

## PowerPoint II

Show GSE created PPTs (Jackson, Watts, Barr)

### Custom animations

1. Highlight
2. Right click
3. Choose custom animations.
4. Check the appropriate check box
5. Click the drop down arrow to choose your animations.
6. Preview these in the top right hand corner of the box.

### Insert digital pictures

1. Click on Insert
2. Picture
3. From File
4. Then search for your picture.
  - a. If it's on a disk choose **3 ½ floppy (A:)**
  - b. If it's in your folder, Choose **classes on 'gse\_admin'**
  - c. Choose your name, find the picture and insert

### Insert Sound/Music

1. Insert
2. Movies and Sounds
3. Sound from file
4. Find your sound and insert it
5. Choose if you want the sound to play automatically or on mouse click
6. You can also insert a CD but it will need to be in every time you play the PPT
7. Right click on the sound to adjust settings

### Inserting media clip art

1. Insert
2. Picture
3. Clip Art
4. Type what you are searching for
5. Choose Motion tab to see animated clip art

## Inserting movies

1. Insert
2. Movies and sounds
3. Movie from File
4. Choose the movie you wish to insert
5. You will be prompted to choose if the movie starts on the mouse click or automatically (either choice can be changed later if you change your mind)

## Slide Transitions

1. Choose the **Slide Sorter View**
2. Right click the first slide
3. choose Slide Transition
4. Click on the transition names and choose the one you like.
5. Choose the speed (Fast, medium, slow)
6. Choose on Mouse click or automatically
7. Choose to apply to one slide to apply to all slides

## Design Templates (where to find them, how to install them)

1. Websites to visit
  - a. Brainy Betty  
<http://www.brainybetty.com/educators1.htm>
  - b. Holidays  
<http://www.powerpointart.com/powerpoint-backgrounds-pages/holiday-pages/holiday-backgrounds-index.html>
  - c. Presenters University (you have to register but it's free) <http://www.presentersuniversity.com>
    - i. Save the design themes to your desk top.
    - ii. Unzip the file and save it
    - iii. Program Files, Microsoft Office, Templates, Presentation Designs
    - iv. It should then show up in your PowerPoint Design themes. (you may have to choose the folder Presentation Designs)