Software _____

PowerPoint 2000 Intermediate

University Computing and Communications Services
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Introduction

After you have mastered the fundamentals of PowerPoint 2000, you will want to experiment and add more interactivity to your presentations. This workshop takes a project-based approach to teach you how to create smart and fun presentations that will effectively convey your material.

Objectives

- Review PowerPoint user interface and terms.
- Create a 1st draft of your presentation
- Modify the Slide Master
- Discuss Design Elements with your peers
- Add animation to your slide show
- Add video and audio elements
- Revise and present your presentation

Prerequisites

- You must have a working knowledge of PowerPoint 2000
- You must be able to create new slides
- You must be able to deliver a presentation before an audience
- You must be creative and willing to take risks
- You must be able to give and accept peer feedback
- You must realize that you can learn from others

Open PowerPoint 2000

For IBM PCs and Compatible Computers:

1. Click Start.
2. Select Programs.
3. Select Applications.
4. Select Microsoft PowerPoint 2000.

For Macintosh Computers:

1. Double-click the Hard Drive (i.e., SQU6A-29).
2. Double-click the Applications folder.
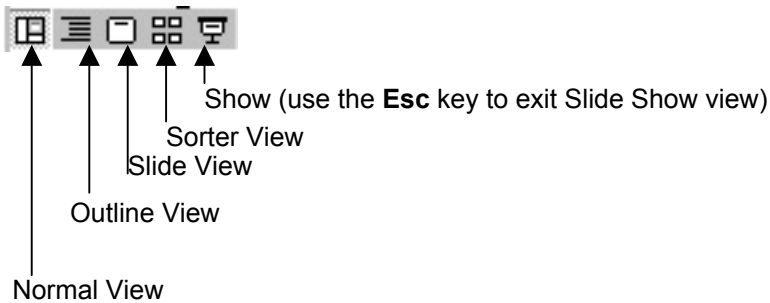3. Double-click Microsoft PowerPoint 2000.

NOTE: The location of **Microsoft PowerPoint 2000** may be different on your home or office computer.

PowerPoint 2000 Terminology and User Interface Review

PowerPoint 2000 Screen

Views

Show (use the **Esc** key to exit Slide Show view)

Sorter View

Slide View
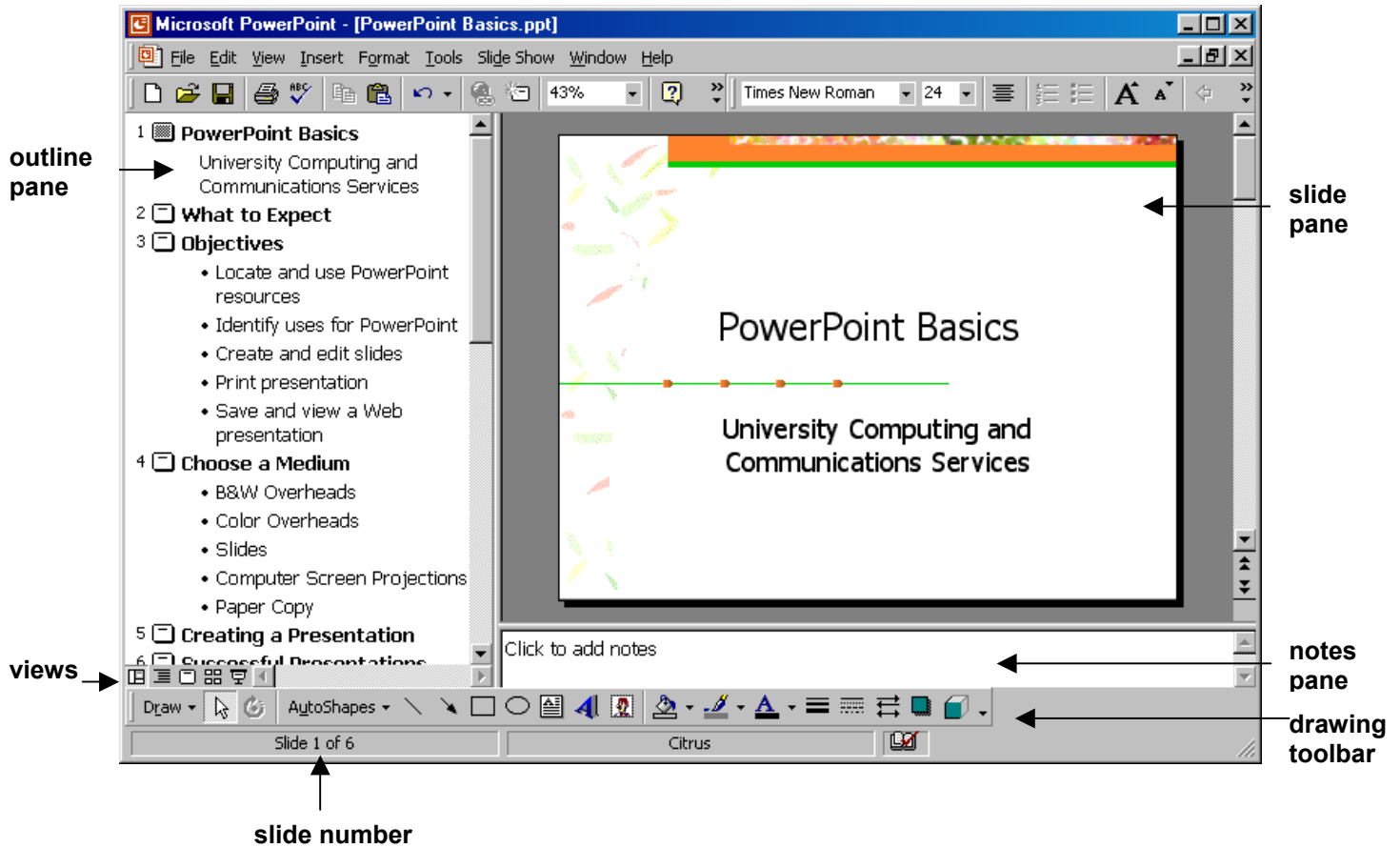
Outline View

Normal View

Normal View displays the three panes shown on the first page.

Outline View enlarges the outline pane.

Slide View shows individual slides.

Sorter View displays miniature slides of the entire presentation.

Slide Show View displays the slides full screen.

Choosing your Audience

Prior to starting the exercise, imagine a single course. You will use this imaginary (or real) course in all of the exercises of this lab. Imagine the average age of the participants. Freshman will have a shorter attention span than graduate students. What is the motivation of the participants for viewing your presentation? For example, a student in your class would be required to view your presentation, and may not have the slightest interest in the subject matter. Does this inform how you build the slides? On the other hand, if you are soliciting students to join an International research team, your audience may be very interested in the subject material. Consider the setting of your presentation. Are you presenting at a conference as a panel member to two hundred participants? Perhaps you are giving an in-class lecture. Think about how the different presentation types and variables will change your presentation.

In the space below, fill in the blanks about the presentation you will develop. Be concise when answering the questions. You will give your presentation at the end of the class and will need to explain both these variables and your choices to your peers.

What is the **Purpose** of your presentation:

What is your **Setting**:

Who is your **Audience**:

What are the **Demographics** of your audience:

What is their **Motivation** for attending:

Describe any **Other Factors** that you might have to address:

Create a 1st Draft of your Presentation

In this exercise, you will create a virtual slide show using static media (images, graphics, text, etc.) for display on an overhead projector. This presentation will serve as the basis for the future exercises. You instructor will give explicit instructions about where you can save your work.

Exercise #1

Create a slide presentation with no less than five (5) and no more than ten (10) slides. Be sure to include the following:

1.) Title Slide

2.) Slide with Bulleted Text

3.) Slide with just a photograph/image

4.) Slide with text and a photograph/image

5.) Ending or conclusion slide

HINT: Before you begin, consider the questions and your answers from page three.

To add images to your slides, Image CDs are available, you can gather images from online resources, clip art, scanned images, or images created from digital cameras.

Design Discussion

Global Comments
What is your first impression of the slide presentation? (If you are evaluating your own presentation, try to use "fresh eyes.")
What "works" and what does not?
What was the purpose of your presentation? Does it accomplish this?

Color Scheme/Background
Does the color scheme/template represent the "feel" of your material?

How are the visual elements arranged? Is there movement?

Is there a point of "entry" and a point of "exit" for your eye?

What words can you use to visually describe the appearance of the color scheme or background?

Do your visual elements help or hinder your material?

Graphics/Images
Are your images concise—do they say what you want them to say?

Is there any extraneous information in the presentation?

Are your images optimized for your presentation medium?

Do your graphics and images help or hinder your material?

Working with a Slide Master

In this exercise, you will edit and use a Slide Master to modify the style and visual elements of your entire presentation. The Slide Master is an important tool to maintain the consistency and the aesthetic qualities of your presentations. Any changes that you make to the Slide Master will be applied to each slide in your presentation, and will save hours of work when you modify or change your presentation.

Exercise #2

To view and edit the Master Slide for your presentation:

1. Select **View** >> **Master** >> **Slide Master** from the menu. The Slide Master for your presentation will appear.

2. Position your cursor and click in the text box labeled **Click to edit Master title style**.

3. Select **Format** >> **Font** from the menu.

4. Select a Font, Font Style, Size, and a color that is appropriate for your presentation. **HINT:** You may need to experiment to find the appropriate look for your text/slides.

5. When you are finished, click **Ok** to set the changes.

6. Position your cursor and click on the first line in the text box labeled **Click to edit Master text styles**.

7. Use the Font, Font Size, and other tools in the PowerPoint Toolbar at the top of the screen to modify the appearance of the first line. **NOTE:** You may want to NOT adjust the font size of the sub-points. The are already scaled to reduce to smaller

8. Repeat the process for each of the lower lines in the Master text styles.

Edit the Color Scheme of the Master Slide:

1. Select **Format** >> **Slide Color Scheme** from the menu.

2. Choose one of the **Color Schemes** on the **Standard** tab.

3. Click **Apply to All** to set your changes.

4. Select **Format** >> **Slide Color Scheme** from the menu.

5. Click the **Custom** tab.

6. Double-Click the color next to **Title** text.

7. Select a different color from the palette.

8. Repeat the process for any other colors that you want to edit.

9. Click **Apply to All** to set your changes.

Add an Image to the Slide Master Background:

1. Open **Internet Explorer**

2. Type *http://www.csus.edu/web/images_library/seals/* in the address bar.

3. Click **Enter**. Internet Explorer will go to the online image library for CSUS.

4. Select one of the seals from the page, place your mouse cursor over the desired seal, and **right-click** on the mouse.

5. Select **Copy**. **NOTE:** You can also save the image to your computer using the **Save Image As** . . option, and then **Insert** >> **Picture** >> **From File** into your presentation.

6. At the bottom of your screen, click the **Microsoft PowerPoint** tab to return to modifying the Slide Master.

7. In the Menu Bar, click **Edit** >> **Paste**.

8. Resize and position the image until it is the desirable size and location.

9. Click **Close** on the floating Master Toolbox to close the Slide Master and to return to your presentation.

10. Survey each slide to ensure that the new graphic elements contribute to your overall presentation. **NOTE:** You may need to adjust some of the elements either on the Slide Master or on individual slides to accommodate differing content.

Presentation Considerations and Audience Participation

A successful presentation takes more than an organized outline. It takes planning. What are some of the elements that make a presentation successful? Are there things that you can include to improve the presentation of your slides. The following are some general recommendations to improve your presentations.

- Organize your content in a logical manner (i.e., general to specific, or theory to practice, or . . . ?)

- Identify transitions in your content, and create logical spaces for your audience to ask questions.

- You can say it, but can you phrase it as a question? Inverting your statements allows your students/audience to participate and engage your material.

- Reiterate your important points.

- Does the text illustrate your idea effectively—do you need a graphic or an image.

- Create beginning and ending slides.

- Maintain visual continuity throughout your presentation—use consistent graphics/images and typography.

- Test, test, and re-test. If you make changes, ensure that your presentation looks like you think it does.

- Have a back-up plan. Bring a back-up copy of your files in case there is a computer problem. Bring a printed version of your materials in case of a power-outage. Be mentally prepared to give your presentation without PowerPoint in case of equipment failure.

Add Video and Audio Elements

Many of the various technology elements can be added into your PowerPoint presentation to lend a seamless transition from one point to a next. Most of the technologies display in an identical manner. In this next exercise, you will create a slide that maintains a consistent look with the rest of your presentation, but you will add a Video clip to the slide.

Exercise #3

Create a new slide that uses a consistent color scheme and layout:

1. From the normal view, click the slide where you would like to insert your Video clip.

2. In the Menu bar at the top of the screen, select **Insert** >> **New Slide**. The New Slide dialog box

   will open.

3. Select a **Blank Slide**, and click **Ok**. You have now created a slide for your Movie clip.

Insert the Movie clip:

1. Select the slide where you want to insert the video. **NOTE:** Your slide may already be selected.

2. Click **Insert** >> **Movies and Sounds** >> **Movie From File** . . .

3. Select the Video Clip that you want to insert.

4. Click **Insert**.

5. PPT will ask you if you want the movie to start automatically, or if you want it to wait. Answer accordingly.

6. Re-size, position, and crop the video output size accordingly.

7. Select the **Slide Show View**, and test your new video.

Cleaning your Presentation

Before you continue customizing your final PowerPoint presentation, delete any of the slides that we used in our exercises that do not contribute. During the creation process, you may have to duplicate or modify individual slides, or entire sections of your presentation. Eliminating unwanted slides will help keep you mental and physical workspace clean.

Notes:

Appendix:

The following pages contain brief descriptions of how to add the following features or tools:

Add Animation to your Presentation

Add a Menu Page or Content Interaction to your Presentation

Add Video and Audio Elements

Add Animation to your Presentation

PowerPoint 2000 has made it easy to transition your presentations from static "slide shows" to dynamic and interactive presentations.

You can add Animation to your presentation by the following methods:

Insert an Animated "gif" Image

To insert an animated "gif":

1. Select the slide where you want to insert the animated "gif."

2. Click **Insert**, **Picture**, **From File** . . .

3. Select the Image that you want to insert.

4. Click **Insert**.

5. Re-size, position, and crop the image accordingly.

Add a Preset Animation

To apply a preset animation or build effect to bulleted slides:

1. Select the bulleted slide that you want to animate.

2. Select **Slide Show, Preset Animations** from the menu.

3. Select an animation type from the list (i.e., **Fly From Top)**.

4. Switch to Slide Show view to see the animation effect.

To remove a present animation:

1. Select **Slide Show**, **Preset Animations**.

2. Select the transition effect from the drop box list.

3. Select the first option, **off**.

Add a Custom Animation

1. Plan your animation on paper.

2. Create all of your elements, or "objects."

3. Click **Slide Show**, **Custom Animation**.

4. In the **Check to animate slide objects** checkboxes, select the elements to animate.

5. With the **Order & Timing** tab selected, arrange the order to make your presentation display properly.

6. From the **Effects** tab, select your animation.

7. Click **OK** to apply.

TIPS: Experiment with the options to get your animation perfect.

Apply Slide Transitions

To apply a transition:

1. Select the slide that you want to apply a transition.

2. Select **Slide Show, Slide Transition** from the menu.

3. Select the transition effect from the drop box list.

4. Click **Apply** or **Apply to All** if you want to add the effect to all slides.

The Animation Library   http://www.animationlibrary.com/

Imagif   http://www.imagif.net/

Victorian Animated Gifs   http://www.victoriana.com/animate/animated.html

Add a Menu Page or Content Interaction to your Presentation

You can hyperlink objects or text to other slides within your presentation. With a little planning, you can create several different levels of interaction within your course.

Add Action Buttons

To add Action Buttons to your slides:

1. Select the slide where you want to add an Action Button.

2. Select **Slide Show, Action Buttons** from the menu.

3. Select the graphical button that you would like to add.

4. Move the cursor to the desired position, and left-click your mouse one time. The button will

    appear on the slide, and the Action Settings menu will appear.

5. Select the action that you desire (Hyperlink to; Run; Run Macro; etc.)

6. Resize and move the button to the desired location.

7. Edit/modify the color schemes according to your desire using the drawing tools.

Switch to Slide Show view to see the animation effect.

Hyperlink Text using Action Settings

To hyperlink text using Action Settings:

1. Select the slide where you want to hyperlink your text.

2. Select **Slide Show, Action Setting** from the menu.

3. Select the action that you desire (Hyperlink to; Run; Run Macro; etc.)

Switch to Slide Show view to see the animation effect.

Add Video and Audio Elements

PowerPoint 2000 makes it easy to add Video and Audio elements to your presentation.

To insert an Video Element:

1. Select the slide where you want to insert the video.

2. Click **Insert**, **Movies and Sounds**, **Movie From File** . . .

3. Select the Video Clip that you want to insert.

4. Click **Insert**.

5. PPT will ask you if you want the movie to start automatically, or if you want it to wait. Answer accordingly.

6. Re-size, position, and crop the video output size accordingly.

To insert an Audio Element:

1. Select the slide where you want to insert the video.

2. Click **Insert**, **Movies and Sounds**, **Sound From File** . . .

3. Select the Audio Clip that you want to insert.

4. Click **Insert**.

5. PPT will ask you if you want the sound to start automatically, or if you want it to wait. Answer accordingly.

6. Re-size, position, and crop the video output size accordingly.

For Additional Resources:

The Encarta Sound Library (spoken dictionary words)   http://dictionary.msn.com/

Sound Effects Library   http://www.sfx-gallery.co.uk/

Earthnoise—Video library   http://www.earthnoise.com