

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, typed text for each slide, added clip art, and set timings. You added an effect to enhance the slide transition, selected a color scheme, and may have even created a new background effect. You chose preset text animation, hid slides, and used Action Buttons. Finally, 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-6 students, what you learned in chapter 8 is just fine. But, if you're ready to take the next step and learn some advanced tricks with *PowerPoint*, or if you teach computer-savvy students who want more challenging skills to master, this chapter's for you.

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

But, what if...

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

A more common application of non-linear *PowerPoint* presentations is in reviewing knowledge. With just a little practice, teachers (and even older students) can create quizzes using *PowerPoint*. In these slide shows, students are asked questions and then click on what they think is the answer. If the answer is correct, the show moves to the next question. If the student answers incorrectly, the show moves the student back to re-answer the question or, if the

question is of the True/False variety, explains why the answer was incorrect before moving them on to the next step in the show.

Once again, the movement between slides is not one-way, not linear, but rather non-linear, the pathway through the show determined by the student's interaction with it.

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

- Using hyperlinks and Action Buttons
- Formatting tricks such as using design templates, replacing fonts, and enhancing graphics
- Inserting sounds, clip art, movies, and hyperlinks (including E-mail links)
- Balancing style and substance in presentations

A caveat before you begin :

If you have not completed the tutorial in Chapter 8 but feel fairly comfortable with the basics of *PowerPoint*, feel free to tackle this chapter. If you are not certain you know the basics of this program, however, skim Chapter 8 to make sure you're ready to begin. Good luck!

10.1 INTERACTIVE POWERPOINT AT WORK

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

Turn on your computer and open the Microsoft Office ***PowerPoint*** presentation program

Showing the Full menus and organizing the Toolbars

In case you're using a computer in a lab or some computer other than your own, you should set the options to *Always show full menus*, *Show the Standard and formatting toolbars on two rows*, *List font names in their own font*, and *Show ScreenTips on toolbars*.

You'll recall doing this at the beginning of all the previous lessons. If the computer you're using doesn't already have these settings, here's what you do.

In the **Tools** menu, select **Customize...**, and in the dialog box that pops up, select the **Options** tab (Fig. 10.1)

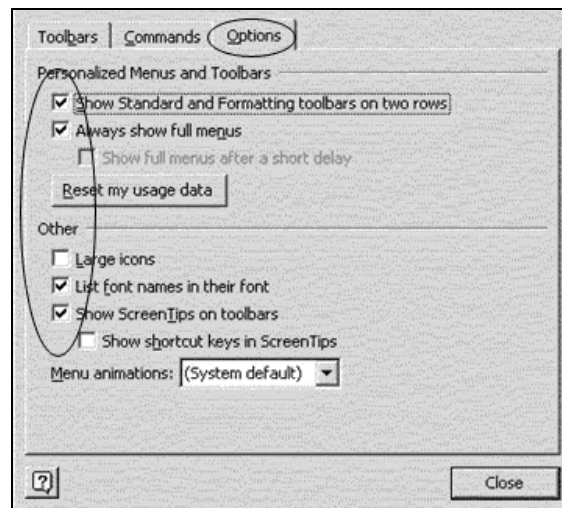


Fig. 10.1 The Customize dialog box

Make sure there is a **check mark** next to the item to **Always show full menus**

Check the box next to **Show Standard and Formatting toolbars on two rows**, **List font names in their font**, and **Show ScreenTips on toolbars**

Click the **Close** button when you're ready

On with the tutorial...

Put your **Work Files for Office 2003 Tutorials** disk in the disk drive

When *PowerPoint* opens, you should see a blank title slide and two panes, one on the left of the blank slide and one on the right.

The left pane allows you to select either of two tabs: Outline and Slides. You'll use both of these in a moment to create and order your slide show. The right pane, common to all the applications in *Office 2003*, is called the task pane (Fig. 10.2).

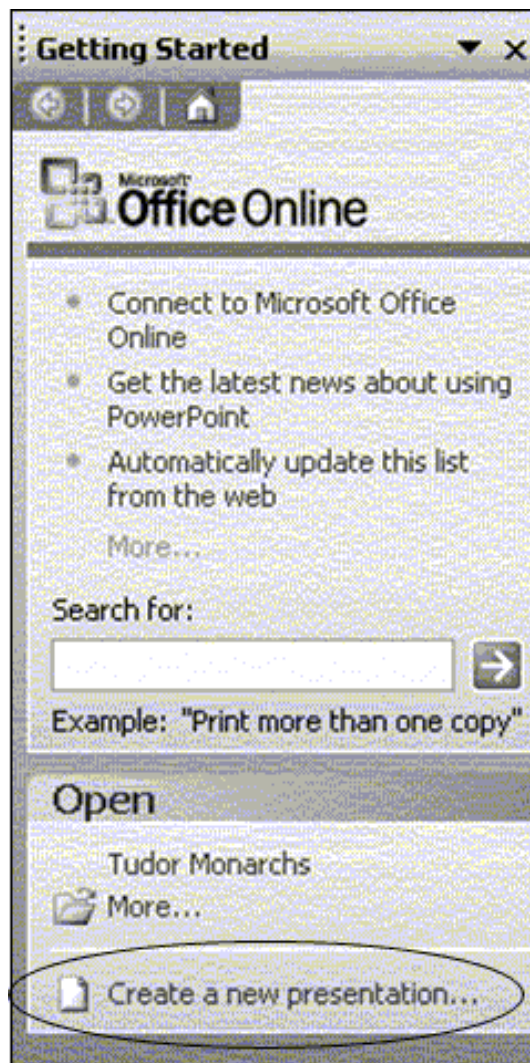


Fig. 10.2 New Presentation Task Pane

Think of the task pane as your "guide at the side"—like a good teacher. You know what you want to do, but sometimes you'd appreciate a little help in how to proceed.

PowerPoint tries to guess which tasks you want to do at a certain point, then offers them as options in this easy-to-use task pane. Since you just opened the program, the task you want to start off with is **Create a new presentation**. You want to find an already made presentation, not create your own just yet.

So, in the **Open** section of the **task pane** click on **Create a new presentation** (Fig. 10.2 above)

In the **Open** dialog box, select your **3½” floppy drive**, click on **Mammal Test.ppt**, then click **Open**

Go to **Slide Show > View Show** to view the presentation (a direction such as this is shorthand for "From the **Slide Show** menu select **View Show**")

Use the mouse (or space bar or right arrow) to move through the beginning slides. Be sure to click on the Action Buttons or answers when indicated. Answer at least one question incorrectly so you can see how the presentation takes you back to re-answer a question should you get it wrong.

Notice also the sound, clip art, and movie/video 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. 10.3).

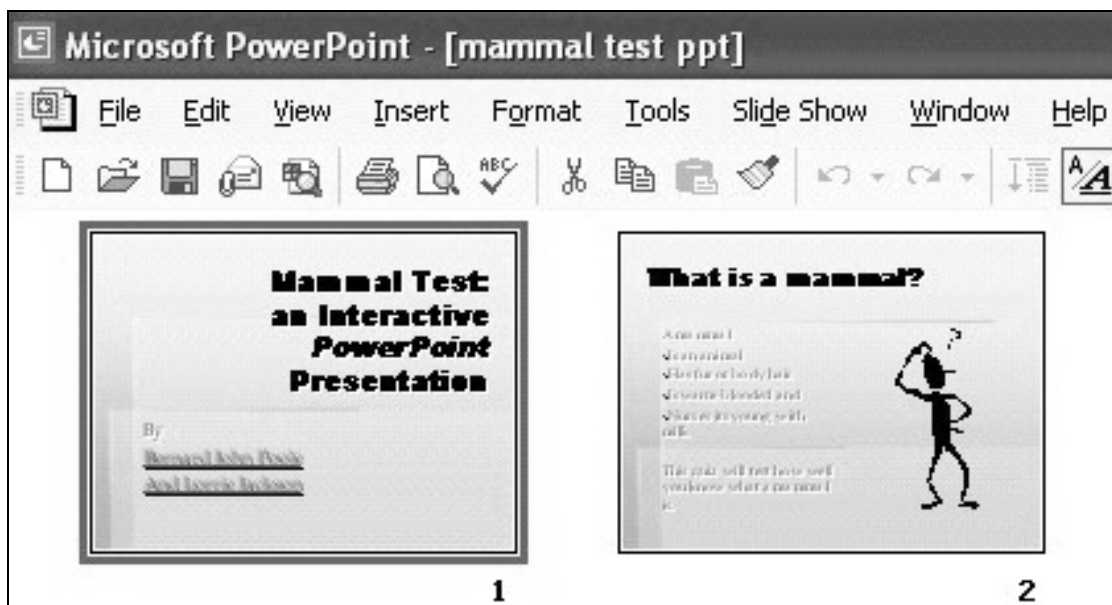


Fig. 10.3 Title and Introduction Slides

You then move to the directions which tell the user how to complete the test, with the test questions following.

An effective interactive slide show must also have a **directions slide** (never assume your audience knows how to take your test) and **question slides**, which contain the questions themselves and the options for answers (See Fig. 10.4).

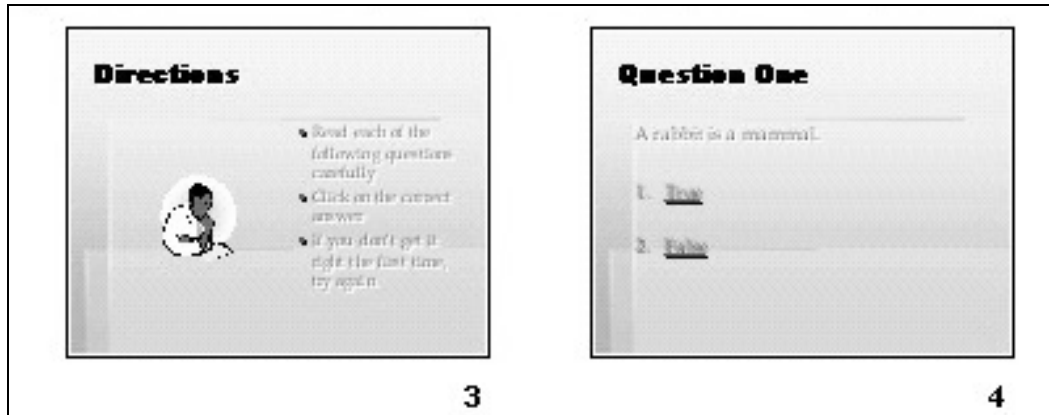


Fig. 10.4 Directions and Question One Slide

The interactive *PowerPoint* presentation has the same elements, with one significant addition: the **feedback slides**. In your class, you grade papers and return them, giving the students feedback on their answers. Here, we have "You're Right" or "Sorry. Try Again" slides that give students feedback (see Fig. 10.5).



Fig. 10.5 Question Two and its Feedback Slides

Lastly, in any *PowerPoint*, it's appropriate to have an **ending slide** for the test, followed by an **acknowledgements slide** (see Fig. 10.6).

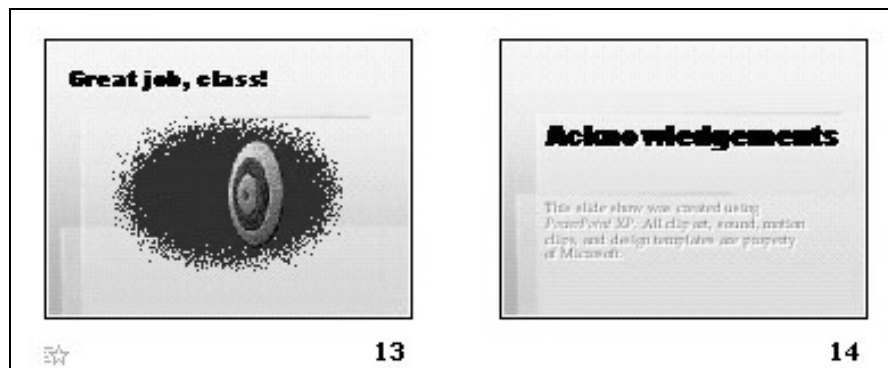


Fig. 10.6 Ending and Acknowledgment Slides

Not only do you set good precedent for citing sources, but 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 hyperlink (also called a bookmark) simply takes you from one place to another: perhaps from one Web site to another, from a Web page to your E-mail program to contact the page's webmaster, or from one part of a document to another.

Absence of Transitions and Animation

Notice the simple, clean style of the Mammal Test slide show. In the previous lesson, you learned how to use the **Custom Animation** feature to make text and graphics move on slides. You also learned how to use different effects for **Slide Transitions**.

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, though, before we begin: if you are a practicing teacher using this tutorial, and you consider yourself an experienced user of the computer, you might like to create a quiz based on your own grade level or subject matter by adapting the upcoming steps. Expert users 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 on your own curriculum!

Hit **ESC** and close the **Mammal Test** presentation when you are ready to continue with the tutorial

10.2 BUILDING THE PRESENTATION

Preparation of the outline

You are going 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.

First, go to **File > New...** (or **CTRL-N**) and in the **New Presentation** task pane on the right of your screen, click on the **Blank Presentation** icon (see Fig. 10.7 on the next page)

Notice that you have the option (see again Fig. 10.7 next page) to click on **From Design Template** if you wished to start out by selecting a background image, color schemes, and fonts before typing your show's text.

However, it is usually best to wait to select a design template (or background and so forth if you wish to design your own slides) until you have typed in all your text. This is because

different templates have different slide layouts (bigger title boxes, less room for bulleted lists, and so on).



Fig. 10.7 New Presentation task pane

This reminds us of a good rule of thumb when creating anything that is designed to inform: Substance Before Style! Or, put it another way, Content counts! Keep this in mind when developing any *PowerPoint* presentation.

To create the U.S. States and Capitals outline, here are the steps to follow.

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

Let's start typing. Figure 10.8 illustrates the content you need for the first three slides.

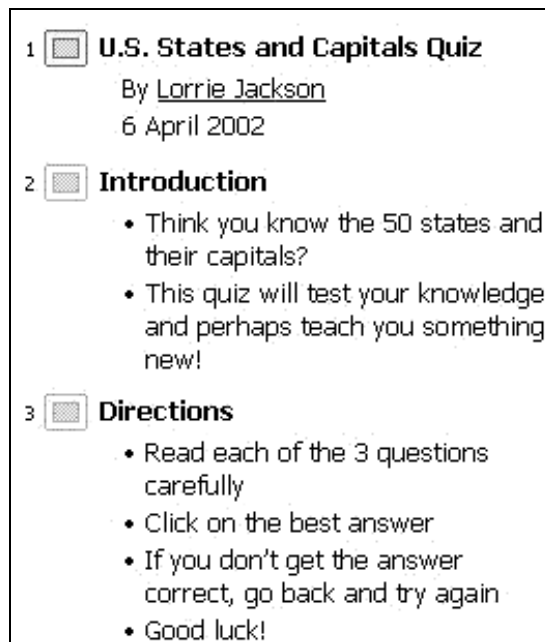


Fig. 10.8 First Three Slides

The Title Slide is tricky when using the **Enter** and **Tab** keys, so follow these directions carefully.

Click inside the **Title box** on the slide itself and type **U.S. States and Capitals Quiz**, then hit **CTRL-Enter**

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

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

Hit **Enter** and go to **Insert > Date and Time**, then **double-click** on the **date format** of your choice

Hit **CTRL-Enter** to automatically insert the next slide (if you choose to click in the title and subtitle boxes instead of using the keyboard, that's fine too)

Continue to type the information for the **next 2 slides** (see Fig. 10.8 above)

Get to know the Keyboard Shortcuts

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

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

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

Question and Feedback slides

In a moment you are going to type the Question and Feedback slides (see Fig. 10.10 on the next page). If you are a relatively experienced user of Office programs such as *Word*, and since you perhaps already completed the introductory *PowerPoint* tutorial (Lesson 9), you should be able to complete the following tasks without step-by-step help. However, in case you need some help, before you proceed here are a few useful hints:

- When you enter the information for each of the question slides (slides 4, 5, and 6 in Fig. 10.9), once you've typed the title in the Title Box (such as **Question One**), hit **CTRL-Enter** to skip to the next box, then hit **Backspace** to get rid of the bullet that is automatically inserted by *PowerPoint*.
- Before typing the first of the possible answers on each slide, click on the **numbered list icon** in the toolbar (Fig. 10.9) so that the program will automatically number your answers.

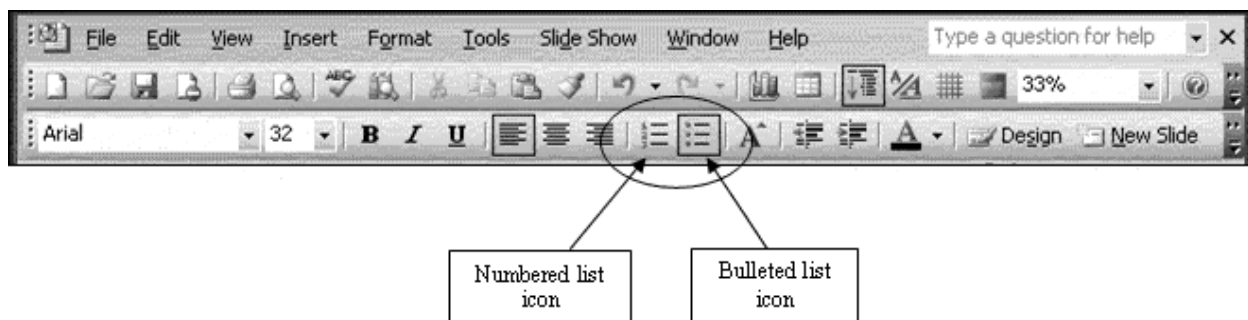


Fig. 10.9 the Numbered List icon in the Formatting toolbar

- If you want to further modify the numbering, you can go to **Format > Bullets and Numbering** and double-click on the number format of your choice.
- After the question slides, type the two feedback slides in Fig. 10.10: **You're Right** (slide 7) and **Sorry. Try Again** (slide 8).

Wait, don't we need these after each question? Yes, we'll make duplicates of them and move them to the right places later. We'll change the slide layout later as well.

One thing at a time...

Now go ahead and type the five **Question and Feedback** slides (**slides 4 through 8 of your show**) illustrated in Fig. 10.10

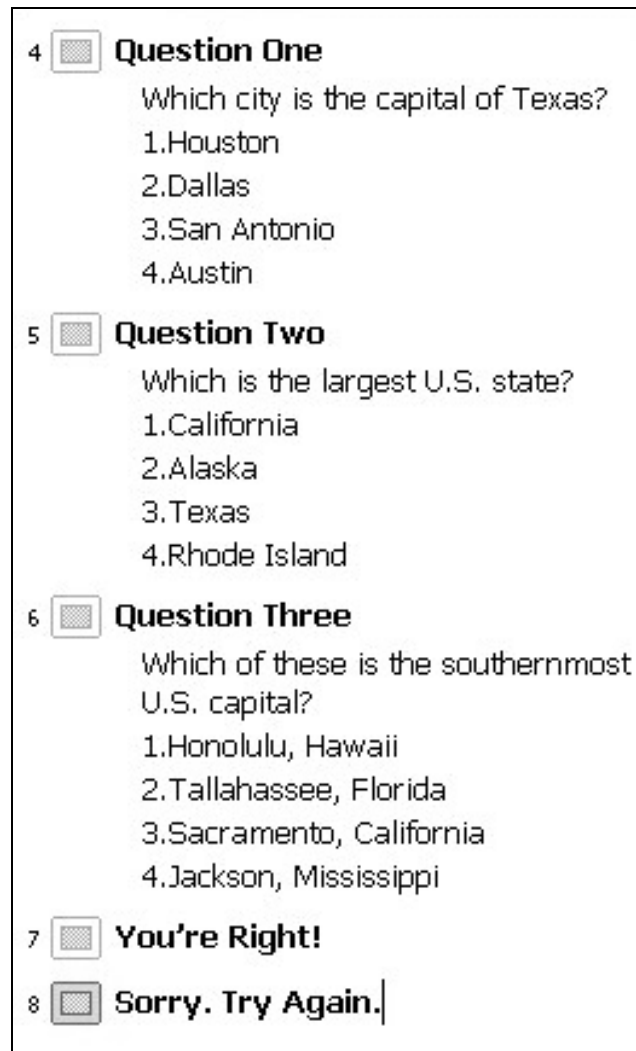


Fig. 10.10 Question and Feedback Slides

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. 10.11

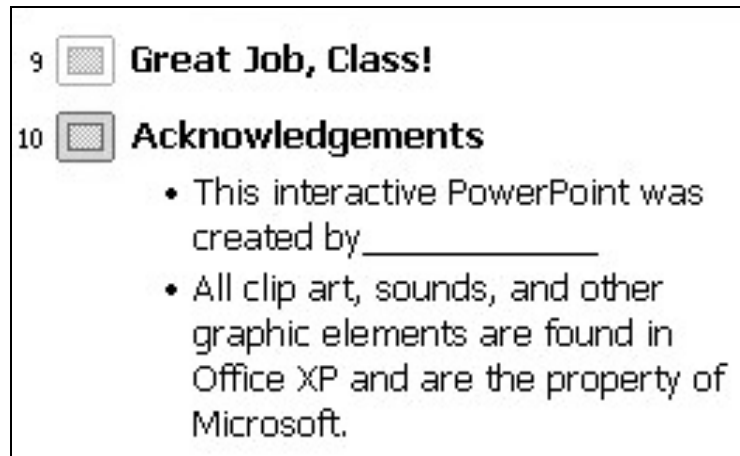


Fig. 10.11 Feedback, End of Test, and Acknowledgement Slides

Before you proceed to the next section of the tutorial

First, it is time to save all your hard work.

Make sure you have your **Work Files for Office 2003 Tutorials** disk in the disk drive

Got to **File > Save As...**, in the dialog box select the **Work Files for Office 2003 Tutorials** disk, **open** the **PowerPoint Files** folder, call the file **States and Capitals**, then click on **Save**

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

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

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

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

10.3 MAKING THE PRESENTATION INTERACTIVE

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

1. making duplicate feedback slides and sorting them correctly;
2. hyperlinking each possible answer to the appropriate feedback slide;
3. creating Action Buttons that send the viewer to the next question when right or the previous question when wrong.

Duplicating and Sorting the Feedback Slides

You now need to copy the **You're Right** and **Sorry. Try Again.** slides twice each and place a copy of both after each of the three Question slides.

How? Follow these steps.

Click the **Slide Sorter** view just above the **Draw** option at the **bottom left** of your screen (Fig. 10.12) so that **thumbnails** of all your slides are visible on the screen



Fig. 10.12 The PowerPoint Slide View tools

Click on the **You're Right** slide (slide 7), and **copy** that slide (**CTRL-C** or **Edit > Copy** or the **copy** tool on the standard toolbar)

Now click just to the right of **Question One** (slide 4)

You should see a vertical line appear where you clicked. Note: if that slide is at the far right margin, the line will appear in the far left margin of the next row.

Paste the **You're Right** slide where the line appears (**CTRL-V**, **Edit > Paste** or use the **paste** tool on the standard toolbar)

Next, click to the right of the **Question Two** slide, then paste the **You're Right** slide there as well

You should now have **THREE You're Right** slides, each one following the **Question One**, **Question Two**, and **Question Three** slides. Now here are the steps to repeat the process for the **Sorry. Try Again** slide.

Click on **Sorry. Try Again** (slide 10 now), copy it, click to the right of **slide 5** (the **You're Right** slide next to **Question One**), and paste

Click to the right of **slide 8** (the **You're Right** slide next to **Question Two**), and paste

Check your work

Do you have 14 total slides, with two feedback slides (**You're Right** and **Sorry. Try Again**) to the right of each question slide?

If so, pat yourself on the back. If not, reread the section above on **Duplicating and Sorting the Feedback Slides** and try again.

Hyperlinking the Answers to the Appropriate Slides

Time for some fun. Let's link each answer with the appropriate feedback slide so the students will know if they got the answer right or not.

You are still in **Slide Sorter** view.

Double-click on **slide 4 (Question One)**, highlight the word **Houston**, **right click**, and select **Action Settings...** from the pop up menu

You will see the **Action Settings** dialog box (Fig. 10.13).

Click on the **down arrow** in the **Hyperlink to:** box to drop down the menu of hyperlink options (Fig. 10.13)

Scroll down the menu till you see the option for **Slide...**

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



Fig. 10.13 Action Settings dialog box

If necessary, scroll down the list of slides and click on **slide 6 (Sorry. Try Again)** and click **OK**

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

Repeat these steps for the answers **Dallas** and **San Antonio** by highlighting each city in turn, **right click**, and select **Action Settings...** from the pop up menu as you did just now for Houston

Now, highlight **Austin**

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

So, with **Austin** highlighted, **right click**, and select **Action Settings...** from the pop up menu

Click on the **down arrow** in the **Hyperlink to:** box to drop down the menu of hyperlink options (Fig. 10.13)

Scroll down the menu till you see the option for **Slide...**

Now, click **slide 5 (You're Right)** and hit **OK**

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

Make sure each answer on the **Question One** slide is **hyperlinked** (underlined and in a different color), then move to **Question Two** by using the right scroll bar (or the **Page Down** key) to locate **Question Two** (slide 7)

Highlight **California**, **right click**, and select **Action Settings...** from the pop up menu

Click on the **down arrow** in the **Hyperlink to:** box to drop down the menu of hyperlink options (Fig. 10.13)

Scroll down the menu till you see the option for **Slide...**, then click **slide 9 (Sorry. Try Again)**

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

Repeat this process for the **Texas** and **Rhode Island** answers

For the answer **Alaska**, be sure to link it to **slide 8 (You're Right)** since **Alaska** is the largest state and thus the correct answer

Try tackling the last question slide on your own.

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

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

Creating Action Buttons

Stop and think for a moment.

Let's say your student is reading Question One and believes that Dallas is the capital of Texas. She clicks on Dallas and, because of your wonderful hyperlinking, is whisked to the **Sorry. Try Again** slide. She's ready to try again, but how does she get back to Question One? If

she clicks or presses the space bar, she moves on to the next slide in sequence and doesn't get to retest. So, what can we do?

Action Buttons, which you learned about in Lesson 9, are great tools to help us break the linear (one slide after another) nature of *PowerPoint* presentations. With Action Buttons, you can jump from slide to slide in any order you want.

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

Scroll to **slide 5** (or click on **slide 5** in the **Outline pane** on the left side of the screen)—this is the **You're Right** slide, immediately after **Question One**

Now go to **Slide Show > Action Buttons**

You'll see a menu appear with a variety of square buttons with graphics on them. Since we're on the **You're Right** slide, we want to reward our smart student with an Action Button that moves them forward in the show.

Click the **Action Button** with the arrow that points to the **right** (second from left in middle row).

Now, **without pressing the mouse button** yet, position the crosshair cursor on **slide 5** any place where you want the button to appear (the **bottom right corner** is a common location for Action Buttons that send you forward in the show)

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

You'll now see a dialog window titled **Action Settings** (Fig. 10.14).

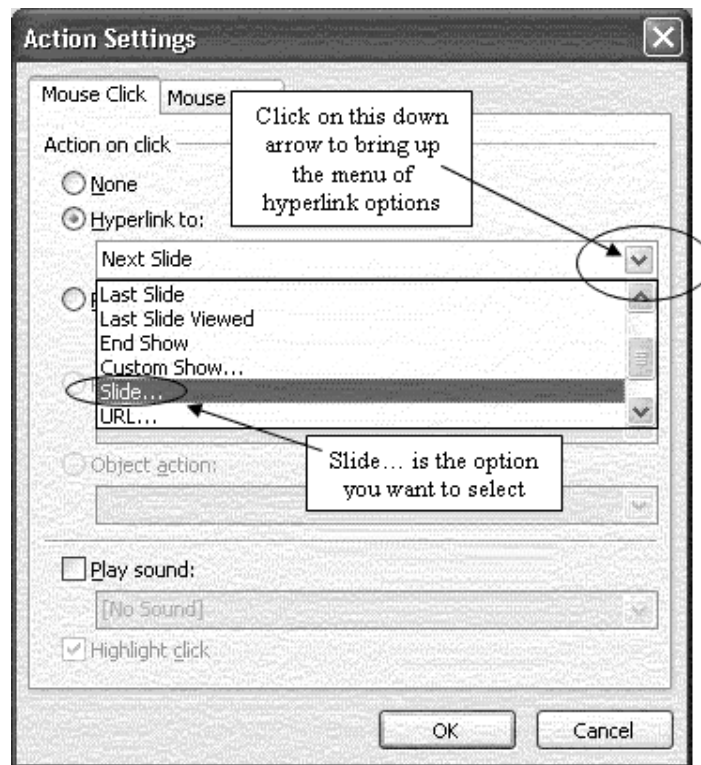


Fig. 10.14 Action Settings Window

Click the **small black arrow** at the right end of the white box with the words **Next Slide** to show the **drop down menu** of **hyperlink** options

Notice how easy it would be to link to the beginning (First Slide) or end (Last Slide) of a slide show, even to Web sites (URLs...) or other *PowerPoint* presentations (see Fig. 10.14 above).

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

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

Now, since the student got the answer right, we want to move them to the next question: **Question Two**.

Locate **Question Two** in the list of slides and click **OK twice** to close both the **Hyperlink to Slide** dialog box and the **Action Settings** dialog box.

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

Click **once** on the new Action Button

Hold down the **left** mouse button and **drag down and to the right** to enlarge the **button** (it can be as large or small as you wish, so feel free to use the **handles** around the Action Button to resize it to whatever shape you want)

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

You also can double-click on any button to bring up a dialog box which will allow you to change the color scheme to meet your design preferences. Right now, leave it the default color.

Next you're going to repeat the above steps to create an Action Button that moves the student who incorrectly answered **Question One** back to **Question One** to try again.

Scroll to the next slide (**slide 6—Sorry. Try Again**), and go to **Slide Show > Action Buttons**

Click on the **left arrow** Action Button (on the left of the middle row)

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

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

Once again, you'll now see a dialog window titled **Action Settings** (Fig. 10.14 above).

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

Finally, hit **OK twice**

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 your work to make sure it works the way you want it to.

Go to **Slide Show > View Show** and pretend you're a student using this presentation

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

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

Now, go back and create Action Buttons for all four feedback slides for **Questions Two and Three**

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

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

Save your work, and view the show again (**Slide Show > View Show**)

Give yourself a round of applause if everything worked correctly.

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

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

10.4 FORMATTING YOUR PRESENTATION

Selecting a Design Template

Office 2003 makes it easy to select a background, font type and style, and color scheme for your presentation. All these features are combined into what *PowerPoint* calls your **Design Template**.

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

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

Hit **Esc** to return to the **Normal View**

Now look at the top right corner of your screen. You'll see two boxes on the Formatting toolbar towards the top of the screen: **Design** and **New Slide** (Fig. 10.15).



Fig. 10.15 The Design and New Slide Buttons on the Formatting toolbar

Click on the **Design** icon

The **Slide Design** task pane now appears on the right side of your screen. You'll see the words **Apply a Design Template**, followed by **Used in this Presentation**, which is a preview of one of the slides in the design template you are currently using in this show

Remember that a design template includes the background (color, shapes, and graphics behind all text in your show); *plus* font style, size, and type; *plus* the overall color schemes of your show (what color each bullet and piece of text is). Right now, you've got a white background with black text (probably in Times New Roman) and a basic black color scheme.

Below this bland slide are the design templates available in *PowerPoint 2003*.

Just point your cursor over any of the thumbnails (the small slide previews in the **Slide Design** task pane), but **don't click yet!**

A gray bar with a small black down arrow will appear on the right side of the thumbnail preview.

Click the **black arrow** on that gray bar

You'll see three options.

For now, click on **Show Large Previews**

This lets you see the details of the enlarged design templates a little more easily.

Position your mouse over a design template icon to see its name, and find the **Crayons** Design Template (they're arranged in alphabetical order, so it's probably somewhere among the first ten templates) and click **once** on it when you find it

Your Master Slide in the main center window should now be in the Crayons template, as too are all of your slides in the **Slides Tab** on the left side of your screen.

Check this out before you go on

For this exercise, you may choose to stick with the Crayons template, but there are several options still available to you.

Replacing fonts

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

Go to **Format > Replace Fonts...**

You'll see the **Replace Font** window (see Fig. 10.16).



Fig. 10.16 **Replace Font** window

Click the **small black arrow** next to the **Replace:** data box to select the font you want to replace (some design templates only use one font, others use two or more), then click the **black arrow** next to the **With:** box, select the new font you want to use, and click **Replace**

It's best to replace fonts only after you've finished adding all your text. Otherwise, your changes may not be reflected in any new slides you create.

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 make the title, 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 will be difficult if not impossible to see on paper.

To change the color scheme, go to the **right** task pane (if for some reason you do not have a right task pane showing, go to **View > Task Pane**) and select **Color Schemes** under **Slide Design** (see Fig. 10.17)

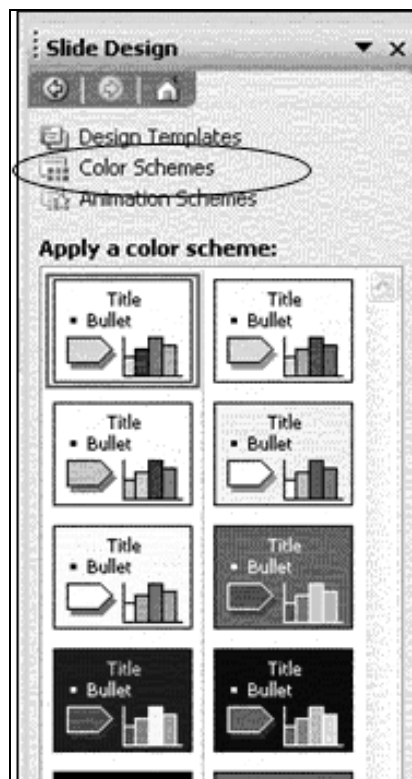


Fig. 10.17 Color Scheme in New Design Task Pane

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

If you want more control in choosing a color scheme of your own, simply go to the bottom of the right task pane and click **Edit Color Schemes**. Do this now.

Click on **Edit Color Scheme** at the bottom of the **right Task Pane**

The **Edit Color Scheme** window will appear (see Fig. 10.18).

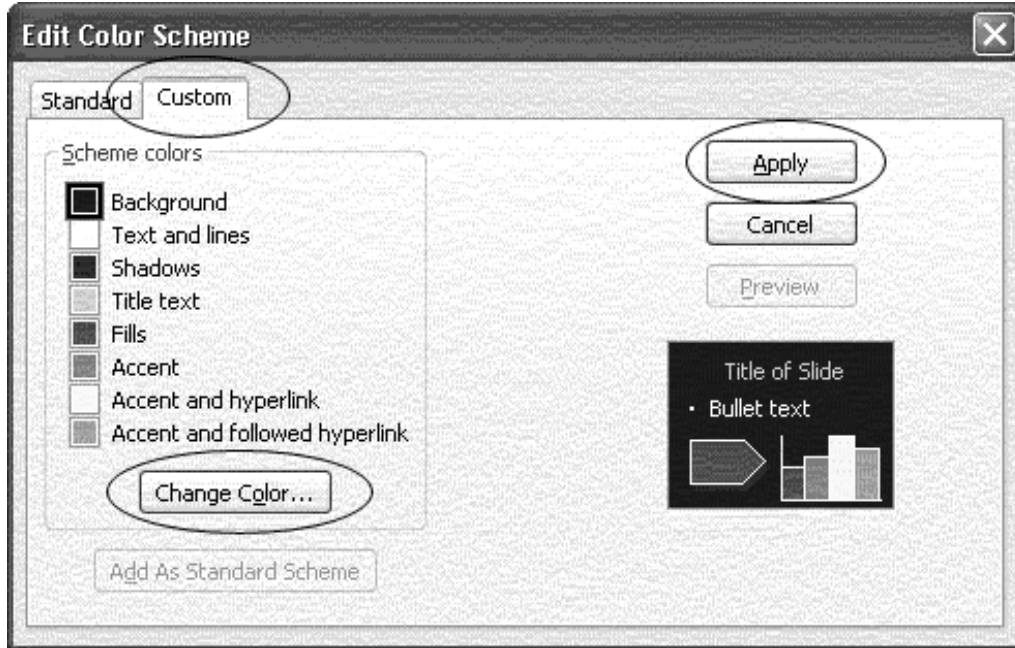


Fig. 10.18 Edit Color Scheme

Click on the **Custom** Tab and select an element you wish to change (for example **Text and Lines** or **Accent**), then click **Change Color...**

You'll now see a window with two tabs for **Standard** or **Custom** color. These give you a selection from a wide variety of colors, as you may recall from Lesson 3 (The Office Drawing Tools). The Standard color palette is probably the one you'll see first (Fig. 10.19).

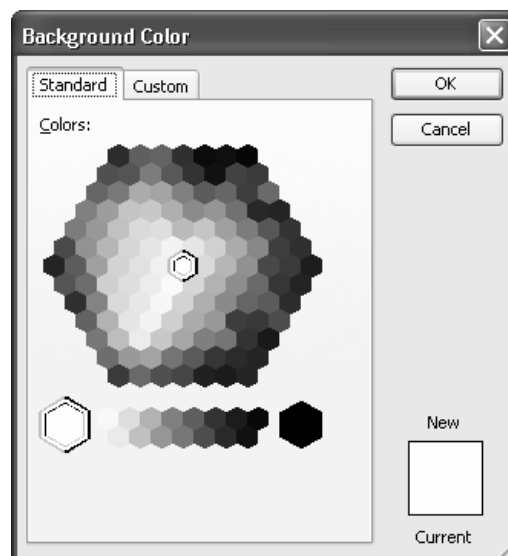


Fig. 10.19 The Standard Office Color Palette

In the Standard palette you can choose from any one of 128 different colors, plus 16 shades of gray. You select a color by simply clicking on it and then clicking on OK.

But if you have artistic flair, or your taste runs to the exotic, the out-of-the-ordinary, or you're just real picky about shades of color, check out the Custom Color mixer where you have a choice of over 16 million different colors!

Click on the **Custom** tab to show the **Custom Color Mixer** (Fig. 10. 20)

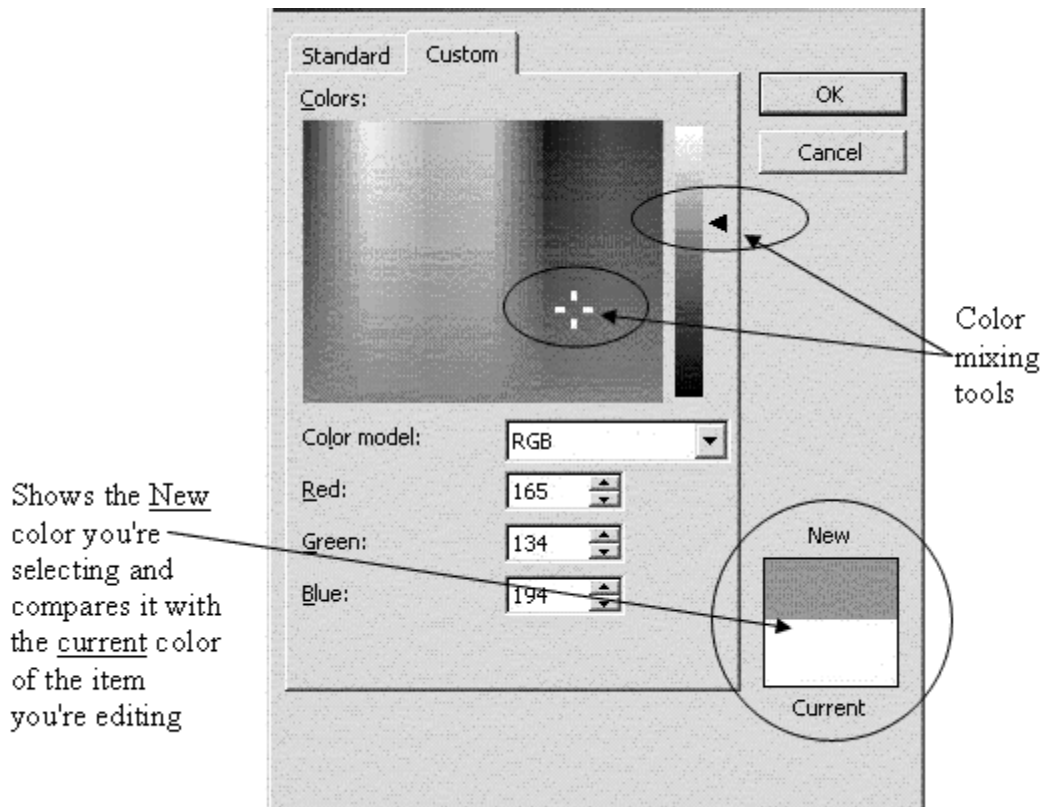


Fig. 10.20 The Office Custom Color Mixer

Use the two color mixing tools (Fig. 10.20 above) to choose a new **color**, then click **OK**

Notice that you can compare the color you're mixing with the color you already have for the object you're working with.

Click **Preview** in the **Edit Color Scheme** to see how the color choices will look, then hit **Apply** to change the colors in your presentation

One last thought about formatting your presentation. Always, keep in mind your audience and viewing 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 comfortable with what you've done and can read the display.

Tips on color choices for printing

Lesson 8 covered the topic of printing *PowerPoint* presentations, but this is a good time to mention editing your background for paper. While many of the design templates are attractive to look at, when you print handouts or slides in black ink, the dark backgrounds make some text hard to read. If you plan to print out your show, therefore, choose a lighter background. Then when you are ready to print, hit **CTRL-P** or **File > Print**. In the **Color/Grayscale** box in the **Print** window, click the black arrow and choose black and white. This reduces the background to plain white with black text, making it easier to read than color or grayscale.

Applying different design templates 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 template you use on different slides, here's what you do. Let's say, for example, that you want a different design template for the first slide and the last slide.

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

In the Task Pane on the **right** side of your slide show, click **Design Templates** to open the **Slide Design Task Pane** where you'll see thumbnails of the various design templates available to you

Scroll to **locate the template you prefer**, then, without clicking, hold your cursor over that template to activate the design template's **gray bar** which has a small black arrow in it

Now, click on the **black arrow** to drop down the menu of choices (Fig. 10.21) and click on the option to **Apply to Selected Slides**

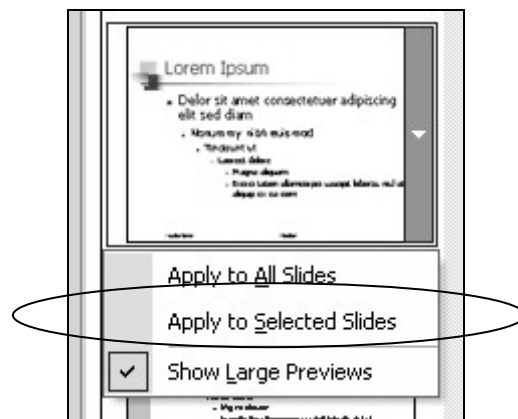


Fig. 10.21 Menu for applying Design Templates

Notice that only those slides you selected have that specific design template!

Applying customized backgrounds to the slides

For many users, the design templates provided by *PowerPoint 2003* are more than sufficient to meet their design needs. Other templates can be purchased online or on CDs. If you prefer to create your own background, or wish to create a standard template for your school or class, you

can use the **Background**, **Replace Fonts**, and **Color Schemes** options to customize your presentation further.

You learned how to customize background colors and background effects in Lesson 3 when you learned about the Office 2003 Drawing Tools. Here's a quick reminder.

Click on **Format > Background**

A **Background** window will appear (Fig. 10.22).

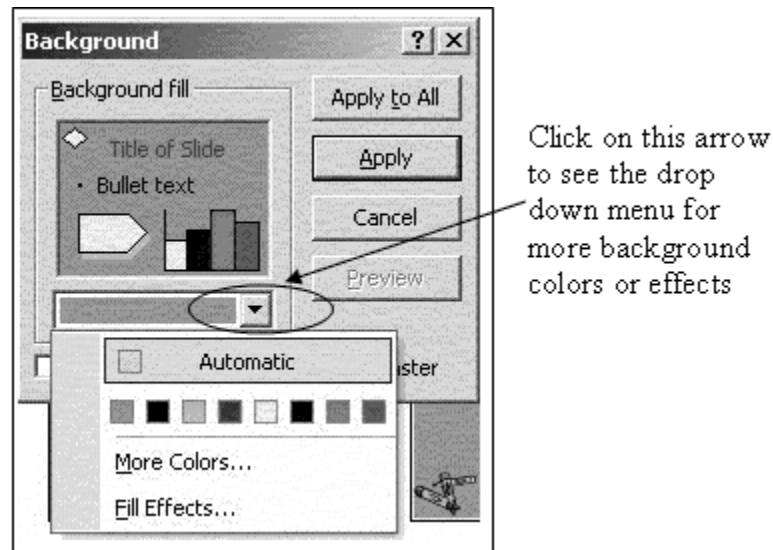


Fig. 10.22 Background Window

Click on the **black arrow** and a drop-down menu will appear with some choices for background colors (see Fig. 10.22 above)

To select a different **background color**, either click on one of the eight default color choices in the drop-down menu, or click **More Colors...** to get a much wider variety of colors.

To select a different **background effect**, choose **Fill Effects...**

The **Fill Effects...** option allows you to select a *gradient* (where one or more colors fades from dark to light), *texture* (where the background resembles marble, paper, or some other texture), *pattern* (where your background color is in stripes, dots, etc.), or *picture* (where you can use a picture of your choice as your background).

After choosing the **background** color or effect you like best, hit **Apply to All** to make sure the new background goes onto each slide

10.5 INSERTING CONTENT

PowerPoint 2003 has simplified inserting clip art, sound, tables, and charts into what it now calls inserting content. Let's check this out.

In your **U.S. States and Capitals** show, click on **Format > Slide Layout**

Notice that the right task pane now becomes the **Slide Layout** pane (see Fig. 10.23).

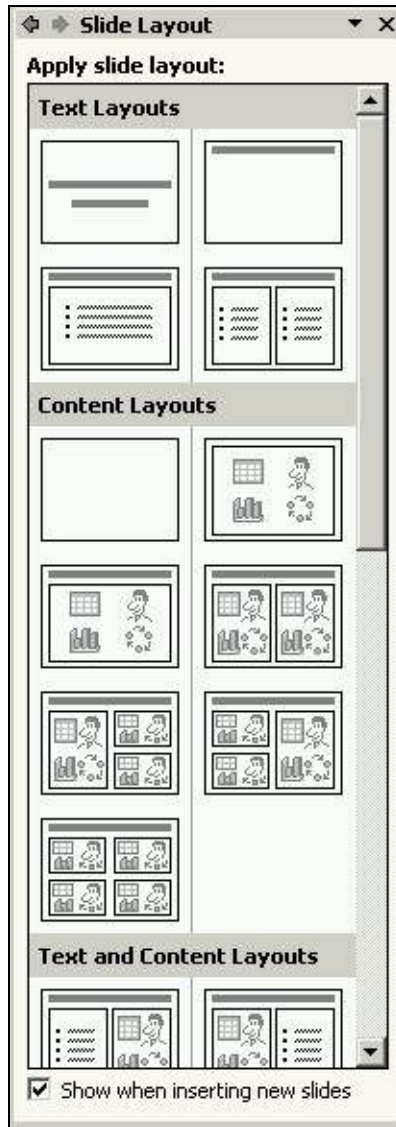


Fig. 10.23 Slide Layout Pane

In previous versions of *PowerPoint*, there was a confusing variety of slide layouts to choose from. One slide was for text and clip art, another for text and movie, and another for text and chart. Office 2003 makes it easier by calling all non-text insertions **Content** and providing simple categories of **Text Layouts** (when you want a slide to have only text), **Content Layouts** (for content-only slides), and **Text and Content Layouts** (for a mix of both text and content).

If you preferred the former content-specific layouts of previous versions of *PowerPoint*, never fear. Scroll down the right pane and you can see what it calls Other Layouts (the old text and clip art slide, and so on).

Let's practice inserting content into our U.S. States and Capitals quiz. In the next few pages you'll learn to:

1. Insert clip art
2. Insert sounds
3. Insert movies
4. Insert E-mail (hyperlink)

Inserting Clip Art

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

In the **Slide Layout** pane (right side of your *PowerPoint* window), under **Text and Content Layouts** (scroll down if necessary to see them), click the **left hand** slide on the **top row** (if you hold your cursor on it for a few seconds before clicking, you'll see the slide title **Title, Text, and Content**)

Slide two should now have the bulleted text on the left with a right box for content (see Fig. 10.24).

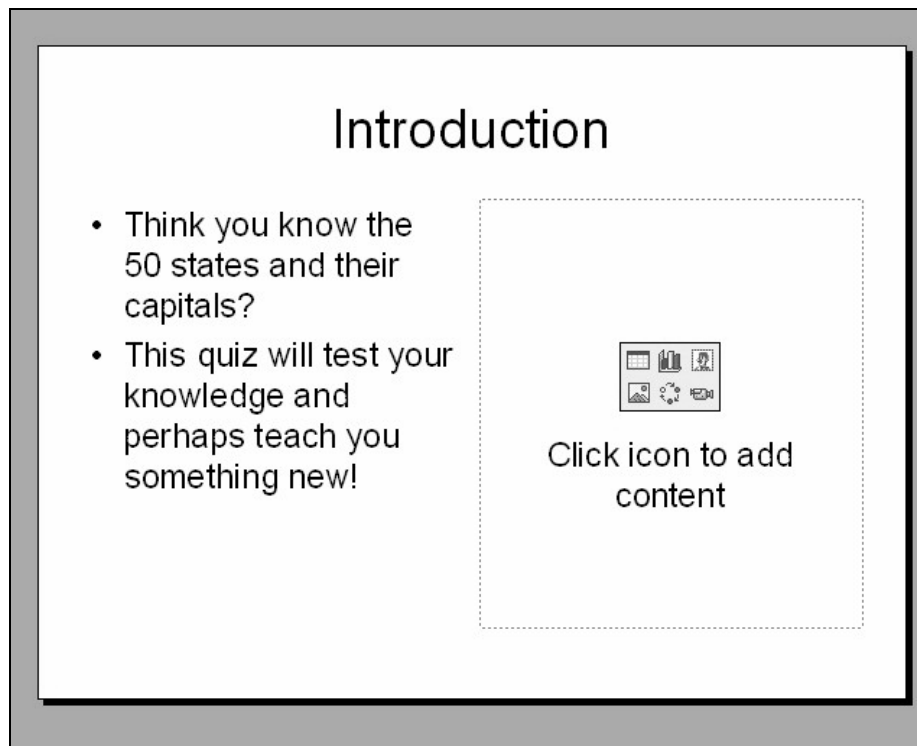


Fig. 10.24 Slide Two: Title, Text, and Content

See the square just above the words **Click icon to add Content**? Click on the **top right** icon (the **Insert Clip Art** icon which looks like a picture of a man's face in a white square)

This will tell the program you want to insert clip art. A **Select Picture** window will pop up showing a selection of clip art and other pictures you have stored on your computer which you may have used in your *PowerPoint* slides before. There's also a Search box into which you type a keyword or phrase to find pictures related to a topic you have in mind.

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

After a second or two you will see thumbnail sketches of Question Mark graphics appear.

Double-click the one of your choice

You may need to have with you your *Office 2003* CD number two, which contains many of the clip art choices listed in this window. Here's how your slide may look now (see Fig. 10.25).

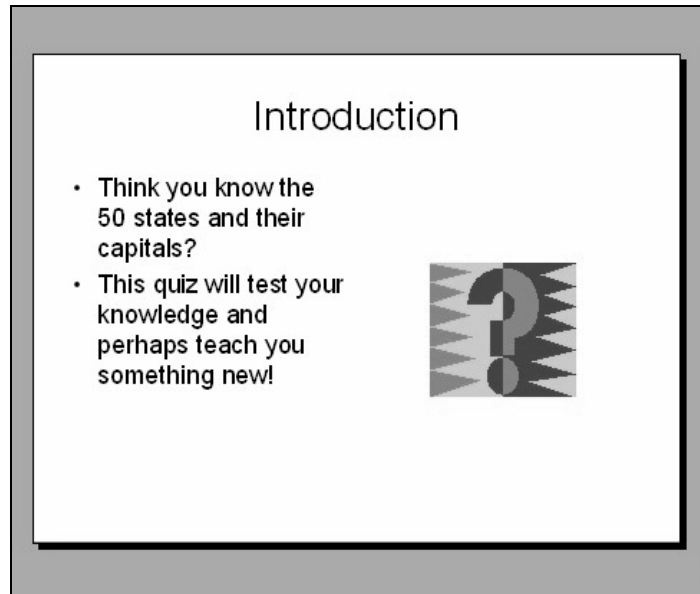


Fig. 10.25 Introduction Slide with Question Mark clip art

Sometimes you will need to resize your clip art if it appears too small or too large to fit into your presentation. Click once on the clip art and white handles (small white circles) will appear on the corners and midpoints of the perimeter of the clip art. In prior versions of *PowerPoint*, these were white squares. Click on a corner white circle and drag diagonally to enlarge or shrink the image. To rotate the image, click and drag the green handle immediately above the clip art.

If you wish to use clip art outside of the **Clip Art Organizer** (where *PowerPoint* stores your clip art), click **Clips Online** at the bottom of the **Insert Clip Art** pane to the right of your screen. Then follow the directions at Microsoft's online **Clip Art Gallery** to import clip art back to your presentation.

Inserting (importing) other pictures or pictures of your own

You are not limited to Microsoft clip art. Once you are comfortable locating and placing clip art into your show, try finding pictures and other graphics, as well as clip art, to import. To insert a digital picture that you've saved on your computer, simply go to **Insert > Picture from File**. When the **Insert Picture** window appears, click the black arrow near the **Look In:** window to find where you saved your picture, then double-click in the main window to insert the picture.

PowerPoint 2003 also gives you the option of importing pictures directly from a camera or scanner or photo album onto a presentation. To do this, go to **Insert > Picture**, then select **Scanner or Camera** or **New Photo Album** and follow the directions in the dialog windows that follow.

Inserting Sound

For some reason, inserting sound has a mysterious ring to it and appears daunting to new *PowerPoint* users. But, in fact, it's almost as simple as inserting clip art! In the U.S. States and Capitals show, we want to give our students a reward for getting each answer correct. So, we're going to insert applause onto every **You're Right** slide.

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

Because we used the **Outline** tab to quickly create our slides, all feedback slides have a text box in the middle with the words **Click to Add Text**. We could go to **Slide Layout** and change the layout, but we'll use a shortcut instead.

Click the text box so that the white handles appear around it, either click on the border of the text box, or click on any one of the handles, then hit **Backspace** or **Delete**

The box should disappear!

Now go to **Insert > Movies and Sounds > Sound from Clip Organizer**

Notice that the right pane now shows all sounds currently on your **Clip Organizer**.

In the right pane, click on the very first sound: **Claps Cheers**

You will see a blue icon of a speaker appear in the middle of your slide 5. You'll also get an alert asking if you want the sound to play automatically in the slide show.

First, click **Yes**, so that students will hear the clapping **automatically**

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

Scroll to **slides 8 and 11** and repeat the above steps (deleting the text box and inserting the sound)

You should now have applause on each of your positive feedback slides. Note that you cannot hear sound on a slide while you edit the slides.

Go to **Slide Show > View Show** to hear the sound

After you've checked out the sound, either hit **Esc** or **right click** anywhere on the screen and, in the pop-up menu, select the last option to **End Show**

Also note that you can get sounds from other files or online. After a while you may have quite a collection that you've saved on your disks. You would then insert a sound of your own into a slide by going to **Insert > Movies and Sounds > Sound from Files** or by clicking **Clips Online** at the bottom of the right pane.

One last warning about sound. Like any bell and 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 the Board of Education might prefer a more professional presentation.

Be especially careful that your negative feedback slide is **LESS** engaging than your positive feedback slide. A sad face with an "aw shucks" sound will get the student's attention, and she may deliberately answer incorrectly to see and hear it again. Motivate your students to succeed

with the cool stuff only on the positive feedback slides. You may even want to vary the sounds so students don't know exactly what sound they'll get when they answer correctly.

Inserting Video

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

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

Remove the text box as before by clicking on it, then click on the border of the text box, or click on any one of the handles, then hit **Backspace** or **Delete**

Go to **Insert > Movies and Sounds > Movie from Clip Organizer**

Scroll through the **right pane** to find an **animated clip** that you like

Click once on that clip (you may need the second Office 2003 CD if you're working through this tutorial at home and have the Office 2003 installation CDs)

It will appear on slide 13. You may want to resize the clip (see Fig. 10.26).

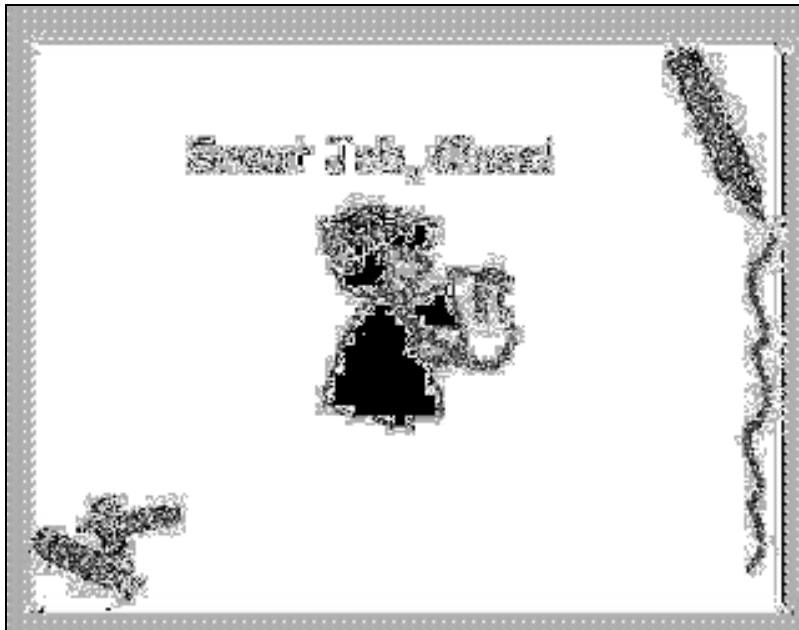


Fig. 10.26 Inserting Movies

Like sounds, the animation of movie clips is only visible when a show is viewed, not when it's edited.

Go to **Slide Show > View Show** to see your clip in action

Also, you should feel free to go to **Clips Online** or use other animated clips you may find elsewhere.

When you've finished checking out the video clip or animation, either hit **Esc** or **right click** anywhere on the screen and, in the pop-up menu, select the last menu option to **End Show**

Inserting E-mail

We discussed hyperlinks in detail several sections ago, 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. For safety reasons or for personal preference, you may wish to open a special web-based E-mail account (such as at Yahoo, Hotmail, or MSN) and use it for communication with students and families. Here are the steps to add an e-mail hyperlink to one of the slides in the show.

Scroll to the **first slide** (hit **CTRL-Home** for a shortcut!)

Highlight your name, then hit **CTRL-K** (or go to **Insert > Hyperlink**, or **right click** on your **name** and select **Hyperlink...** from the pop up menu)

Click **Email Addresses**

In the address blank, type your email address (like yourname@yourdomain.ext) then hit **OK**

Now, students and families can click your name, then send an E-mail directly to you about the quiz and any questions they may have. This is also good practice anytime you distribute information electronically for faculty and staff.

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

10.6 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 move 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. Nothing, no matter colorfully arrayed and beautifully orchestrated, is still nothing.

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

Next, remember the four steps of creating a *PowerPoint* presentation from the previous chapter: plan, plan, plan, and plan? This is even more vital in the interactive show, when one bookmark linking the wrong answer (My teacher is NOT a mammal.) could have unexpected

consequences. Some of us learn better when we can visualize our task, so you may want to sketch out your ideas on paper or on a Word document until you feel comfortable with this new testing method.

Lastly, just because you've created your presentation doesn't mean you've finished. After planning a presentation and creating the show, you need to spend time practicing using it. Take the test yourself. Dummy-proof your show as much as your grade-level dictates (more Action Buttons on the introductory slides for example for younger children).

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 interactive *PowerPoints* can be time-intensive, 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 2003* 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 2003* reference manual. Discover what else the software can do to improve the quality of your work and make you more productive. Knowledge is power. You will be surprised to discover what else *Office* in particular, and the computer in general, can do for you.

SKILL CONSOLIDATION

1. Prepare an interactive presentation that introduces yourself to your class at the start of a new school year. Have three silly questions about your education, hobbies, family, etc. Students will enjoy learning about you and will have a great introduction into your class.
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). Depending on your class, have the show on a classroom computer, E-mail it to your students to study with from home, or run it in the computer lab.
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.
4. Prepare a presentation that works like an Internet scavenger hunt. Follow each question with a hyperlink to a Web site with the answer on it. Then follow the steps in this chapter to make the presentation interactive. Students will have to search the linked sites for the information, requiring more sophisticated thinking skills than simply memorizing facts.