



Microsoft PowerPoint® In The Classroom

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Why should I use PowerPoint in my classroom?

For Teachers:

- PowerPoint is an engaging instructional tool
- No more “stand and deliver”
- You can make direct instruction a visual and auditory learning activity by incorporating video clips, audio clips, text, and graphics
- Keeps the presenter on track and organized
- Easy to update or change
- No more drawing graphs and charts on poster paper—create it once and you’re done
- Saves time drawing a complex equation on the board—do it once!
- Won’t get mixed up like overhead pages when they’re dropped on the floor
- You can stop and know where to start after lunch, a fire drill, or the end of the class session
- Teams know what the other teacher has presented
- You can share the presentations with the next grade level for review
- Upper grade teachers can print the slides as handouts for student note taking
- E-mail your presentation to absent students or send it with a vacationing student
- Differentiated instruction—create remedial or GATE lessons for student viewing
- Send important information home to parents (bicycle safety)
- Self-checking games and learning centers

For Students:

- Students can review your presentations when needed
- Students have to know more than the words on the slide
- Groups can create parts of the presentation and put it together
- Fun, interesting way to talk to the class
- Great way to showcase projects for families and guests
- Create the slides and exchange information with online collaborative projects and e-pals
- Electronic Portfolios

When allowing students to use PowerPoint as a presentation tool, make sure they have a presentation, not just a group of slides. Require them to research and create a paper or detailed information about their topic. The PowerPoint presentation should be the “outline” not the information.

What are some ways to use PowerPoint in my classroom?

- Direct instruction, Review
- Label a map and use it for identification
13 Colonies, European countries
- Pictures of animals for classification or habitat
- Games (teacher created and pre-done downloads)
- Spelling Word and Vocabulary introduction or review
- Introduce prefixes (unicycle, bicycle, tricycle) with photos
- Introduce new unit-step by step such as ancient Greece
- Post student projects to the web
- Post lessons/presentations to the web
- Continuously running Open House Presentation
- Create a photo essay to study fashion trends
- Create class books and permanent records of projects

Do I have to create new presentations all the time?

No, check out these websites for ready made presentations

Astronomy:

<http://www.astro.ufl.edu/public/multimedia/>

Games:

<http://www.grand-blanc.k12.mi.us/pptgamedownload/>

<http://www.teachnet.com/lesson/misc/winnergame022500.html>

Project Ideas:

<http://electricteacher.com/powerpoint.htm>

http://www.education-world.com/a_tech/tech013.shtml

Technology workshop and colleague presentation:

<http://school.discovery.com/schrockguide/ppoint.html>

Multiple Subjects:

<http://www.nebo.edu/nebo/ppt/>

http://personal.monm.edu/baker_marie/powerpoint00.htm

http://personal.monm.edu/baker_marie/powerpoints01.htm

Kindergarten Units:

<http://jf048.k12.sd.us/butterflies.htm> Butterflies

<http://4dw.net/bestteacher/ppt.html> Class book ideas

<http://4dw.net/bestteacher/pptshow.html> Book of colors

Science and Social Studies (K-5)

<http://www.seaford.k12.de.us/it/pp/home.htm>

Writing Process:

<http://owl.english.purdue.edu/workshops/pp/>

Work in grade level or district teams to create and trade presentations on standards and thematic units.

What else can I do with PowerPoint?

Sites for additional tutorials: (for you, parent volunteers, and students)

<http://www.online.tusc.k12.al.us/tutorials/pptclass/pptclass.htm>

http://www.internet4classrooms.com/on-line_powerpoint.htm

<http://www.west.asu.edu/achristie/powerpoint/>

<http://cit.duke.edu/resource-guides/methods-powerpoint-presentations.htm>

Games and Classroom Ideas:

Designing your own "uncover" game: (intermediate)

<http://rcs.rcps.k12.va.us/creativeways/undercover.htm>

Designing your own games: (advanced)

http://soe.caahs.colostate.edu/cttec/PDF/designing_interactive_games.pdf

How to make a class book (lesson plan)

http://panther.bsc.edu/~lelokey/PowerPoint_Book_lesson_plan.htm

Sample Back-to-school night presentation

<http://www.d91.k12.id.us/sunny/classes/jackson/Backtoschoolpres3.htm>

Sources for Free Clip Art: Be sure to search the web for additional sites.

<http://www.edselect.com/clipart.htm>

<http://www.teachnet.com/how-to/clipart/>

<http://www.theteachersguide.com/Freebies.html>

http://www.free-clipart.co.uk/education_clipart.shtml

Digital photographs and paintings of historic significance in American history:

Library of Congress Digital Library Information:

<http://memory.loc.gov/ammem/ndlpedu/lessons/primary.html#object>

US National Archives & Records Administration:

<http://www.archives.gov/index.html>

General information lesson plans and ideas:

<http://www.brainybetty.com/educators1.htm>

Information on Copyright Issues:

<http://www.techlearning.com/content/outlook/pdq/2003/4-15.html>

How to create the Jeopardy Game using the blank template:

Go to slide one and type in your categories.
Choose the **second** slide and **double click** on it.
Begin typing your first answer.

Double Click on **slide 3**, and **type your question**.
Remember the format of Jeopardy. The answer is in the form of a question

Each slide is in order, going down the category e.g.:

First category for 5 points is slide number 2 and 3.

First category for 10 points is slide number 4 and 5 etc.

by Eleanor Savko

<http://www.trimble.k12.ky.us/Creating%20a%20Jeopardy%20Game.doc>

To download Ms. Savko's version of Jeopardy go to:

<http://www.trimble.k12.ky.us/BlankJeopardy.ppt>

When using PowerPoint in the Primary Grades:

Have a parent volunteer work with the students to create the slides and setup the presentation. You want the students focused on their research and storyboard.

Use more teacher created presentations, games, and activities.

When using PowerPoint in the Upper Grades:

Work with the computer lab teacher to have the students learn the basics of slide creation.

Have parent volunteers ready to assist when students are working on the slides in the classroom. You still want the students focused on their research and storyboard.

Use teacher created presentations, games, and activities.

Have students take notes on the handouts.

All Grades:

Ask parents to install the PowerPoint viewer on their home computer so they can view the presentations from your class website or e-mail.

<http://office.microsoft.com/downloads/2000/Ppview97.aspx>

Other Useful Technology:

Digital Camera

Scanner

Digital Projector

Connection to large screen television (this could be fuzzy)

Laser Pointer and/or Wireless Remote Presenter

How do I grade PowerPoint presentations?

Many teachers create basic multimedia rubrics and checklists for PowerPoint presentations at the beginning of a school year and adapt them for each project. I would encourage you to involve your students in the creation of these rubrics and to always present the rubric as the assignment or unit starts.

Jamie McKenzie suggests that teachers create multimedia rubrics that focus on content, originality, and style. In [How Teachers Learn Technology Best](#), he offers these suggestions:

- Is the presentation original and inventive? Students should not “plagiarize” other sources (proper documentation of sources is required).
- Does the “glitter” contribute to the effectiveness of the presentation?
- Is the quality of the presentation grade level appropriate?
- Does the written storyboard support the presentation? (Or written report)
- What resources are the students using? A mixture of print and Internet should be required.

Check out Jamie McKenzie’s article “Scoring Power Points” at <http://www.fno.org/sept00/powerpoints.html>

The University Of Northern Iowa has set up an excellent web resource for rubrics. Cooperative grouping, research reports, PowerPoint, and other multimedia rubrics are included. This is a great starting place. <http://www.uni.edu/profdev/rubrics/pptrubric.html>

Tech Trekers has links to online rubric builders. <http://www.techtrekers.com/rubrics.html>

Think 2 Learn has created a webpage of links to PowerPoint tutorials, teacher presentations, student presentations, and rubrics. This is a well designed starting page. <http://www.think2learn.com/powerpoint/pages/resources.htm>

On the following page is a rubric to evaluate a PowerPoint presentation created for participating teachers in an Induction program. It includes categories for planning, content, layout, graphics, and the actual presentation. As the teacher, you would probably want to include more on the student’s actual oral presentation.

PowerPoint Rubric

Activity	Incomplete	Proficient	Exemplary
Planning	No evidence of preplanning for presentation.	<p>Preplanning was adequate to enable the PT to prepare the presentation.</p> <p>Additional planning would enable the PT to more efficiently create their presentation.</p>	<p>Preplanning enabled the PT to construct their presentation easily and quickly. Preplanning shows evidence of logical sequence for material, attention to background, fonts, colors, and transitions. URLs and graphics are listed for insertion.</p>
Content	Content was weak, or incorrect. No evidence of research.	<p>The content is written in a logical sequence.</p> <p>Information is accurate and effective.</p>	<p>The content is well organized and appropriate to the audience.</p> <p>Material is correctly documented when appropriate.</p>
Text Layout	Difficult to read due to use of paragraphs, dark fonts, and non-contrasting backgrounds.	<p>Fonts are easy to read and point size varies to enhance readability of the text.</p> <p>Some lengthy information is included on slides.</p> <p>Graphics enhance the presentation and are to the side of the slide.</p> <p>Bulleted lists are used effectively.</p>	<p>Font size and color changes for text emphasis and titles.</p> <p>Use of italics, bold and underline enhance the readability of the text.</p> <p>Text is appropriate length for audience.</p>

PowerPoint Rubric			
Activity	Incomplete	Proficient	Exemplary
Graphics, Sound, Transitions	No graphics, sound, or transitions are used in the presentation.	Graphics, sounds, and transitions are used in the presentation. They are generally used appropriately and enhance the presentation.	Graphics, sound, and transitions are used appropriately and enhance the presentation. Design elements combine with content to create a high impact presentation.
Save and Print	PT cannot save the presentation without help. PT cannot print the presentation without help.	PT can save the presentation. PT can print the presentation. PT has difficulty printing in multiple formats.	PT can print the presentation in multiple formats such as 3, 6, or 9 to a page. PT can save presentation as an HTML document.
Presentation	PT did not give the presentation.	PT gave the presentation.	PT's presentation was enhanced through the use of the slides and handouts.

Sources for rubric <http://www.ncsu.edu/midlink/rub.mm.st.htm>
<http://www.uni.edu/profdev/rubrics/pptrubric.html>

Participating Teacher's Name _____

Participating Teacher's PowerPoint Presentation has been scored as:

Incomplete

Proficient

Exemplary

Professional Development Provider Signature _____

Date _____

OBJECTIVE 1: CREATE A NEW PRESENTATION

1. Launch PowerPoint.
2. Ensure that **Blank Presentation** is selected in the *Create a New Presentation Using* radio button group. If it isn't, simply click on the radio button. (Remember, radio buttons are mutually exclusive – only ONE within the group can be selected.)
3. Click OK.
4. Normally, the *New Slide* selection window (Figure 1) will appear. If it doesn't (PowerPoint can be configured such that this window does not automatically appear), simply pull down the **Insert Menu**, then select **New**

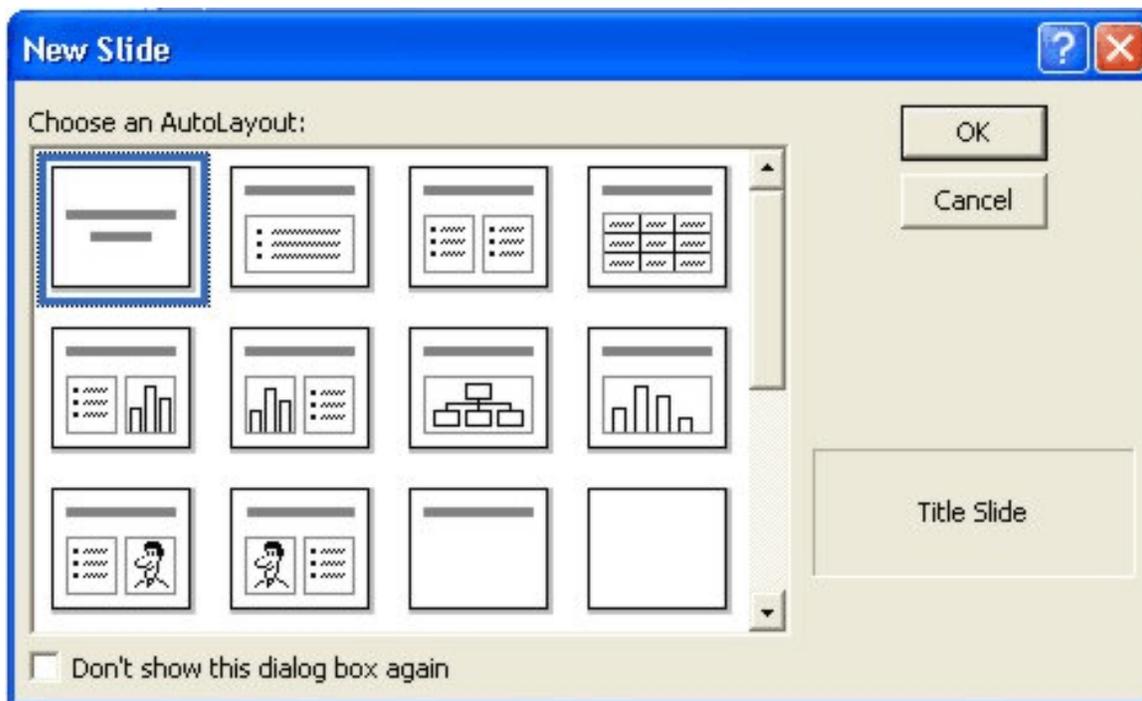


Figure 1: New Slide Window

Slide (or press CTRL-M). On the *New Slide* selection window, choose from the available slide layouts by clicking on the design desired, then click **OK**.

5. Once the type of slide is selected, the “Normal” PowerPoint view (Figure 2) will be on the screen. This is where you’ll do most of your slide creation and editing. The screen is composed of two distinct panes. On the left,

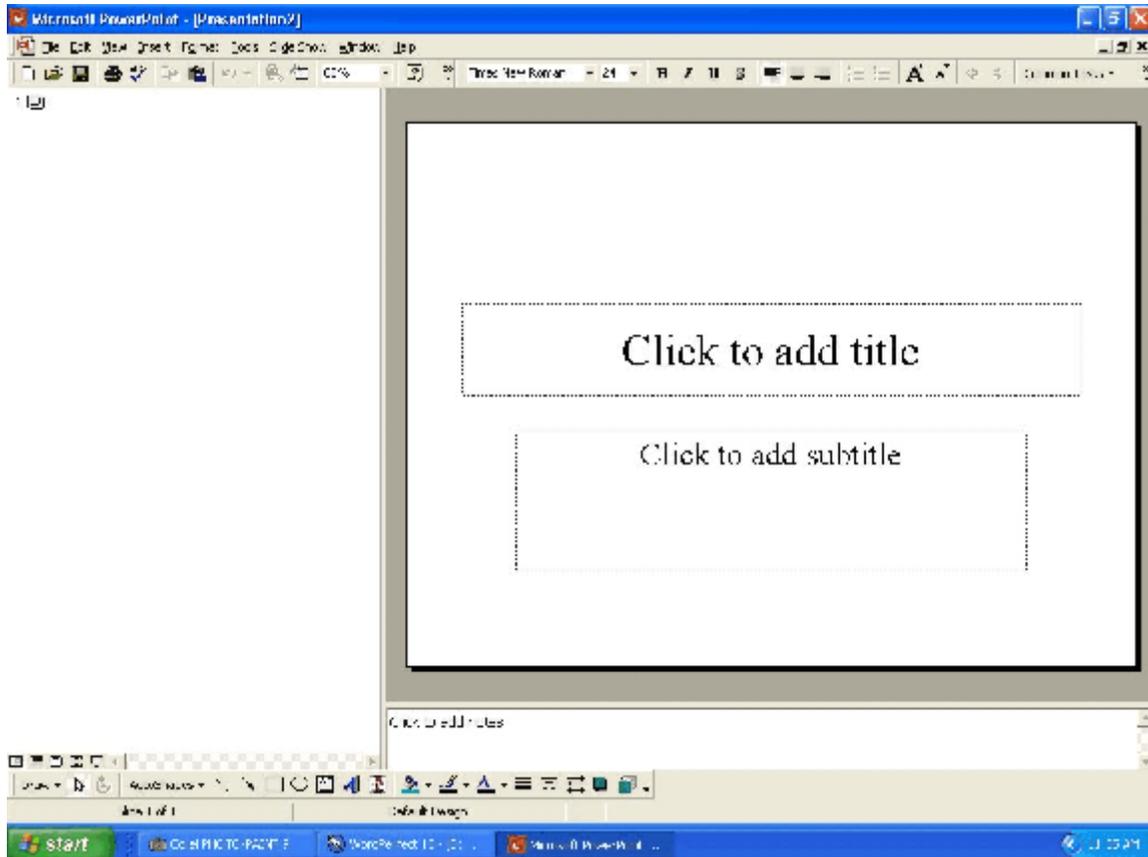


Figure 2: PowerPoint’s Normal View

your outline will be displayed, and on the right is the currently selected slide.

6. To continue adding slides, pull down the **Insert Menu**, then select **New Slide** (or press CTRL-M). On the *New Slide* selection window, choose from the available slide layouts by clicking on the design desired, then click **OK**. Repeat as necessary.

OBJECTIVE 2: FORMATTING SLIDES

There are many ways to format slides in PowerPoint. Although adding text and graphics are the most basic ways to format your slides, you can also add colorful backgrounds, use different fonts, add sounds and do many other things that will help your audience pay closer attention. In this lesson, we'll cover each of the following formatting techniques:

1. Adding and formatting Text
2. Adding a Background Color
3. Adding a Color Scheme
4. Applying Design Templates
5. Adding Graphics

Adding Text to Your Slides

1. When you've selected a new slide format and the new slide is on the screen, click in any of the text areas on the slide to add your text. When you click in a text area, the PowerPoint prompt will disappear and be replaced by a cursor. When you're finished, don't press RETURN or TAB, as either will be inserted into the text. Just click on a new text area to continue working, or right-click in the current text box to change the formatting of your text.

Formatting Text

1. It's very easy to change fonts, alignment and other text attributes while in PowerPoint. First, you need to decide what text you want to change, and select it using the mouse. Then, right-click anywhere in the selected text area, and select **FONT** (see Figure 3). This will allow you to change many parameters regarding the text you have selected (font, size, color, alignment, etc.)



Figure 3: Formatting Selected Text

- After you've selected **FONT** from the menu, the *Font Window* will appear (see Figure 4). This window's option allows you to change each of the following parameters: Font, Font Style, Size, Effects (Underline, Shadow, etc.) and Color. Also, by checking the **Default for New Objects** checkbox, all subsequent text you create in this presentation will have the parameters you select here.

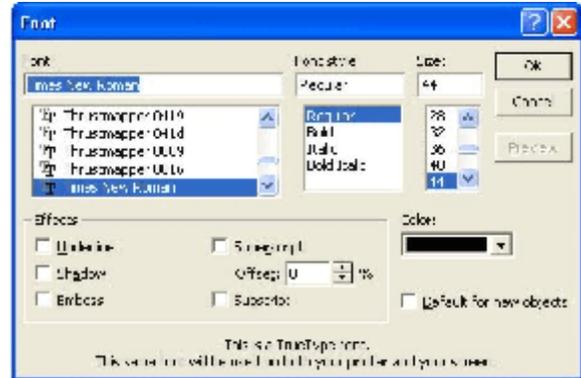


Figure 4: Font Window

Changing the Slide Background Color

- To change the background color of your slide, pull down the **Format Menu** and select **Background**. The *Background Window* (Figure 5) will be displayed, which will allow you to change the background color of either the current or all slides in your presentation. Simply use the drop down box (which currently shows white) below the sample window to display a list of colors for your background. From this drop-down box, you may also select custom colors and patterns for your slide background.

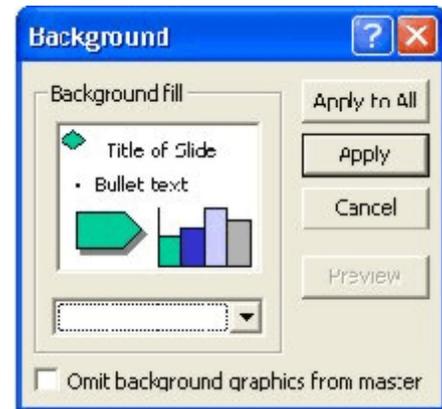


Figure 5: Background Window

- When you're satisfied with the background color (use the preview button to see what your color will look like), click either the **Apply** button (to apply the new color to the current slide only) or the **Apply to All** button (to apply the new color to ALL slides in your presentation).

Changing the Color Scheme

- The color scheme of your presentation takes into account all of the objects within your presentation, including bullet points, text, backgrounds, objects and graphs. To change the color scheme, pull down the **Format Menu** and select **Color Scheme**. The *Color Scheme* (Figure 6) will be displayed, which will allow you to change the color scheme of one or all of

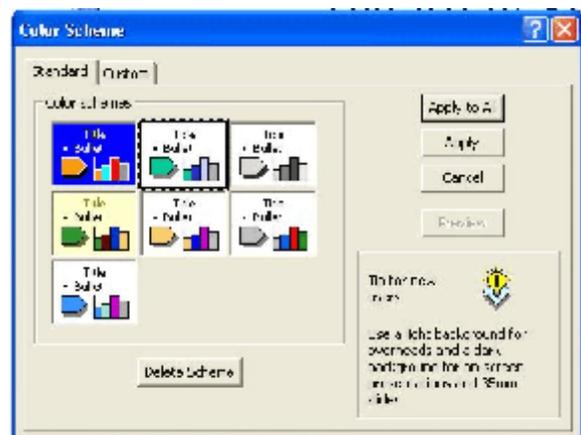


Figure 6: Color Scheme Window

the slides in your presentation.

2. You may either select from one of the pre-formatted color schemes, or select the **Custom** Tab at the top, and create your own scheme. The custom tab allows you to change colors for each of the following parameters: Background; Text and Lines; Shadows; Title Text; Fills; Accent; Accent and Hyperlink and Accent and Followed Hyperlink. Each of these colors will remain consistent throughout your presentation if you select **Apply to All** when you are finished.

Using Design Templates

1. PowerPoint has included a number of pre-designed templates that make presentations look professionally produced. Selecting these is easy, and they do add both style and impact to your presentations.

2. To select one of these templates, pull down the **Format Menu** and select **Apply Design Template**. The *Apply Design Template* (Figure 7) will be displayed, which will allow you to browse through and select one of the many included templates that are shipped with PowerPoint. You'll notice, as you scroll down the list of available templates, each template's design is displayed on the right hand side of the window. To select the currently displayed template, simply click **Apply**. Note that when you select a design template, it is automatically applied to the entire presentation, not just the current slide.

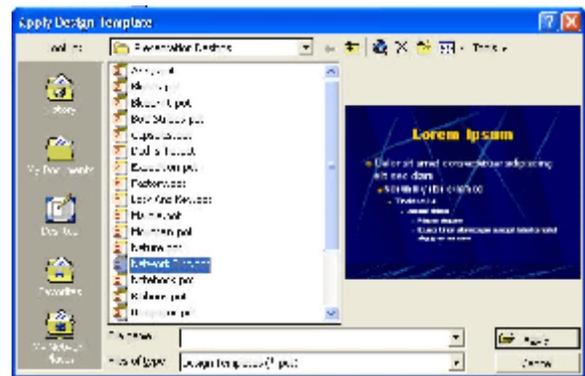


Figure 7: Apply Design Template Window

Adding Graphics to your Slides

1. Not all slides have positions for graphic elements, but some formats do contain boxes that are pre-defined for the insertion of graphic elements. When you have selected one of these slide formats, the box for the graphic will contain the following text: "Double click to add clipart". PowerPoint comes with many different clip-art designs, all of which are categorised for easy retrieval. When you double click on the graphics box,

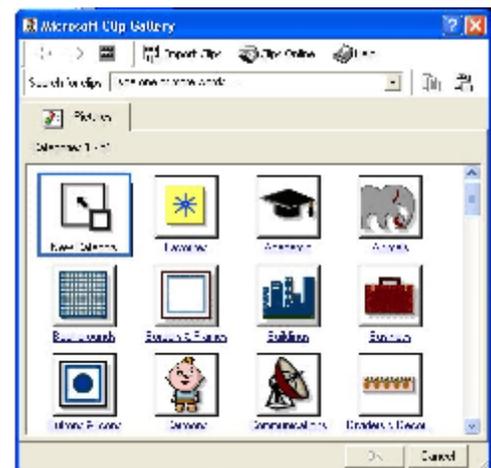


Figure 8: Clip Gallery Window

the *Microsoft Clip Gallery Window* (Figure 8) will appear and allow you to select a graphic from its myriad choices. Please note that the clipart gallery is limited in what it contains until you begin to fill it up with graphics of your choosing.

2. Once you've selected your clip art, it will be inserted into the graphics box on your slide. If that graphic is the right size, you're finished. If you'd like to resize or move it, proceed to step 3.

3. To resize or move your graphic, first click on the graphic once. You'll notice that the graphic should now have eight "handles" (Figure 9). These handles assist you in resizing the image. Before we try anything, let me describe each of the handles and their purpose.



Figure 9: Graphic "Handles"

- a. First, the four corner handles will allow you to resize the graphic in both the X and Y dimensions simultaneously. In other words, you can stretch the graphic both vertically and horizontally. As you move your mouse pointer over the corner handle, the pointer changes to a diagonal double-ended arrow, signifying that this handle enlarges or shrinks the graphic along both axes. To do this, click and hold on any of the corner handles and move your mouse around. You'll see that you can stretch the graphic to make it bigger or smaller. You'll also notice that the graphics proportions remain the same (i.e., you can't stretch vertically without stretching horizontally). This proportional resizing is called *constrained* resizing.
- b. The four handles that are in the middle of each of the four sides of your graphic allow you to resize the image (bigger or smaller) in only one direction. You'll notice that as you move your mouse pointer over the corner handle, the pointer changes to a double-ended arrow, oriented perpendicularly the side that your mouse pointer is on, signifying that this handle enlarges or shrinks the graphic along both axes. To do this, click and hold on any of the corner handles and move your mouse in the direction of the arrows. You'll see that you can stretch the graphic to make it bigger or smaller. You'll also notice that the graphics proportions DO NOT remain the same (i.e., the graphic stretches in one direction only, which distorts the image).
- c. To MOVE the image, click and hold anywhere inside the image (i.e., not on a handle) after you've selected it. The image will now move with your mouse until you release the mouse button.

OBJECTIVE 3: TRANSITION EFFECTS

Transition effects are sounds and graphic effects that are initiated when you change from one slide to another. PowerPoint provides many interesting effects and sounds that can be used as transitions. As in most other areas of PowerPoint, transition effects can be specified for individual slides, or for the entire presentation.

Adding Transition Effects

1. You can open the transition effects window from almost anywhere in PowerPoint. Pull down the **Slide Show Menu**, and select **Slide Transition**. The *Slide Transition Window* will appear (Figure 10).

2. The *Effect box* in the *Slide Transition window* controls the type of visual (graphic) transition only. Using the drop down box, you can select from transitions such as Fade through Black, Uncover Up and Wipe Down. Each is completely different, and as there is no preview, you'll have to experiment. There's also a radio button for the speed of the transition, either Slow, Medium or Fast.

3. The *Advance Box* in the *Slide Transition Window* controls how the presentation advances to the next slide. This can be either timed (automatic) or manual, via a mouse click. Since presentations seldom take the same amount of time on each slide (or for each presentation), slides are usually advanced manually.

4. The *Sound Box* in the *Slide Transition Window* allows you to add a sound to each slide transition. Sound files for this purpose are included with PowerPoint. Simply use the drop down box to select one of the sounds.

5. After selecting your transition effect and/or sound for your slide transitions, you may either click **Apply** to add these effects to the current slide, or click **Apply to All** to add them to your entire presentation.

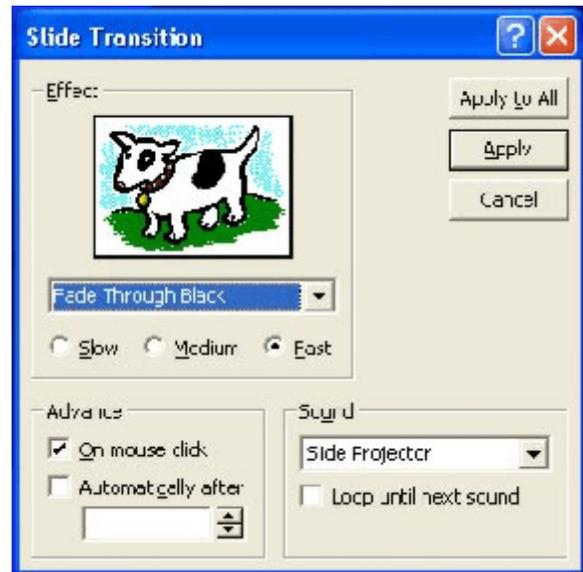


Figure 10: Slide Transition Window

Adding Custom Animations

Custom animations can be added to each OBJECT on your slide, including graphics and bullet points (text objects). Usually, they are associated with bullet points, where each bullet point zips in from the side of the screen (or uses some other cool effect to pop into existence). But care needs to be taken with these, since if you add one text object with three bullet points in it, they'll only perform one wonderful animation, not three. So what you need to do is create additional text objects, and put one bullet point in each object – then add the custom animations to the three separate objects. Here's how to do that:

1. First, since you already know how to create a new slide, please do so. Pick the second slide example from the left in the top row (see Figure 11), and click **OK**. This slide has two text objects: A title area, and a text area for bullet points. Once you get it on the screen, put some sample text in the Title area and then let's concentrate on the text area for the bullet points.

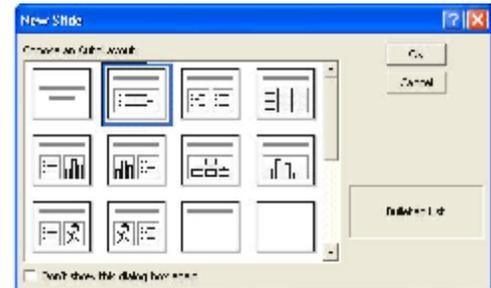


Figure 11: Pick the highlighted slide

2. Type in the text for the first bullet point. Make it no longer than one line. But do not press ENTER (or RETURN) at the end of the line. That would create a new bullet point, and that's what we don't want. Since the cursor is still flashing where you left it, and the entire text object is still selected (see the eight handles on the text object?), let's make the whole text object smaller. What we want to do is grab the object handle in the center of the bottom edge of the text object (move the mouse over the handle until the mouse pointer changes to a vertical double-headed arrow) and drag it UP until the text object is just big enough to hold our single, bullet point. See Figure 12 for what the slide should look like when you're done.

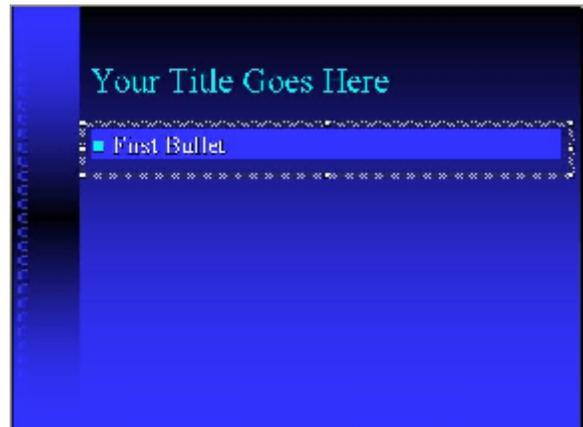


Figure 12: Resized Bullet

3. Now let's make a duplicate of the bullet. With the first bullet point still selected (if it's not, just click on it), Pull down the **Edit Menu** and select **Copy**. This copies that object to the clipboard. (Note: If the Copy selection isn't available, click on the border of the text object so that the cursor isn't flashing in the text any more, then try again.) Without moving anything else, let's add a duplicate of the first bullet on the screen by pulling down the **Edit Menu** again and selecting **Paste**. This creates a duplicate of the first bullet on the screen, but it overlaps our first bullet a little. To move it off of the first bullet, move your mouse either onto the line surrounding our new bullet, or just inside the margins of the line. The mouse pointer will change to a four-pointed arrow, which let's you know that you can move the object around on the screen. Move it to a position below the first bullet, and aligned nicely with it. See Figure 13 for what the slide should look like now.



Figure 13: Add Second Bullet

4. Change the text in the second bullet to something else. Click anywhere on the text, and you're back to editing!

5. With the second bullet still selected (but make sure you've changed the text), make a third bullet by following the instructions in step 3 again. Go ahead and align that bullet below the second bullet, and change its text as well.

6. Now we're ready to apply our custom animations to the three bullets. To do this, pull down the **Slide Show Menu** and select **Custom Animation**. The *Custom Animation Window* will appear (Figure 14). You'll note that the top left box shows one title and three text objects that can be animated. The bottom of the box has the **Order and Timing Tab** Selected. First, let's select Text 2 for a custom animation by clicking the check box in the upper left window. Note that Text 2 is actually your **FIRST** bullet point, which is now highlighted on the sample slide, and also appears in the *Animation Order Window* on the bottom. Let's make sure that the **On Mouse Click** radio button is selected in the **Start**

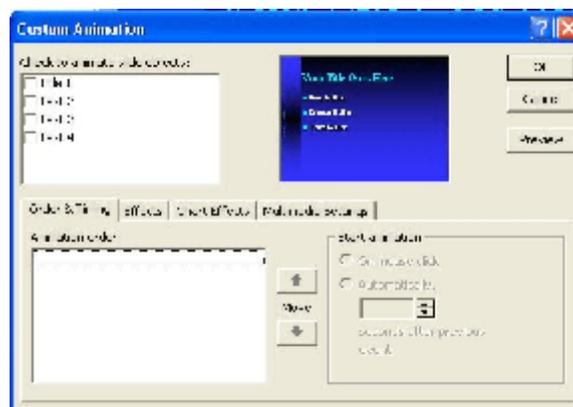


Figure 14: Custom Animation Order

Animation Box on the bottom right. That means that the bullet point won't appear automatically, we have to click the mouse after the slide is displayed for it to appear.

7. Now, with Text 2 highlighted in the Animation Order Window, click on the **Effects Tab** and let's add an effect to our first bullet point. Selecting the Effects Tab displays a completely different bottom half of the Custom Animation Window, as shown in Figure 15. This window allows us to select the entry animation, sound, how the text is introduced, and what to do after the animation is done. Let's select the **Fly** animation from the first drop down menu, and **From Right** from the second drop down menu. And just because we can, select the **Whoosh** sound from the long drop down box below the first two. Take a look at the rest of the options on the page, but we won't be changing them for this example. Now do the same to the second and third bullet points (Text 3 and Text 4, respectively) by following the instructions in Steps 6 and 7 again if you need to. Don't leave this window, just select the **Order and Timing Tab** again to start working with a different text object.

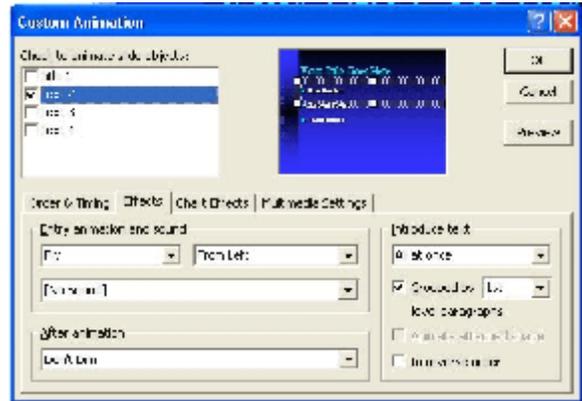


Figure 15: Custom Animation Effects

8. Now when you play your presentation, you'll have to click the mouse three times once this slide is displayed, once for each bullet point. Each of the bullet points will whoosh in from the right-hand side of the slide.

- (a) First, (if you haven't already) close the website that has the sounds on it.
- (b) In PowerPoint, pull down the **Insert Menu**, click on the **Movies and Sounds** menu item, and select the **Sound from Gallery** menu item on the flyout.
- (c) After the Microsoft Gallery window (Figure 1) opens, select the Music category. Your sound should be located here. To select it, click on it, and select the top icon (**Insert Clip**). Then close the Microsoft Gallery window.
- (d) PowerPoint will ask if you want the sound to play automatically, or if it should play when you click on it. For our purposes, click **Yes** to have the sound play automatically. Then move the sound icon (which looks like a loudspeaker in the center of the slide) down to the bottom left corner of the slide by dragging the icon there with your mouse.

b. Sound from File:

- i. The **Sound from File** option requires that you already have a sound file on your computer that you wish to add to your presentation. Selecting this option brings up the *Insert Sound Window* (Figure 17), which looks just like the Windows Explorer, and allows you to navigate around your computer and locate the sound file you want.

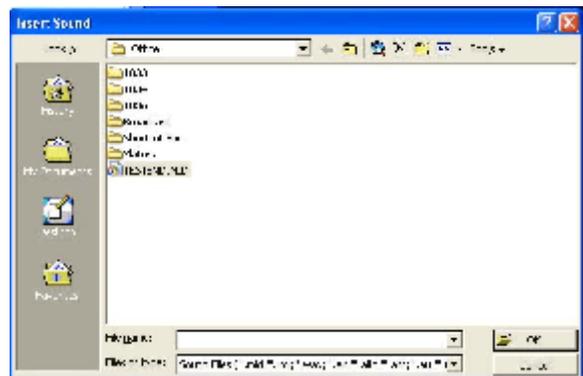


Figure 17: Insert Sound Window

- ii. By default, the Insert Sound Window begins looking in the \Program Files\Microsoft Office\Office directory. Normally, Microsoft Office installs a file there called TESTSND.MID, which you can use as a test file for your sounds. To select that file, highlight it, and press **OK**.
- iii. After selecting that file, PowerPoint will ask if you want the sound to play automatically, or if it should play when you click on it. For our purposes, click **Yes** to have the sound play automatically. Then move the sound icon (which looks like a loudspeaker in the center of the slide) down to the bottom left corner of the slide by dragging the icon there with your mouse.

c. Play CD Audio Track:

- i. The Play CD Audio Track option allows you to pick a track on a CD (one that is already located in your CD-ROM drive) while your slide is being displayed.

- ii. The CD-ROM must be in your computer's FIRST DRIVE (i.e., lowest drive letter) capable of playing an audio CD, even if that drive is a DVD-ROM drive. Otherwise, PowerPoint will not recognise the CD.
 - iii. Select this option by pulling down the **Insert Menu**, selecting **Movies and Sounds**, and finally by clicking on **Play CD Audio Track** on the flyout. This will cause the *Movie and Sound Options Window* (Figure 18) to be displayed. Note: If you've put your CD into the correct drive, the last track number (i.e., number 14 in Figure 18) will be displayed. If both the starting track and ending track display 1, then your CD isn't being recognised, it's in the wrong CD/DVD-ROM drive, or it only has one track on it.
 - iv. You can use the up and down toggles to select any individual or sequence of tracks that you'd like played, or any segment of a single track, using the time indicators. Once you've selected the tracks and/or times, and whether or not you'd like to loop the selection (play it over and over until you move to the next slide), click **OK**.
 - v. After selecting that file, PowerPoint will ask if you want the sound to play automatically, or if it should play when you click on it. For our purposes, click **Yes** to have the sound play automatically. Then move the sound icon (which looks like a CD-Rom disc in the center of the slide) down to the bottom left corner of the slide by dragging the icon there with your mouse.
- d. Record Sound:
- i. This feature allows you (assuming that you have the proper equipment) to record a sound and have it played on the currently selected slide. This document will not cover this topic in detail, since it's an advanced concept.



Figure 18: Movie and Sound Options Window

OBJECTIVE 5: PRINTING YOUR PRESENTATION

There are a number of helpful options when it comes to printing presentations from PowerPoint. You can print slides with notes for presenters, handouts for students, and even traditional transparencies (with the proper media and printer combination).

Printing your Presentation

1. First open the *Print Window* by pulling down the **File Menu** and selecting **Print** (Figure 19). In this window are all the options you'll need to print slides, handouts, notes and outlines of your presentation.
2. The Print Window is very similar to other print dialogues that you see in almost every other windows program, until you get down to the bottom third of the window. PowerPoint's *Print Window* differs in the **Print What:** section, and that's what we'll cover here.
3. The first drop-down box allows you to print any of the following: Slides; Handouts, Notes Pages or an Outline View. We'll cover each in more detail below.

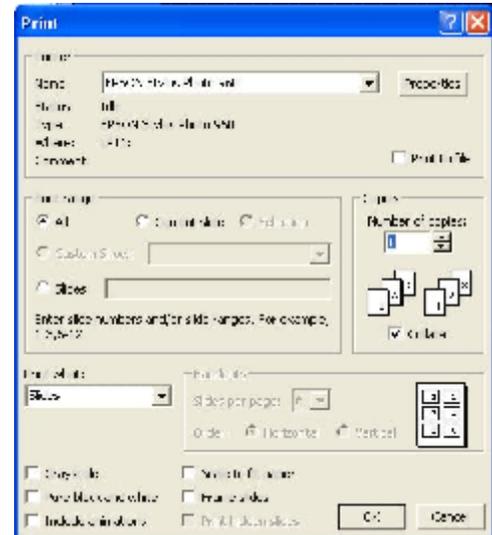


Figure 19: Print Window

- a. **Printing Slides:** This option allows you to print copies of the slides themselves, using all the normal windows options (for quantity, series, individual slides, etc.). This is also where you'd print slides on transparencies so that you could give your presentation using a standard overhead projector.
- b. **Printing Handouts:** When this option is selected, it enables the **Handouts** section to the right of the drop-down box. This section allows you to conserve paper by printing multiple slides per page, in either a portrait or landscape format. Standard layouts range from 2 to 9 slides per page.
- c. **Printing Notes Pages:** In normal circumstances, notes you've placed on a slide for your own purposes do not print. However, when this option is selected, all your notes for each slide will print on a page along with the slide itself. These printouts are usually intended for the presenter.
- d. **Printing Outline Views:** Outline Views are also normally intended for the presenter, as they don't print slide copies, only the overview text that's usually displayed on the left side of PowerPoint's "normal" view.

OBJECTIVE 6: RE-ORDERING, RUNNING and SAVING YOUR PRESENTATION

Once you've gotten your presentation into a reasonable semblance of order, you'll first want to run through it once or twice, then perhaps move a few slides forward or back, and then save it so that you can use it later. These are the topics we'll cover now. We'll show you how to re-order your slides, run a sample presentation, and then save the presentation to disk or a network. We'll also talk briefly about the various formats that your presentation can be saved in, such as HTML (for the Internet) and other graphical formats.

Re-Ordering Slides

1. To re-order slides, first change your view to the *Slide Sorter View* by pulling down the **View Menu** and selecting **Slide Sorter**. This will change your presentation view to the *Slide Sorter View* (Figure 20). All the slides in the presentation are displayed in order (in smaller format), and can easily be re-ordered from this screen.
2. Changing the slide order is easy. Simply click and hold on any slide, and drag it to a position in front of (to the immediate left of) the slide that you want it to precede. You'll note that a horizontal line (usually grey in color) indicates the final position of the slide as you're dragging it amongst the other slides (Figure 21). The grey slide positioning line is indicated by the pointer, which shows that the slide being moved will be inserted in between slide numbers 2 and 3.
3. Once the line indicating the slide's new location is where you want it, release the mouse button and the slide will be inserted at that location, and all slides will be re-numbered. It's that easy.



Figure 20: Slide Sorter View



Figure 21: Move Slide Example

Running a Sample Presentation

1. At any time (as long as you've got slides on the screen) you can view your presentation as though you were actually presenting it by pulling down the **View Menu** and selecting **Slide Show** (you may also press **F5**). This will "run" your presentation just like you were presenting it. You can change slides by either pressing the **SPACEBAR** or clicking the **PRIMARY MOUSE BUTTON**. To move back a slide, press the **BACKSPACE** key. If you want to return to your previous view prior to the end of the presentation, press the **ESCAPE** key.

Running a Presentation Continuously

1. Imagine that you've done a PowerPoint presentation for either Open House or Back-To-School Night. Here's a perfect example of a presentation that you want to run before the parents walk in the door, and you don't want to touch it again until they've all left (i.e., you want it to run continuously). Here's how you do that...
 - a. First, open the presentation that you will be using.
 - b. Now let's assign timings to each slide by pulling down the **Slide Show Menu** and selecting **Slide Transition**.
 - c. In the **Advance Box**, click on the **Automatically After** check box, and then input a value (in minutes and seconds) in the space provided. Click the **Apply to All** button, and you now have slide timings. **NOTE:** When you check the **Automatically After** check box, the **On Mouse Click** box stays checked (if it was previously checked). The automatic timing will work as advertised, but if you want to change a slide sooner, a mouse click will also work.
 - d. Now let's tell the show to run continuously without our input. Pull down the **Slide Show Menu** and select **Set Up Show**.
 - e. Click on the **Loop Continuously Until 'Esc'** check box.
 - f. In the **Advance Slides Box**, click on the **Using Timings, If Present** radio button.
 - g. Click **OK**.

Saving your Presentation

1. It's a good habit to frequently save your presentation as you're working on it, since a power failure or other unexpected problem could cause you to lose your work at any time. To do this, pull down the **File Menu** and select **Save**. If you haven't given your presentation a name, do so, and you won't

be asked again.

2. PowerPoint also has the option of saving your presentation in several other formats. These are accessed by pulling down the **File Menu** and selecting **Save As** (Figure 22). The Save As dialogue box has several options in the **Save As Type** drop-down box that we will explore below.

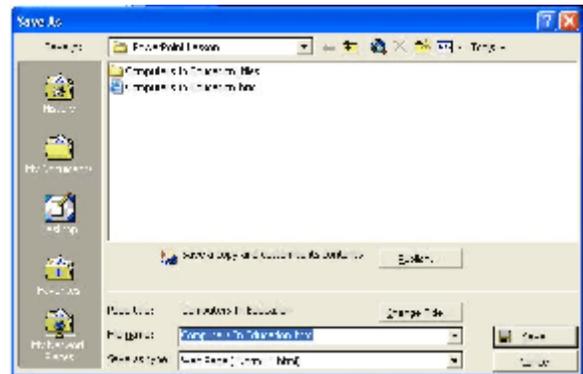


Figure 22: Save As Window

3. The Save As Type drop-down box allows you to save your presentation in several differing file formats. Some are merely for users of differing versions of PowerPoint, while others save the presentation into file formats usable by different programs. The one's we will discuss below are: Web Page (*.htm, *.html); JPEG File Interchange Format (*.jpg); and Outline/RTF (*.rtf).

- a. Saving your Presentation for the Internet (HTML): When you select File, Save As, and select Web Page as your file type, the document created will be viewable by almost any Internet/Web browser software available (i.e., Microsoft's Internet Explorer or Netscape's Navigator). This is an easy way to distribute your presentation to colleagues who might not have PowerPoint loaded on their computers. Selecting this method will place a single file with the extension HTM into the directory in which you are currently saving your presentation, and it will also create a new directory containing additional files and graphics. Web documents create a lot of files, as graphics and text are most often stored separately. Don't be surprised if this new directory contains many more files than you have slides in your presentation.
- b. Saving your Presentation in JPEG format: JPEG is a file format normally associated with graphic images. This option will allow you to create a separate JPEG file for each slide in your presentation, or only the current slide. Regardless of which option you choose, only one slide can be created per file, so if you have a 20 slide presentation (and you tell PowerPoint to create all slides as JPEG files), you'll have 20 more files on your computer. PowerPoint will create a new directory (in the current directory where you're saving things), with the same name as your PowerPoint file name, and in that directory will be the individual files for each slide. The files will have names like Slide1.jpg, Slide2.jpg, etc. Using the JPEG file format allows other programs, such as Word Processors, and Desktop Publishers, etc. to have access to individual slides.
- c. Outline/RTF: RTF (Rich Text Format) is a generic word-processing file format, which is readable by all currently available word processing

software. Selecting this option will allow you to save the outline portion of your presentation (the left side of the screen in the Normal View) into an RTF document. You can retrieve this RTF file into any word processor and freely incorporate your outline into a new or existing document.

OBJECTIVE 7: DOWNLOADING PRESENTATIONS FROM THE INTERNET

Now that you know how to use PowerPoint, wouldn't it be easier if someone had already prepared the presentation for you? Of course it would! There are lots of Websites that offer free PowerPoint presentations that you can download and show free of charge. While most are presentations much like you'll be doing in your workshop (slides), some are completely interactive, like Jeopardy games. The possibilities are limitless! In this objective, we'll show you how to download presentations from the Internet, and we'll also list some sites that have presentations available for download.

Downloading Presentations

1. After you've located a Website that has presentations for download, it's really pretty simple to get it down to your PC's hard disk. First, let's locate a slide show that we want to download. For this example, we went to <http://www.google.com> and used "powerpoint presentations for teachers" as our search phrase. That produced a listing of sites shown in Figure 23. From this listing, we'll use a link that's not displayed in Figure 23. That link was labeled *Cyber Exchange*. Clicking on that results took us to the following URL: <http://208.183.128.3/ce/ppt.htm>. From that starting page, we clicked on a link labeled *Presentations for Grades K-2*.



Figure 23: Google Search Results

2. On this new page (<http://208.183.128.3/ce/ppt1-2.htm>) there are 31 PowerPoint presentations available for download. For purposes of this lesson, let's choose the presentation on Dinosaurs. But before you download it to your hard disk, you'll need to think about where to put the file. Hard disk file organization is not within the scope of this lesson, and it's a very personal thing. Let's leave it at this: You should have a place set aside on your hard disk (a special directory/folder) in which you put untested PowerPoint presentations that you've downloaded from the Internet – and a SEPARATE place to put those presentations that you've reviewed and chosen to keep. For our purposes, we'll use a directory called

C:\PowerPoint Untested.

3. First, scroll down the page until you can clearly see the entire cell with the Dinosaur presentation information in it. Then, move your mouse pointer over the *Download the Presentation* link. Instead of clicking on the link, RIGHT-CLICK on it, and let's take a look at the resulting menu (Figure 24).

We're most interested in the *Save Target As...* link (this link may be labeled *Save Link As...* in other browsers). This link is the easiest way to download presentations, as clicking on it will bring up a **Save As** window and allow you to save the presentation to your hard disk.

It's always easiest to download the PowerPoint file in its native format (with a .PPT extension). An easy way to see which link is to the .PPT file directly is to look at the bottom of your browser window when you roll your mouse over the hyperlink on the page. For instance, when the mouse is on the Download the Presentation link for the Dinosaur presentation, the bottom bar of Internet Explorer shows me that the link is to the following URL: <http://208.183.128.3/ce/k-2ppt/dinosaur.ppt>. Since the filename ends in .PPT, we know it's a PowerPoint file, so that right-clicking on the link and selecting **Save Target As...** will save the PowerPoint file directly to our hard disk. So go ahead and right-click on the Download link, and click on **Save Target As...**



Figure 24: Save Target As...

4. When you click on the **Save Target As...** menu item, a Save As window appears (Figure 25), and we can now save the PowerPoint file to the directory we've selected (C:\PowerPoint Untested). You'll notice the filename is already set for you (you can change it, but if you do, don't change the .PPT extension), so all you really need to do is click the Save button and you're done.

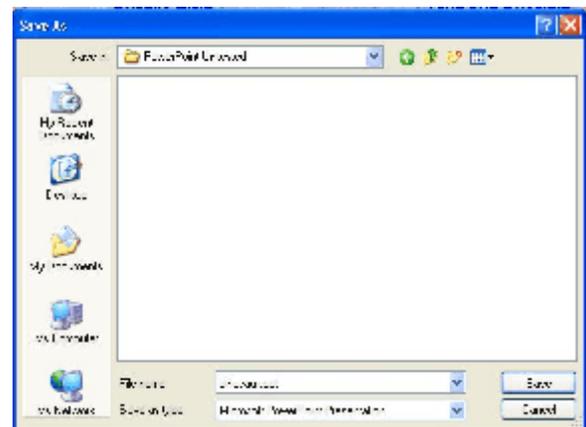


Figure 25: Save As Window

5. To review the presentation later, just launch PowerPoint and open it using the **Open** selection on the **File Menu**. You'll have to navigate to the directory into which you downloaded the presentation, but that's the easy part!

Suggested Links:

Cyber Exchange <http://208.183.128.3/ce/ppt.htm>
Lots of free presentations for download, divided by grade level.

PowerPoint for Teachers <http://www.theteacherspot.com/powerpoint.html>
This site aggregates many other sites that have PowerPoint content for teachers.

Nebo School District, Spanish Fork, UT <http://www.nebo.edu/nebo/ppt/>
A school district offering lots of presentations by grade level.

Netsquirrel.com <http://netsquirrel.com/classroom/>
Patrick Crispen’s PowerPoint presentations for educators. Mr. Crispen is an educational technology specialist, so most of his presentations have to do with technology in the classroom – warning, we all might learn something!