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# POWERPOINT LEVEL 2 – USING MULTIMEDIA

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## FAMOUS SPEECHES - THE INTRODUCTION

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Today we are going to focus on two main topics, multimedia and non-linear presentation. So we are going to create a presentation that has a lot of multimedia elements in it including images, audio, and video. And, we are going to use the tools in PowerPoint to give the users of this presentation the ability to interact with the presentation and choose what they want to see and hear rather than forcing them to listen to and watch what I want them to watch.

1. Create a new presentation and select a theme. I am going to use the Civic theme.
2. Add the title and subtitle
3. Insert a new slide (Home-Slides-New Slide)
4. Change the layout to Blank (Home-Slides-Layout)
5. Add an audio file (IntroCompilation.wav) to the slide (Insert-Media Clips-Sound) and make it play automatically.
6. It is not a bad idea to click on the sound icon and then, on the Ribbon select Sound Tools Options-Sound Options-Max Sound File Size and change the number to 50,000.
7. Look at [http://presentationsoft.about.com/od/ppt2007soundmusic/f/07sound\\_probs.htm](http://presentationsoft.about.com/od/ppt2007soundmusic/f/07sound_probs.htm) for information about using mp3's.
8. Insert a movie (flagLoop.avi) (Insert-Media-Movie) and have it play automatically.
9. Resize the video to make it a bit smaller.
10. Select Animations-Animations-Custom Animation and make sure that the video is set to start "With Previous"
11. In the Effect options for the movie animation select After Current Slide for the Stop Playing property.
12. On the Timing tab set the repeat property to "Until the End of the Slide"
13. Test the slide to make sure everything is working.
14. Use the Slides panel (left side of the window) to move this slide to the #1 spot
15. In the Custom Animation task pane, select the Effect options for the IntroCompilation file
16. Change the Stop Playing settings to After 2 Slides
17. Now let's add some text to this slide
  - a. Create a text box (Insert-Text-Text Box) and add the following text  
*"The history of the United States has been characterized by fervent idealism, intense struggle, and radical change."*
  - b. Place it near the top of the slide and stretch it out to match the width of the slide and Center align it (Home-Paragraph)
  - c. Select Drawing Tools Format-Shape Styles-Shape Fill and change the fill to red.
  - d. From that same tab in the WordArt Styles group select Text Fill and change the color of the text to white.

- e. Back in the Shape Styles group select Shape Effects and apply a bevel to the text box. Notice that when you hover over one of the styles you get a preview of it on your slide.
  - f. You can add a shadow or reflection if you like
  - g. Duplicate this text box and change the text to read  
*“For every critical, defining moment in American history, there were those whose impassioned voices rang out, clear and true, and whose words compelled the minds and hearts of all who heard them.”*
  - h. Change the fill color to blue and you may need to change the text color to white.
  - i. Duplicate this box and change the text to read...  
*“These speeches stand today as testaments to this great nation made up of individuals with bold ideas and unshakeable convictions.”*
  - j. Let’s create a custom gradient for this box using red and blue
    - i. With the box selected click Drawing Tools Format-Shape Styles-Shape Fill-Gradients-More Gradients
    - ii. Choose Gradient Fill
    - iii. Gradients are created using Stop colors. Find Stop 1 and change the color to red and change Stop 2 to blue. Remove stop 3.
    - iv. Play around with the type, direction, and stop position settings until you get something that you like.
18. Now let’s animate the text boxes
- a. Select Animations-Custom Animations and in the CA task pane click Add Effect
  - b. Zoom In – Fast - With Previous – Delay 6 seconds
  - c. For the second text box select Zoom In – Fast - With Previous – Delay 25 seconds
  - d. For the third text box select Zoom In – Fast - With Previous – Delay 45 seconds
  - e. Preview your slide
19. On the ribbon select Animations-Transitions to This Slide and select Fade Through Black
20. Set the Advance Slide property (far right side of the ribbon) to 55 seconds
21. Test the presentation and make any adjustments that you want to make.
22. On slide 2 select Animations-Transition to This Slide and select Fade through Black. Set the speed to Slow and set the Advance Slide property to Automatically After 28 seconds. (By the way, all the timings on these slides were arrived at through trial and error.)

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## FAMOUS SPEECHES – SETTING UP THE SPEECHES

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1. Create a third slide and set the transition (Animations-Transition to This Slide) to Fade through Black and the speed to slow.
2. Change the title to “The Power of the Spoken Word”
3. Change the layout (Home-Slides-Layout) to Title Only.
4. Add a fairly large rectangle with rounded corners (Home-Drawing)
5. Add a three color gradient to the drawing
  - a. Drawing Tools Format-Shape Styles-Shape Fill-Gradient-More Gradient
  - b. Select Gradient fill radio button
  - c. Make it a three stop gradient and play around with the settings until you get something you like
  - d. Choose a bevel and a reflection (Drawing Tools Format- Shape Styles-Shape Effects

6. That is all we are going to do on this slide right now. We will come back later and use this slide as a navigation slide for a non-linear presentation
7. New slide – title - Patrick Henry
8. Go to <http://google.com/notebook/public/16515208487195165393/BDSSEIwoQuvCxoqUj> (see my website for this link) for information about the people whose speeches we are going to use.
9. Copy the text about Patrick Henry and paste it into the slide
10. Insert the picture of PH into the slide (Insert-Illustrations-Picture)
11. Format the picture using Picture Tools Format- Picture Styles
  - a. With the picture selected click on one of the preset styles
  - b. You can also click on Picture Shape and choose any drawing shape for the picture. That is a pretty cool feature.
  - c. There are also some nice possibilities in the Picture Effects settings
12. Format the text box so that it doesn't look so plain.
13. Create a new slide and add a video (patrickHenry.avi) to the slide.
14. Make it play automatically
15. Return to slide 4
  - a. Add an action button (Home-Drawing) by clicking on the More button at the bottom of the drawing tools scroll bar
  - b. Select the movie icon from the Action Buttons group
  - c. In the Action Settings, choose Hyperlink to;
  - d. In the drop down list choose Slide
  - e. In the Hyperlink to Slide box choose "Give Me Liberty or Give Me Death"
  - f. Change the color of the button and add some effects to it.
  - g. Test it.
16. On slide 5 we need some navigation buttons, three of them to be exact.
  - a. Add an action button and this time select the Home button
  - b. Set it to Hyperlink to slide 3 (the slide that we are going to build our navigation on)
  - c. Change the color and add some effects to it. I will add a bevel to mine
  - d. Add another action button, a right pointing arrow.
  - e. Let it hyperlink to the next slide
  - f. Change it to match the first button (use format painter, Home-Clipboard-Format Painter) and resize it
  - g. Add a third button to return to the previous slide.
  - h. Test your buttons
17. Now let's set up a two slide set for George Washington
  - a. Create 2 new slides
  - b. Insert picture and text from website
  - c. Format the picture and the text any way you like.
  - d. Make the title of the slide George Washington
  - e. Slide 7 title – Farwell Address
  - f. Copy the movie button from slide 4 and paste it onto slide 6
  - g. Right click on the button and select Edit Hyperlink
  - h. Choose Slide from the drop down and then choose slide 7
  - i. Add the movie "George Washington's Farwell Address" to the slide and have it play automatically.

- j. Copy and paste the navigation buttons from slide 5 to slide 7. Do we need to change the hyperlink on any of them? (No)
18. Create a new slide for Abraham Lincoln's speech. We will only need one slide for his speech.
    - a. Title – "Lincoln's Gettysburg Address"
    - b. Instead of copying and pasting text on this one, we are going to summarize the information (High yield Strategy) using a SmartArt.
    - c. First insert the audio file of his speech (Gettysburg\_Shortened.mp3)
    - d. Select "when clicked" for this one
    - e. Right click on the icon of the sound file and select the picture of Lincoln
    - f. Make the picture larger and position it on the right side of the slide
    - g. Insert – SmartArt and choose Vertical Box List
    - h. Click the arrow on the left side of the box and type the following text
      - i. 16<sup>th</sup> President
      - ii. Led US through Civil War
      - iii. Assassinated less than 1 month after war
      - iv. Introduced Emancipation Proclamation in 1863 to end slavery
    - i. Add some style to the SmartArt (SmartArt Tools Design-SmartArt Styles). I am going to choose the last one on the first line
    - j. Now change the color of the first and third box to blue and the second and fourth to red
    - k. If you want to you can add some easy animation to this SmartArt using Animations-Animations-Animate.
    - l. The audio file on this slide will play when you click the image but users don't know that yet so add some instructions (using a text box) to tell them. You can format it any way you like.
    - m. Copy and paste the three navigation buttons from slide 7 and position them where ever you like.
  19. Add a new slide and title this one FDR's D-Day Prayer. Set it up the same way you did the Lincoln slide but use the Staggered Process SmartArt with the following summary text
    - a. 32<sup>nd</sup> President
    - b. Served 4 Terms
    - c. Commander in Chief during WW2
    - d. Created New Deal
    - e. Social Security is most important legacy
  20. In SmartArt Tools Design-SmartArt Styles click on the More button and choose Metallic Scene
  21. From the Change Color drop down choose a different color scheme
  22. To change individual box colors, click on the box, (make sure the text edit mode doesn't start) then select SmartArt Tools-Format-Shape Fill and choose a color.
  23. Insert the audio of the speech and change the picture
  24. Add a new slide and title it JFK
  25. Change the layout to Two content
  26. Add the picture with a style on the right hand side
  27. Add a Movie action button
    - a. Set hyperlink property to "Other File"
    - b. Select JFK Inaug.avi

- c. Test the slide and notice that the movie opens in your default media player. This is useful if you want the video to play in the player so you can have access to the player's controls. It might also be useful if you wanted to use a QuickTime movie or an mpeg.
28. On the left side we are going to create a bulleted list and the format the list to make it look like a plaque. Use the following text...
- a. 35<sup>th</sup> President
  - b. Commanded PT-109 during WW2
  - c. Won 1960 election by closest margin in history
  - d. 1<sup>st</sup> Catholic president
  - e. Notable Events
    - i. Bay of Pigs
    - ii. Cuban Missile Crisis
    - iii. Berlin Wall
    - iv. Civil Rights Movement
    - v. Vietnam War
  - f. Assassinated 11/22/1963 in Dallas
29. Change the fill color of the bulleted list box
30. Change the color of the font if you need to (Drawing Tools Format-WordArt Styles-Text Fill)
31. In the Shape Effects use Preset 9 and add a reflection
32. Copy and paste the navigation buttons to the slide
33. Set up MLK slide- just one slide with a Two Content Layout
- a. Add the movie on the left and have it play automatically
  - b. Add the following bullet items on the right
    - i. Pivotal civil rights movement leader
    - ii. Led Montgomery Bus Boycott in 1955 – 1956
    - iii. Helped found Southern Christian Leadership Conference
    - iv. “I Have A Dream” speech - March on Washington, 1963
    - v. Assassinated 4/4/1968 in Memphis, TN
  - c. Add a bevel and a 3D effect
  - d. We are going to animate the text in this bulleted list
    - i. Select the list
    - ii. Turn on the CA task pane (Animations-Animations-Custom Animation)
    - iii. Select Add Effect – Zoom
    - iv. Set the properties to With Previous – In – Medium
    - v. Put a delay on each piece of the animation (click on the blue bar to reveal each piece of the animation)
    - vi. Set the delays to 2, 8, 16, 24, and 30
    - vii. Test the Slide

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## FAMOUS SPEECHES – SETTING UP THE NAVIGATION

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We started out to make a non-linear presentation with lots of multimedia elements. I think we have accomplished the multimedia part of the objectives and we are all set to make this multimedia presentation non-linear.

1. Go back to slide 3 and insert the picture of Patrick Henry
2. Click on the picture and from the Picture Styles group choose Picture Shape
3. Select the oval shape
4. From Picture Effects choose Soft Edges
5. Right click on the picture and select Hyperlink
6. On the far left of the dialogue box select "Place In This Document"
7. Choose the Patrick Henry slide
8. Select the Text Box tool and click outside of the big rounded rectangle. Type Patrick Henry.
9. Make the text smaller using the ctrl-[ shortcut
10. Position it like a caption
11. Select both the text box and the image and group them together (Home-Drawing-Arrange-Group)
  - a. There is a new feature in PowerPoint 2007 that you might find really useful. It is called the Selection and Visibility Pane
  - b. To access it go to Home-Drawing-Arrange-Selection Pane
  - c. You will see a list of all the shapes and objects on this slide
  - d. Each one has an eyeball that will turn its visibility on and off
  - e. To use the box to select items, simply turn them on and off until you identify exactly what you want to select, Ctrl click each item
  - f. Select the Patrick Henry items and group them together
12. Select the Patrick Henry group and press Ctrl-D to duplicate it.
13. Ungroup the copy (You actually don't have to ungroup the picture to work on it. Simply click the group and then click on one of the items in the group. You can also use the Selection and Visibility task pane.
14. Right click on picture and select change picture. Choose George Washington
15. Now change the caption
16. Right click the picture again and change the hyperlink.
17. Continue this process to create a button for each of the pictures.
18. Test your navigation structure