

Section 5-PowerPoint Multimedia Information

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1. PowerPoint 2007/2010 Instructions
2. Adding Music, Songs, or Sound Effects in 2007/2010
3. Go to <http://tps.govst.edu/powerpoint.asp>
to find Jeopardy Example to download

GSU-TPS Site

All these documents are found at:

<http://tps.govst.edu/powerpoint.asp>

Note: You can get to the PowerPoint Page easily by going to our Resources Page at:

<http://tps.govst.edu/resources.asp> and then click:

PowerPoint Multimedia Tools Page.

Power Point Presentation for Teaching with Primary Sources

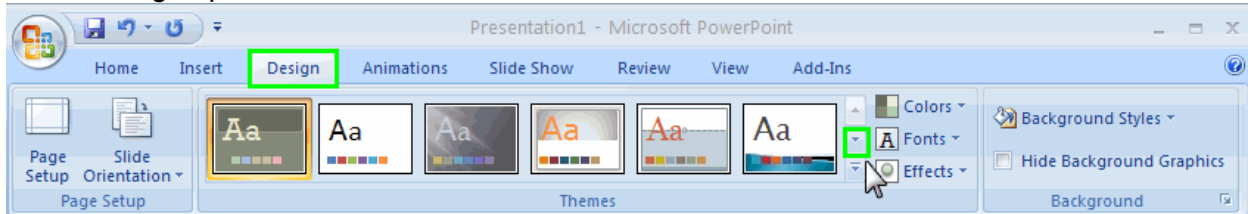
Expectations for Power Point Presentation:

- Decide on the PURPOSE of your Power Point. Will your Power Point serve as:
 - a. an introduction/overview of your project for teachers?
 - b. an attention getter for students to introduce topic?
 - c. a tool that is used in the classroom to teach students?
 - d. Other? Share ideas with Dr. Brown, Carol, or Janet
- Power Point should be placed on “home page” of website
- Power Point should have at minimum 7 slides
- First slide of Power Point should contain the following information:
 - a. Title of Project
 - b. Your Name
 - c. TPS Class (Fall 2011)
 - d. At least one primary source picture
- Last slide of Power Point should contain references of items used in the Power Point to safe guard copyright. (APA format)
- Other slides used in the Power Point:
 - a. Select a theme for slides to create cohesion
 - b. At least 4 primary source pictures inserted into the Power Point (one will be on the first slide)
 - c. Remember the purpose of your Power Point
 - d. Slides are easy to read (at least 18 font)
 - e. Information is kept to a minimum (not a transcript of your lecture- 6 to 8 lines per slide)
 - f. Sounds, animations, and effects are kept to a minimum (you don't want too many distractions from your information)

Tips for Creating a Power Point Presentation:

Creating a New PowerPoint Presentation

1. On a PC, click on the *Start* menu and select *All Programs > Microsoft Office > Microsoft PowerPoint 2007 or Microsoft 2010 (images might appear different)*
2. PowerPoint opens with the first slide displayed blank. Select the layout for your presentation by clicking the *Design* tab.
3. The most commonly used design themes will appear in the center. To preview more design options, click the down arrow.

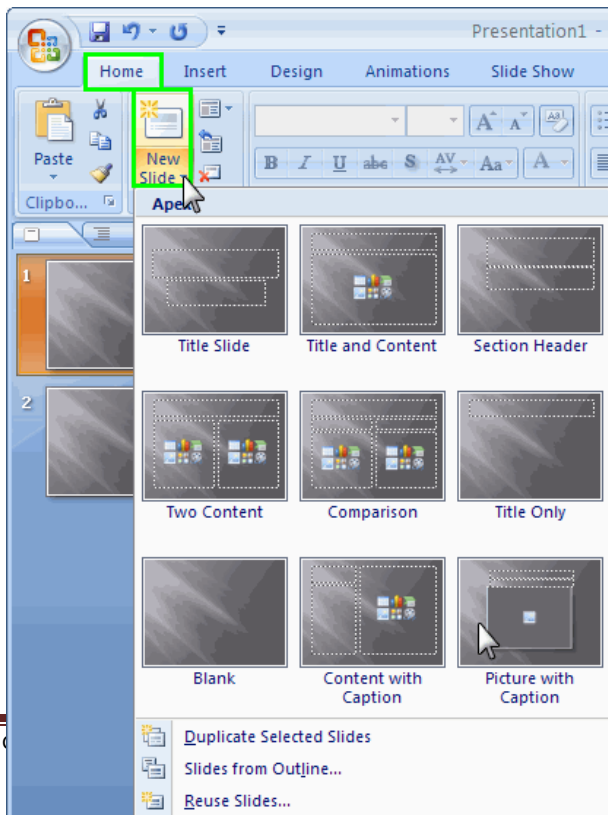


Tip :To preview a theme, in Normal view hover your mouse (do not click) over the theme and view your slide.

4. Select a theme. Clicking it will apply the theme to all the slides in your presentation.
5. The theme you picked will automatically create a title slide for your presentation. Click in the appropriate areas on this first slide to type your title and subtitle.

Creating a New Slide

1. To create a new slide where you can add content, click the *Home* tab and select *New Slide*.
2. Clicking the dropdown arrow next to *New Slide* will give you different new slide options.



3. When you've found a slide layout that works, double click it to add it to your presentation.

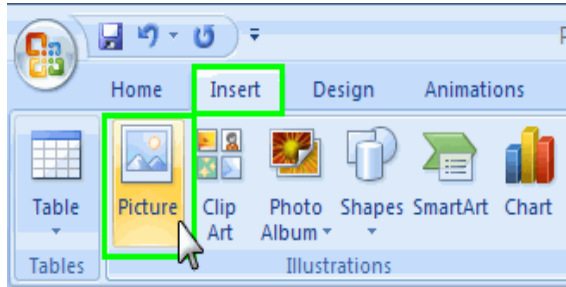
4. Click in the various areas of the new slide to add text or images.

Tip: Each item on a PowerPoint slide is defined by a border around it. Items can be moved, resized, or reformatted in many ways by clicking on them, and they can be copied, pasted, or deleted at any time. This makes it easy to adapt slides to specific content.

Adding Images and Other Graphics

If you have digital images, such as images taken with a digital photograph, or graphics that you have obtained from a source other than a clip art gallery, you can easily add them to your slides as long as you have saved the image or graphic file on your computer.

1. Display the slide to which you are adding the image.



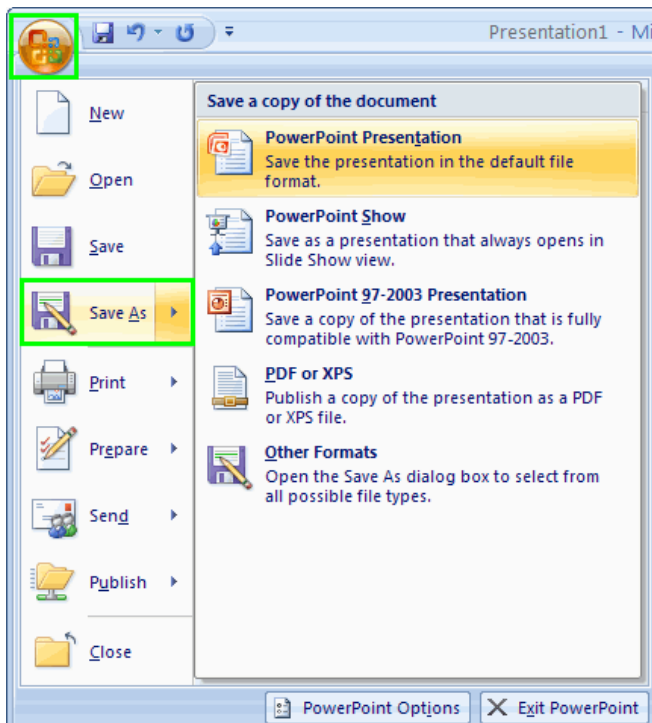
2. From the menu ribbon, select the *Insert* tab > *Picture*.

3. In the Insert Picture window, browse to the folder which contains the image or graphic you are adding to the slide. Select the image and click *Insert*. The image appears on your slide.

4. Move and resize the image or graphic, if needed.

Save your Presentation

Choose *Office Button* > *Save As*. Give the presentation a name and be sure to save it in a location where you can easily find it later.



Tip:

It is a good idea to save your presentation often as you are working on it.

For additional hints and tips see website: <http://tps.govst.edu/powerpoint.asp>

Adding Music, Songs, or Sound Effects for PowerPoint 2010

1. Display the slide to which you want to add music or sound effects.
 2. On the **Insert** menu, point to **Movies and Sounds** , and then so one of the following:
 - Insert a sound file
Click **Sound from File**, locate folder that contains the file you want, and then double-click the file.
 - Insert a sound clip from Clip Organizer
Click **Sound from Clip Organizer**, scroll to find the clip that you want, and the click it to add it to the slide.
 3. Double-click the sound file you want to insert.
 4. When a message is displayed, do one of the following:
 - To Play the music or sound automatically when you go to the slide, click **Automatically**.
 - To play the music, or sound when you click the sound icon, click **When Clicked**.
 5. To adjust the settings for when the sound file stops, click the sound icon, right-click, and then click **Custom Animation**.
 6. In the **Custom Animation** task pane, click the arrow on the selected item in the **Custom Animation** list, and the click **Effect Options**.
 7. On the **Effect** tab, under **Stop playing**, do one of the following:
 - To stop the sound file on mouse-click of this slide, select **On click** (the default).
 - To stop the sound file after this slide, select **After current slide**.
 - To stop the sound file playing for several slides, select **After**.
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