

# 9 POWERPOINT PRESENTATIONS

## Creating slide shows and related teaching materials

### LEARNING OUTCOMES

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

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

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

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

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

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

#### **A caveat before you begin:**

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

## 9.1 SOME INTRODUCTORY THOUGHTS ABOUT PRESENTATIONS

Making a successful—well-designed, content-rich, pedagogically-sound—*PowerPoint* presentation requires forethought and advance preparation. A presentation, like a term paper, is usually based on an outline such as is illustrated in Fig. 9.1 and Fig. 9.13 later in the lesson.

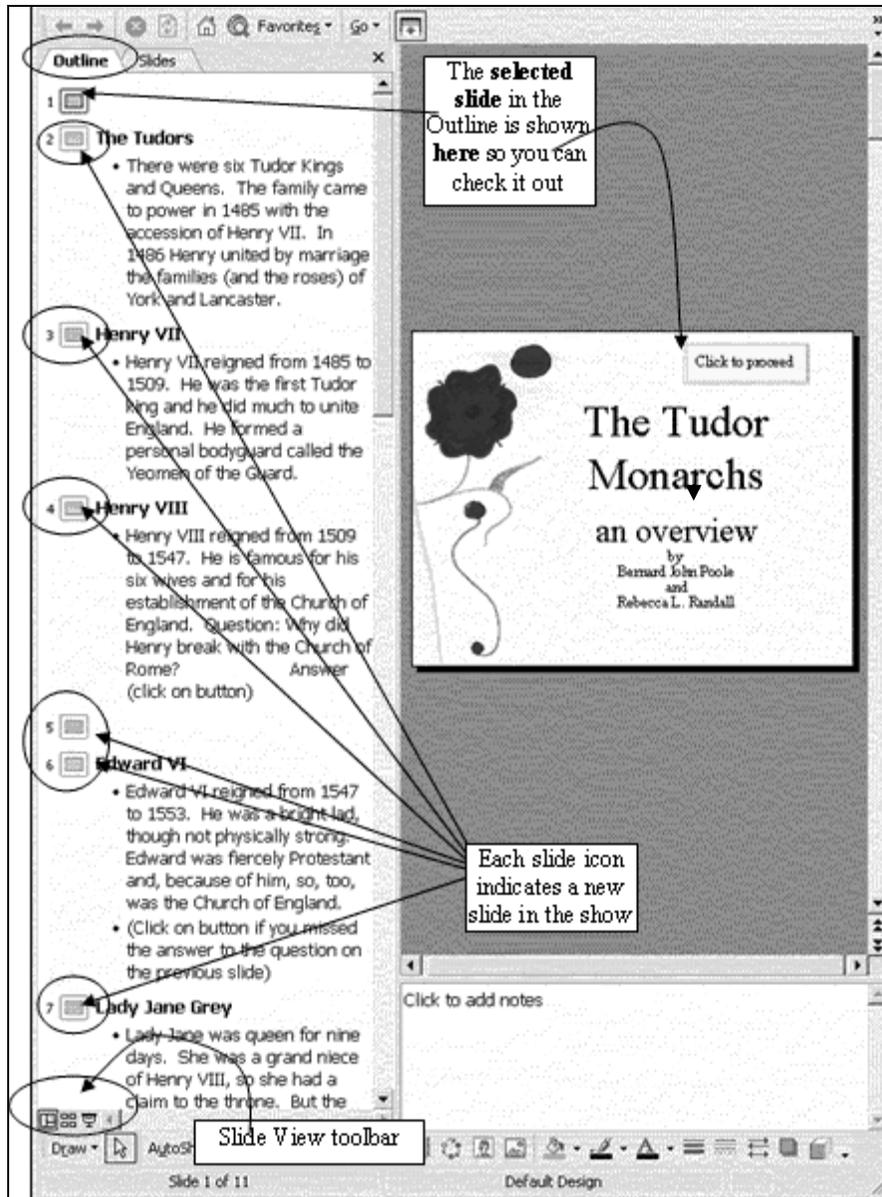


Fig. 9.1 Outline (Normal View) for the Tudor Monarchs presentation (annotated)

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

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

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

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

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

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

## 9.2 POWERPOINT AT WORK

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

Turn on your computer and open **PowerPoint**

### 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 may 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. 9.2)

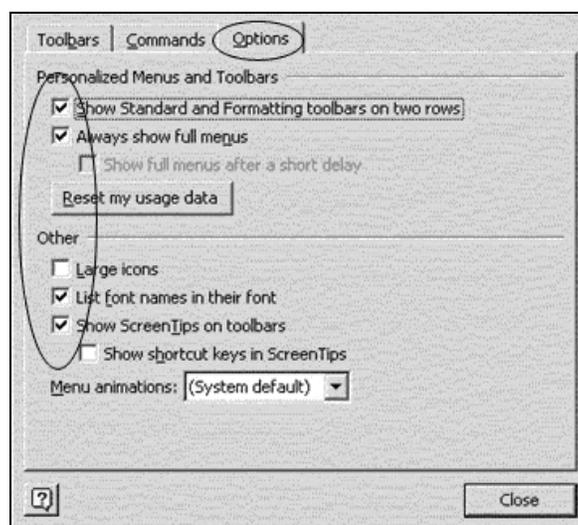


Fig. 9.2 The Customize dialog box

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

In the **File** menu select **New...**, then in the **New Presentation Task Pane**,  
click on **From existing presentation...** (Fig. 9.3)



Fig. 9.3 The New Presentation Task Pane

*PowerPoint* now brings up the Open dialog box (Fig. 9.4)

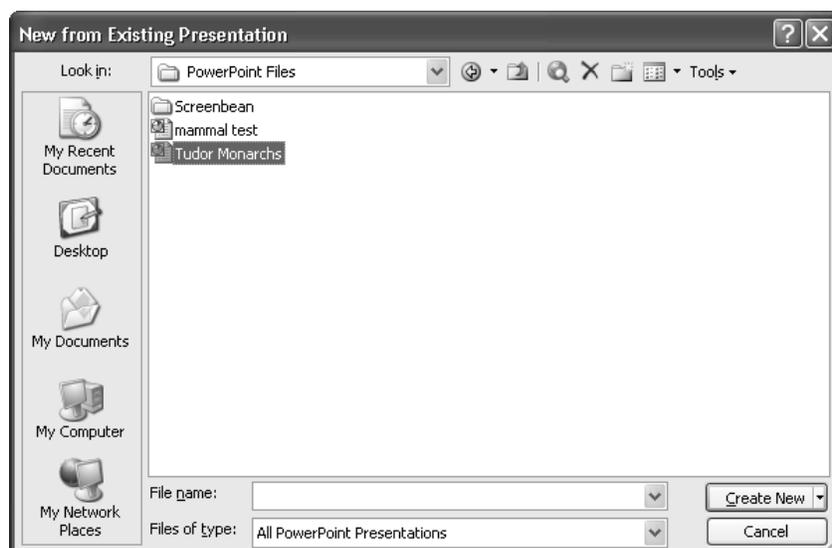


Fig. 9.4 The Open dialog box

In the Look in: box at the top left of the dialog box, locate your **Work Files for Office 2003 Tutorials** disk, open the **PowerPoint Files** folder, then open the document **Tudor Monarchs**

Fig. 9.5 shows the Tudor Monarchs presentation in *Normal View* as it appears on your screen right after you open the document.

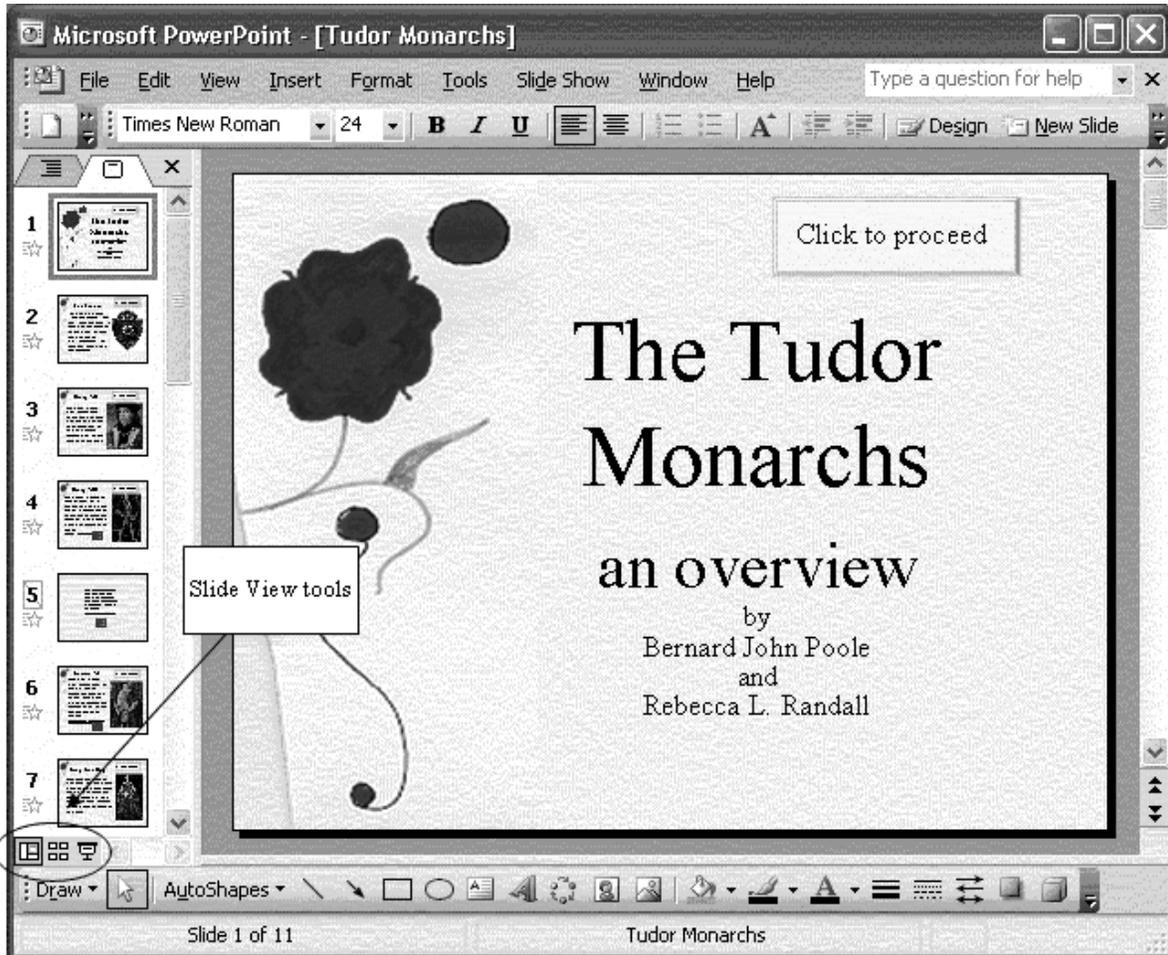


Fig. 9.5 The Tudor Monarchs presentation

Take a look at the Slide View tools in the lower left corner of the *PowerPoint* window (Fig. 9.5). You'll use these tools a lot while you're developing your slides, so let's get a close up view of them right away and find out what each of them is about (Fig. 9.6).

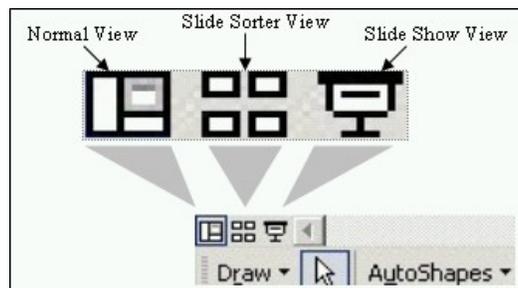


Fig. 9.6 The Slide View toolbar (annotated)

### Normal view

This is the view you see illustrated in Fig. 9.5 on the previous page. It is the one you'll use most of the time while you're actually putting information on each slide. In this view you have the left hand frame where you have the option to either see a thumbnail of all your slides or the outline for your presentation. In the center of the window you have the slide you are actually working on—the active slide. Then, over in the right hand frame you have the Task Pane where you'll find all the help you need to develop your presentation.

### Slide Sorter view

This is the view you see illustrated in Fig. 9.7 and it is the one you'll find most useful when you want to get an overview of your show since you'll be able to see most all your slides at once. You also can easily move your slides around, changing the order to suit your purposes. This is why it's called the Slide Sorter view.

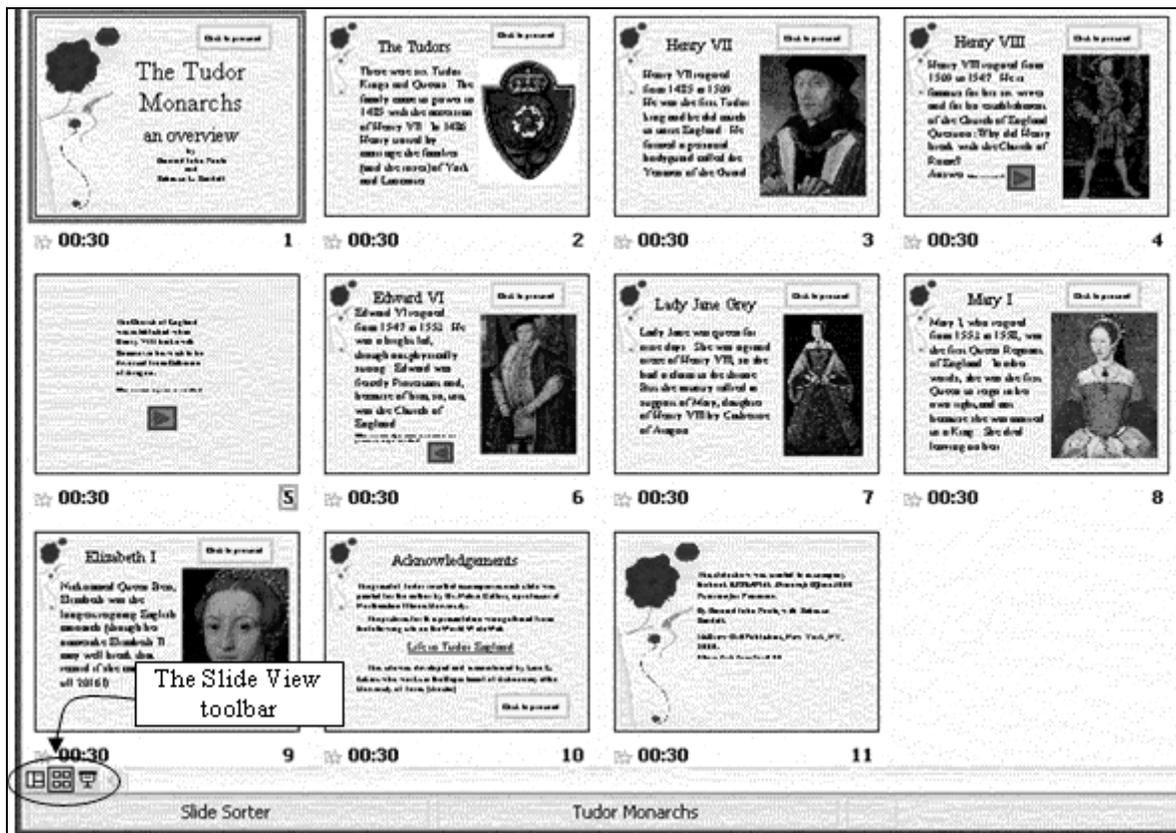


Fig. 9.7 The Slide Sorter View of the Presentation

### Slide Show view

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

You'll find yourself using these tools frequently to switch from one view to another as you are developing your *PowerPoint* presentation.

Let's check out the Slide Sorter view now.

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

Take a look at the Slide Sorter View window that is presented to you now (more or less the same as Fig. 9.7 on the previous page, though your screen may be a different width, so the slides may be arranged differently across the page).

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

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

In the **Slide View toolbar**, click on the **Slide Show** button (or from the **Slide Show** menu, select **View Show**)

### Features to look out for in the demonstration presentation

While you click your way through the presentation, look out for the following *PowerPoint* features that have been used in its creation.

#### *Transition effects and text preset animations*

The transition effects from one slide to another and the text preset animations (which determine how the text will arrive on each slide) have been set at *random* for the demonstration. This is so that you get an idea of the variety of transitions and animations you can use in *PowerPoint*.

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

#### *The World Wide Web as a source of information*

The illustrations and other information for the Tudor Monarchs presentation all came from Lara Eakins' beautiful website devoted to the Tudors (<http://tudorhistory.org>). You should take time to visit this site in order to discover the information-rich websites that are available to your present and future students.

You'll notice the reasonably high quality of the illustrations in the demonstration presentation. All the applications in the Microsoft *Office* suite of programs, including *PowerPoint*, have a web toolbar within the program itself that makes it easy for you to locate and download educational material from the web.

Let's take a look at this toolbar now.

In the **View** menu select **Toolbars**, and from the sub-menu click to select **Web** to display *PowerPoint's* **web toolbar** (Fig. 9.8) along with the other toolbars towards the top of the *PowerPoint* window

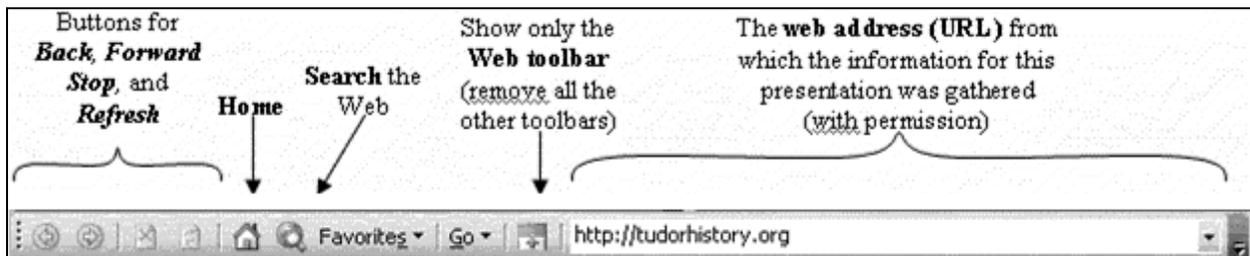


Fig. 9.8 *PowerPoint's* Web toolbar

*Inserting clip art, pictures, and other media*

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

Fig. 9.9 illustrates the Insert menu from which you can choose to include clip art and other media (such as *photos*, *movie clips*, *sound files*, and so forth).

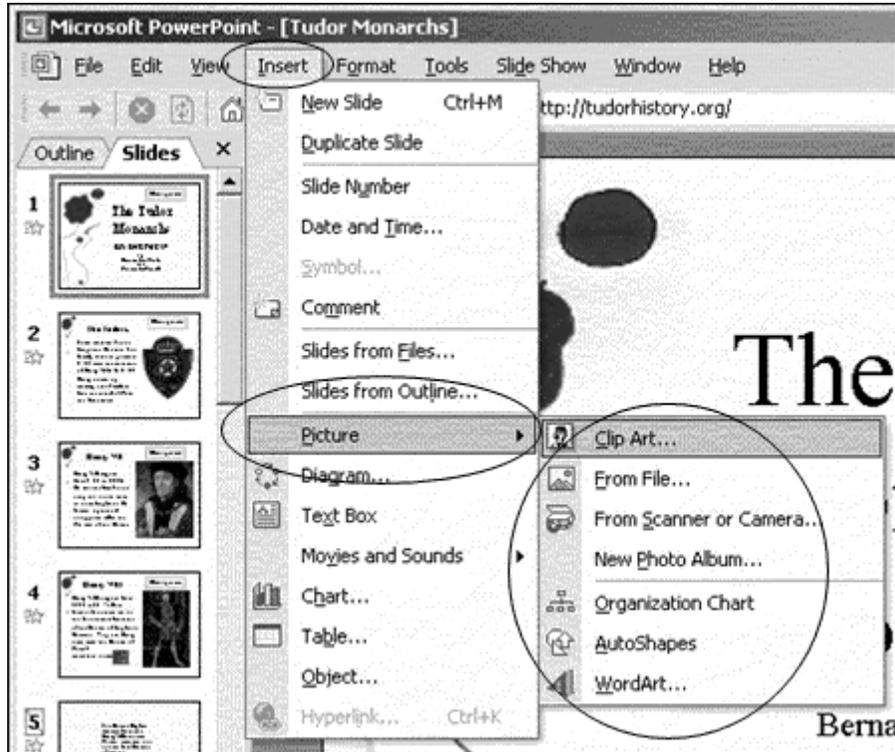


Fig. 9.9 Inserting clip art and other media

Take a closer look at Fig. 9.9, or in the **Insert** menu select **Picture**, to see what options are available to you in the **Picture** sub-menu for inserting images onto the slides in your presentation

Notice, in the **Insert** menu, the **Movies and Sounds** options, too

You can download clip art and other media from a file you have saved on disk, or you can bring onto a slide all kinds of charts and tables from other *Office* programs such as *Word* or *Excel*.

You can even scan pictures directly onto a slide, so if you have a scanner connected to your computer, you're in business. If you're looking for multimedia material to accompany your slides, today's online computer in general, and *PowerPoint* in particular, make this as easy as possible to do.

#### *Buttons and Hidden Slides*

Notice the use of *buttons* to allow the user control movement through the slides. There also is a *Hidden Slide* (slide #5) which is only seen if you click on the button to see the answer to the question posed on slide #4.

This shows you that you can create some very interesting interactive learning materials using *PowerPoint*. Lesson 10 will give you the opportunity to learn how to create interactive presentations such as this. Your students, too, will have a ball using this software to develop projects of all kinds for every subject under the sun.

*Timing considerations*

If you look again at Fig. 9.7 on page 254, you'll notice that under each slide is a number on the right, indicating which slide it is, and a ":30" on the left, showing that the slide will transition to the next in 30 seconds.

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

Well, if you look at each of the slides, you will see that there is a button which the user can click on to control when to proceed to the next slide. Thus, by allowing a generous amount of time, along with user control, you're allowing each individual the freedom to proceed at his or her own pace. The speed at which our minds absorb data varies enormously from person to person.

You always want to design teaching materials and lessons in such a way as to address *individual* student needs.

*Always give credit where credit is due*

The last slide in any presentation, just as the last item in a term paper, should always be your list of sources cited or used (Fig. 9.10).

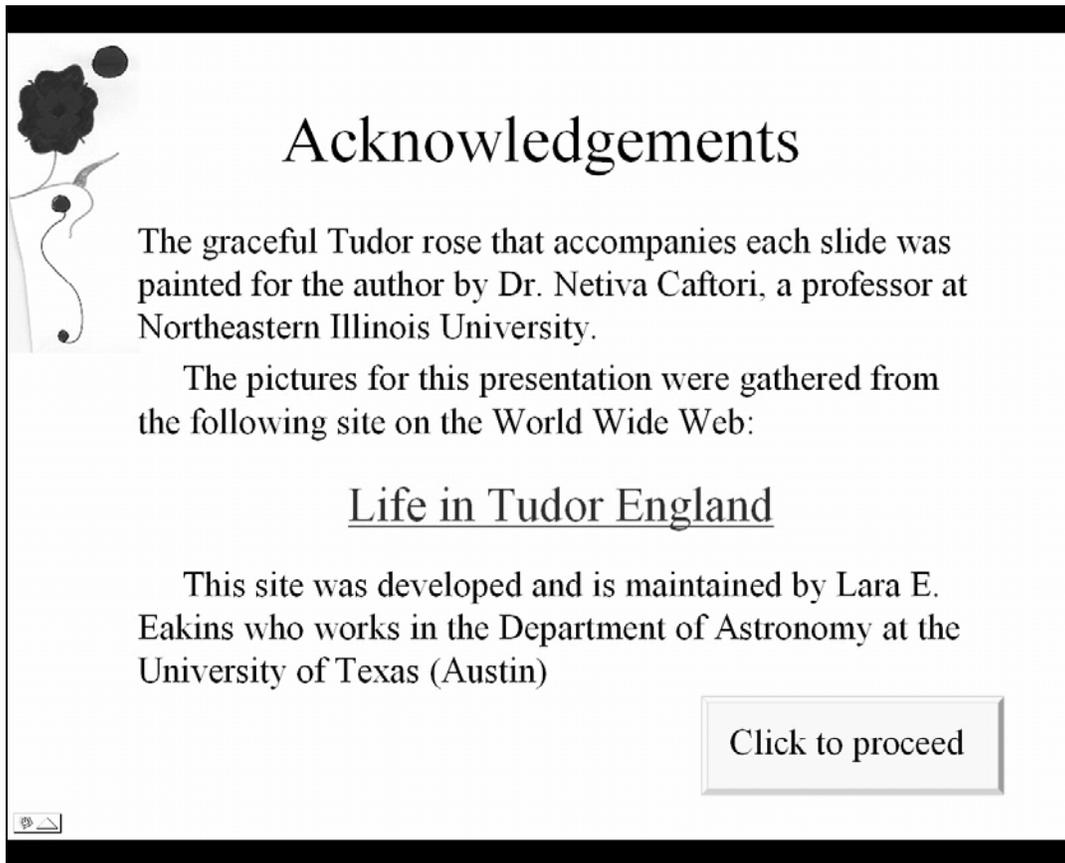


Fig. 9.10 The Acknowledgements slide

So... If you haven't already done so, click your way through the presentation now (you can click the left button on your **mouse** to do this, or hit the **space bar**, or use the **arrow keys** to go back and forth, or click on the **Action Buttons** on the slides themselves to proceed to the next or previous slide)

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

When you have finished reviewing the Tudor Monarchs slide show, **exit** the show by **right clicking** the mouse, then select the **last** menu item to **End Show**

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

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

## 9.3 BUILDING THE PRESENTATION

### Preparation of the outline

You are going to prepare a simple outline (Fig. 9.11) which will give you the experience to prepare your own outlines when you're done with the tutorials.

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

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

From the **File** menu select **New...** and in the **New Presentation Task Pane**, click on **Blank presentation** (Fig. 9.11)

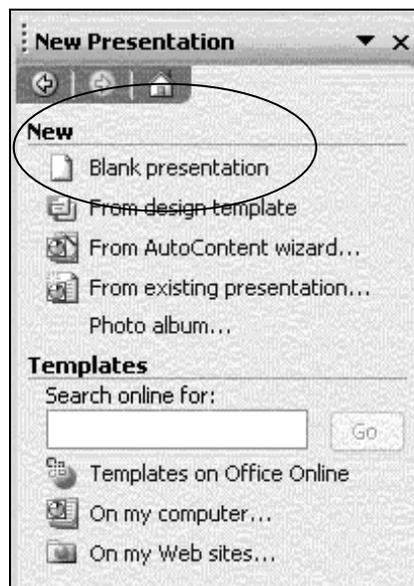


Fig. 9.11 New Presentation Task Pane

When you first open a new, blank presentation in *PowerPoint 2003*, the program presents you with the Normal View (Fig. 9.12), with the Slide Layout Task Pane on the right.

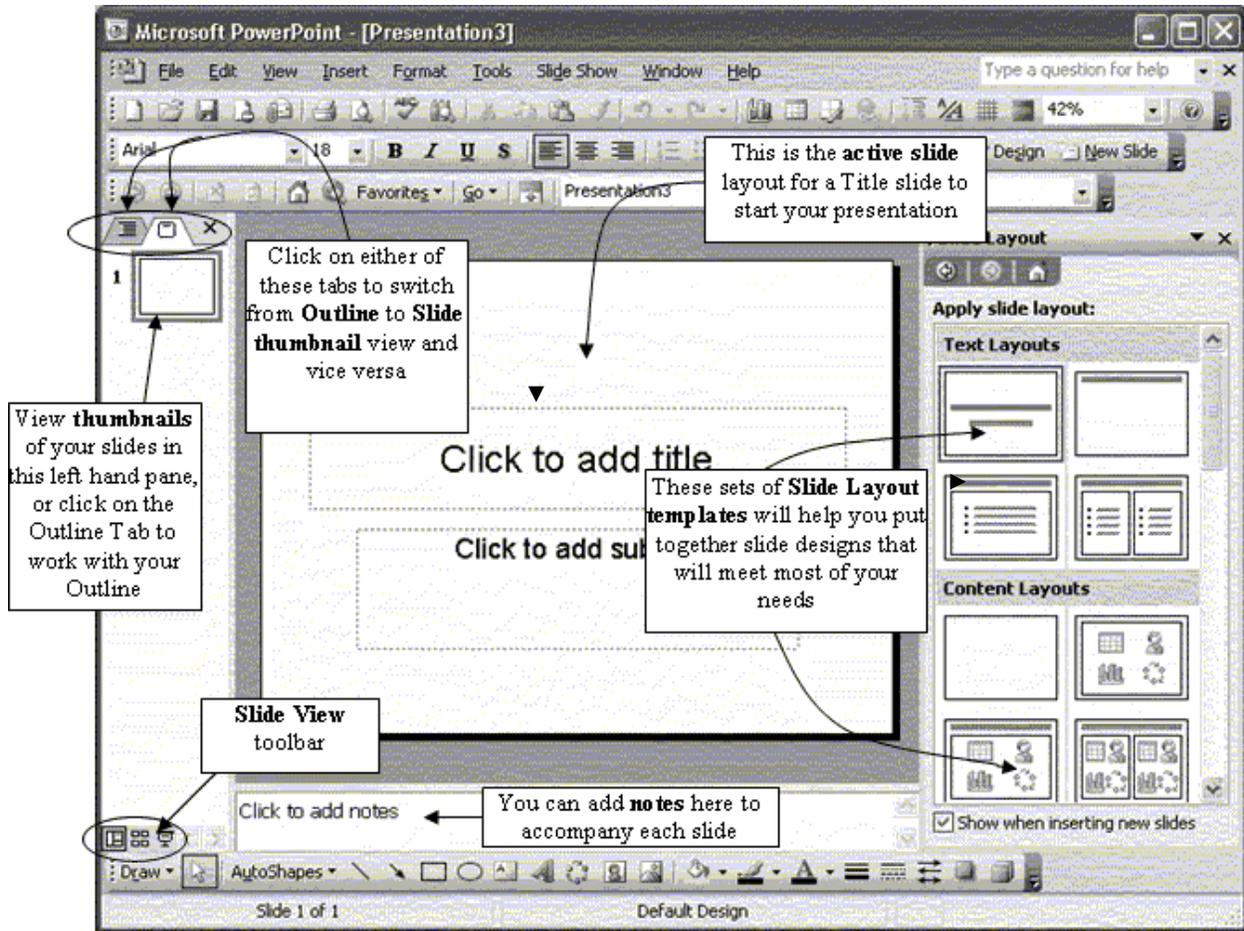


Fig. 9.12 The screen at the start of a new blank presentation

Take a **close look** at the various parts of this opening screen—be sure to read each of the **annotations** before moving on

As you can see, *PowerPoint* provides a lot of help while you're developing your presentation.

The first slide layout is the Title slide layout by default. This is because you would normally want to start out a presentation with a slide that displays the title of your show, along with sub titles such as your name and so forth. You don't have to use these slide layouts, of course. You can create slides from scratch, entirely of your own design, in which case you would select the blank slide layout, which is the first of the *Content Layout* slide templates.

### Typing the outline entries

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

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

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

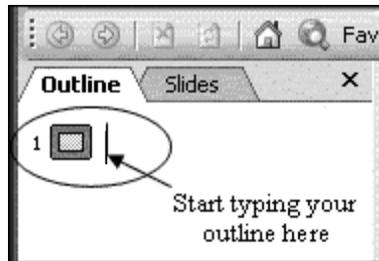


Fig. 9.13 The Outline view in the left hand pane

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

Make sure you have your **Data** disk in the drive, then from the **File** menu select **Save As**, call the document **Screenbeans**, select the drive for your disk, and click on **Save**

Here is the outline you are going to create (Fig. 9.14).

- 1  No Problems, Only Solutions
- 2  Confusion
  - A problem often presents itself as tougher than it really is.
- 3  Contusion
  - We're sometimes afraid to tackle it head on in case it blows up in our face.
- 4  Combination
  - It seems like there are far too many things to deal with.
- 5  Inspiration
  - Until it occurs to us...
- 6  Delegation
  - That we're not alone. That we can call on others to help us out.
- 7  Elation
  - And this makes us feel a lot better
- 8  Admiration
  - Especially when the problem gets solved
- 9  Jubilation
  - And everyone thinks we're the greatest screenbeans ever!

Fig. 9.14 The outline for the Screenbeans presentation

For the first slide, type the title **No Problems, Only Solutions** next to the first **slide icon** (see Fig. 9.14 on the previous page), click in the **subtitle placeholder** just below and type **by [your name]**

That's all you need on the first slide. Now you are ready to type in the entries for the eight remaining slides (see Fig. 9.14). First, however, you must change the slide layout.

In the **Slide Layout Task Pane** on the **right** of your screen, scroll down if necessary to the **Text and Content Layouts** section of the Slide layouts, then locate and **double click** on the layout for **Title, Text, and Content** (Fig. 9.15)

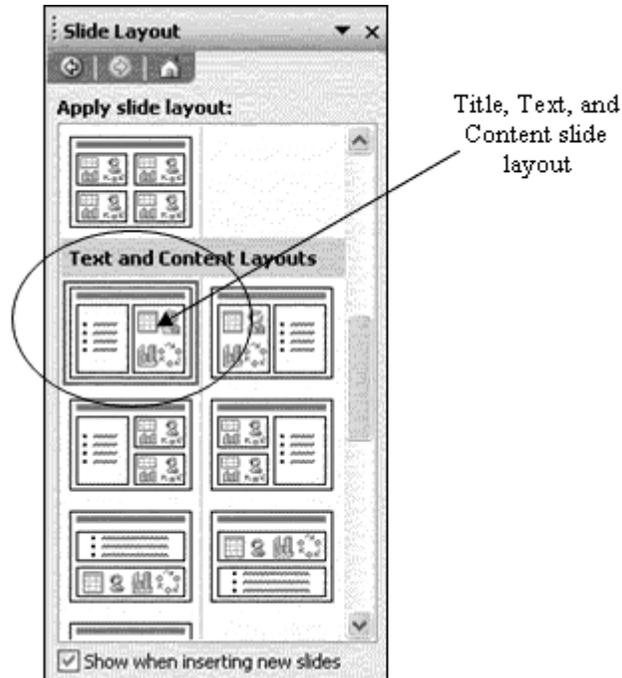


Fig. 9.15 The Title, Text, and Content slide layout

The new layout (Fig. 9.16) lets you to put a title at the top of the slide, some clip art in the lower left placeholder, and text in the lower right placeholder.

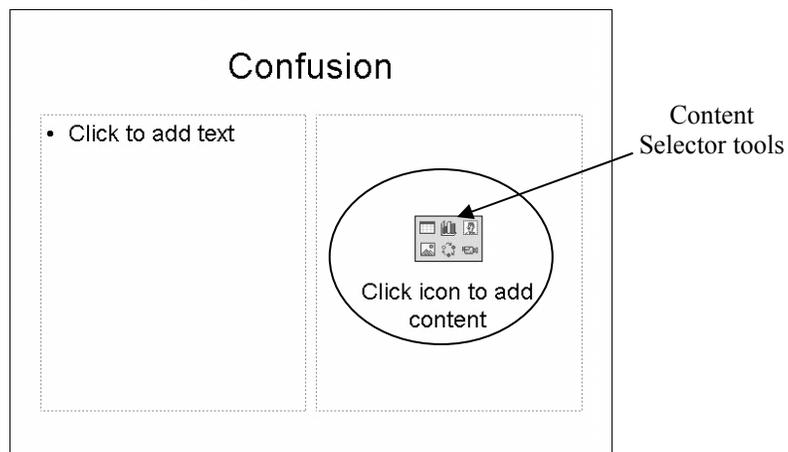


Fig. 9.16 The Title, Clip Art, and Text slide layout

Now, return your attention to the **left hand Task Pane**, so you can continue with the **Outline**

Type **Confusion** for the second slide title (Fig. 9.16), then hit **Enter**

### *Switching levels*

Switching levels means moving up or down in the hierarchy of topics on each slide. For example, you might have a top level topic such as Disasters, then as sub topics you might have Earthquakes, followed by Volcanoes, followed by Forest Fire, and so forth. If you look at the second slide in Fig. 9.14, the word *Confusion* is at the top level, then what immediately follows—indented—is lower level text *A problem often presents itself...*, etc. When you switch to the next level *down*, the text is automatically indented to the right.

So, to summarize, moving the text to the *left* takes you *up* a level in an outline. Moving the text to the *right* takes you *down* a level in an outline.

For the remaining slides you have to enter text not only for the Title of each slide at the top level, but also for the text placeholder (see Fig. 9.16). This text will be at a lower level than the title.

To change levels in an outline, *PowerPoint* provides outlining tools (Fig. 9.17).

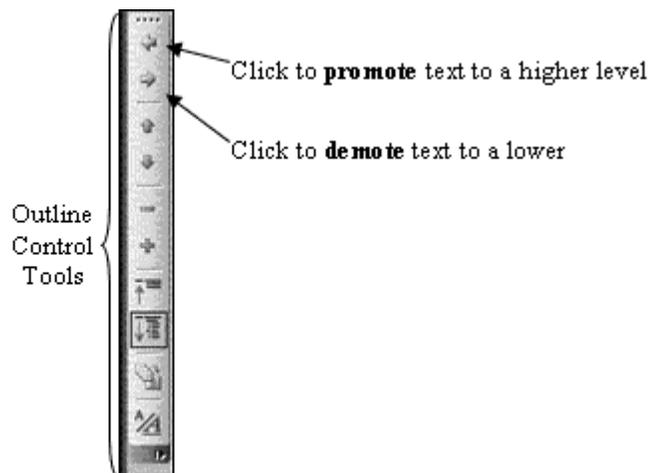


Fig. 9.17 The Outline Control tools

Here are the steps to display this toolbar on the left side of the window so you can easily get to it when you need to work on your outline.

In the **View** menu, select **Toolbars** and in the **sub-menu** select **Outlining**

Remember where to find the Outlining tools. You should have them on the screen as a matter of course whenever you set out to work on a *PowerPoint* presentation.

In the **Outline Control tools**, click on the **second arrow down** to **demote** to a **lower level** the next text you type into the outline

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

Type the **lower level text** for the second slide (**A problem often...**) from the illustration in Fig. 9.14 on page 221, then hit **Enter**

*Raising text to a higher level*

That is all you need to do for the second slide for now. You will add the clip art in a moment. But first you should complete the text outline. As you can see, you need to promote the next text item back to the top level for slide 3. To do this you will use the Outline control tools once more.

Click on the **top** arrow in the **Outline Control** tools (Fig. 9.17) to **promote** the next text item to the **top level** for the 3rd slide

As you see, this takes you up one level. Now you are at Level 1 of your outline and still on the same line.

You should be starting to get the hang of this by now, especially if you have already completed the eight preceding tutorials! Indeed, you should be starting to think of yourself as something of an expert with Microsoft *Office* in general, and with the various *Office* tools like *PowerPoint* in particular.

So go ahead now and complete the rest of the outline (using Fig. 9.14 on p. 221), promoting and demoting the text levels as you go along

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

Now, before you go on, in the **left hand pane**, click on the **Slides tab** so you can see the **thumbnails** of all your slides

Neat, huh?

**Adding the pictures to the slides**

Slides #2 through #9 will have a graphic of a screenbean in the Content placeholder. This job has to be done directly on the slide.

You should still be in **Normal** view, so click on the **thumbnail** for **Slide 2** in the show to make Slide 2 the **current slide** (you should see the large version of the slide in the middle of the *PowerPoint* window)

Let's take a closer look at the Content Selector tools in the lower right frame of the slide (Fig. 9.18).

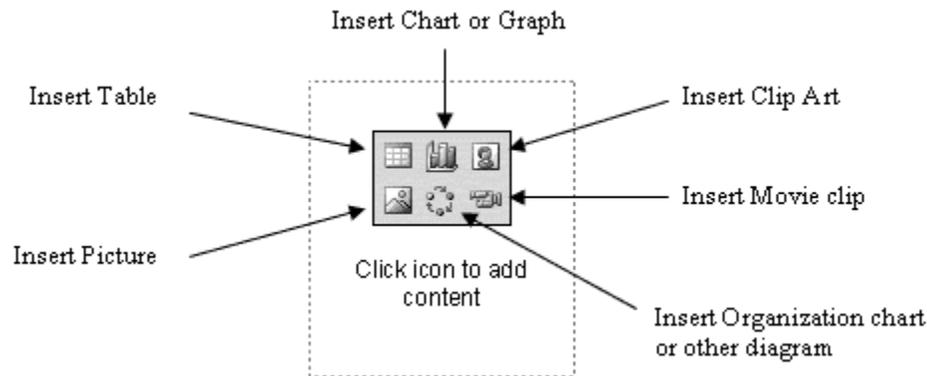


Fig. 9.18 The Content Selector tools

As illustrated in Fig. 9.18, you can insert a table from *Access*, say; or a chart from *Excel*; or clip art from Microsoft's gallery of clip art; or a movie clip that you made yourself or that you downloaded from a CD-ROM or from the web; or an organization chart, or any picture that you have saved on disk.

If you click on the Insert Clip Art tool, *PowerPoint* brings up the Clip Gallery (Fig. 9.19).

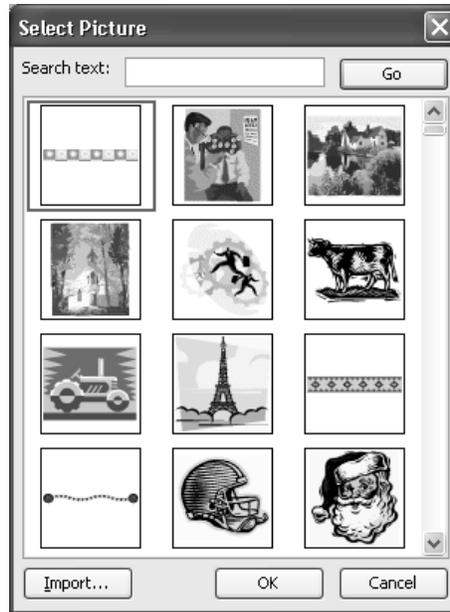


Fig. 9.19 The Microsoft Clip Art Gallery dialog box

The Screenbean pictures that you are going to use for this presentation are from Microsoft's clip art gallery, but they may not be available on your computer. So for the sake of this exercise, a folder has been prepared on your PowerPoint disk in which are stored the 8 clip art items you will use for this presentation. They are stored, not as clip art, however, but as *pictures*, so you will use the Insert Picture tool in the Content Selector tools (Fig. 9.19 above) to put the pictures on your slides.

Make sure you still have your **Work Files for Office 2003 Tutorials** disk in the disk drive, then click on the **Insert Picture** icon in the **Content Selector tools** (Fig. 9.18) so you can add a picture from a file on your disk (the **Confused** Screenbean)

In the **Insert Picture** dialog box, locate the **PowerPoint Files > Screenbean** folder

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

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

Table 9.1 The required sequence for the pictures in the Screenbeans presentation  
In the **Screenbean** folder, **double click** on the document named **Confused** ("Confused" with an "f", not "Contused" with a "t"!)

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

Check to make sure the art is correctly positioned inside the box, then click anywhere off the image after you have it where you want it, in order to set it in place, then scroll down to **slide #3**

Repeat this exercise for the next **seven** slides, loading the art in the order it is listed in Table 9.1 above

When you are done with slide #9, switch back to your **Data** disk again and **Save** the **Screenbeans** document before the next exercise

## 9.4 ADDING BELLS AND WHISTLES TO THE PRESENTATION

### Setting timings for the slides and adding transitions

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

Click on the **Slide Sorter View** in the **Slide View** toolbar, then from the **Slide Show** menu select **Slide Transition...** or click on the **Slide Transition tool** in the toolbar

This brings up the Slide Transition Task Pane (Fig. 9.20).

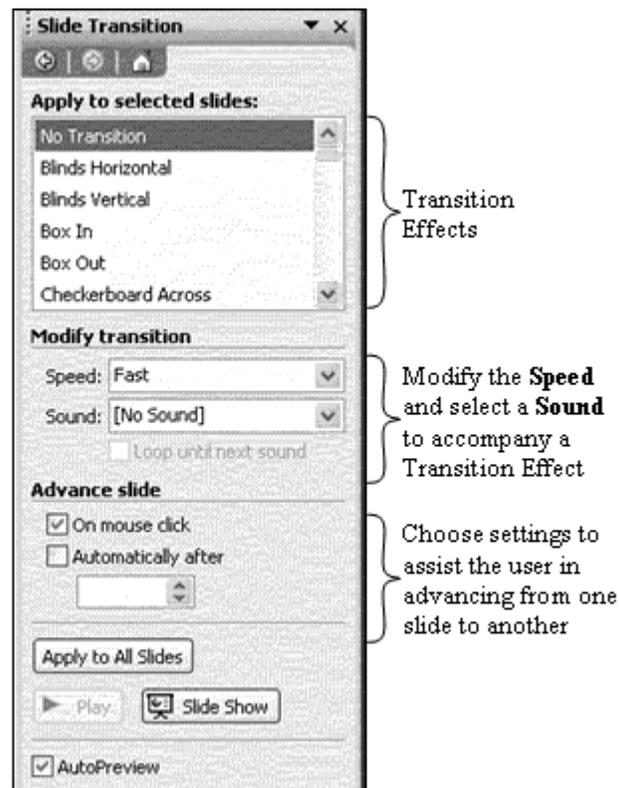


Fig. 9.20 The Slide Transition Task Pane (foreshortened for page layout purposes)

Watch the highlighted slide in the Slide Sorter while you click in the **Slide Transition Task Pane** on any of the **transitions** in the menu of **Transition effects**—try several of them to get a feel for how they work

In the **lower portion of the Task Pane**, click in the **check box** next to **Automatically after** and increase the **Advance slide** time to **10 (ten)** seconds, but leave the **check mark** in the box next to **On mouse click**

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

Finally, for a **sound effect** choose **Drum roll** (if you don't hear a drum roll when you eventually run the slide show, it may be because you don't have speakers on your computer, or the speakers on your computer are mute)

You are going to *Apply* these timing and transition effects to *All* the slides, but you could have different effects for each slide if you wanted, simply by going from slide to slide, setting the options, and not applying to All Slides.

Click on **Apply to All Slides**

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

### Choosing Slide Designs

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

Stay in the **Slide Sorter** view, and in the **Format** menu select **Slide Design...** or click on the **Slide Design tool** in the toolbar

The Task Pane now changes to the Slide Design Task Pane (Fig. 9.21).

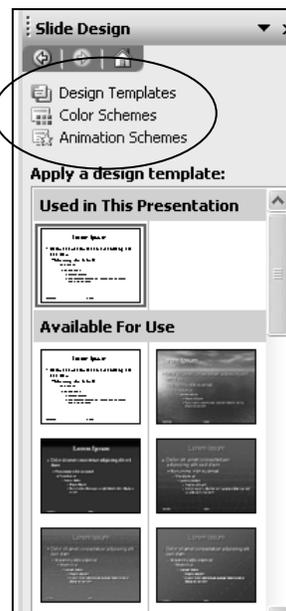


Fig. 9.21 The Slide Design Task Pane

At the top of the Slide Design Task Pane (Fig. 9.21), you have three design choices. You can use *Design Templates*, *Color Schemes*, *Animation Schemes*, or a combination of all three. Let's examine each in turn and see how they work together to help you prepare eye-catching, visually engaging slides.

### *Design Templates*

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

If necessary, scroll in the **Task Pane**, and **hover** (don't click yet) over a **Design Template** that appeals to you

As you hover, you'll see the name of the design template you're pointing at plus a small grey bar on the right side of the Template with a small down arrow on it (Fig. 9.22).

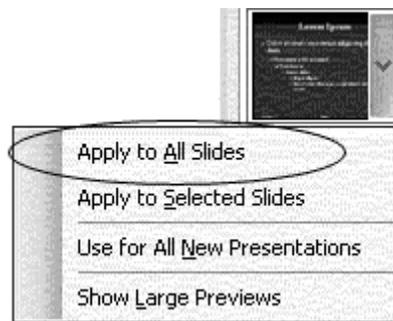


Fig. 9.22 The Design Template pop up menu

Click on the **down arrow** to bring up the **menu of options** for the design template, then, in the menu, click on **Apply to All Slides**

If you wanted to apply the Design Template to just a few slides, you would first select the slides you want, then click on *Apply to Selected Slides*. Let's try that.

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

Now, in the **Task Pane**, hover over a **Slide Design Template** different than the one you chose before, click on the **down arrow** and, in the pop up menu, select **Apply to Selected Slides**

You see how easy it is to create a diversity of quite attractive slides.

*PowerPoint* is a beautiful program because it's so easy to use once you know what's available to you. You can really go to town when you're designing slides, as long as you know about all the tips and tricks—the bells and whistles—offered by the software.

### *Color Schemes*

You may well like one of the Slide Design templates you were just working with, but you didn't select it because the Color Scheme wasn't what you were looking for. Well, you can do something about that by using the standard Color Schemes or, if you want to choose your own colors, you can go with a custom Color Scheme. Let's try some of the standard Color Schemes first.

In the **Task Pane**, click towards the top on the **Color Schemes** option

Scroll if necessary and **hover over** one of the **Color Schemes**, click on the **down arrow** and, in the pop up menu, select **Apply to All Slides**

Choose any **Color Scheme** you like from those displayed—try a few of them to see how they look

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

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

In the **Slide Design Task Pane**, click to select one of the standard **Color Schemes** then, at the **bottom** of the **Task Pane**, click on **Edit Color Schemes...**

Fig. 9.23 shows the *Edit Color Scheme* dialog box.

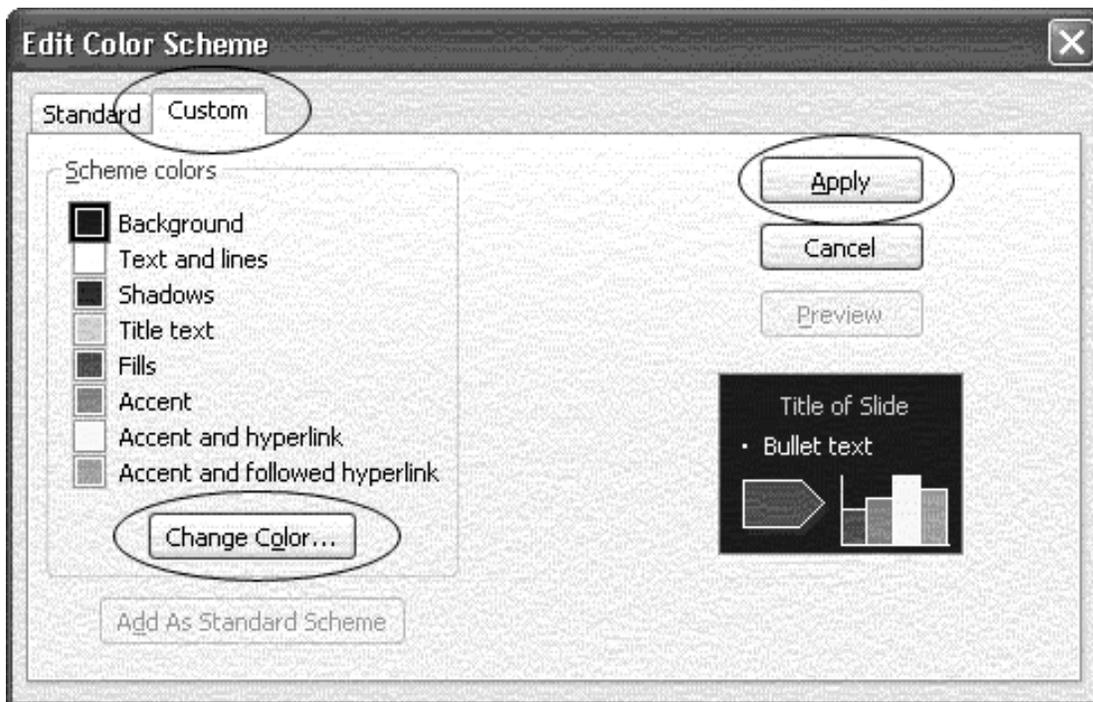


Fig. 9.23 The Edit Color Scheme dialog box

Make sure you have the **Custom** tab selected, click on any of the **small color boxes** (next to Background, Text and Lines, etc.), then click on the **Change Color...** button (Fig. 9.23) to select from a palette of either 256 colors (the standard color palette) or from over 16 million different colors (the custom color mixer)

Take whatever time you need to familiarize yourself with these color selection tools. You may recall learning about them in Lesson 3 when you practiced using the *Office Drawing Toolbar*.

After you have selected some new colors for this and that, check it out by clicking on the **Apply** button (Fig. 9.23 above)

*Animation Schemes*

Animation refers to movement. A *PowerPoint* animation scheme controls how text and other slide objects emerge onto the screen during a presentation—sliding in from the right or left, or fading in, and so forth. Let's try some of the Animation Schemes now.

In the **Task Pane**, click towards the top on the **Animation Schemes** option

The Animation Schemes Task Pane comes up in the left hand frame (Fig. 9.24).

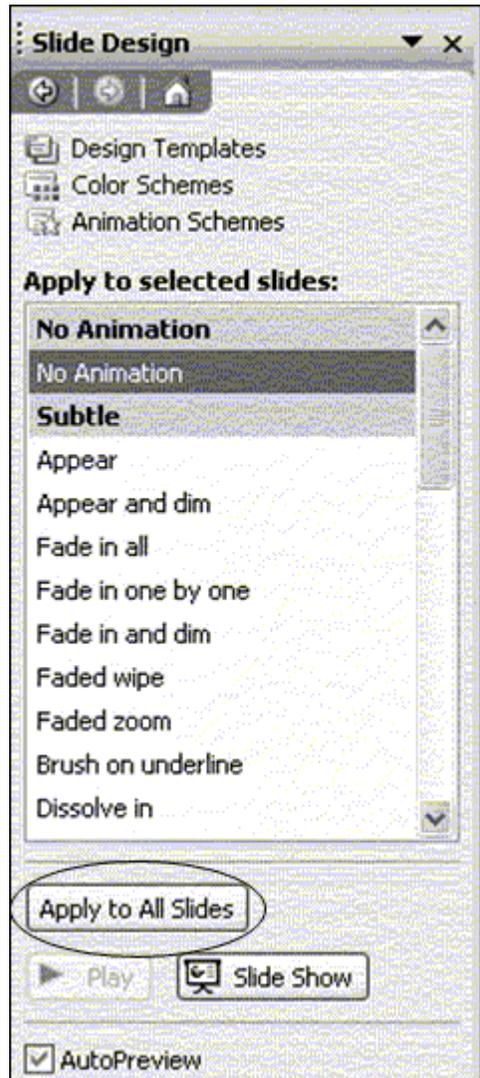


Fig. 9.24 The Animation Schemes Task Pane

Try out some of the **Animation Schemes** by clicking on them one by one, then click on the **Apply to All Slides** button (Fig. 9.24 above)

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

If you really wanted to create completely customized slides, you could choose *Background* from the *Format* menu in order to select from a wide range of colors and Fill Effects. You learned about these Fill Effects in Lesson 3 when you played with the Drawing tools in the Drawing toolbar, including gradients, textures and patterns.

Take a look at the **Fill Effects** now—**Format > Background** (Fig. 9.25) and click on the down arrow to see the options

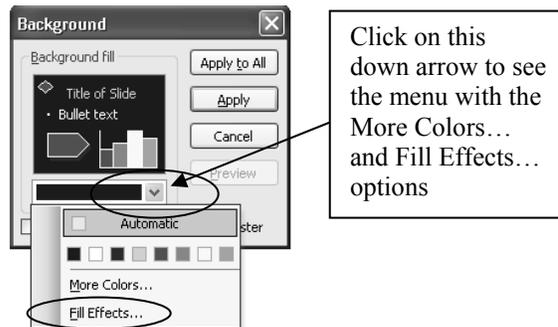


Fig. 9.25 The Background > Fill Effects option

The Fill Effects option in the Background dialog box (Fig. 9.25 above) also lets you use pictures as backgrounds for your slides. For example, if you were creating a slide show of The Battle of Gettysburg, you could use a misty photo of the battlefield as a background for all the slides. Or you could individualize each slide in this way.

Try to find the time to experiment with these background Colors and Fill Effects. It is beyond the scope of this tutorial to introduce you to all the features of the *PowerPoint* program. *PowerPoint* is a beautifully designed tool for developing slide shows/presentations for myriad purposes. Truly, the only limit on what you can do is your imagination.

### Making the Screenbean images transparent

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

Click on the **thumbnail** for **Slide #2** and if the **Picture toolbar** is not showing on your screen, **right click** on the **Screenbean image** then, in the pop up menu, select **Show Picture Toolbar** (Fig. 9.26)



Fig. 9.26 The Picture toolbar

Click to select the **Set Transparent Color** tool in the Picture toolbar (Fig. 9.26), then simply click on the white background of the Screenbean picture

Hey presto! Screenbean picture's transparent.

Now do the same with the Screenbean pictures on the other slides

**Save** the Slide Show when you're done

### Checking out the presentation

It's time to try out your show.

In the **Slide Show** menu, select **View Show** and click your way through each slide at your own pace, or let the computer time it for you, 10 seconds per slide

## 9.5 ACTION BUTTONS AND HIDDEN SLIDES

### Action buttons

Action Buttons allow you to control the sequencing of the slides in a slide show. They also allow you to go to slides that would otherwise be hidden from the user's view and passed over when the slide show is running.

The Action Buttons can also be used to direct the user back to a previous slide, or forward to the next slide, or to go directly to the first or last slide. There are other buttons that can be used to call up a movie clip or some other kind of document.

You're going to put Action Buttons on each slide, other than the first and last slide, which will allow the user to go back to the previous slide or forward to the next slide. The first slide will just have one Action Button to go to the next slide, and the last slide will have two Actions Buttons, one to go to the previous slide and one to go back to the beginning of the show (Home).

Fig. 9.27 shows you how the Title slide will look after you've added the Action Button.

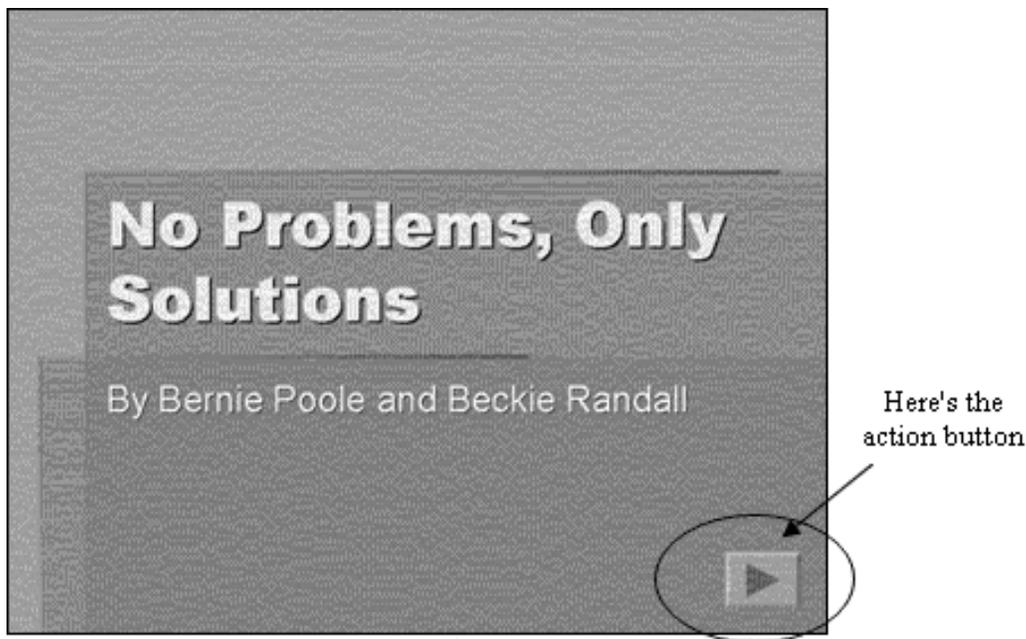


Fig. 9.27 The Action Button on the Title slide

OK, here goes. To use Action Buttons you must be in the Normal view so you can work on individual slides.

In the **Slide View toolbar** (lower left of your *PowerPoint* window) click on **Normal** view

Then (in the left hand pane) click on **Slide #1** (the **Title** slide)

In the **Slide Show** menu select **Action Buttons**

From the **Action Buttons** panel (Fig. 9.28), click the Action Button for **Forward or Next slide**

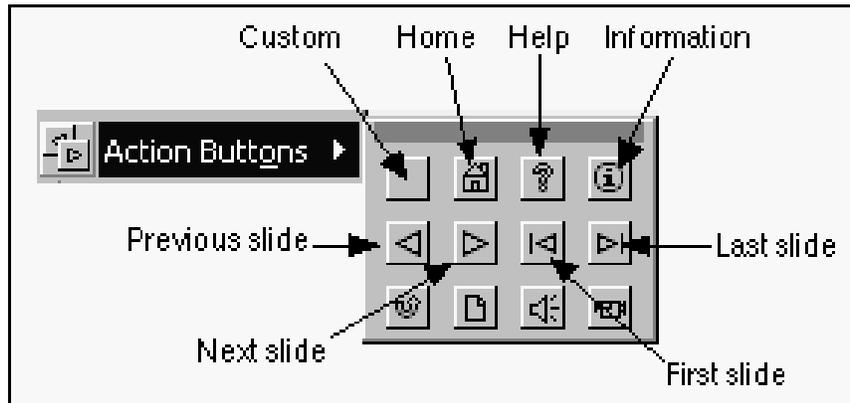


Fig. 9.28 The Action Buttons panel

Now, without clicking, roll the mouse cursor down over the slide and notice that the arrow pointer changes to a **cross hair**

Position the cross hair **in the lower right corner of the slide**, then hold down the **left mouse button** and drag to create a **box about a half inch square**

**Let go of the mouse button** when you're done—you can adjust the size of an action button any time, if you want, by dragging on the **handles** around it

*PowerPoint* displays the Action Settings dialog box (Fig. 9.29).

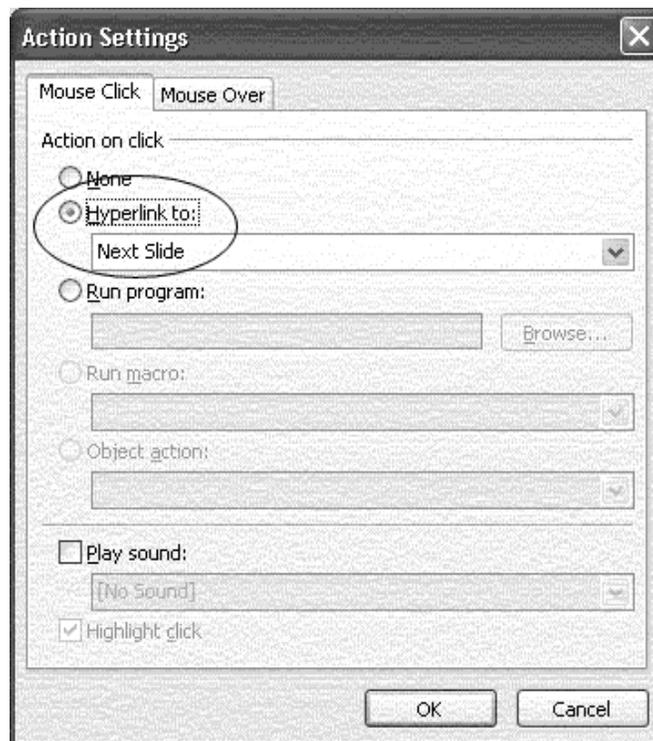


Fig. 9.29 The Action Settings dialog box

You want the Action Button to go to the **Next Slide** from the Title slide, which is the **default hyperlink**, so click on **OK**

You should now see a professional-looking Action Button which, if you ran the slide show right away and clicked on the button, it would advance you to the next slide.

On the next seven slides, you're going to put two action buttons in the lower right corner, next to each other—one to go back to the previous slide and the other to go forward to the next slide.

Click on **Slide #2**, then in the **Slide Show** menu select **Action Buttons**, and from the **Action Buttons** panel click the Action Button for **Back or Previous** slide

Move the cursor down to the **lower right corner** of the slide and drag to draw an Action Button in the **lower right corner**, but **leaving room for a second button**, which you'll put there next

You want the Action Button to go to the **Previous Slide**, which is the **default hyperlink** in the Action Settings dialog box, so click on **OK**

Still on **Slide #2**, in the **Slide Show** menu select **Action Buttons**, and from the **Action Buttons** panel click the Action Button for **Forward or Next** slide, and drag to draw an Action Button in the **lower right corner** of the slide, **right next to the Action button you just created**

Once again, you want the Action Button to go to the **Next Slide**, which is the **default hyperlink** in the Action Settings dialog box, so click on **OK**

Slide #2 should now look something like Fig. 9.30 (with your own design template, of course).

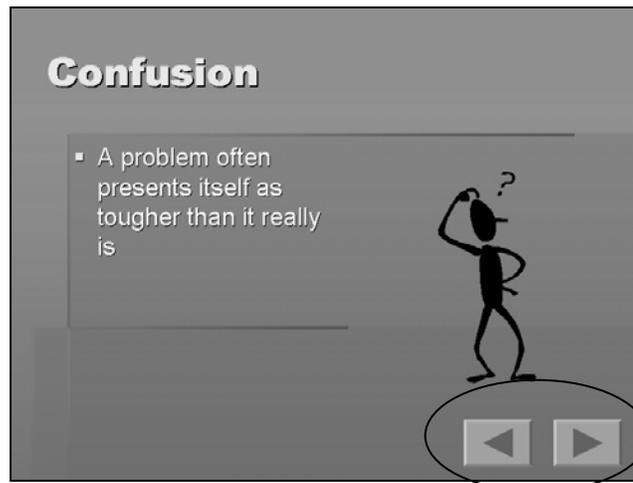


Fig. 9.30 Slide #2 with the Action Buttons in place

#### *Copying the Action buttons to other slides*

Once you have created a set of buttons for a slide, if you need to do the same on other slides in the presentation, all you have to do is copy and paste them. This is a lot quicker than recreating them on each succeeding slide. This is simple to do.

Hold down the **Shift** key on the keyboard then click on each of the new buttons on the **Confusion** slide so that both buttons are selected

Press **ctrl-c** on the keyboard to copy them to the clipboard

Click on the **thumbnail** for **slide #3** and press **ctrl-v** to paste the buttons onto the slide

Notice that the buttons are pasted into the exact same place on the next slide.

Now do the same for the **remaining slides** in the presentation

The buttons are slightly different on the last slide. You want a button to go back to the previous slide still, but instead of a button to go forward to the next slide, you need one that takes you back to the beginning. This is called a Home Action Button.

Click on **Slide #9**, the last slide in the show, click on the second of the two Actions buttons in the lower right corner (the **Next** Action Button) and hit the **Del(ete)** key to remove it from the slide

In the **Slide Show** menu select **Action Buttons**, and from the **Action Buttons** panel click the Action Button for **Home** (the second button in the set)

Slide down over the slide and drag to draw an Action Button in the **lower right** corner, right next to the Action button to go back to the previous slide

Your show is almost ready, but first you have to learn about hidden slides.

### **Hidden slides**

Hidden Slides are slides that will be bypassed as the user clicks through a presentation *except* when the user clicks on an Action Button that specifically sends them to the Hidden Slide.

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

Make sure you still have the **Slide** tab selected at the top of the left hand pane so that you can see all the **thumbnails** of your slides, then click on **Slide #2** (the **Confusion** Screenbean slide)

Click to position the cursor **right at the end of the text** that you typed in the slide's text placeholder (lower left on the slide, after the words **...tougher than it really is**)

Hit **Enter**, then type **Click if you'd like to read a quote about problem-solving**

From the **Insert** menu, select **New Slide (ctrl-M)** to insert a new slide right after Slide #2—the Confusion slide

Immediately, *PowerPoint* inserts a new slide right after the second slide in the show.

Next, in the **Slide Layouts Task Pane** on the **right** of your screen, locate the **Title slide** layout and click to select it as the layout for the new slide

You want this new slide to be a Hidden Slide.

In the **Slide Show** menu, select **Hide Slide**

Click in the **title placeholder** on the new slide (where it says Click to add title), and type the following quotation: “**Quality is in the details.**”

Click in the **subtitle placeholder** on the new slide and type the following “**Bernie Poole, Esq.**”

The Hidden Slide with the quote is now ready and you have to tell *PowerPoint* how to find it.

In the **left hand Task Pane**, click on the **thumbnail** for **Slide #2** (the **Confused** Screenbean)

In the **Slide Show** menu, select **Action Buttons** and from the **Action Buttons** panel click the Action Button for **Forward or Next slide**

Again, without clicking, roll the mouse cursor down over the slide and notice that the arrow pointer changes to a **cross hair**

Position the cross hair **below the text** that you typed in the slide’s text placeholder (below “**Click if you’d like to read a quote about problem-solving**”), then hold down the **left mouse button** and drag to create a **box** about a **half inch square**

Let go of the mouse button when you’re done—you can adjust the size if you want by dragging on the **handles** around the button

*PowerPoint* displays the Action Settings dialog box (Fig. 9.31).

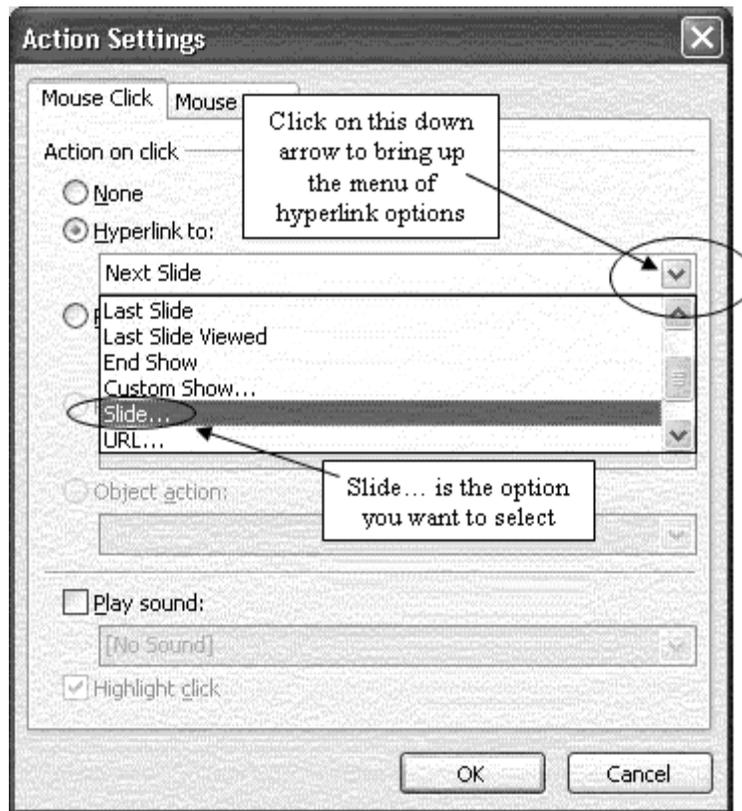


Fig. 9.31 The Action Settings dialog box

The default Hyperlink is to the **Next Slide** and this is **not** what you want, so click on the **arrow** to the right of the box (Fig. 9.31 on the previous page) to show the drop down menu of **Hyperlink** options

Choose **Slide...** from this drop down menu

Now you will see a list of the slides you have just made (Fig. 9.32).



Fig. 9.32 The Hyperlink to Slide dialog box

Select **slide #3** ("Quality is in the details.") and click on **OK**, then click on **OK** again

This new Action Button now provides a link to slide #3 from slide #2 in the show. When you run the show in a moment, if you do not click on this Action Button, slide #3 will remain hidden and will be bypassed.

### Changing an Action Button's colors and effects

The last thing you might like to do with the button is change its color scheme so it stands out from the regular buttons that are already on the slide. This way the Action Button will more like draw the user's attention.

To do this you simply double click on the Action Button and you'll be presented with the *Format AutoShape* dialog box (Fig. 9.33 on the next page) in which you can select from a wide range of colors and other effects.

Try this now--**double click** on the **Action Button** and experiment with **colors** and **effects** of various kinds, clicking on **OK** each time you want to see how a particular color or effect looks

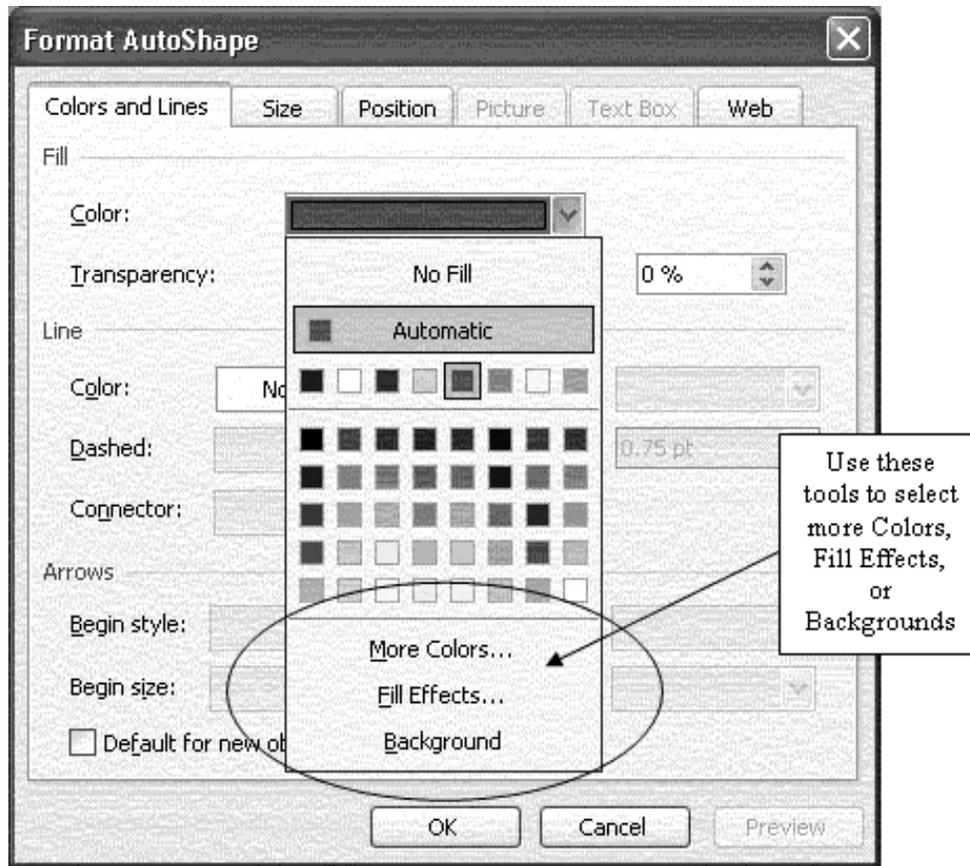


Fig. 9.33 The Format AutoShape dialog box

Click on the **down arrow** in the **Color:** box to see the color palettes and other Fill options

Your last job for now is to put an Action Button on the Hidden Slide, too, to help the user proceed to the next slide in the show.

You should know how to do this on your own, so go ahead and create an **Action Button** which the user can click on to proceed to the next slide

Finally, from the **Slide Show** menu select **View Show** to see how your presentation looks with this new feature incorporated into it

You could link to any of the slides in the slide show, or you could link to other documents and images stored elsewhere. The potential for variation is infinite.

You can perhaps see how using Hidden Slides and Action Buttons to link to them, you could easily (with a little time) create presentations which would act as tutorials, assessment tools, and so forth.

It is beyond the scope of these tutorials to step you through the process of developing such applications, but in the *Skills Consolidation* section at the end of this lesson there are some exercises along these lines for you to work on.

## 9.6 PRINTING PRESENTATION HANDOUTS

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

From the **File** menu choose **Print**, then click on the **Print what:** drop down menu in the lower left corner of the Print dialog box (Fig. 9.34)

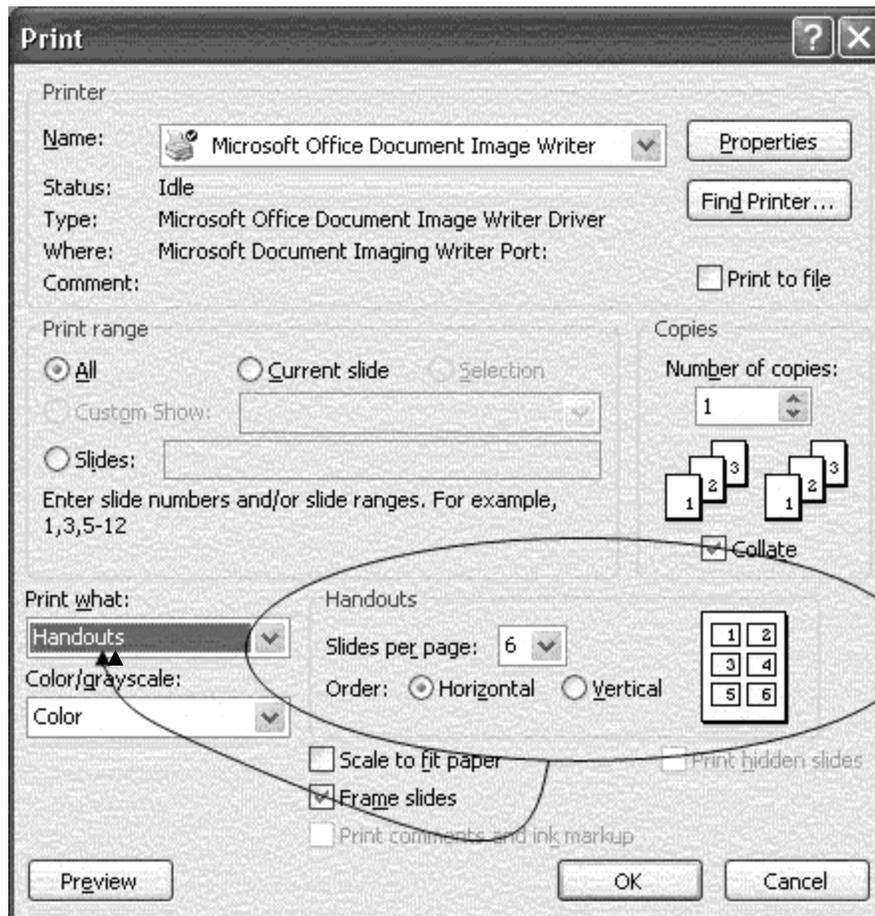


Fig. 9.34 Selecting handout options for printing

In the **Print** dialog box, from the **Print what:** drop down menu select the option **Handouts**, also click in the box in the lower left of the Print dialog box to tell *PowerPoint* to print the slides in **Pure Black and White**, then click on **OK** to print a copy of the presentation

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

Before you finish, why don't you go ahead and make a **backup copy** of your Screenbeans presentation?

## LOOKING BACK

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

But *PowerPoint* is still more valuable as a tool for learning in the hands of your students. They will soon learn the necessary skills to use the program with flare and they'll creating presentations of their own. As their teacher, you'll guide them in the direction of learning projects of all kinds related to the curriculum K-12. In the context of *PowerPoint*, students will discover knowledge and construct their own mental database of information that will stand them in good stead in their future lives.

## LOOKING FORWARD

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

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

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

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

## SKILL CONSOLIDATION

1. Prepare a presentation on the subject of the American colonies. Make sure you have at least five first level topics (five slides).
2. Prepare a presentation on the subject of US Presidents (or any subject of your choice that you might use with a K-12 age group appropriate to your major). Make sure you have at least five first level topics (slides). Use the Hidden Slide feature and Action Buttons to ask a question or questions about the subject matter of the presentation. So you would ask a question on one slide (True/False or Multiple Choice, for example), then have Action Buttons on the same slide which would link to the Hidden Slides that have the answer (Correct or Incorrect) to the question. On the Hidden Slides you would then have an Action Button which would link to the next question or the next slide in the presentation.

3. Prepare a presentation on the subject of the American movie scene. Make sure you have at least five first level topics. Use the Hidden Slide feature and Action Buttons to ask questions about the subject matter of the presentation. So you would ask a question on one slide (True/False or Multiple Choice, for example), then have Action Buttons on the same slide which would link to the Hidden Slides that have the answer (Correct or Incorrect) to the question. On the Hidden Slides you would then have an Action Button which would link to the next question or the next slide in the presentation.
4. Prepare a presentation in a style of your own choosing with at least three levels on the subject of contemporary music. Make sure you have at least five first level topics. Use the Hidden Slide feature and Action Buttons to ask questions about the subject matter of the presentation. So you would ask a question on one slide (True/False or Multiple Choice, for example), then have Action Buttons on the same slide which would link to the Hidden Slides that have the answer (Correct or Incorrect) to the question. On the Hidden Slides you would then have an Action Button which would link to the next question or the next slide in the presentation.
5. Create a slide show with yourself as the subject--you the person, you the teacher. Use graphics drawn from any source you like.
6. Create a slide show on the subject of pets. Use graphics from clip art or created in a Drawing or Painting environment. Make sure you have at least five first level topics. Use the Hidden Slide feature and Action Buttons to ask questions about the subject matter of the presentation. So you would ask a question on one slide (True/False or Multiple Choice, for example), then have Action Buttons on the same slide which would link to the Hidden Slides that have the answer (Correct or Incorrect) to the question. On the Hidden Slides you would then have an Action Button which would link to the next question or the next slide in the presentation.
7. Create a slide show on the subject of geometric shapes. Use graphics drawn from clip art or created in a Drawing or Painting environment. Use the Hidden Slide feature and Action Buttons to ask questions about the geometric shapes. So you would ask a question on one slide (True/False or Multiple Choice, for example), then have Action Buttons on the same slide which would link to the Hidden Slides that have the answer (Correct or Incorrect) to the question. On the Hidden Slides you would then have an Action Button which would link to the next question or the next slide in the presentation.