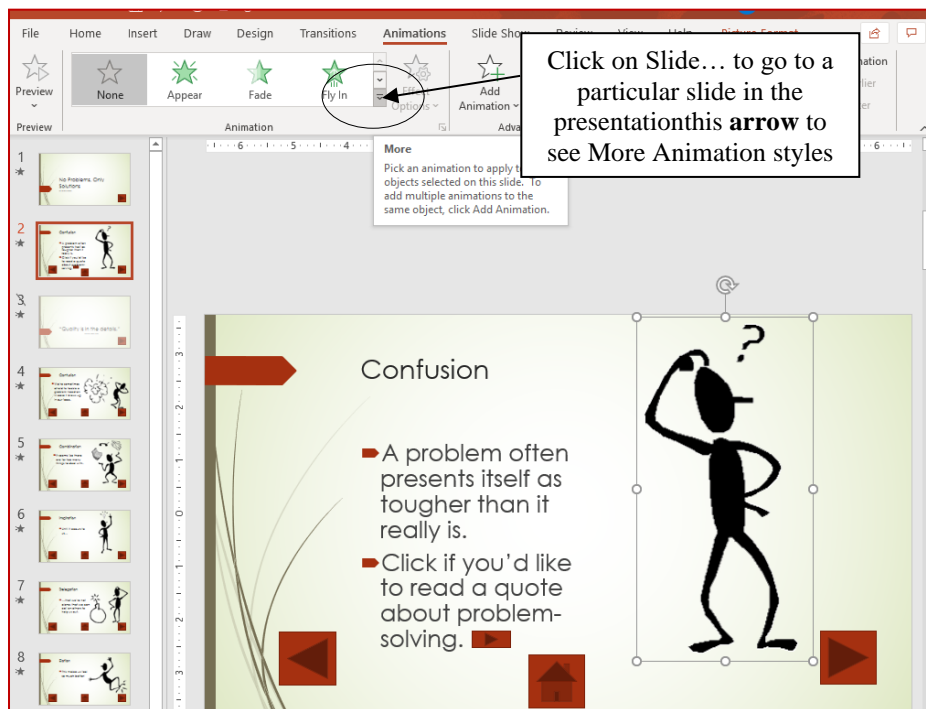

Fig. 10.12 More Animation styles

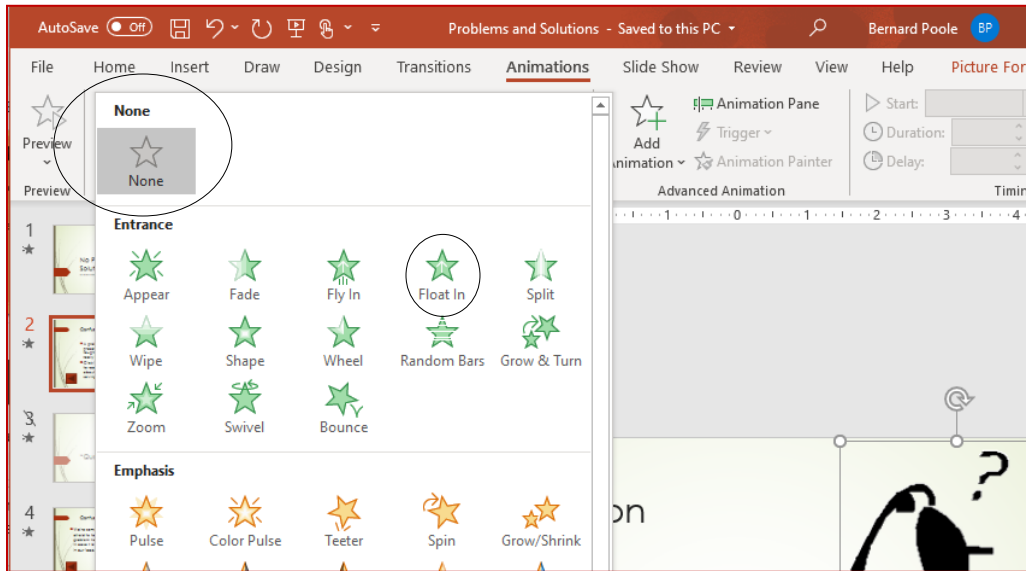This will bring down the *Animation Effects* menu (Fig. 10.13).

Fig. 10.13 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

Animations can also be used with text—again, with discretion. Don't overdo it! But let's try it out so you can see how it looks.

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

> When you are done, **Save** (**Ctrl+s**) the **Problems and Solutions** presentation

Notice that *PowerPoint* indicates the sequencing of the animations (Fig. 10.14), the figurine first, followed by the text.
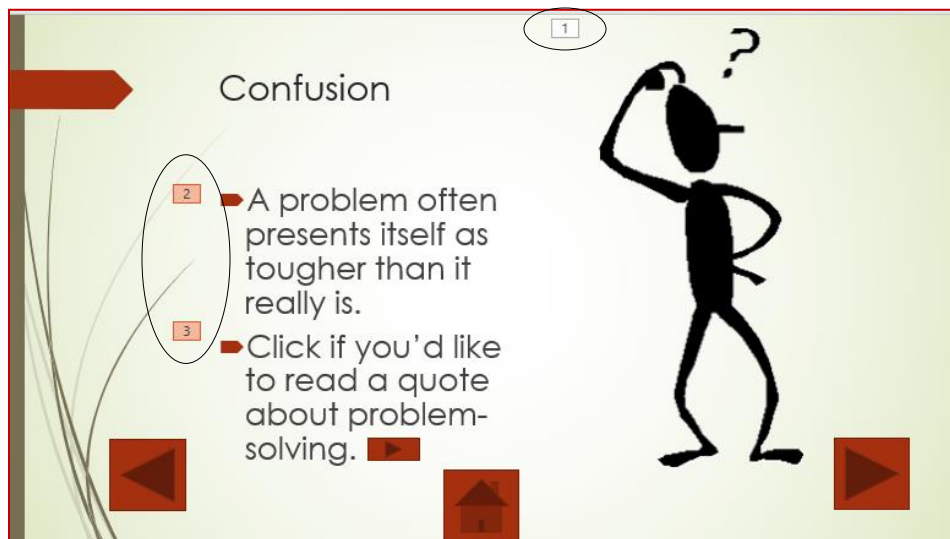

Fig. 10.14 Animations sequence

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. 10.15)
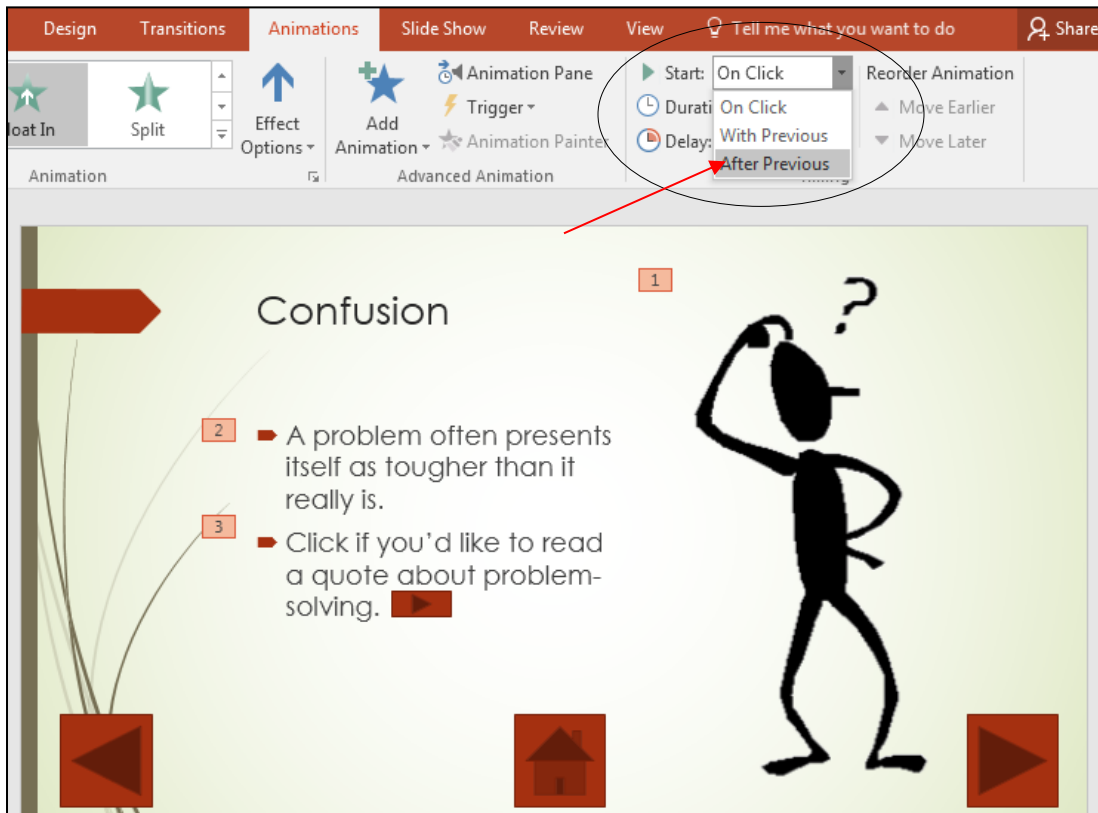

Fig. 10.15 Timing the animation

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. 10.15 above), which will cause the animations to start **automatically**, **in sequence**, immediately **following the previous slide**

In the **Slide Show Ribbon** > **Start Slide Show Group**, click on **From Beginning** and check the first two slides to see how the animations work

Now, for practice, **visit each of the other slides** that have a **Screenbean 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 361)

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. 10.13 previous page).

Feel free to 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** the **Problems and Solutions** presentation, then **Close** it (**File** > **Close**)

10.2 Interactive *POWERPOINT* AT WORK

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

> In the **File** menu select **Open** and **Browse** to the **Work Files for Office 365** > **PowerPoint Files** folder, then **double click** on 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 and notice 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. 10.16).
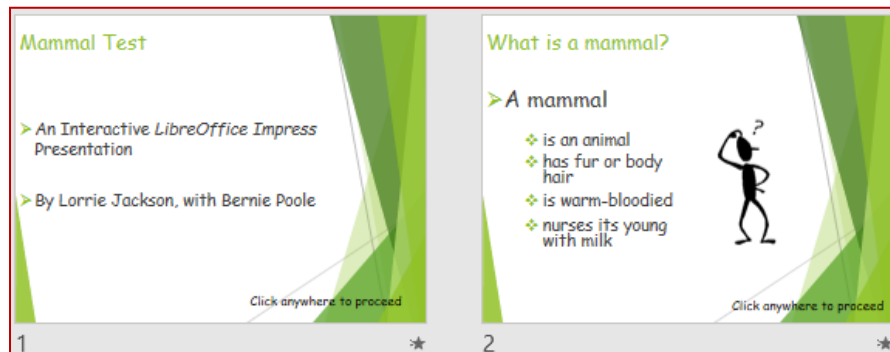

Fig. 10.16 Title and Introduction Slides

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* containing the questions themselves and the options for answers (See Fig. 10.17).
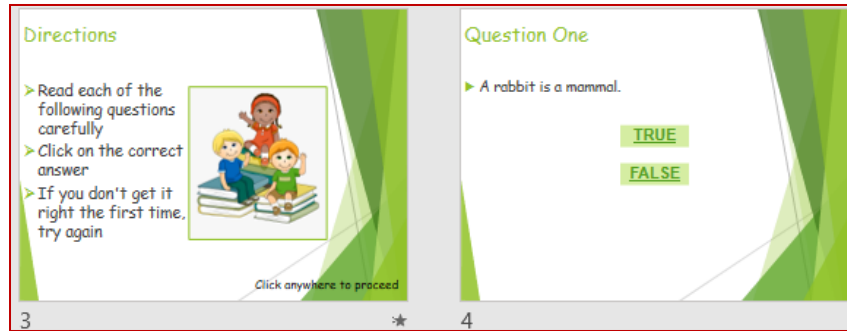

Fig. 10.17 Directions and Question One Slide

An interactive *PowerPoint* presentation has the same elements as any *PowerPoint* presentation, with one 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* show we have *feedback* slides to tell the user "You're Right" or "Sorry. Try Again" (Fig. 10.18).

Fig. 10.18 Question and Feedback Slides

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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. 10.19).
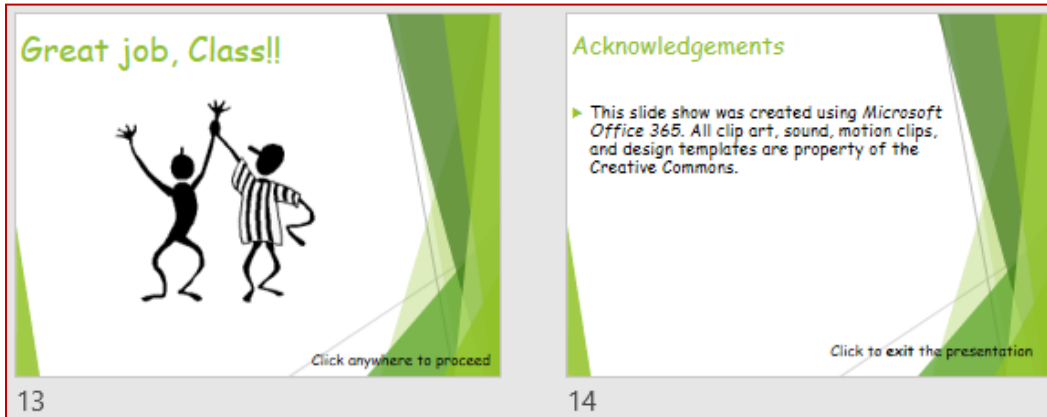

Fig. 10.19 Ending and Acknowledgements Slides

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 **Work Files for Office 365** > **Data Files** > **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 10.20 illustrates the content you will be entering for the first three slides of the *U.S. States and Capitals* quiz.
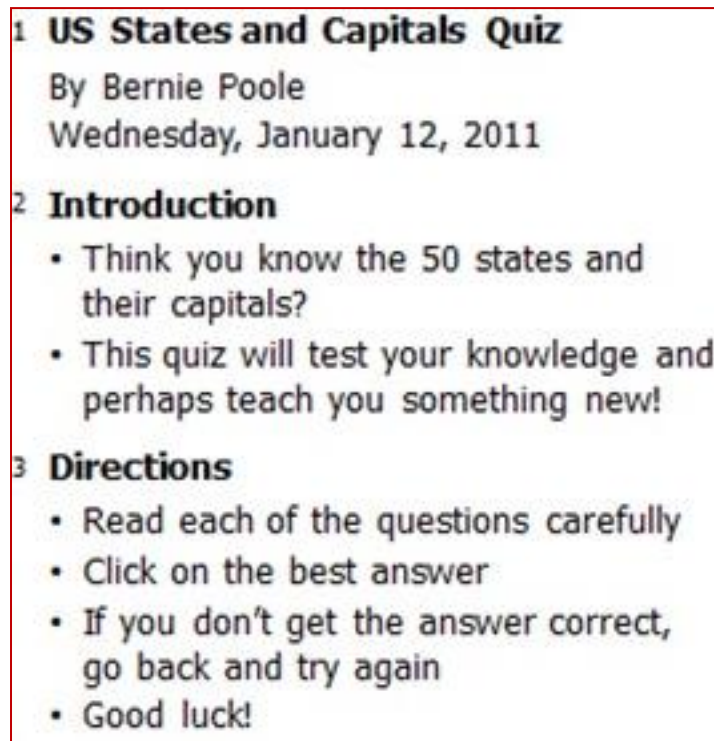

Fig. 10.20 Content for the first three slides

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 in *Normal View*, as illustrated in Fig. 10.21.
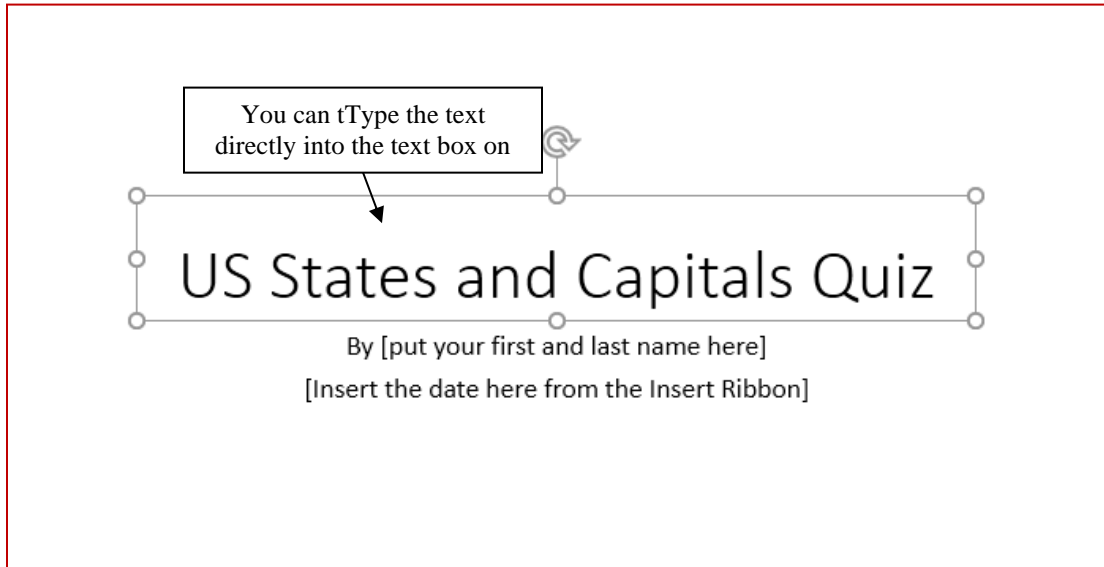

Fig. 10.21 Enter the text directly onto the slide

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 Quick 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. 10.20 previous page), 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 bulleted 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

Next you are going to type the Question and Feedback slides, the content of which is in Fig. 10.22.

Fig. 10.22 Content for Slides 4-8

If you are relatively experienced using *Word*, and if you have already completed the introductory *PowerPoint* tutorial (Lesson 9), you should be able to carry out the next tasks without step-by-step help. Here are a few of useful tips:

- When you enter the information for Question Slides 4, 5, and 6 (Fig. 10.22 above), after you type the *Title* in the *Title Box* (ex. *Question One*), hit *Ctrl+Enter* to skip to the next box, then click on the *numbering icon* in the toolbar (Fig. 10.23a) to have the program automatically *number* your answers.
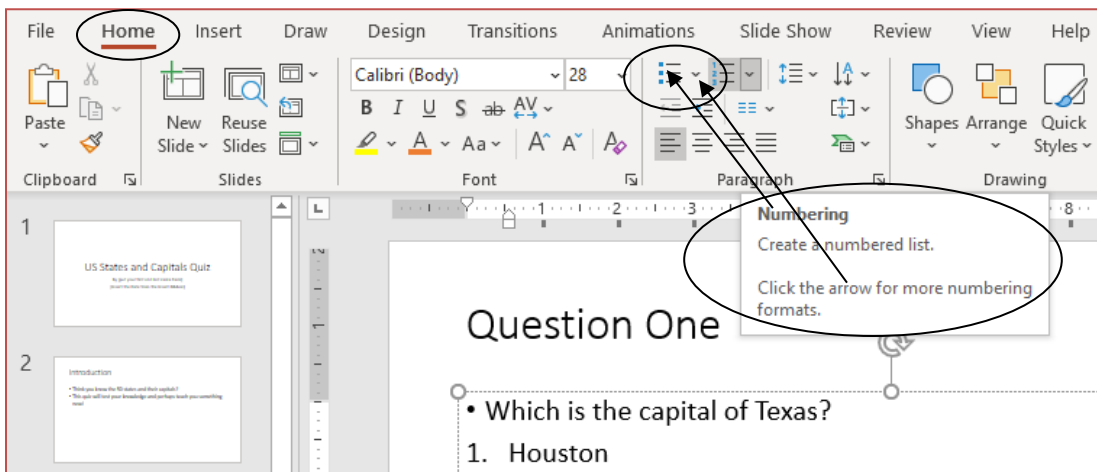

Fig. 10.23a The *Numbered List* icon in the *Paragraph Group* of the *Home Ribbon*

- If you want to further modify the numbering, you can click on the *arrow* in the *Numbering tool* and in the drop-down menu *double-click* on the *number format* of your choice (Fig. 10.23b).
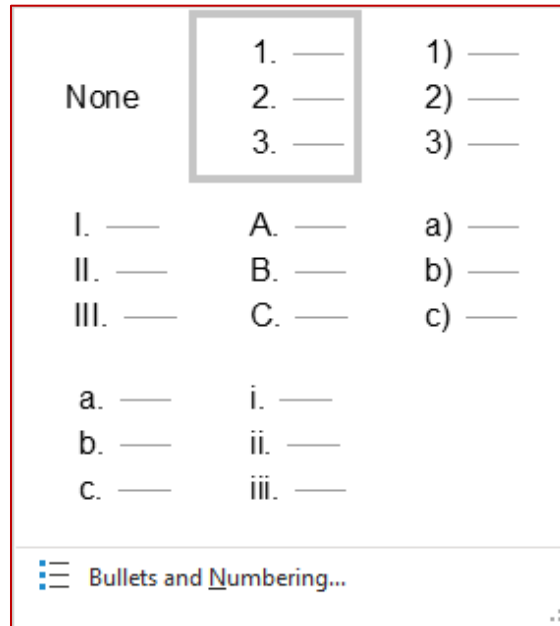

Fig. 10.23b Menu of Number Formats

- 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. 10.22 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.

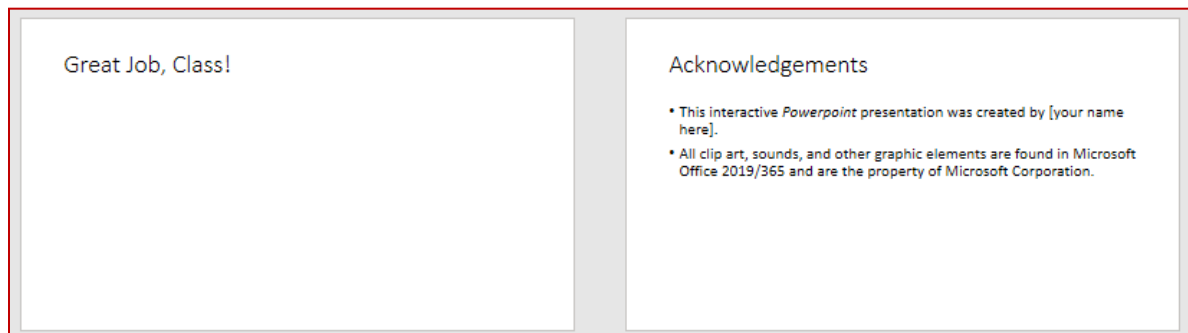Type the content for **Slides 9 and 10** as in Fig. 10.24

Fig. 10.24 End of Test (Slide 9)and Acknowledgements (Slide 10)

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

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 at this stage for the *States and Capitals* slide show

It is going to get tricky for a 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 (a) to the next question when they get the answer correct or (b) 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.* slide 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. 10.25) click on **Slide Sorter View**
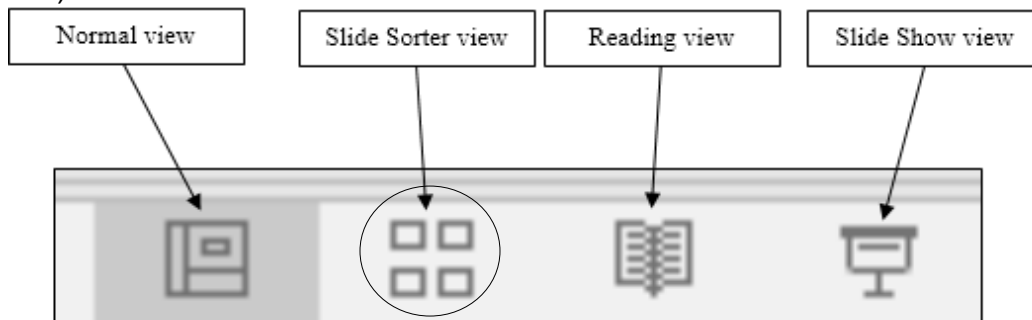

Fig. 10.25 The *PowerPoint Slide View* tools

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Click on the ***You're Right!*** slide (Slide 7), hold down the **Shift key** and **keep it down** as you 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) (Fig. 10.26 below)

You should see a vertical burgundy-colored bar appear where you clicked (Fig. 10.26).
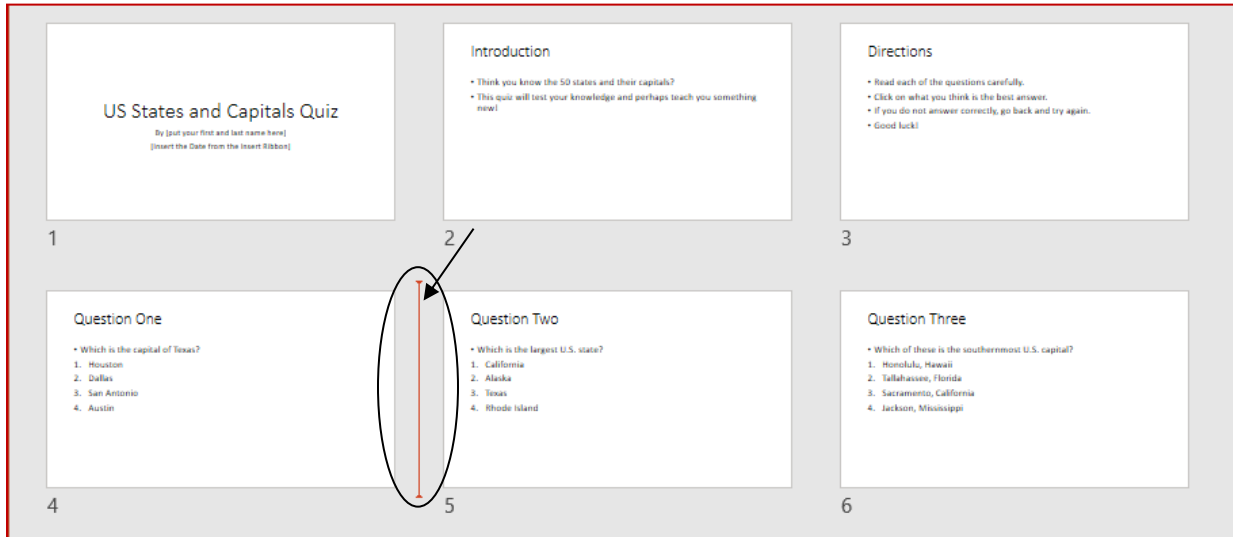

Fig. 10.26 Bar showing where the Feedback Slides will be pasted

Hit **Ctrl+v** to **Paste** the **Feedback** Slides where the vertical line appears

Next click to position the cursor **immediately after** the slide for **Question Two** (which will now be between 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
Let's now *hyperlink* each of the four answers on each of the 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**

We'll start with the first Answer (Houston).

Double-click on the word **Houston** to select it then, in the **Insert Ribbon** > **Links Group**, click on the **Action** tool (Fig. 10.27)
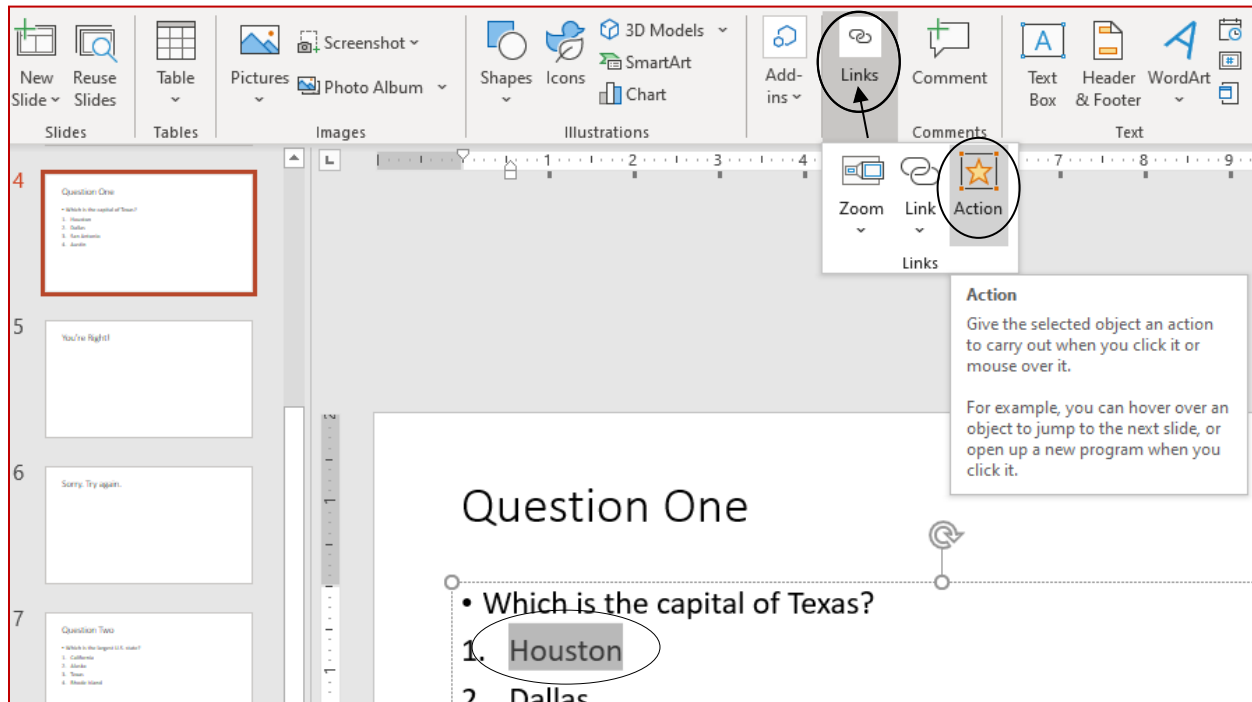

Fig. 10.27 The *Action* tool in the *Insert Ribbon* > *Links Group*

You will now see the *Action Settings* dialog box (Fig. 10.28), which enables you to make an *Action Button* of each of the four answers.
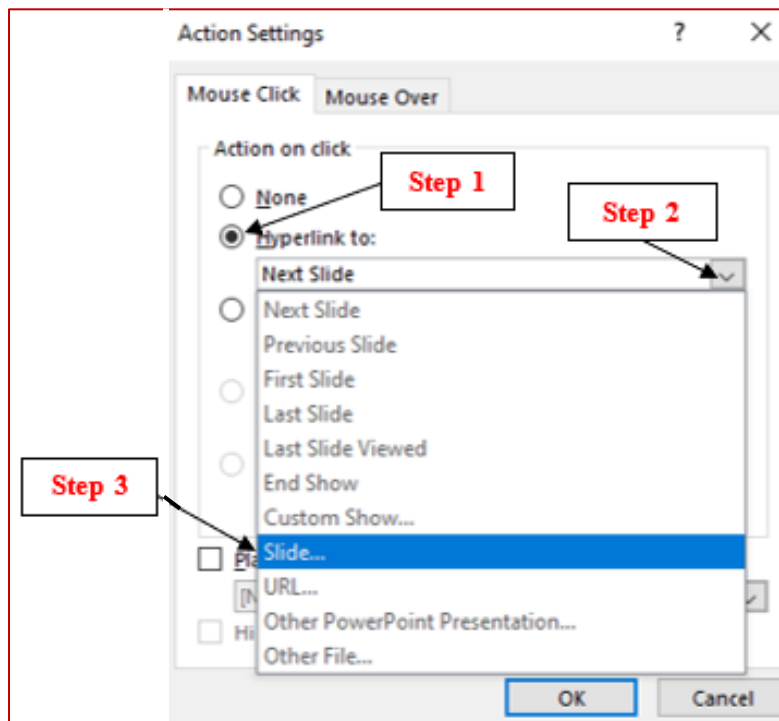

Fig. 10.28a *Action Settings* dialog box

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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. 10.28 above)

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

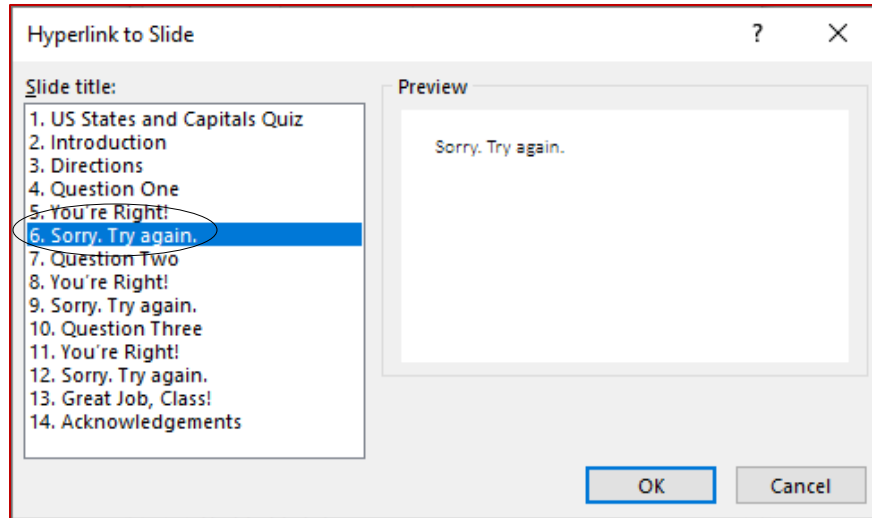You'll now see the full list of the slides in your *States and Capitals* slide show (Fig. 10.28b).

Fig. 10.28b *Hyperlink to Slide* dialog box

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.

Now you need to repeat the above 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** (see Fig. 10.27 previous page) as you did just now for Houston

In the Action Settings dialog box that pops up, 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. 10.28a 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 (Fig. 10.28b above).

If necessary, scroll 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

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 5 which indicates that the correct answer has been selected.

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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, in the **menu of Hyperlink options** 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.

You have one more step to complete the creation of the four *Hyperlinked* answers on Slide 4. You must force the user to click on one or other of the possible answers to proceed to the next slide. If they click anywhere else on the slide, *nothing* must happen. Here's how you do this.

Click on the first **Answer (Houston)** and, in the **Transitions Ribbon** >**Timing Group**, click to remove the **check mark** (**tick**) next to **On Mouse Click**, then do the same for the **three other answers** on **Slide 4**

Check to make sure each answer on the **Question One** slide (Slide 4) is **hyperlinked** (underlined and in a different color), then **double click** on **Slide 7**—**Question Two**

You'll now repeat on *Slide 7* what you have just done with the answers on *Slide 4*.

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 Quiz* 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 negative feedback slides for the other two 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 because we want our *Hyperlink* (which you'll be inserting later) to take us back to *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**, *Hyperlink* 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 *Hyperlink* all **wrong** answers to **Slide 12** (the negative feedback slide for Question Three) and highlight and *Hyperlink* the **right** answer (**Honolulu, Hawaii**) to **Slide 11** (the positive feedback slide for Question Three)

Again you have one more step to complete the creation of the four *Hyperlinked* answers on *Slides 7 and 10*. You *must* force the user to click on one or other of the possible answers to proceed to the next slide. If they click anywhere else on the slide, *nothing* must happen.

Here again is how you do this.

> On **Slides 7 and 10** click on each **Hyperlinked Answer** in turn (that's **all 8 answers**) and, in the **Transitions Ribbon** >**Timing Group**, click to remove the **check mark** (**tick**) next to **On Mouse Click**, then do the same for the **three other answers** on **Slide 4**

You will do this for all the slides that have *Action Buttons*, too. You'll be creating *Action Buttons* next.

Creating Action Buttons

You've now *Hyperlinked* 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!

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 anywhere 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.

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 students 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 365*

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The *Action buttons* are right at the bottom of the menu of Shapes (Fig. 10.29a).
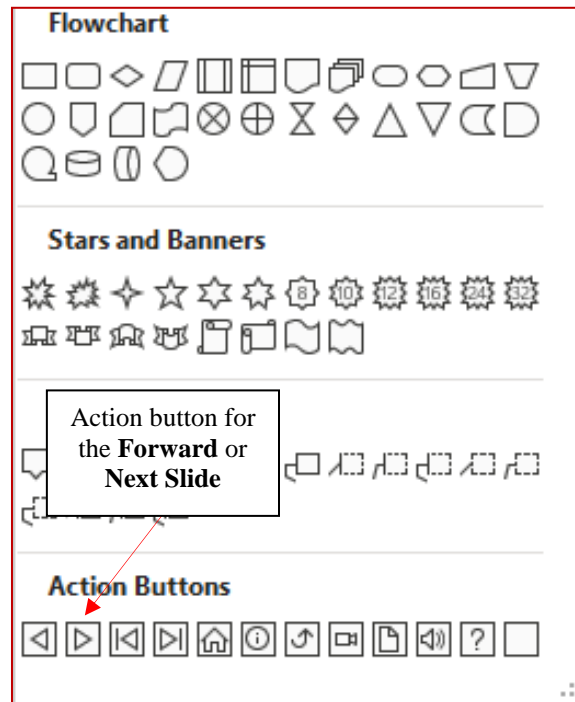

Fig. 10.29a The Shapes menu showing the Actions buttons

Since we're on the *You're Right* slide, we want to reward our students 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** (**Go Forward or Next**—Fig. 10.29a above)

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 is what you want to do—Fig. 10.29b)

Fig. 10.29b The new Action Button on Slide 5

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After you draw the *Action Button* on *Slide 5* you'll now see the *Action Settings* dialog box again—illustrated in Fig. 10.28a back on page 372.

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

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. 10.30)
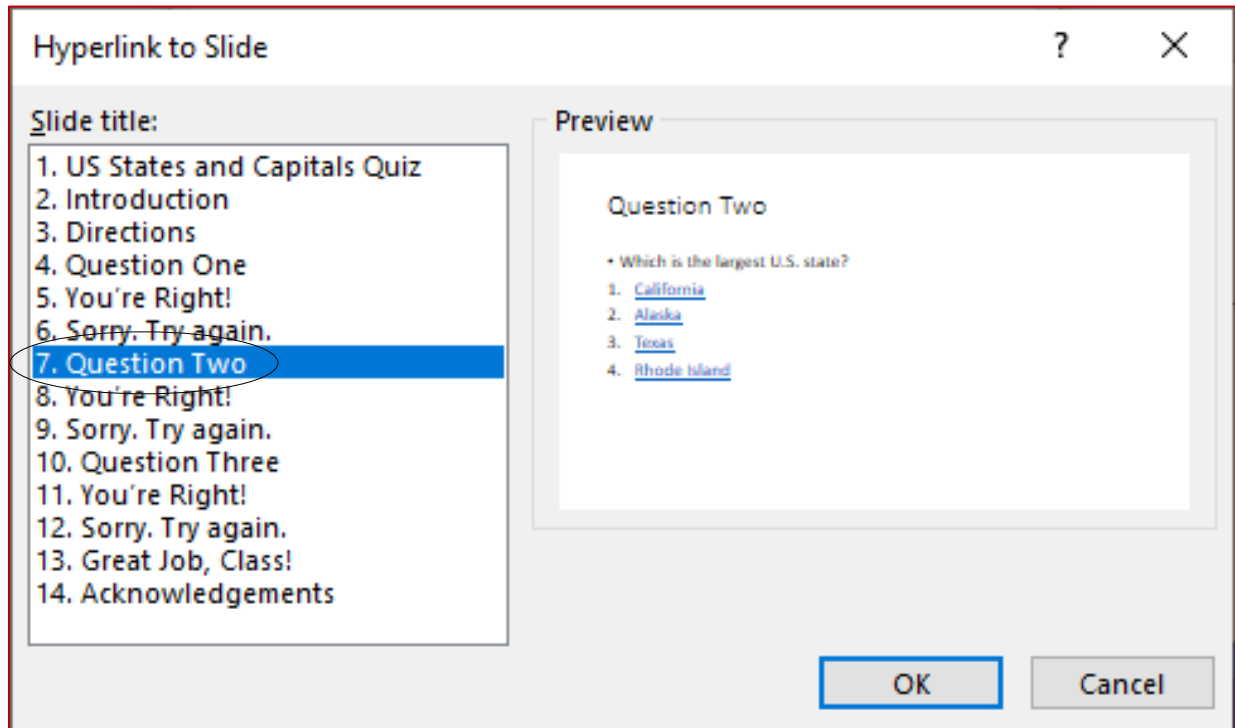

Fig. 10.30 *Hyperlink to Slide* dialog box

Since the student got the answer right, we want to let her proceed to the next question: *Question Two* (Fig. 10.30 above).

> Locate and click on **7. 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

If you still want to make the *Action 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

With the new *Action Button* highlighted, if you click on the *Shape Format Ribbon*, you have access to all the tools to change the *Action Button*'s shape and color scheme to meet your design preferences (Fig. 10.31).
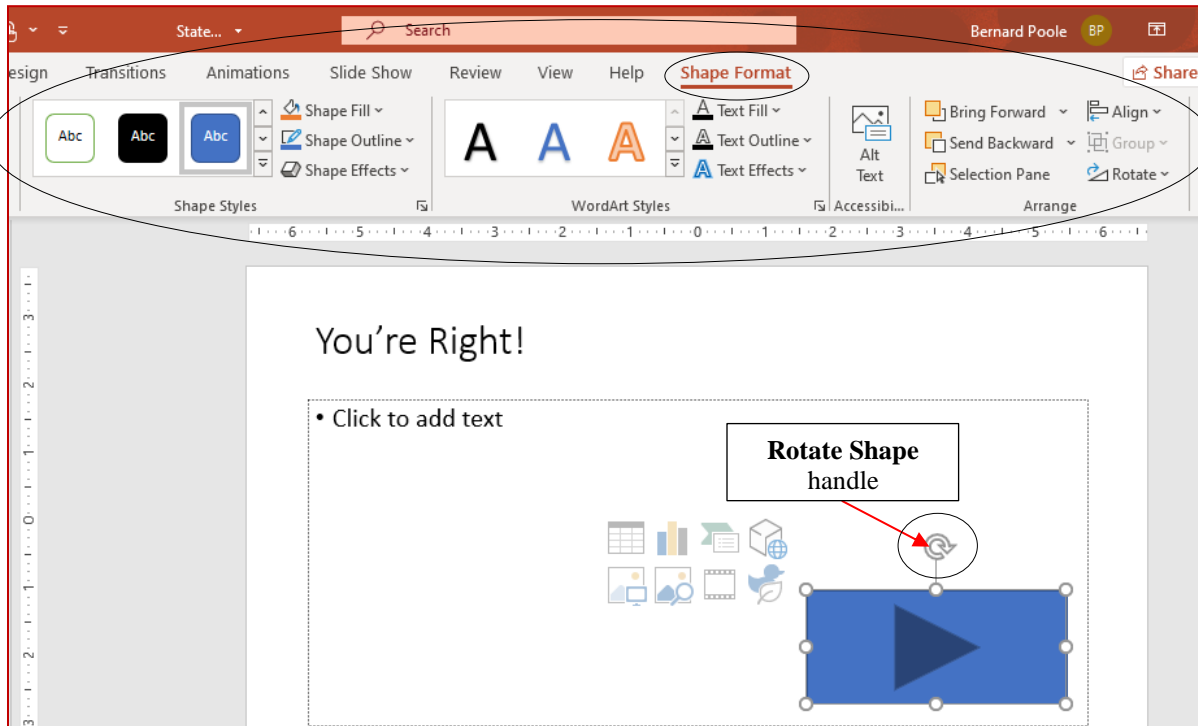

Fig. 10.31 The tools in the *Shape Format Ribbon*

If you completed Lesson 3 of these tutorials, you will already be familiar with these tools. Let's try this now.

> **Click** on the **Action Button** on **Slide 5** then click on the **Shape Format Ribbon** and experiment with the tools to change the Action Button's **Shape Styles, Fills**, **Outlines**, and **Effects**—you can also **Rotate** the button, if you want, using the **Rotate Shape** handle (Fig. 10.31 above)
>
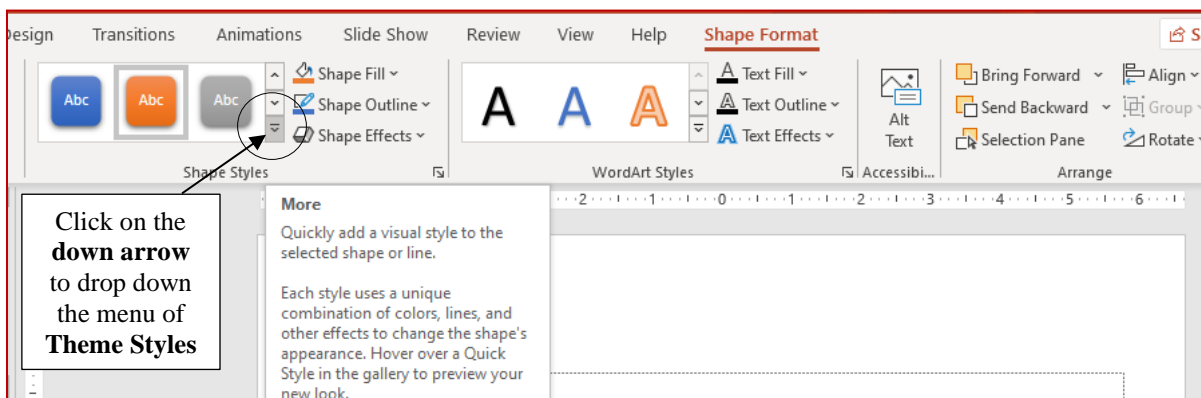> Check out the menu of **Theme Styles** (Fig. 10.32) in the **Shape Styles Group**

Fig. 10.32 *Theme Styles* menu

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Forcing the user to click on an Action Button

For the Feedback slides, as we did for the Question slides, we must again 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 a reminder of how you *force* the user to click on the *Action Button* in order to proceed to the next slide—Question Two (Slide 7).

> Click on the **Action Button** to select it then, 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 *Question Slide*, which in this case will be to go to *Slide 7: 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.

> In the **Slides** pane at left, click on **Slide 6—Sorry. Try Again** to open it in **Normal View** and, in the **Insert Ribbon** > **Illustrations Group** click on the **Shapes** icon

> At the **bottom** of the **drop down menu of Shapes**, click on the **left arrow** Action Button (**Go Back or Previous**)

> Again, **without pressing the mouse button** yet, position the **crosshair cursor** on **Slide 6** near the **bottom <u>left</u> 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), then, in the **Shape Styles Group** select a **Style** for the **Action Button** (which might be different from the color of the Action Button for a correct answer—Fig. 10.33)
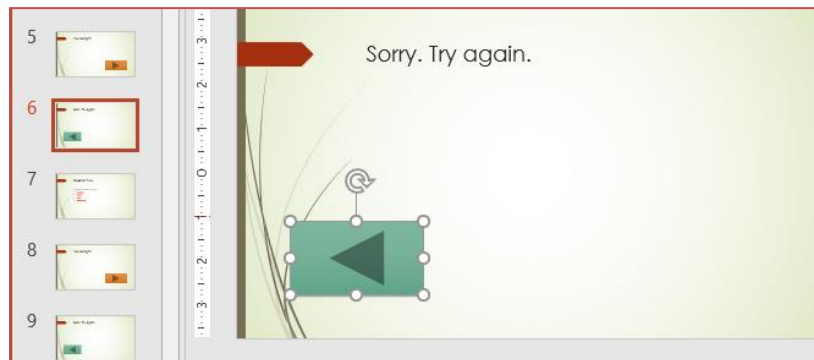

Fig. 10.33 *Action Button* to *Go Back* to a previous slide

> In the **Action Settings** dialog box that pops up, click the **down arrow** at the end of the **Hyperlink to:** box, in the drop down menu select **Slide…**, and click on the **4. Question One** Slide title

> 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 check out the **Hyperlinks** and **Action Buttons** you have created for **Slides 4-6**

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 **Hyperlinks** and **Action Buttons** for **each of the other sets of Question and Feedback slides**, three for **Slide 7: Question Two** and three for **Slide 10: Question Three**

Remember to go to the **Transitions Ribbon** > **Timing Group** to **turn off** the **On Mouse Click** switch for the **Hyperlinks** and **Action Buttons** on each of the six Question and Feedback slides

Remember that if you're on the *You're Right!* slide, you need a <u>right arrow</u> *Action Button* and you will want to select *Slide 10 (Question Three)* if they just correctly answered *Question Two*, or *Slide 13* (*Great Job, Class!*) slide if they just correctly answered *Question Three*.

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

Save your work, and view the show from the beginning 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 Link* to change where a button takes you.

Practice makes perfect. 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 *365* 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, an 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.garrreynolds.com/preso-tips/design/ and bookmark it on your computer for future reference.

> Go to http://www.garrreynolds.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 add final touches to 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 and return to **Normal View**

> In the **Thumbnail slides** in the **left-hand 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** (Figs. 10.34 and 10.35)
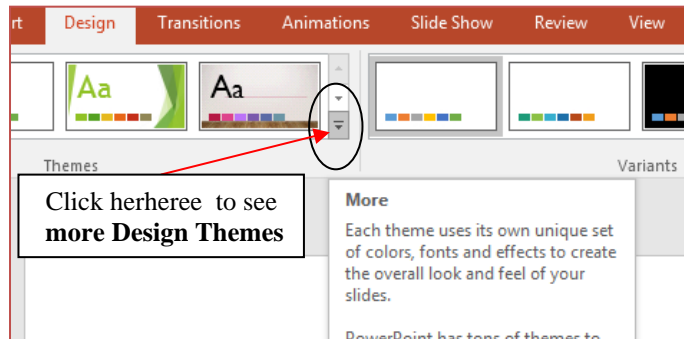

Fig. 10.34 More Design Themes

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 365* (Fig. 10.35).
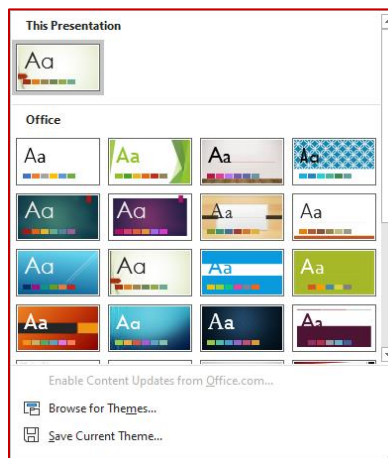

Fig. 10.35 Menu of Design Themes

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, 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 online Design Themes. As time goes by, *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 (we chose the **Design Theme** called **Wisp** again), 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. 10.36a)—click on the **Fonts** option
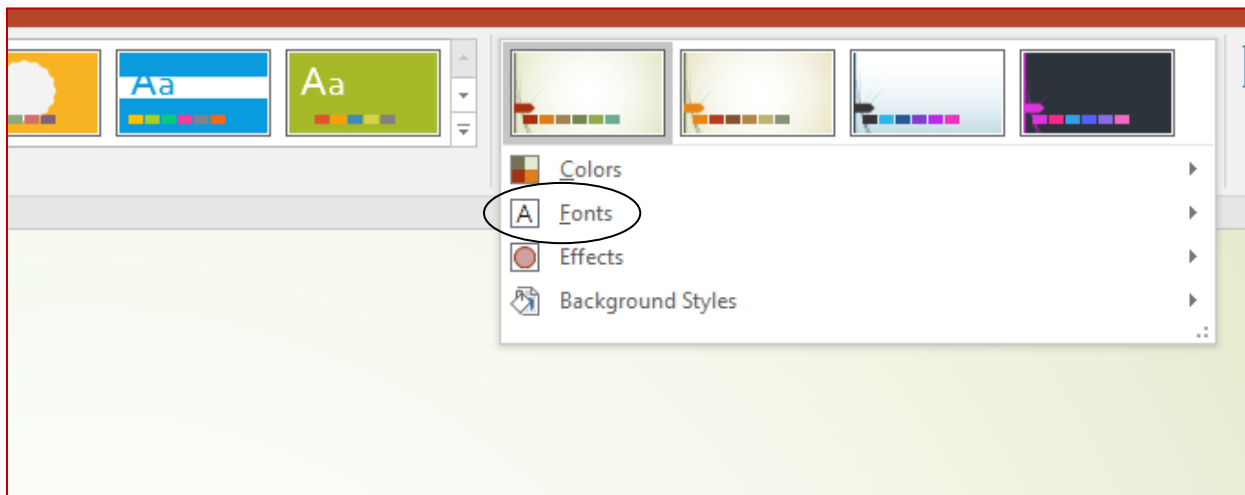

Fig. 10.36a Fonts tool in the *Design Ribbon > Variants Group*

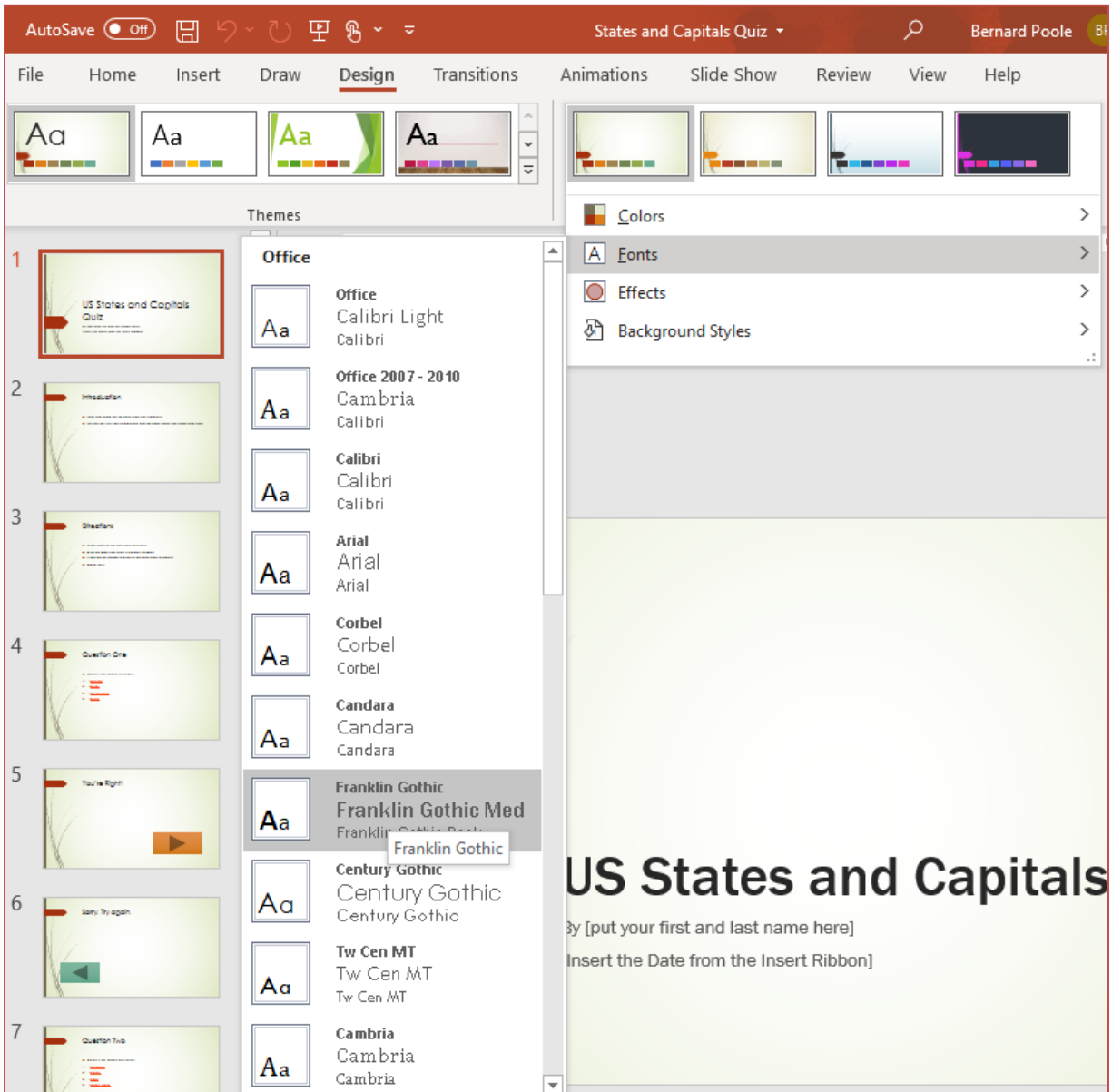The menu of *Fonts* is now displayed (Fig. 36b).

Fig. 10.36b Menu of Fonts

Use the **mouse pointer** to slide over each font to **Live Preview** each of the fonts on the slide (Fig. 10.36b above)

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 **4 sets of variants**, then click on the **Colors tool** to bring down the **palette of Color Schemes** (Fig. 10.37)
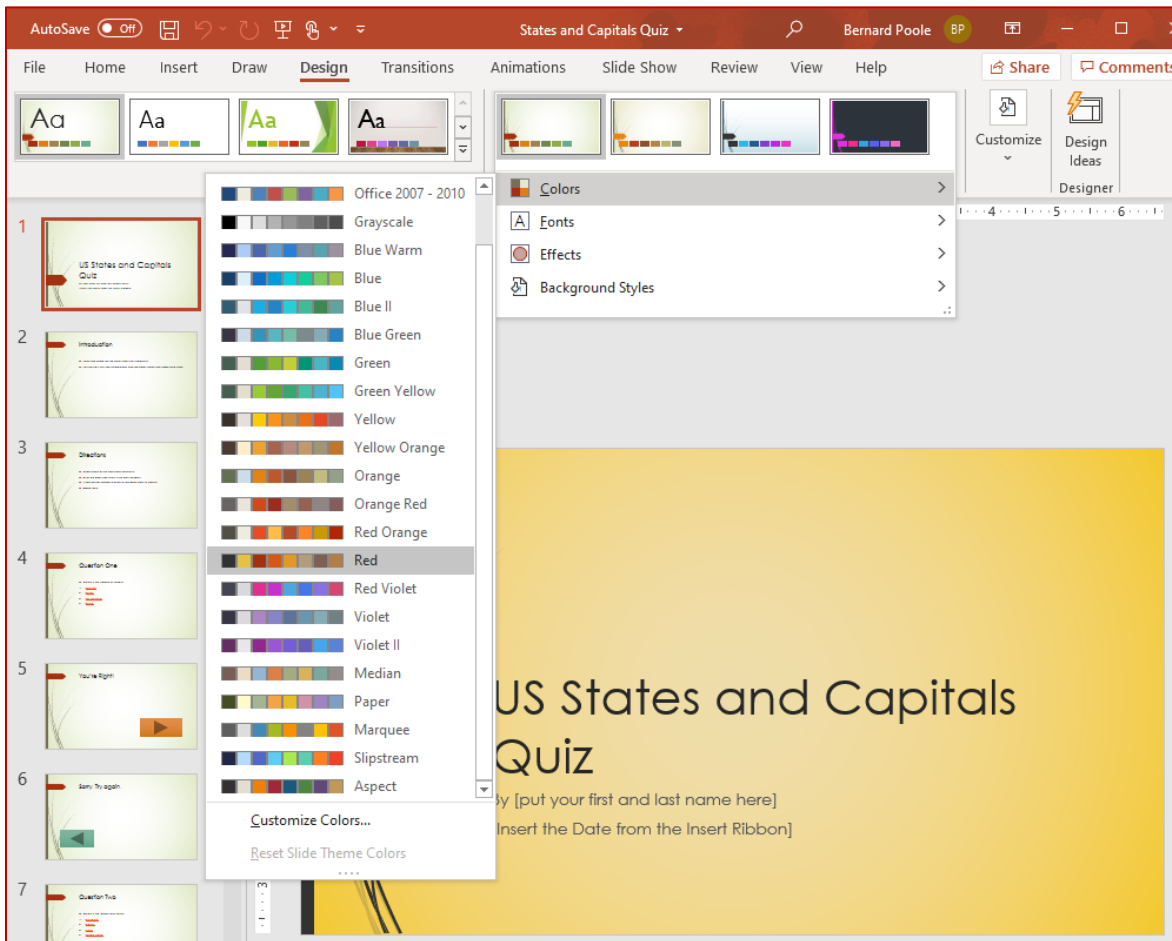

Fig. 10.37 Colors palette in the *Design Ribbon* > *Variants Group*

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.

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Click on the color scheme you'd like to use

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…**

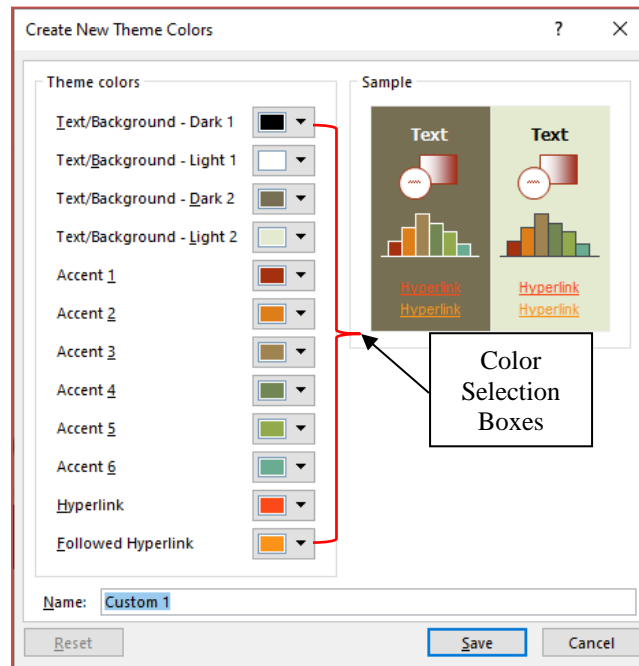The *Customize Colors* dialog box will appear (see Fig. 10.38a).

Fig. 10.38a Create your own Color Scheme

Try out **different combinations of colors** in the dialog box and see what you can come up with, then click on a **down arrow** next to one of the **color selection boxes** (see Fig. 10.38a above) to bring up the **Theme Colors** palette (Fig. 10.38b)
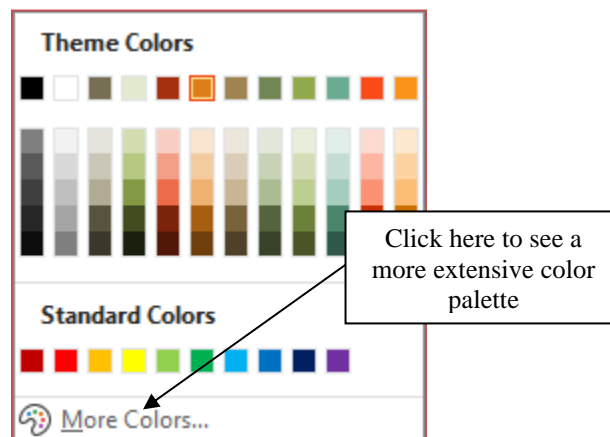

Fig. 10.38b The Theme Colors Palette

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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. 10.38c).

Slide the **cross hair tool** to select colors across the **spectrum**

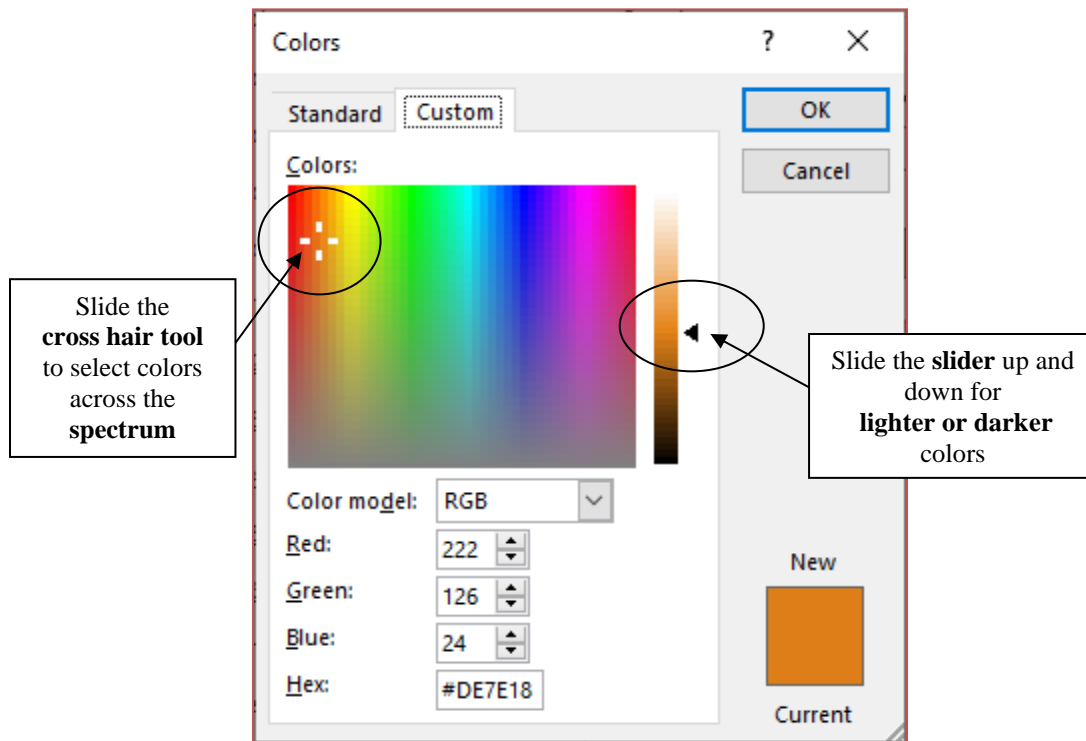Slide the **slider** up and down for **lighter or darker** colors

Fig. 10.38c 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** key 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 available **Design Themes**

> 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! If you want to leave well alone, select the Theme designated for *This Presentation*

Applying customized backgrounds to the slides

For most users, the *Design Themes* provided by *PowerPoint* are more than sufficient to meet their design needs. Other *Design Themes* can be purchased online, or you can search for free *Design Themes* on the Web, as indicated on page 382 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 365* Drawing Tools. Here's an exercise to give you a quick reminder.

> In the **Normal View** with the **Thumbnail slides** showing in the **left hand frame**, click on the **last-to-one slide** in your presentation—**Slide 13**— then 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. 10.39)
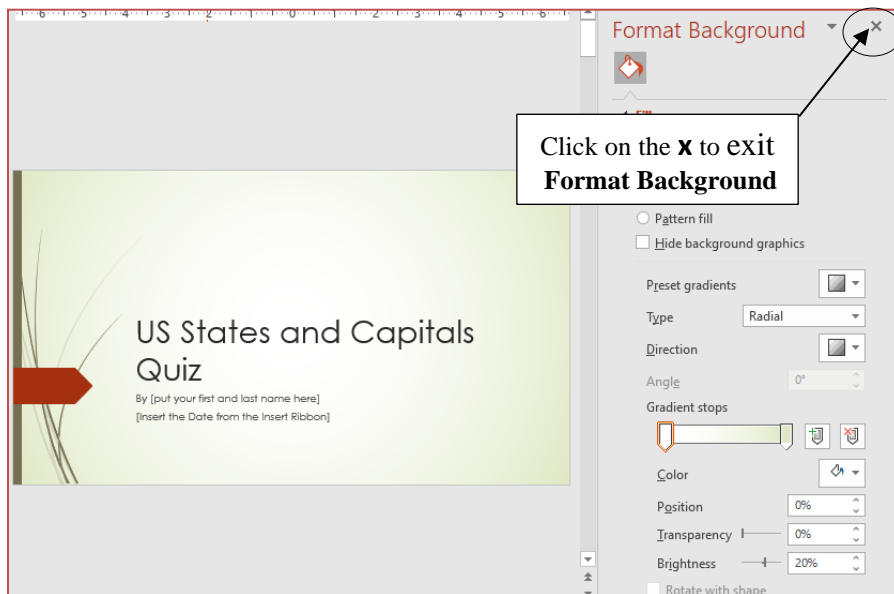

Fig. 10.39 The *Design Ribbon > Customize Group > Format Background* frame

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 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 2 now has the bulleted text on the left with a box on the right for content of various kinds (Fig. 10.40).
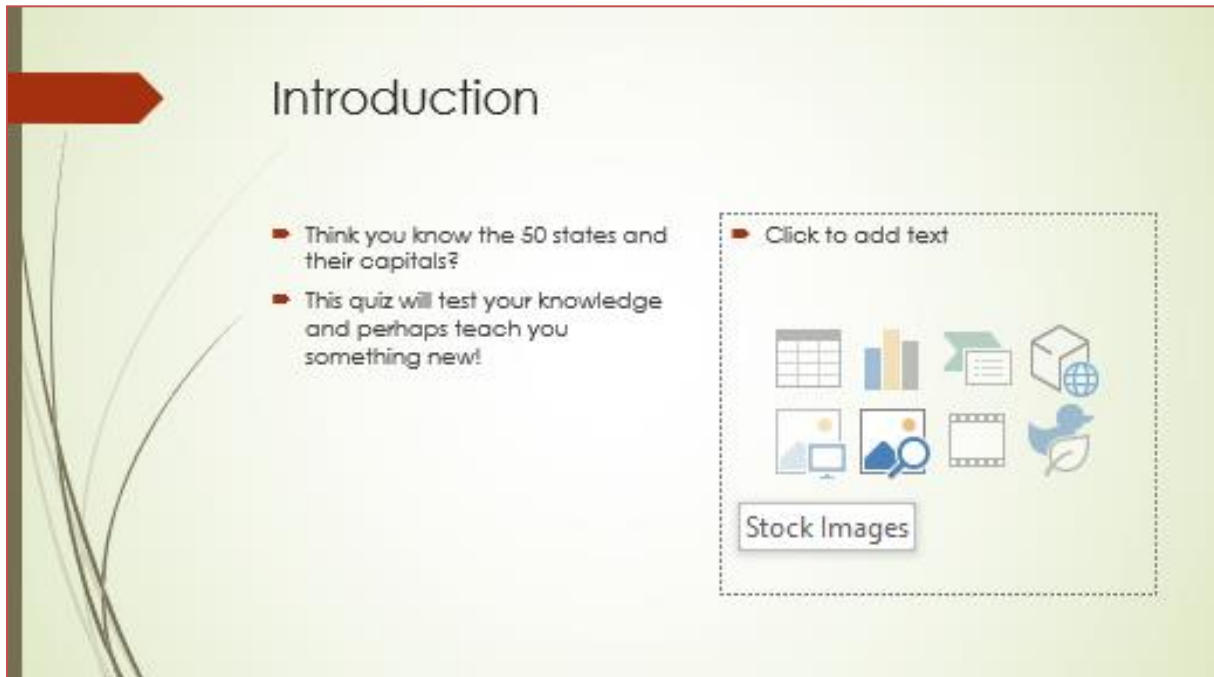

Fig. 10.40 *Content Selector* Tools in the *Two Content* slide layout

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Click on the **lower left** Content Selector tool (the **Pictures** icon Fig. 10.41)
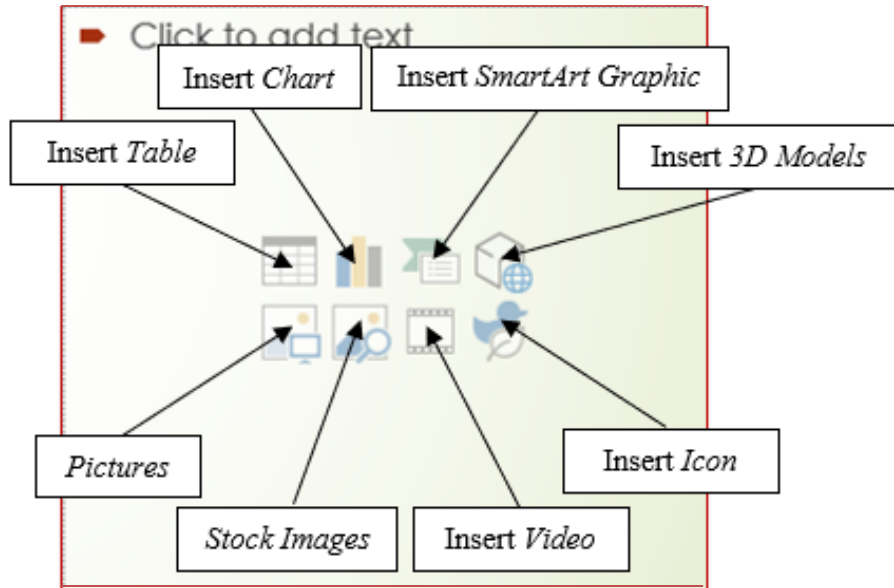

Fig. 10.41 The Content Selector tools annotated

In the **Insert Picture** dialog box which pops up navigate to your **Work Files for Office 365** > **Miscellaneous Files** > **Practice Documents** folder and **double click** on the **US States and their Capitals Map** to install the map on the slide (Fig. 10.42)
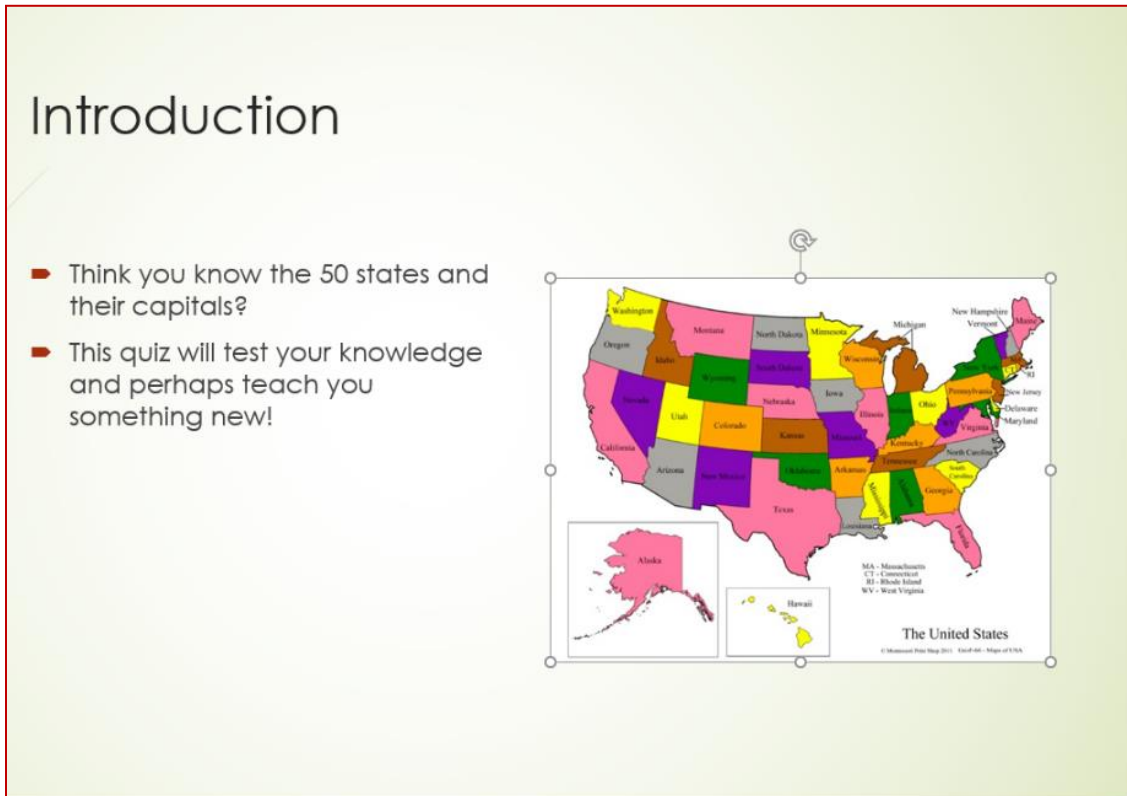

Fig. 10.42 Selection of maps of the USA for you to use on Slide 2

This is an important map for our *US States and Capitals Quiz* project, so we want it to be as large as possible on the slide. For this purpose we need to:

1. Reduce the size of the text box at left
2. Stretch the USA Map to fill the available space on the right
3. Make the map *Transparent* so that the background of the map is the same as the background of the slide

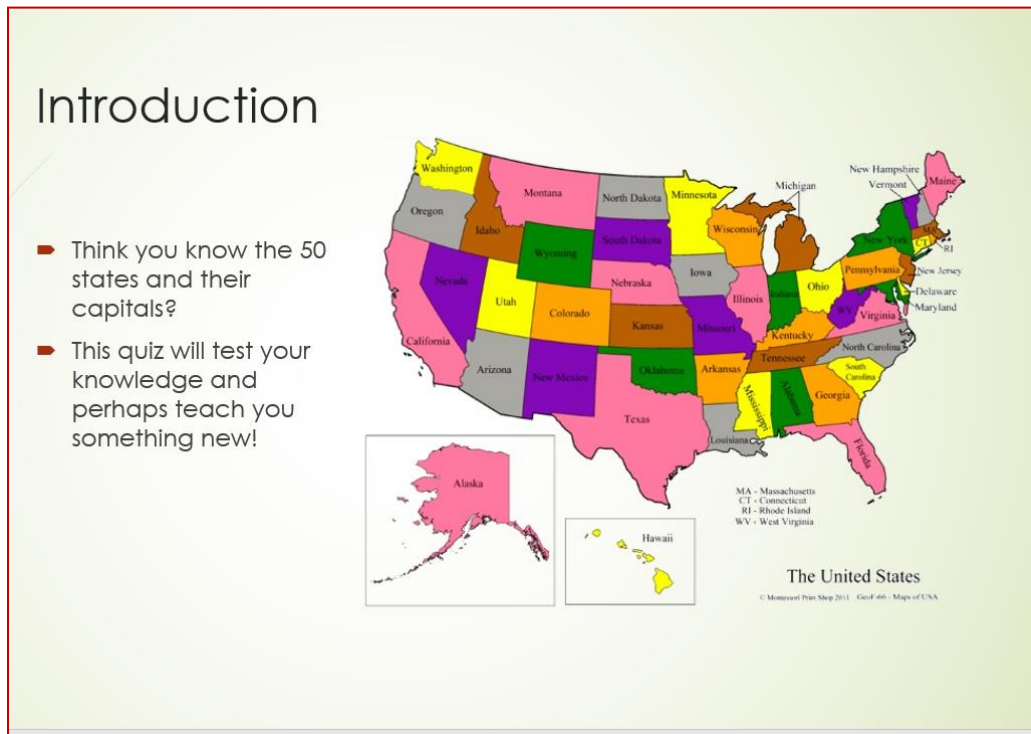Fig. 10.43 illustrates how *Slide 2* will look after you've made these simple adjustments.

Fig. 10.43 Placement of USA map on the slide after selection from the Web

Step 1: Click anywhere **inside** the text box and grab the **middle handle** on the **right** then drag in till the text box is much the same width, as illustrated in Fig. 10.43 above

Step 2: Click anywhere on the map and use the **corner handles** (**_NOT_** the handles in the middle of each side) to resize the map and position it to as far as possible **fill the space allowed for it** on the **right** side of the slide, as illustrated in Fig. 10.43 above

Step 3: Click anywhere on the map to select it then, in the **Picture Format Ribbon** > **Adjust Group** click on the **Color icon** and near the bottom of the **Color Tool menu** click on **Set Transparent Color**, then slide the **mouse** pointer (which has changed to the **Color Picker tool**) over to the **US Map** and click on the **white background** to make it **transparent**

The Map's background will now be the same as the background of Slide 2.

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

It is simple to insert onto a *PowerPoint* 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 your hard 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 365*.

> First select **Slide 1**—the **Title Slide**—and, in the **Insert Ribbon > Images Group**, select **Pictures** and in the **Insert Picture from** drop down menu select **This device**

> Now either navigate to the **Work Files for Office 365 > Miscellaneous Files > Practice Documents** folder, and **double click** on **BJPoole** or locate and **double click** on a picture of your own

The picture will 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. 10.44.
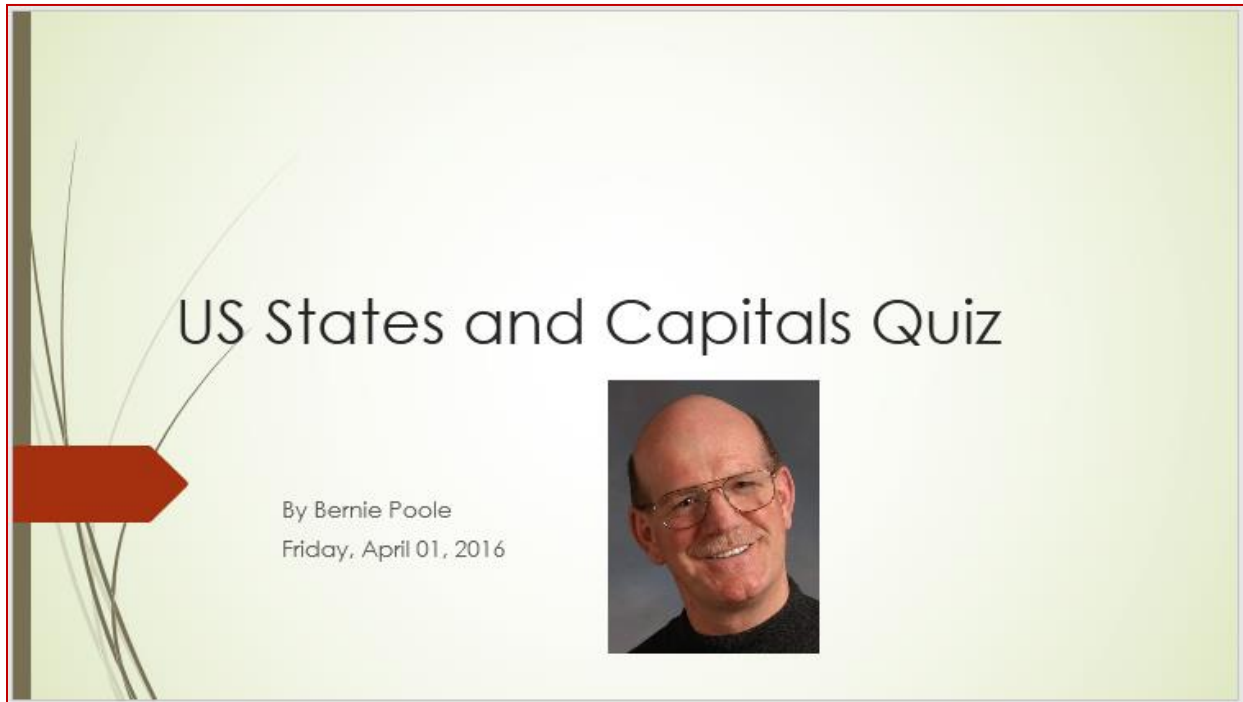
Fig. 10.44 The Title Slide with a picture inserted onto it

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 365*. But there are many websites online where you will find audio clips for everything under the sun. For the following exercise, audio clips have been saved in the *Work Files for Office 365* folder, where you will access them at the appropriate time.

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

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

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

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

Click the **text box** so that the **white handles** appear around it, 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. 10.45)
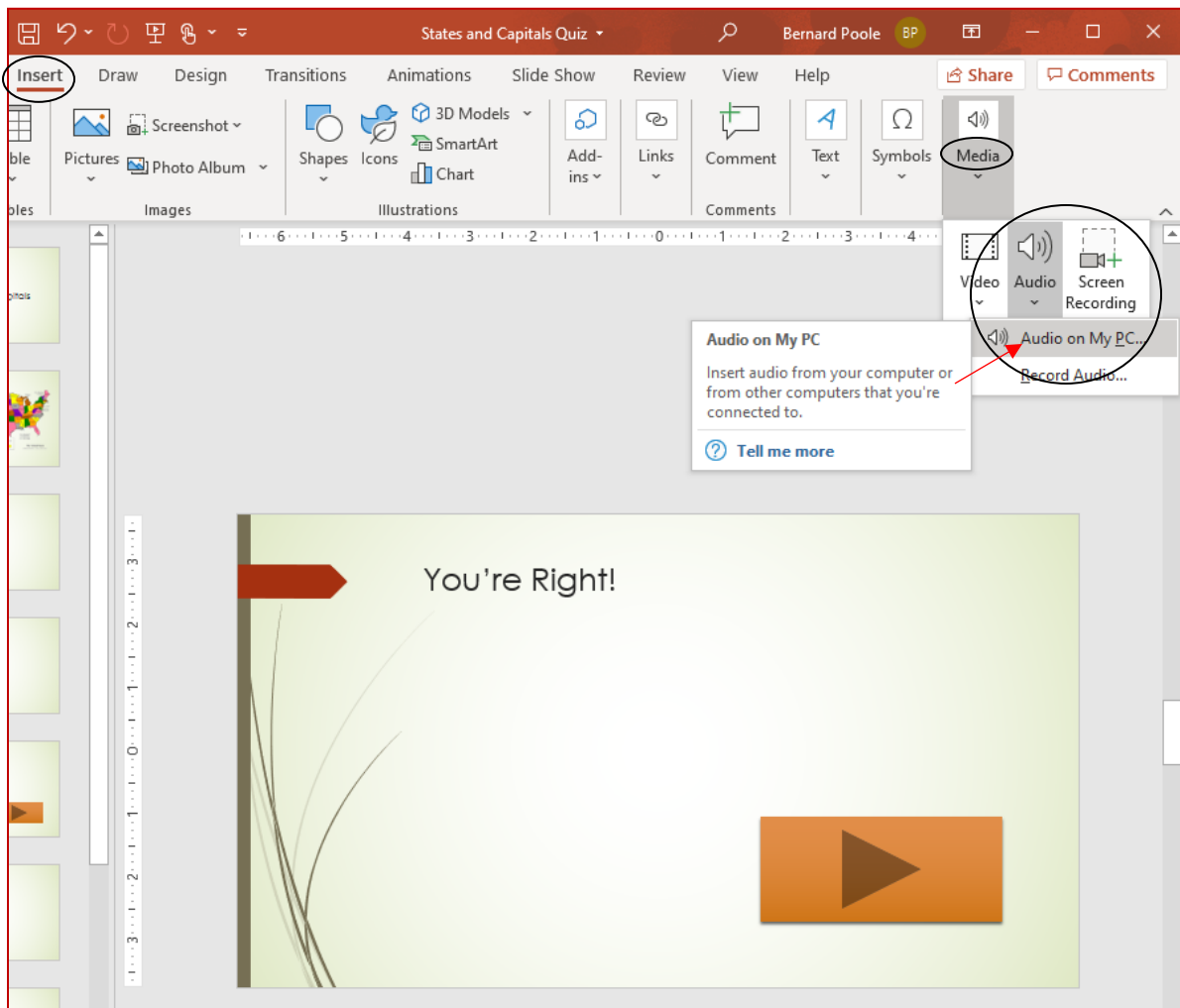

Fig. 10.45 The Audio menu

When the **Insert Audio** dialog box comes up on the screen, navigate to your **Work Files for Office 365** > **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. If the loudspeaker has the *handles* around it, as in Fig. 10.46 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*.
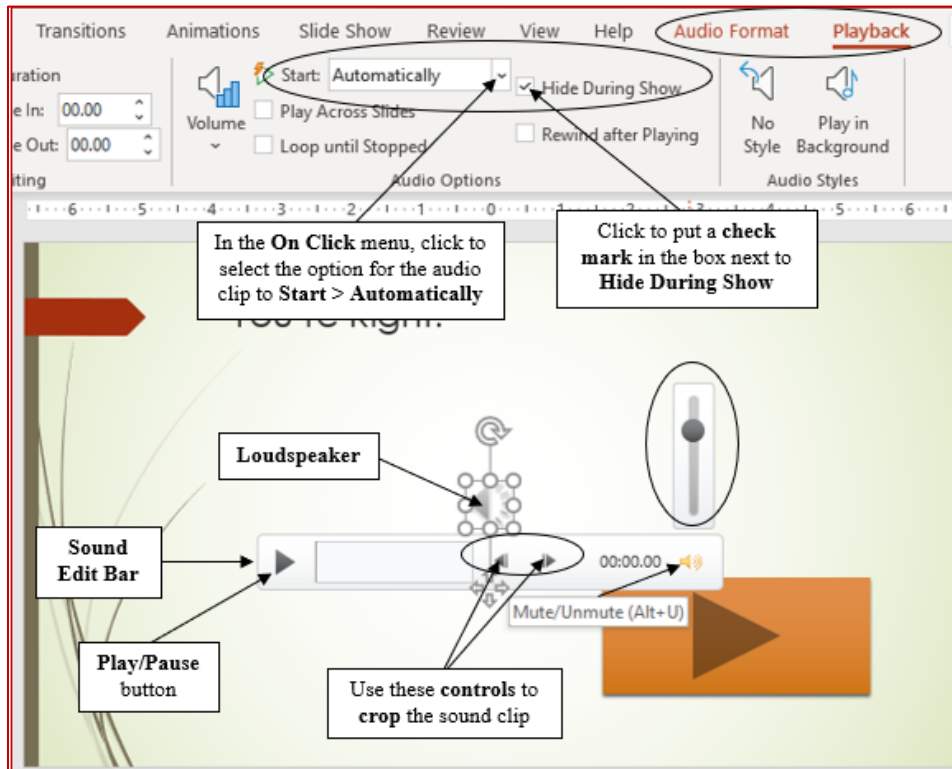

Fig. 10.46 Slide 5 after insertion of the audio file

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

Click on the **Play/Pause** button (Fig. 10.46 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 (Fig. 10.46 above) and adjust the **volume control slider** to your taste

If you want, you can **grab the loudspeaker** 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 loudspeaker, 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* successfully links to this *You're right!* feedback slide.

> With the **loudspeaker icon** still **selected** (it has the handles around it), go to the **Playback Ribbon** > **Audio Options Group** and click to put a **checkmark/tick**) in the box next to **Hide During Show** (Fig. 10.46 above), then in the **On Click** menu of **Start options**, click to select **Automatically** (again see Fig. 10.46 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 drop down **context menu**, select **Copy**

> Now, in turn, visit **Slide 8** and **Slide 11**, **remove** the **Text Box** and **Paste** (**Ctrl+v**) 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!

You also may want to vary the sounds so students don't know exactly what sound they'll get when they answer correctly. 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** to get the handles around it and hit **Backspace** to **delete** the **text box**, then in the **Insert Ribbon** > **Media Group** > **Video menu** select **This Device** (Fig. 10.47)
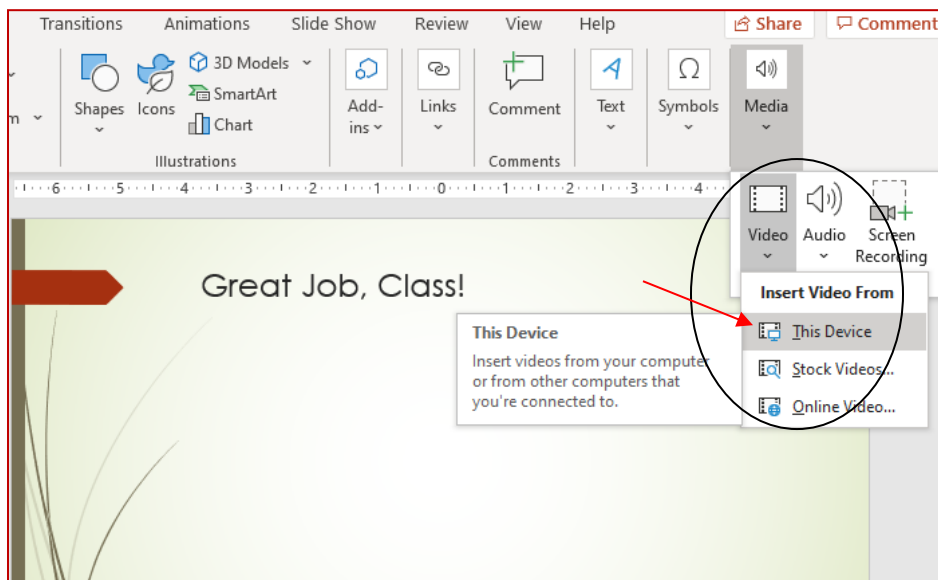

Fig. 10.47 The Video menu

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 365* folder.

> In the **Video menu**, select **Video** from **This Device** (Fig. 10.47 above) then, in the **Insert Video dialog box** that appears on the screen, navigate to your **Work Files for Office 365** > **Miscellaneous Files** > **Practice Documents** folder (Fig. 10.48)
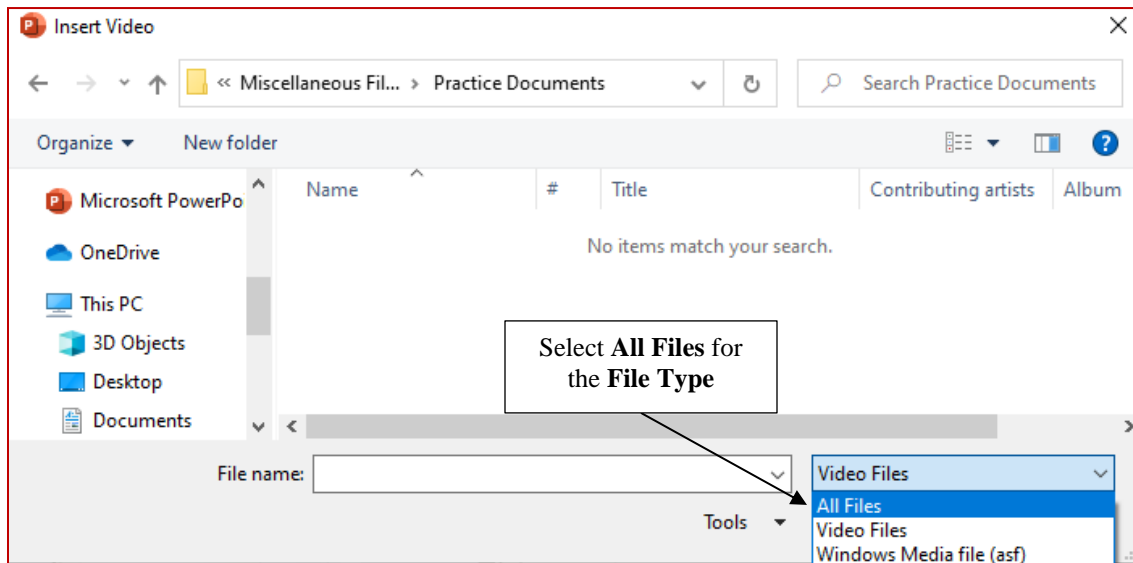
Fig. 10.48 Practice Documents folder in the Insert Video dialog box

> 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. 10.48 above)

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

If the *Congrats animation* does not play when you insert it onto the slide, here's what you need to do:

> Click on the **Congrats animation** to show the handles around it then click on the **Play** button (Fig. 10.49)

Fig. 10.49 *Toggle* switch to *Play* (or *Pause*) animation

The animation will play as long as the slide is showing on the screen.

> Feel free to **grab the image** anywhere *__inside__* the border (**not** on the handles) and **move it** to wherever on the slide looks good to you, then grab the *__corner__* handles to **resize** the image without distorting it and make it as **large as fits** in the space **beneath** the **slide title** (Great Job, Class!)

Lastly, you must make the background of the *Congrats* animation *transparent* so that it has the same background as the slide itself. You did this already for the *US Map* on *Slide 2*.

> Click on the **Congrats** image to **select** it then, in the **Picture Format Ribbon** > **Adjust Group** > **Color menu**, click on **Set Transparent Color**

> **Save** (**Ctrl+s**) the **States and Capitals Quiz** once again

Slide 13 will now look something like the one illustrated in Fig. 10.50.

Fig. 10.50 Conclusion slide with animation

There is no sound with this Congrats animation.

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 **Picture Format Ribbon** > **Play GIF 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 **Go 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** (**Ctrl+s**) the presentation before moving on to the last task for this lesson

Inserting an E-mail Hyperlink

We discussed *Hyperlinks* in detail at the beginning of this lesson when linking the answers on *Slides 4, 7 and 10* to the appropriate *Feedback* slides. 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 *Slide 1*.

> In the menu of **slide thumbnails** on the **left hand side** of the ***PowerPoint*** window, double click on **Slide 1** to open it in **Normal View**

> **Highlight your name** by dragging across it, then hit **Ctrl+k** to bring up the **Insert Hyperlink dialog box** (Fig. 10.51)
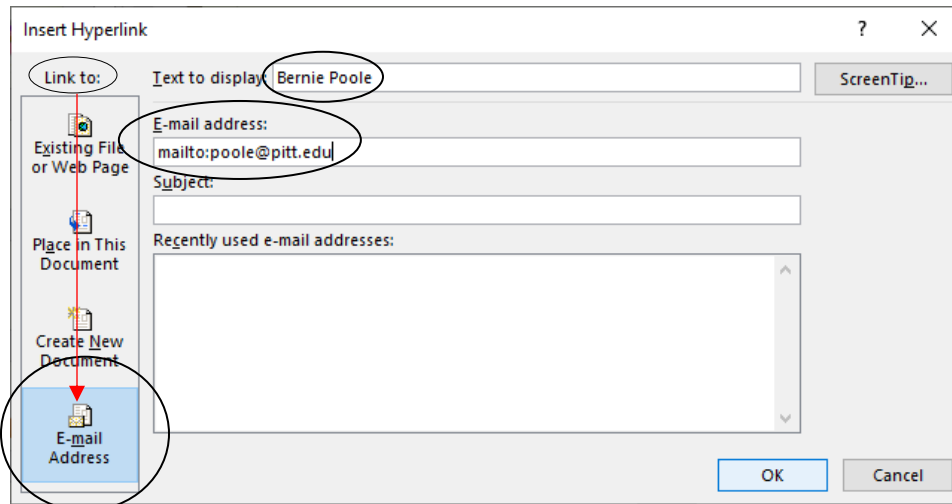

Fig. 10.51 *Insert Hyperlink* dialog box

> In the **lower left** of the **Insert Hyperlink** dialog box, click on the **Email Address** button

> In the **E-mail address:** box, type your **full email address**, then hit **OK** (*PowerPoint* will automatically insert the **mailto:** tag ahead of your email address)

Students and their families can now 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 the web URL[1] for your *Home Page* on the *Title slide*, again as a clickable *Hyperlink*. Let's do this.

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[1] Universal Resource Locator

Type **Home Page:** followed by either your **Home Page address** (or the author's)—**http://www.pitt.edu/~**poole and hit the **Enter** key once more

Make any adjustments necessary to the textbox containing your credentials or to your photo by resizing them and/or moving them around on the slide—you're the Boss!

Fig. 10.52 illustrates this final version of the Title slide for our US States and Capitals Quiz *PowerPoint* presentation.
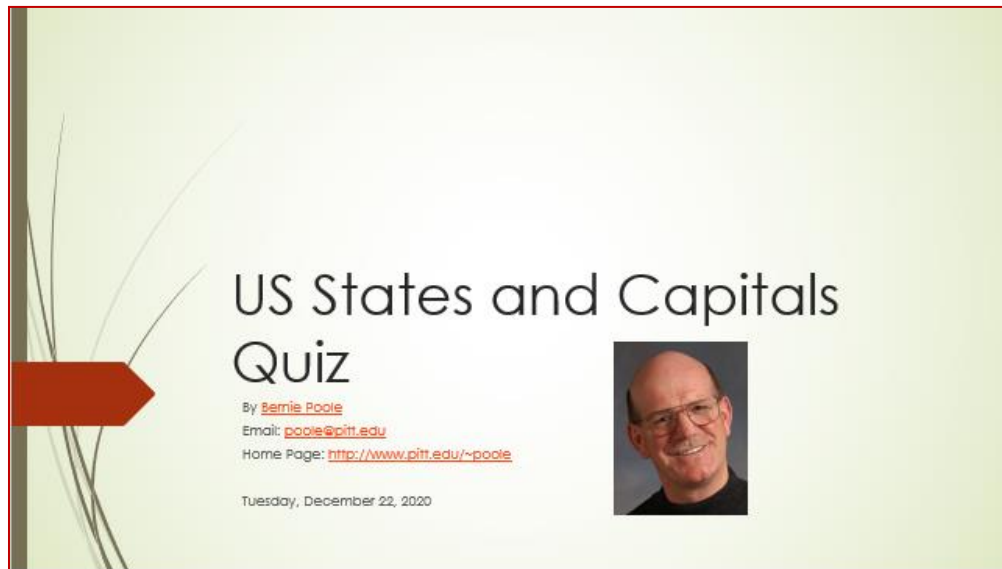

Fig. 10.52 Final version of the Title slide

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: Function over Style!

Tips on color choices for printing
Lesson 9 covered the topic of printing *PowerPoint* presentations (see Lesson 9 at http://www.pitt.edu/~poole/Office365Tutorials/365Lesson9.pdf and scroll to page 345).

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* and in the *Color/Grayscale* box in the *Print* window, click the arrow and choose either *black and white* or, better yet, *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* (or *Function before Form*). 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 three steps in creating a *PowerPoint* presentation: 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're 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 365* 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 365* reference manual.[2] 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.

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[2] Here is a link which you may find useful: https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787?wt.mc_id=otc_home

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.