

Non-linear uses of PowerPoint:

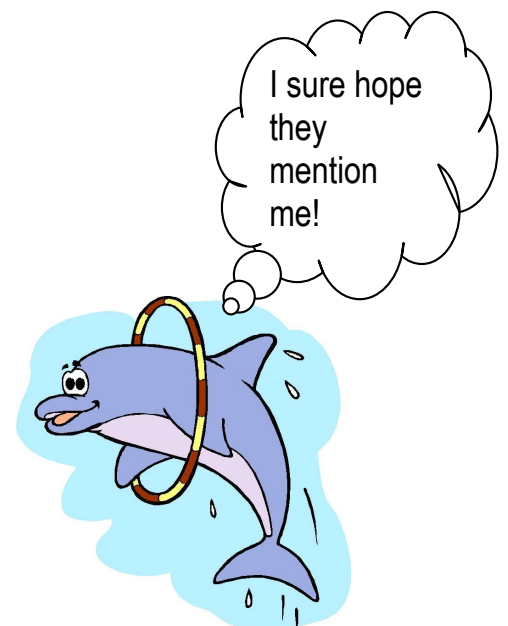
Objective: This lesson will give you a general idea how to set up a non-linear presentation using Microsoft PowerPoint.


Directions:

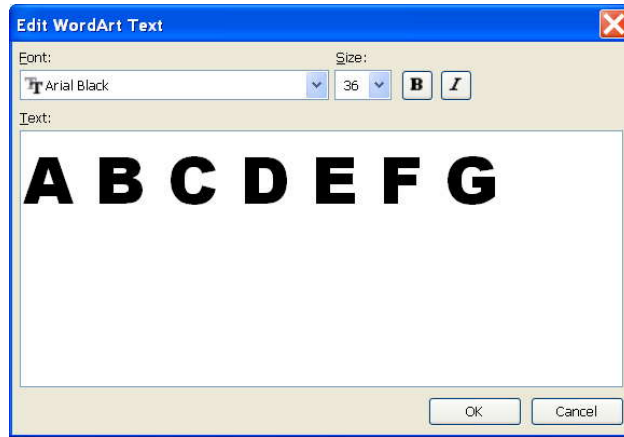
1. Create a folder in a safe location on your computer and name it PowerPoint.
2. Open Microsoft PowerPoint by double clicking on the icon if it is on your desktop or choose **Start | All Programs | Microsoft Office | PowerPoint**
3. Immediately save your presentation by choosing **File | Save As** from the main menu.
4. Give it an appropriate name for whatever your presentation will be. In this case, it would be alphabet.
5. When the program opens, choose **Format | Layout** from the main menu.
6. Several layouts will appear on the right hand side of the window. In this assignment, the blank layout will be selected under **Content Layouts**



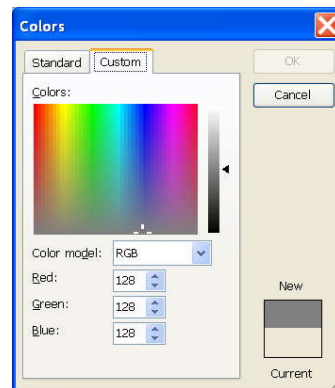
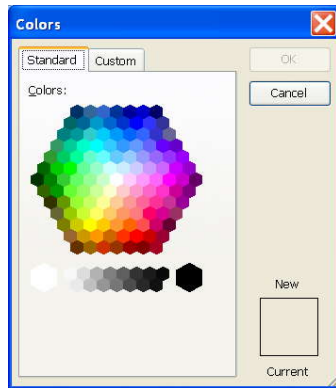
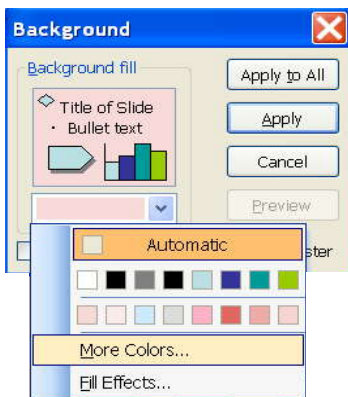
7. Depending on the purpose of the assignment, you may choose from a variety of possible layouts. In this case, the assignment will deal with animals from around the world. The layout consists of all the letters of the alphabet. When the user clicks on a letter, they will be taken to another slide that will have an animal that begins with the letter selected. See below:



8. To create the main page, the **WordArt**  tool was selected. One of the styles was selected from the **WordArt Gallery**. Part of the alphabet was then typed in and the size and style was selected. WordArt was used to create the title. Clipart was inserted to fill in the empty space in the bottom section of the page.




9. Once the layout was set up, a solid background color was selected by choosing **Format | Background** from the main menu. When the **Background** window popped up, the dropped down menu was chosen and **More Colors** was selected. The Standard button shows a limited color palette and the **Custom** button provides more color options.




10. Once the layout was created as shown in step 4, the slides were created for the non-linear presentation. In this case, since there are 26 letters in the alphabet, each consecutive slide represented an animal that had one of the letters of the alphabet. For instance, an American alligator was placed on slide 2 to represent the letter A.

American Alligators

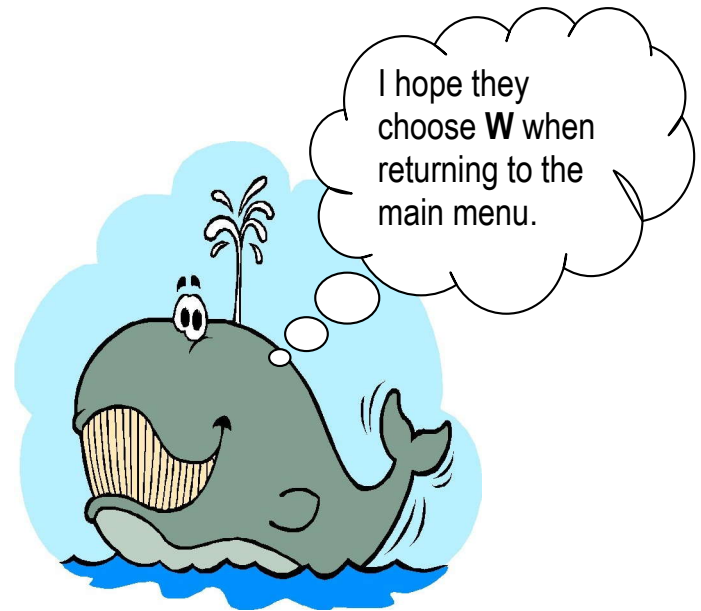
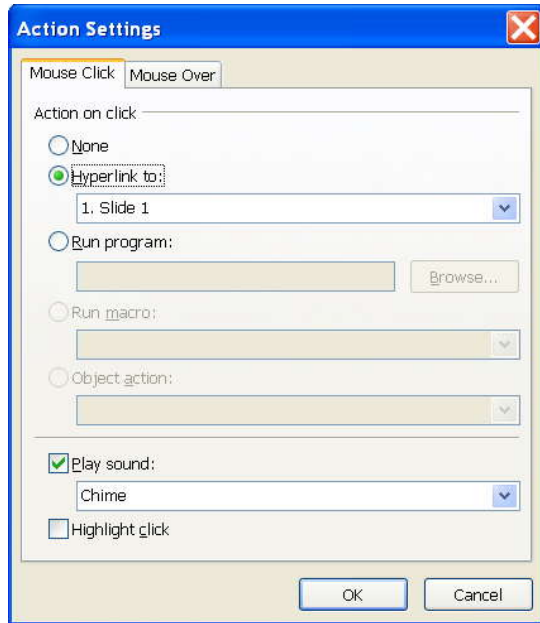


American alligators can be found in freshwater swamps, rivers, marshes, lakes, and sometimes smaller bodies of water. Sometimes they will take shelter in swimming pools if their water source dries out.



Word Art was used to create the title. An image was inserted from a folder or copied and pasted from an online source. To copy from an online source, right click on the larger image and select **Copy** from the drop down menu. If the image is in a folder, choose **Insert | Picture from File** and locate your image. A text box was used to insert the facts. To add text, choose **Insert | Text Box**. Click on the slide and start typing. The Menu button was set up by choosing **AutoShapes | Stars and Banner**. To add text to the star, right click on the shape and choose **Add Text**.

11. The menu button was then set up in such a way that when the user clicks on it, they will return to the main menu. In order to set up this button, right click on the shape and choose Action Settings.
12. With the **Mouse Click** tab selected, select the **Hyperlink to** option under the **Action** on click category. In this case, the slide chosen was slide 1 as shown below. Under the **Play Sound** category, **Chime** was chosen to provide variety. Sound is totally optional. If not done properly, it can be distracting or annoying.




13. Before proceeding, choose **Slide Show | Slide Transition** from the main menu to change settings in the **Advance** slide section located on the right hand section of the window. Since the user needs to have control where the presentation goes by clicking on a letter, it is imperative that **On mouse click** and **Automatically after** categories are deselected. In other words, there shouldn't be a check in those categories. See example. Click on the **Apply to All Slides** button.



14. After creating slide two, choose **Insert | Duplicate Slide** from the main menu. This will recreate slide one. You would then double click on the title and rename it according to the needs of that slide. In this case, it is Bear. You may have to resize the title so that its size is similar to slide one. The image would be selected, deleted and replaced by another image. The text would be replaced by the appropriate facts. The menu button would be untouched, since it returns to slide one on every single slide. The **Duplicate Slide** option allows you to keep the images, information and title consistently in the same spot as the other slides. Be sure to replace each slide accordingly. When duplicating slides, some tend to forget to replace important information.

15. Compare slide one and two below in order to see the consistency of each slide.


American Alligators



American alligators can be found in freshwater swamps, rivers, marshes, lakes, and sometimes smaller bodies of water. Sometimes they will take shelter in swimming pools if their water source dries out.

Menu

Grizzly Bear

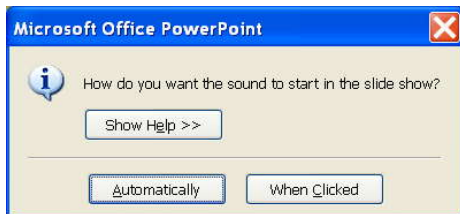


The Grizzly bear is also known as a brown bear. They are omnivores, which means they eat both vegetation and animals. In some areas, they will eat moose, caribou and elk.

Menu

16. Once all the slides have been created, you can add a sound icon that when clicked will play a particular sound.

- ❑ You can find animal sounds at <http://www.findsounds.com/>
- ❑ Type in the name of the sound you want and click on the sound icon to listen to the sound.
- ❑ If you like the sound, right click on the icon and choose **Save Target As** from the drop down menu
- ❑ Locate your PowerPoint folder and rename the sound if necessary before saving.
- ❑ Click on the slide you want to insert the sound icon.
- ❑ Select **Insert | Movies and Sounds | Sound from File** from the main menu
- ❑ Locate the sound you just downloaded from findsounds.com and select it.
- ❑ When the following window appears, choose **When Clicked** so the user can have control if they want to hear the sound. If the user so chooses, they can listen to the sound of the animal by clicking on the sound 🗣️ icon.

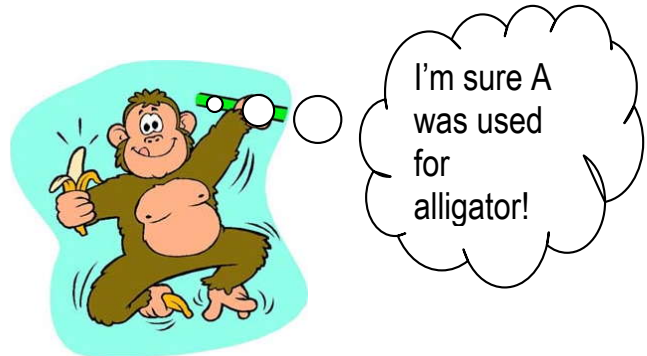




19. Once you have created all the necessary slides, the main menu needs to be set up.

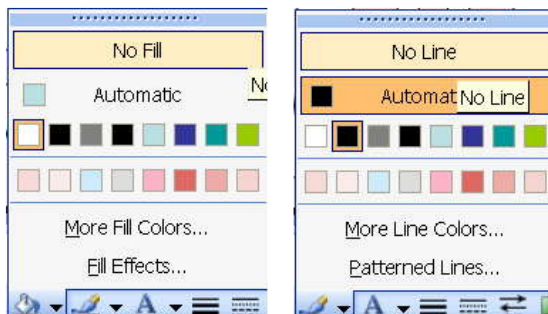
20. Select the **Rectangle** tool and draw a box around the letter you want to set up. In this first example, letter A is being done first.



21. Right click on the rectangle and choose Action Settings.
22. With the Mouse Click tab selected, choose the drop down menu of the Hyperlink to section.
23. Choose slide and when the Hyperlink to Slide window pops up, pick the slide number that you want the user to visit if clicking on letter A, since this is the action that is being established. In this case, it would be slide 2.



24. To remove the fill and line colors of the rectangle so the user can see the letter A, select the rectangle and choose **No Fill** and **No Line** from the drop down menus of the Fill Color  and Line Color  tools.



25. Continue to set up the remainder of the alphabet by taking the previous steps, but choosing the correct slide to visit.

Possible user interfaces:

