

PowerPoint With Spice!

Objective: Add video clips to PowerPoints or create interactive slides for lessons or student presentations.

**TAGT's 30th Annual
Professional Development Conference
November 16, 2007**

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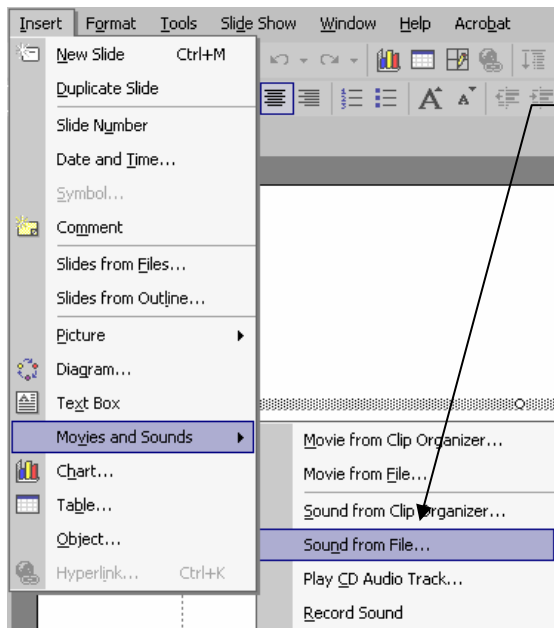
sitrlerd@pearlandisd.org

Pearland ISD

Locating and Inserting Media PowerPoint XP

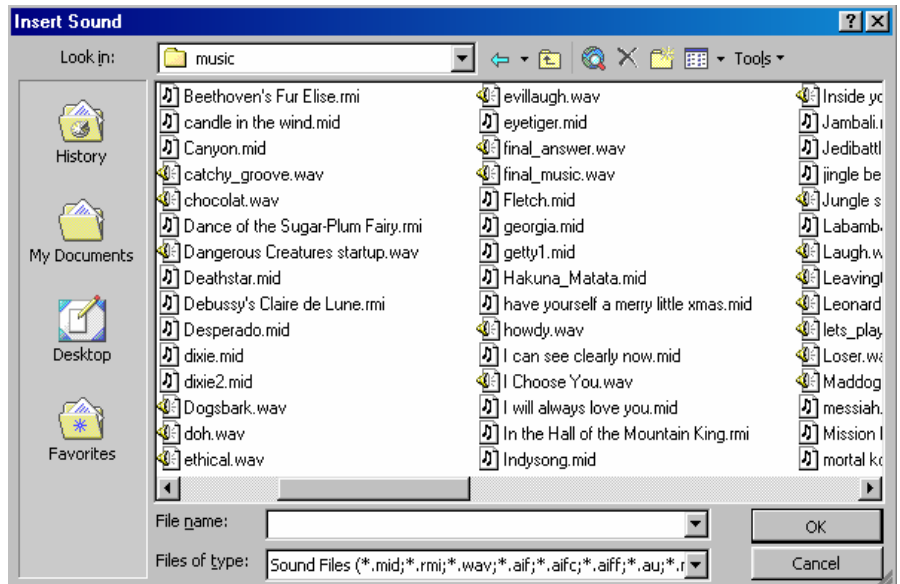
Inserting Music:

There are several types of audio/music files that can be inserted into PowerPoint. In addition, they can be set to play on mouse click, automatically, or based on a previous action.

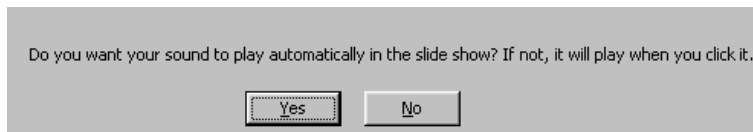


Inserting Sound Files

Insert music files (.wav, .midi, etc.) by doing the following:
Insert→Movies and Sounds→Sound from File. You will see a window similar to the one pictured below. Locate the sound file, click the file name, and then click OK.



When you open the sound file, you will see the following message:



If you DO want the sound file to play as soon as the slide is viewed, click Yes. Otherwise, click No.

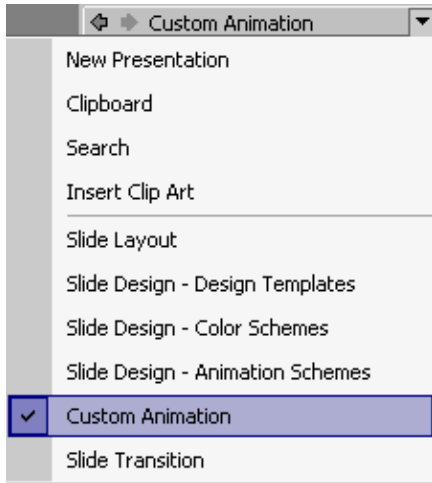


This object will appear.

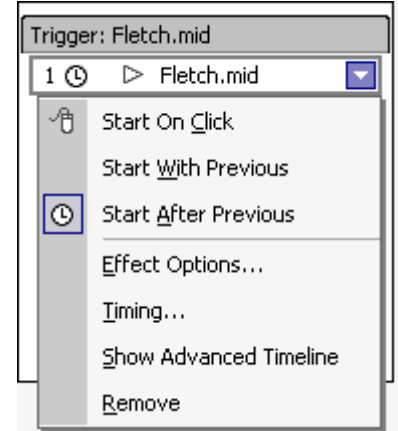
1. You can resize it just like clipart.
2. You can make it play at specific times and/or based on specific events.
3. If you drag the sound icon off the slide, it will not appear on the slide but can still play. Obviously, you would want the sound to play automatically when the slide was viewed.

Adjust the way this sound file plays by doing the following:

You can choose to click on the Icon in order to dictate when the sound plays, or you can choose to make the sound play based on a specific event by doing the following:



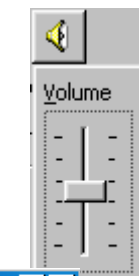
1. Click the music icon to select it.
2. In the **Custom Animation** task pane, click the drop menu for this music file to choose:
 - o **On click** – to start by clicking the icon
 - o **With previous** – to have the music start as soon as the previous action **BEGINS**
 - o **After previous** – to have the music start **AFTER** the previous action **ENDS**



On the **Effect** tab, you can choose:

- Adjust the volume of the sound by clicking the Volume button.
- Click Hide while not playing if you want the icon to become “invisible” while other actions are occurring.

Click the **Timing** tab to dictate when the sound will play.

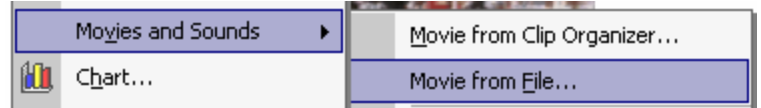


Play Sound dialog box annotations:

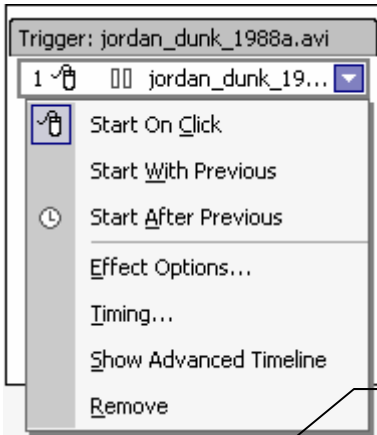
- Start playing:**
 - From beginning: Choose at what point the music should start
 - From last position
 - From time: []
- Stop playing:**
 - On click: To stop the sound file on mouse-click of the slide, select On click (the default).
 - After current slide: To stop the sound file after this slide, click After current slide.
 - After: [] slides: To keep the sound file playing for several slides, click After, and then set the total number of slides to continue playing.
- Sound settings:**
 - Sound volume: []
 - Hide while not playing
 - File: \\PISD_IT_SNAP\ITPUBLIC
- Effect tab settings:**
 - Start: [After Previous]
 - Delay: 2 seconds: You can delay the starting of the sound here.
 - Speed: []
 - Repeat: (none): Choose to repeat the sound any number of times here.
 - Rewind when done playing: Rewind – “resets” the sound so that if the slide is viewed again, it will play again.
 - Triggers: []
 - Animate as part of click sequence
 - Start effect on click of: [Fletch.mid]
- Repeat dropdown menu:**
 - (none)
 - 2
 - 3
 - 4
 - 5
 - 10
 - Until Next Click
 - Until End of Slide

Inserting Movies:

In the same manner that sounds are inserted, go to Insert→Movies and Sounds→Movie from File...

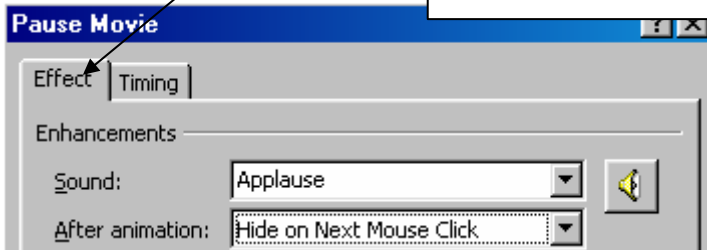
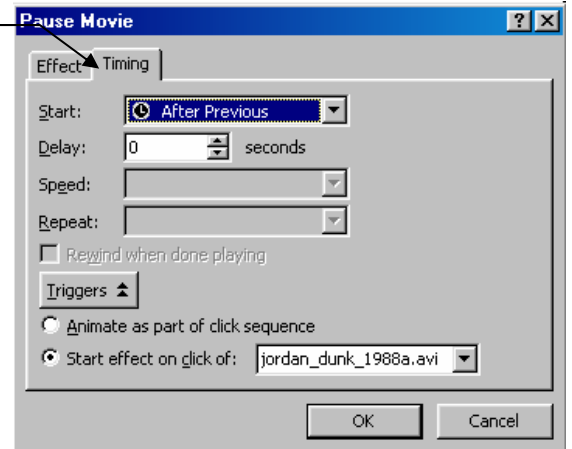


You will again be prompted as to whether you want the movie to play automatically upon viewing the page. If you choose No, there are options (similar to sound files) as to when the movie will play.



As before, you can choose On Click, Start with Previous, and Start After Previous. If you choose Start After Previous, you have several options with regard to timing.

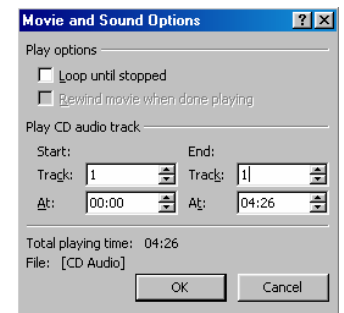
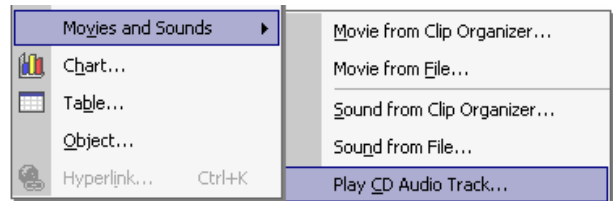
You might choose to play a sound as the movie starts (although this can negate the sounds that the movie contains) and/or to hide the movie on the next mouse click.



Inserting CD Music:

You can choose to play CD music while viewing your presentation.

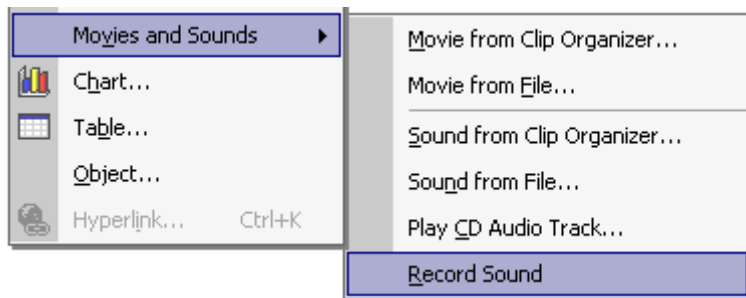
1. Insert the CD into the computer.
2. As before, go to Insert→Movies and Sounds→Play CD Audio Track...
3. Choose whether to have the music Loop continuously.
4. Choose which track(s) to play and at what point to start/end.
5. Click OK. You will be prompted again as to whether you want the sound file to play automatically or not.



Once the Sound Options are set, an icon will appear on the slide. You can adjust the play settings using the same procedure given for other sound files. (See Page 2)

Recording Your Own Narration:

In the same manner that sounds and movies are inserted, go to Insert→Movies and Sounds→Record Sound



The following screen will appear:



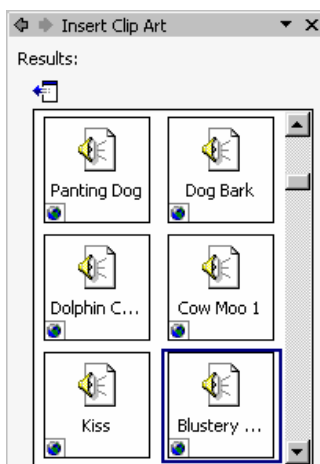
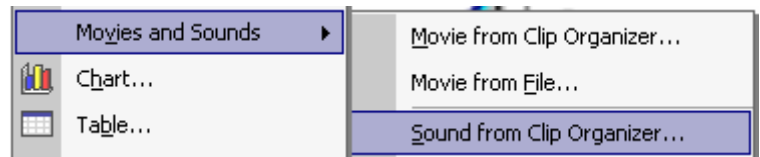
1. Name the sound (replace Recorded Sound with an appropriate name)
2. When you are ready to record, click the Red Dot button
3. Click the Blue Square button to stop recording
4. Click the Blue Arrow button to replay what you have recorded
5. Click OK when done (the same speaker icon will appear on the slide)



You can adjust the play settings using the same procedure given for other sound files. (See Page 2)

Sound and Movie Organizer:

PowerPoint XP has already-installed sound and movie files which can be accessed by going to Insert→Movies and Sounds→Movie or Sound from Clip Organizer.



In the Task Pane, you can choose from a list of sound or movie files.

Click the sound or movie that you would like to insert.

If you choose a sound file, it will once again ask if you want to play the sound automatically.

The pre-installed movie files consist predominantly (if not exclusively) of animated gifs. You would, more than likely, need to go to another source to get true movie files, such as .mpeg, .avi, etc.

Websites and How to Save Files from Them:

Animated Images

<http://www.animationfactory.com>

<http://www.iconbazaar.com>

<http://dgl.microsoft.com/>

<http://www.gifworld.com/>

Sound Files

<http://www.wavcentral.com>

<http://www.altavista.com/audio/default>

<http://www.prs.net/midi.html#index>

<http://multimedia.lycos.com/>

<http://www.altavista.com/audio/default>

<http://www.findsounds.com/types.html>

<http://www.classicalarchives.com/midi.html>

<http://www.singingfish.com/>

Movie Files

<http://www.digitalcurriculum.com>

<http://www.nasa.gov/multimedia/videogallery/>

<http://multimedia.lycos.com/>

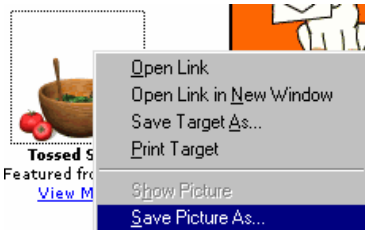
<http://www.altavista.com/video/default>

Saving Files from the Internet

Animated Images:



1. Locate the picture/image you would like to copy.

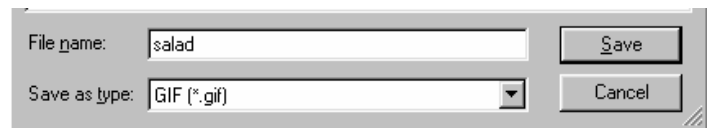


2. Right click the Image

3. Left click Save Picture As

4. Name the File

5. Left click Save




This will save the file so that it can be inserted into the presentation using the instructions given above.

NOTE: You can also COPY the file and PASTE it into the slide.

Right click the image → Left click Copy → View the Slide → Go to Edit and Paste

Audio/Video Files:

2.  **Swordfish (Intro)**, Swordfish ST: Swordfish ST (Explicit)
ubl.artistdirect.com, 2 min 30 sec

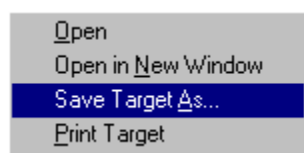


3.  **Swordfish Trailer - Swordfish Trailer**
www2.warnerbros.com/web/movies/index.jsp?
fromtout=home_menu_movies_item0, 2 min 43 sec



1. Locate the Audio or Video File you would like to insert.

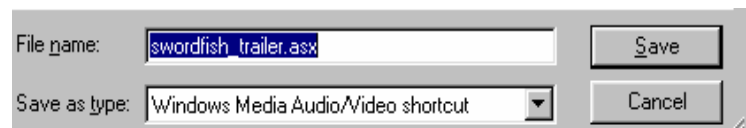
2. Right click the name of the file (or possibly the icon that appears representing the file)



3. Left click Save Target As

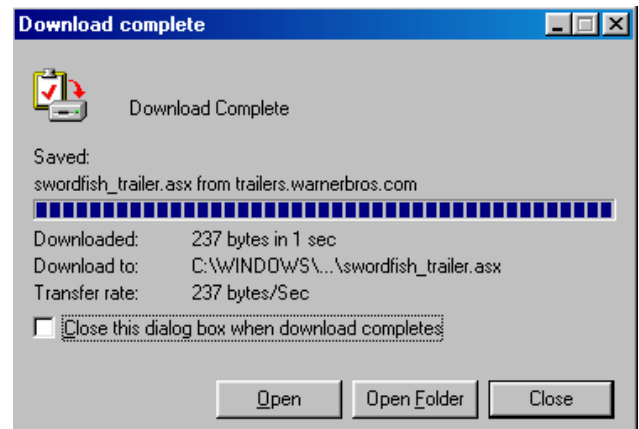
4. Name the file

5. Left click Save



- Close the Download Dialog box when the save is completed.

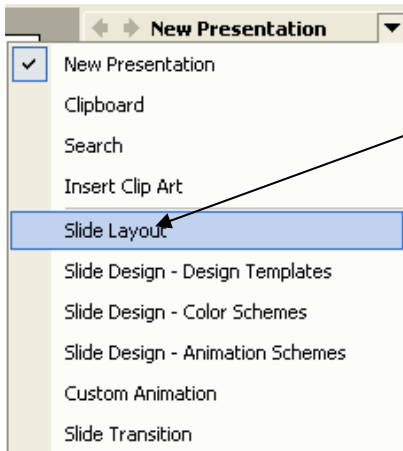
This will save the file so that it can be inserted into the presentation using the instructions given above.



Creating Interactive Lessons Using PowerPoint XP

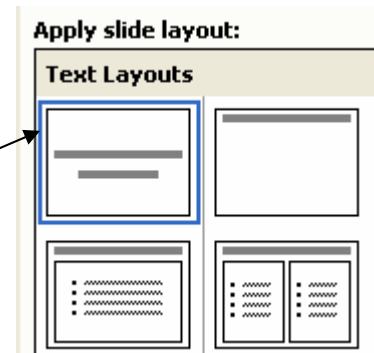


When creating quizzes, it is suggested that you use a **Blank Presentation**, although a Template would be appropriate, also. A **Blank Presentation**, however, would allow you to utilize all of the space on the slide more efficiently and easily.



Once the type of presentation has been selected, it is suggested that your presentation begin with a **Title Slide** (circled here).

It should already be this Layout. However, you can click the drop menu on the Task Pane and choose **Slide Layout**.



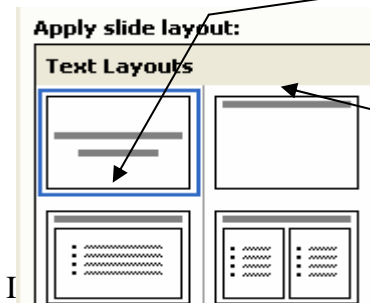
Then, choose your Layout by clicking your choice in the Task Pane.

Saving Your Document

It is at this point that you would probably want to **Save** this presentation (for you will be prompted to do this later, anyway).

After saving the presentation, create a  to begin entering instructions, if necessary.

The **Bulleted List** slide can be used for entering instructions. Create as many new slides as you would like for entering instructions or directions.



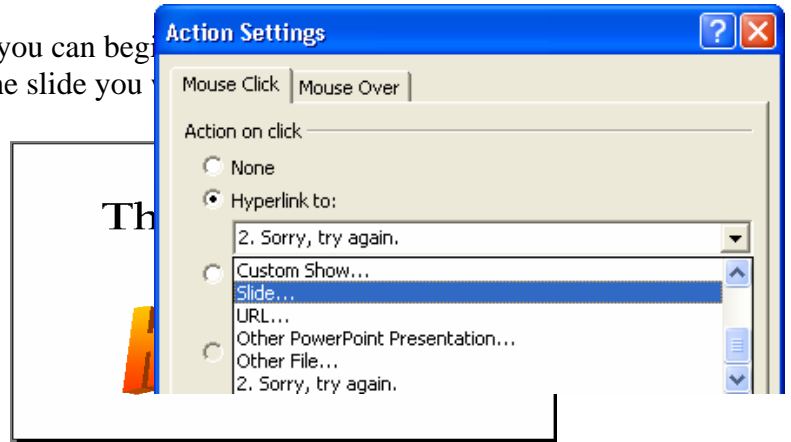
It is suggested that you choose the **Title Only** slide when creating slides representing responses to answers chosen. For example, "That's correct!" or "Sorry, try again."

Choose the **Title Only** slide when entering questions.

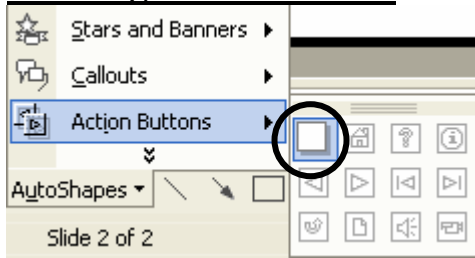
By doing this, you are able to type the question into the Title text box, and the Action Buttons (Answer Choices) can be listed (organized) below the Title text box.

Creating Response Slides

On the Title Only slide (after instructions/directions), you can begin entering questions. The question can appear in the Title text box and moved anywhere on the slide you want.



Creating BACK buttons



On each response slide, you will need to create BACK buttons in order to return to the last slide viewed.

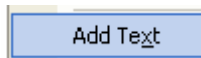
1. Go to AutoShapes → Action Buttons → choose the Custom button by clicking it once.
2. Click once on the slide where you would like to place the BACK button. A square will appear, as well as the Action Settings window.

3. Click Hyperlink to:

4. Choose Last Slide Viewed

5. Click OK

6. Right click the button and choose

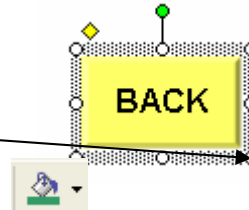
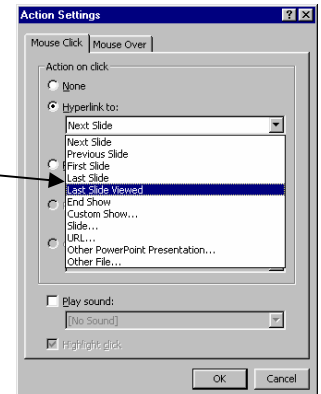


7. Type BACK

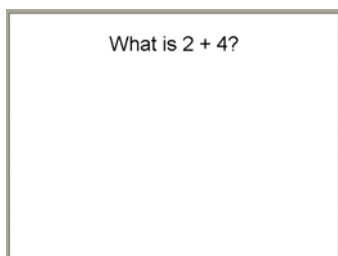
8. You can resize the button by dragging the “handles”.

9. You can also change the color by click the Fill Color tool.

10. Repeat this same procedure for both Response slides.



Creating Question Slides

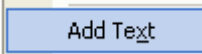


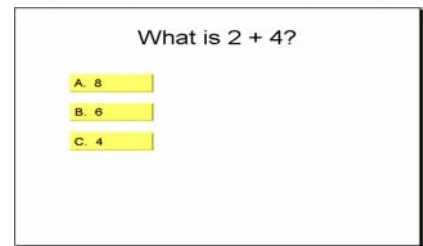
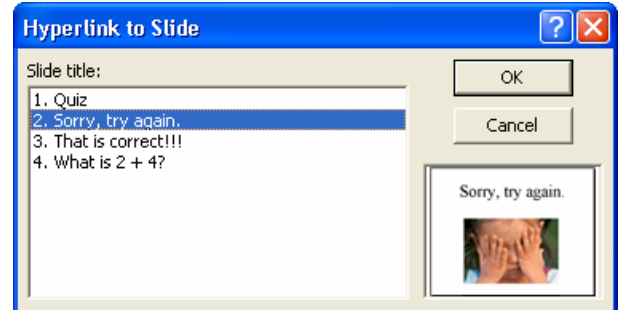
On the Title Only slide (after response slides), you can begin entering questions. The question can appear in the Title text box.

To enter the answer choices, you will use the **AutoShapes** button on the **Drawing Toolbar** again.

On each response slide, you will need to create ANSWER CHOICE buttons.

1. Go to AutoShapes → Action Buttons → choose the Custom button by clicking it once.

- Click once on the slide where you would like to place the ANSWER CHOICE button. A square will appear, as well as the Action Settings window.
- Click Hyperlink to:
- Choose Slide...
- From the Hyperlink to Slide window, choose either the negative response or the positive response slide.
- Click OK on both windows.
- Right click the button and choose 
- Type one of the Answer Choices and press enter.
- You can resize the button by dragging the “handles”.
- You can also change the color by click the Fill Color tool.
- Repeat this same procedure for other Answer Choices.



Continue creating Question Slides by clicking the New Slide button. Repeat the steps on Page 3 to continue creating Answer Choices for the Question Slides.

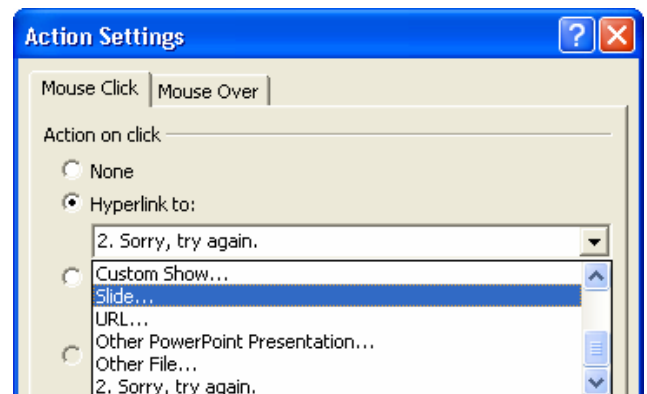
A Few Other Suggestions

Copying the Answer Choice Buttons –

- Right click the Answer Choice
- Left Click Copy
- Right Click somewhere else on the slide
- Left Click Paste
- Drag the Answer Choice where you want it to appear

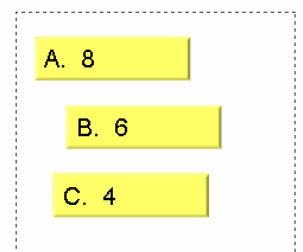
Changing the Hyperlink on a Button –

- Right Click the button
- Left Click Action Settings
- Left Click the drop menu by Hyperlink To:
- Left Click Slide...
- Choose the different slide
- Left Click OK on both windows



Changing the Appearance of the Buttons –

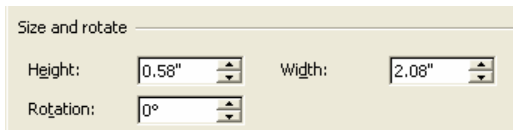
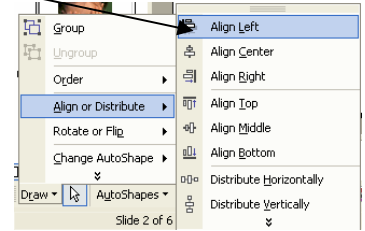
- Left Click the Button
- Use any of these tools on the Drawing Toolbar to cosmetically change the button.
- Use the Justification buttons on the Formatting Toolbar to change the alignment of the text within the button.



4. You can add clipart, sounds, etc. to the slide, also.

5. You can format the objects (align the buttons, make them all the same size, etc.) by doing the following:

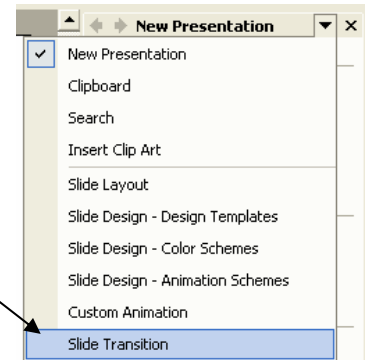
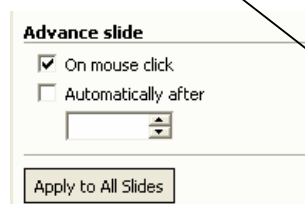
- select all of the buttons by dragging a square around them
- go to Draw → Align or Distribute and choose how to align them
- You can also choose to space them evenly by going to Draw → Align or Distribute and choose Distribute Horizontally or Distribute Vertically
- go to Format → AutoShape and click Size
- enter a size for the Height and Width



Preventing Someone From Clicking to Advance to the Wrong Slide –

Once all of the buttons are created, it is sometimes easy for the user to click and advance to the wrong slide. To prevent this, do the following:

- From the Task Pane, click the drop menu and choose Slide Transition
- Click to take the check out of Advance slide - On mouse click
- You can either “Apply to All Slides” or set this option for ONLY the currently selected slide



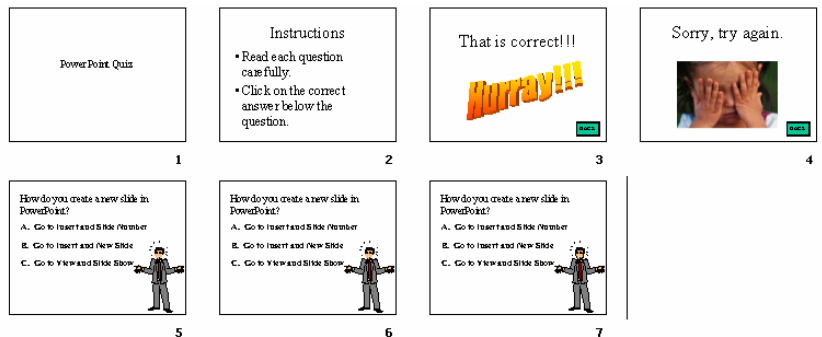
Changing the Order of the Slides –

Once all of your question slides have been created, you need to rearrange the order of your slides so that the response slides are the last ones in the queue.

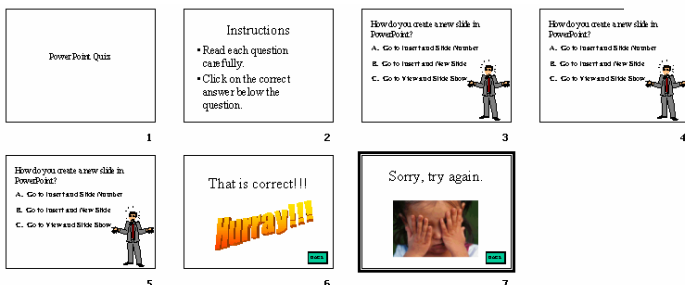


Click on the Slide Sorter button at the bottom left of the screen. (This will bring up a “storyboard” view of the slides similar to the view on the next page.)

Point to one of the response slides (#3 or #4 in this diagram) and drag it to the end of the set of slides. (This will move the slide to the end of the order of slides.)



Drag the other response slide (if necessary) to the end of the list, also. The order should appear as follows:



When you View your slide show and place your mouse over the answer, your mouse arrow will turn into a hand. When you click on the answer choice, it should show you the response slide associated with that answer.