Tutorial Tools

1. **Titles:** Titles should be questions to foster audience discussion.

2. **Backgrounds**

* There are numerous Internet sites that have free Powerpoint backgrounds  
  Examples: [Brainy Betty](http://www.brainybetty.com/welcome.htm) Powerpoint Templates including video backgrounds for the title page.

[Templateswise](http://www.templateswise.com/) (<http://www.templateswise.com/>) [Lee's Summit](http://its.leesummit.k12.mo.us/powerpoint.htm)  (<http://its.leesummit.k12.mo.us/powerpoint.htm>) Pre-made powerpoint presentations in numerous subject areas. Also includes tutorials of special effects.  
 You can also search Google for Powerpoints that you can download. Type in the Powerpoint topic you want in the search box > Click on Advanced Search > At File type, select Powerpoint, ppt

* **Create your own background**Design Menu > Click on the box to the right of Background (far right) > select texture or gradient >make design decisions> Apply to all There may be individual slides that have a special background, e.g., a map.

3. **Input Text during presentation** <http://www.pptalchemy.co.uk/Live_Text.html> This is a good technique to involve your audience in the presentation.

4. **Animating Bullets** (bullets should be generally short phrases or word(s) Place details in the notes section at the bottom of the window)

* After entering bullets, go to Animation window > Custom Animation> Add Effect (on right) > Entrance > Make selection (use the same bullet animation throughout presentation)
* There are options to change the speed and direction above the animation list
* **Dim Effect** Dim bullets during animation to help the audience focus on the bullet you are concentrating on  
   - click on the arrow to the right of the bulleted text box in the animation list on the right  
   - select Effects Option > Select Don’t Dim and choose a color. Use the same dim color throughout presentation
* **Indented bullets** if you have a second level of indented bullets> go to Effect Options > select the Text Animation tab > change Group to text to 2nd Level

**5. Alternating Pictures and Bulleted Points**

* Insert pictures > add the same animation to each picture >
* Under the text box animation on the right there is a double arrow> click on it to open the bullet animation
* Drag each picture animation under the appropriate bullet animation.
* There are instances when you might want to hide a bullet or picture before exposing the next bullet or picture. In this case use the Exit tab instead of the Entrance tab

6. **Editing Pictures** There are editing options to enhance pictures within Powerpoint

* Double click on the picture > this will activate the Picture Tools
* Adjust: Brightness, Contrast & Recolor are valuable options
* Picture Styles: Various picture frames including drop shadow. Also Picture shapes and Picture Effects (take special note of shadow and 3D Rotation options)
* Arrange: Take note of the Order options, back and front, and Rotate

7. **Pen Tool:** When you are in the Presentation View, move your mouse to the lower left corner > click on the pen tool > select the options you want

8. **Path Animations**

* You can animate a gif animation, text box or picture
* Finding gif animations: either go to a site like animation library or animation factory or do a search for a specific animation, e.g., “Newton’s laws” “gif animation”
* You must save the gif animations to your computer and then go to Insert menu > Picture
* Place the object to be animated where you want it to start its motion > make sure it is selected > Animation menu> Custom Animation > Add Effect > Motion Paths > Draw Custom Path or More
* Click on the object and create a path > click if you want to make a turn> double click to end
* You can set the speed in the animation window on the right
* ***You can use path animations to illustrate science concepts like the revolution of a planet or a blood cell moving through the lungs***

9. **Adding Audio to an animation or Picture**

* Animate a picture, text box or gif animation
* Plug in your mic or use built in mic
* Insert menu > Sound > Record sound> Red button to start( wait a moment before you start talking > Square button to end
* At the animation list on right, select the triangle to the right of the animated object > Effect Options >No sound> select your sound (right under stop previous sound)
* Delete sound icon on main screen
* For young students you might want to place a transparent action button(Action buttons explained in #10) over a word, so when it is clicked your recorded voice will pronounce the word

10. **Action Buttons**

* Insert menu > Shapes > Action buttons
* To jump to another slide> Create additional slides to jump to and hide them (Draw the button > in the action button window> open hyperlink window > go to slides and select the slide you want to move to

11. **Video**

* Downloading video from video sharing sites > copy video url> go to <http://www.online-convert.com> (windows ppt likes wmv best; Mac mp4, mov)
* Save your video and powerpoint together in a folder
* Insert > Movie> from file
* Embedding Youtube video > <http://skp.mvps.org/youtube.htm> Alternative method <http://www.youtube.com/watch?v=hChq5drjQl4>

12. **Scrolling Credits and Pictures** See additional handouts

13. **Slide Show on a Single Slide**

* Paste your pictures onto the slide
* Custom animate each slide with an entrance followed by an exit animation

14. **Callouts/Speech Bubbles**

* Insert menu > Shapes > Callouts
* Select callout style > draw > use yellow diamond to adjust direction of callout “pointer”
* Double click on callout to change background > select triangle next to paintbucket

15**. Hyperlinking** Link to a Web site

* Type in the name of the Web site in a text box
* Highlight it -> Insert menu -> Hyperlink -> place the Web site address in the address box
* **Link on an Action button >** create blank action button > In the Action Settings window click on Hyperlink > Drop down menu select URL