PowerPoint – Creating Interactive Presentations

(Classroom Activities with PowerPoint)

Version 2

LT Technologies   **Linking Teaching to Technology**   **www.LTTechno.com**

Step by Step #1: Custom Animation

➔ Branching within a presentation now makes PowerPoint non-linear and more usable for classroom projects and activities. Not only can you now link from one slide to any **other slide** in your presentation, but you can also link to **another presentation**, a document in **Word (or Excel, etc.)**, or a site on **Internet**.

➔**3 Ways to make PowerPoint more interactive**
1. Custom Animation
2. Hyperlinks
3. Action Buttons

1) **Starting a New Presentation** *(Slide 1)*
   a) Double-click on the **PowerPoint shortcut icon** on the desktop. OR… From the **Start** menu, choose **Programs**, **Microsoft PowerPoint** (or **Microsoft Office** then **Microsoft PowerPoint**).
   b) Choose **Template** (PP 97) or **Design Template** (PP 2000) then click **OK**.
   c) Choose the template design of your choice then click **OK**.
   d) Choose the **Title Slide Layout** then click **OK**.
   e) Add your title as you desire.

2) **Adding a Bulleted Slide** *(Slide 2)*
   a) Add a new slide – **Insert** menu, **New Slide** or **New Slide** from **Common Tasks**.
   b) Choose a **Bulleted List layout** then click **OK**.
   c) Where is says "Click to add title", type your question. Next to your bulleted point, type your answer.
   d) You may click and drag these text boxes to whatever location on the slide you would like.

3) **Showing the Answer Using Build Effects**
   a) Change to **Slide Sorter View** by clicking on the at the bottom left.
   b) Click the slide with the bulleted list.
   c) Click on the down arrow where it says **No Effect**.
   d) *Select* the effect of your choice. When you do, you will see an icon under your slide to show that you have an effect.
   e) To see the effect:
      i) PP 97 - select the SlideShow icon at the bottom left of the screen. You will need to click your mouse each time to see the next line.
      ii) PP 2000 – click the icon under your slide to see your effect.

4) **Animating a Picture for the Answer** *(Slide3)*
   a) Add a **New Slide** and choose the **Title Only** layout.
   b) Where is says "Click to add title", type your question.
   c) To add a picture, from the **Insert** menu, choose **Picture** then **Clip Art**. Choose and insert the picture you would like.
   d) From the **Slideshow** menu, choose **Custom Animation**.
   e) Under **Check to animate slide objects**, click the box in front of **Picture frame 2**.
   f) On the Effects tab, click on the ▼ next to No Effects and choose the effect you would like.
   g) Click the **Preview** button then click **OK**.

   Note: You may also have the title come in, if you would like.

5) **Showing the Answer Using Text Boxes**
   a) Continue on Slide 3.
   b) On the **Drawing Toolbar**, click the **Insert Text Box** icon (or from the **Insert** menu, choose **Text Box**.
   c)
   d) Click and drag to draw your text box then type your answer.
   e) To bring in the textbox answer when you click, from the **Slideshow** menu, choose **Custom Animation**.
   f) Under **Check to animate slide objects**, click the box in front of **Text 2**.
   g) On the Effects tab, click on the ▼ next to No Effects and choose the effect you would like.
   h) Click the **Preview** button then click **OK**.

6) **Changing the Order of Animation**
   a) Add a picture to go along with your answer from above.
   b) From the **Slideshow** menu, choose **Custom Animation**.
   c) Make sure both the picture and text box are animated. Click **Preview**.
   d) Click on the **Order & Timing tab** if it is not selected.
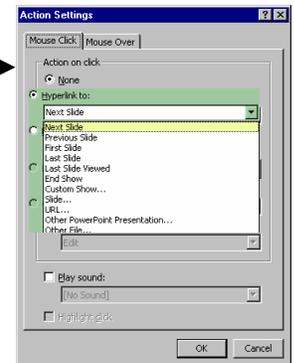   e) Click the element that you want to move in order then click the **move up** or **down arrow**.
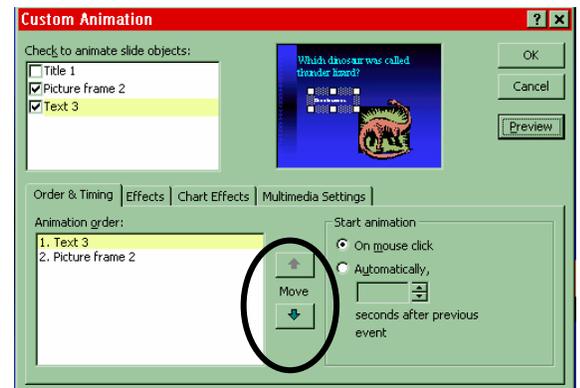
Step by Step #2: Hyperlinks

1) Adding a Slide with Multiple Answers *(Slide 4)*
   a) Add a New Slide with a Bulleted Layout.
   b) Where is says "Click to add title", type your question. Next to your bulleted points, type 2 different answers. You may move the text box as you would like and use the Increase Paragraph Spacing Button ⬆≣ to spread out the two answers.

2) Creating the Feedback Slides *(Slides 5 &6)*
   a) Add a **New Slide** with a **Title Only** Layout.
   b) Where is says "Click to add title", type "You are correct!" Add a picture if you would like.
   c) Add a **New Slide** with a **Title Only** Layout.
   d) Where is says "Click to add title", type "Try again!" Add a picture if you would like.
   e) Go back to Slide 4 and highlight the first bulleted point answer.
   f) From the **Slideshow** menu, choose **Action Settings**. The dialog box for Action Settings will appear.
   g) Click on the radio button **Hyperlink to** and choose **Slide…**
   h) From the list of slides, click on the one to which you wish to link. Notice a preview will be visible on the right. Click on **OK** and then **OK** again.
   i) The text on the slide will now be a light blue color indicating a hyperlink. Viewing it in the actual slide show, the cursor becomes a hand when the mouse moves over the link.
   j) Repeat with the second answer.

   **Note:** These hyperlinks may be added to text boxes and graphics, too.

3) Linking to a site on the Internet
   a) Move to slide 6 and type in a textbox, "Try this website for the answer to the question "Your question here?"
   b) We will make the word website a hyperlink. Highlight it.
   c) Click on the **hyperlink button** 🌐 on the toolbar.
   d) In the dialog box, which appears, **Type in the web address** of the location. You must include http:// Click **OK**.
   e) The text on the slide will now be a light blue color indicating a hyperlink. Viewing it in the actual slide show, the cursor becomes a hand when the mouse moves over the link. Clicking on it will open the site. When Internet is closed, the PowerPoint slide show is back.

Step by Step #3: Action Buttons

➔Besides hyperlinks, you can use <u>action buttons</u> to make the user to go to a specific slide. Ready-made action buttons include home, next slide, previous slide, first slide, last slide and last slide viewed. Button actions aren't limited to moving from slide to slide; they also can be used for playing a sound, stop playing a sound, moving to another slide, launching an application and opening a file, going to a web URL and playing another slideshow within the current slide. You can also assign a button any combination of these actions.
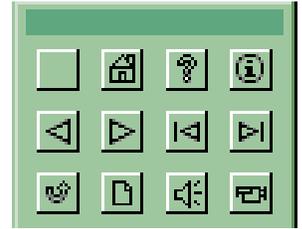
Action Buttons are an <u>AutoShape</u> and can be inserted by choosing **AutoShapes** from the **Drawing** toolbar or from the **Slideshow** menu, **Action** buttons.

1) **Moving to a Different Slide**
   a) If the answer is incorrect, you may want to have the user return to the question slide. Move to slide 6 that says "Try again."
   b) From the **Slide Show** menu, choose **Action Buttons** then the **Custom** one .
   c) Once you have selected an action button, the pointer arrow will change to cross hairs (+). Using the cross hairs, draw a square or rectangle on the screen.
   f) After you have place it, the **Action Settings**. Box will appear.
   g) Click on the radio button **Hyperlink to** and choose **Slide…**
   d) From the list of slides, click on the one to which you wish to link. Notice a preview will be visible on the right. Click on **OK** and then **OK** again.

   e) Click on the button and type "Click here to go back to the question." It will not fit on the button and will go straight across.
   f) To wrap the text in the button, from the **Format** menu, choose **AutoShape**.
   g) Click on the **Text Box tab** and click to select **Word wrap text in autoshape** then click **OK**.
   NOTE: You can customize the button with the other tabs.
   h) Go to the slideshow to test out the button.

**Add another slide *(Slide 7)* at the end of the presentation for a new question.
**Go to slide 5 where it says "You are correct" and add an action button to go onto the next question.

PowerPoint Jeopardy

Putting a Game Together

· From your Floppy, double-click the folder named Jeopardy then double-click the file named *"blanksingle."*
· From the **File** menu, choose **Save As** and type the name of your new file, and click on **Save**.

1) **Naming the Categories**
    In Slides 2-7, type the names of your game categories. The white text on all of the slides is in the form of Word Art. To edit this text, follow these steps:
    a) Place your cursor on the white text.   Double-click when you see a four-sided arrow.
    b) The "Edit WordArt Text" box appears. Enter the desired
    c) category name, and click OK
    d) After you clicked on OK, the new category name should appear on your slide.
        Note: You may have to adjust the size of the new text in your Word object. Do so by selecting one of the white handle bars that surround the item; hold down the left mouse button, and drag to desired size..
    e) Slide 8 is the Jeopardy game board. You will need to type in your category names once more at the top of the board. Rename as above.
        Note: These are very small WordArt objects, and getting that four-sided arrow to appear can be tricky!

2) **Entering Text for a Jeopardy Question and Answer**
    All questions and answers are in the form of a Word Art object. To edit the text, follow Steps 1 a-d above.

    Note: If your question is longer, you will have to put in the line breaks yourself by pressing Enter. If you just keep typing when you enter the text, it may appear as though there are line breaks, but PowerPoint is actually putting it all in one long line! This produces some very interesting WordArt objects, but they are usually unreadable!
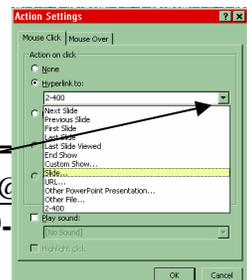
3) **Final Jeopardy**
    a) Located in the bottom-right corner of the Jeopardy game board (slide 8) is a small yellow star. This is the link to the Final Jeopardy Question on slide 69.
    b) The word "Category" is a WordArt object, and should be edited to reflect the category of your chosen "Final Jeopardy" question.

4) **Setting Up the Daily Double Slide**
    In the "blank" version of this Jeopardy game, the Daily Double is located in Category 5 for $400. You can move the Daily Double to any category and amount that you wish.

    Adding the Daily Double to a Different Slide
    a) On Slide 8, click on the Jeopardy square that you want to be the Daily Double square. That square will turn white, with a diagonal-line border around it. The text is still yellow at this point.

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b) Using your cursor, highlight the dollar amount. After it is highlighted, the square will appear black and the text will be dark blue..

c) From the **Slide Show** menu, select **Action Settings**.

d) In the "Action Settings" box, click the down arrow next to **Hyperlink to:** and select **Slide…**

e) The "Hyperlink to Slide" box appears. Select the **Daily Double slide** (**#74**- last on the list), and then click **OK** and **OK** again.

Changing the Link on the Daily Double Slide

a) Go to the Daily Double (Slide 74), and click once in any blue portion of the slide.

b) You will see white handles appear around the perimeter of the invisible action button that covers this slide.

c) From the **Slide Show** menu, choose **Action Settings.**

d) In the "Action Settings" box, click the down arrow next to **Hyperlink to:** and select **Slide…**

e) Select the slide that will be the new Daily Double question, and then click **OK** and **OK** again.

Taking the Link off the Initial One (Category 5 for $400)

a) On Slide 8, click on the *Category 5 for $400* square. That square will turn white, with a diagonal-line border around it. The text is still yellow at this point.

b) Using your cursor, highlight the dollar amount. After it is highlighted, the square will appear black and the text will be dark blue..

c) From the **Slide Show** menu, select **Action Settings**.

a) In the "Action Settings" box under the **Action on click** section, choose **None** then click **OK**.