

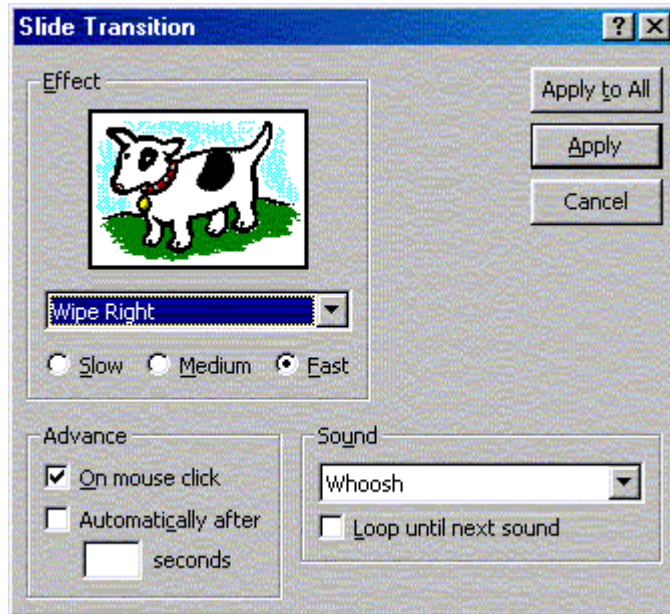
Step by Step instructions: Create a new presentation

Slide 1

Start with a Blank Slide

Choose a slide transition for the first slide

Use one of the sounds that comes with PowerPoint for the first slide transition

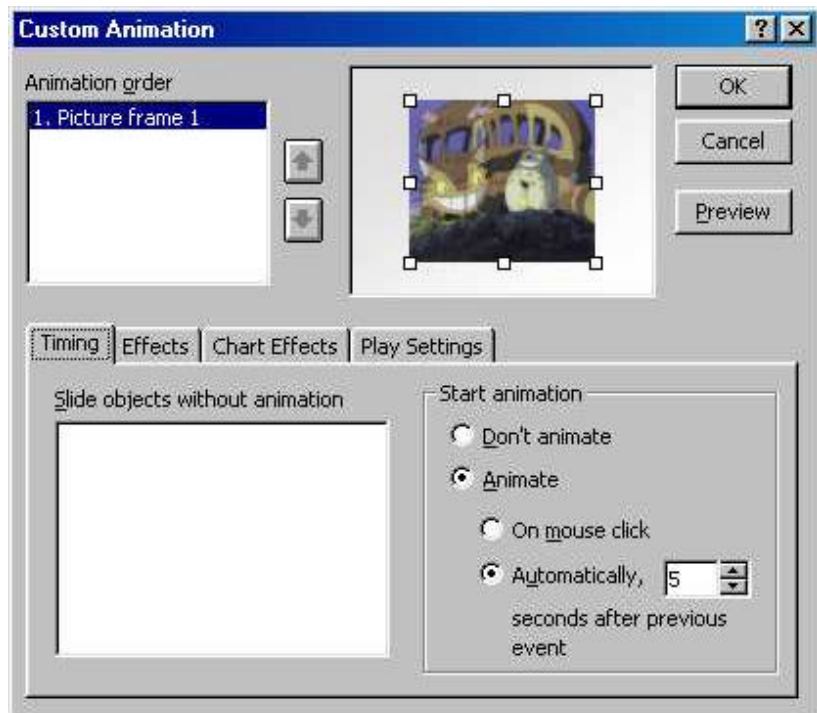


Make a background for the slide

Insert an image; you can use Clip-Art or a file you have downloaded from the Internet.

Once you have an image, use the **Custom Animation** options to do the following:

1. Give it an Entry Animation and Sound (Effects tab)
2. Set the Timing for the animation (Timing tab)



Add a text box to your slide (whatever you write in it could have something to do with the image you chose.)

Format the text in the text box; change the size, font, color, etc.

Add a border and/or fill color to the text box

Use Custom Animation to set up an Entry Animation and Timing.

Slide 1 sample summary: The slide will fly in with a "whoosh" sound. After 3 seconds, the picture flies in, with a "meow" sound that I downloaded from the Internet. One second later, the text dissolves onto the screen. The slide transition is set up from the start to advance the slide after 8 seconds.

Slide 2

Add images with sound. You should use the Internet to find some images and sounds that you can use. Try to get at least two image/sound combinations.

Next, add an image, with a text box appearing one second after the image. Use the image to initiate a sound file that corresponds to the words in the text box. (This was done in the previous class session with the Dylan Thomas poem).

Timing: Play with the timing of events on slide 2 so that images and sounds show up and start playing in a logical, clean order. Make sure sound files have enough time to play out (without overlapping, which would happen if the time were set too short).

Make sure you have an automated slide transition to the next slide.

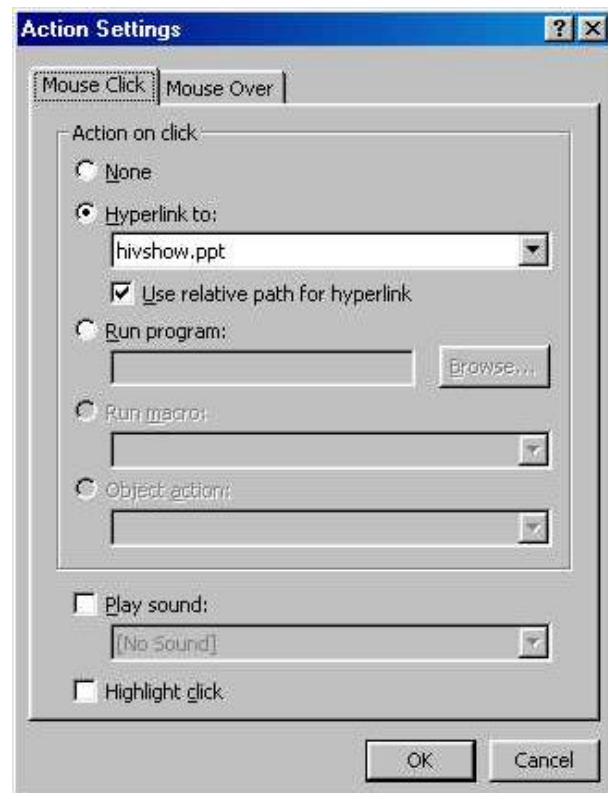
Slide 3

Add some images that, when clicked on, will initiate an action.

There are three ways you would usually do this:

1. Hyperlink to another presentation (you can use a practice one from last week to link to)
2. Hyperlink to a website (URL) address. (I recommend that you open Netscape before running a presentation with such a link in it; your presentation runs more smoothly that way)
3. Play a sound

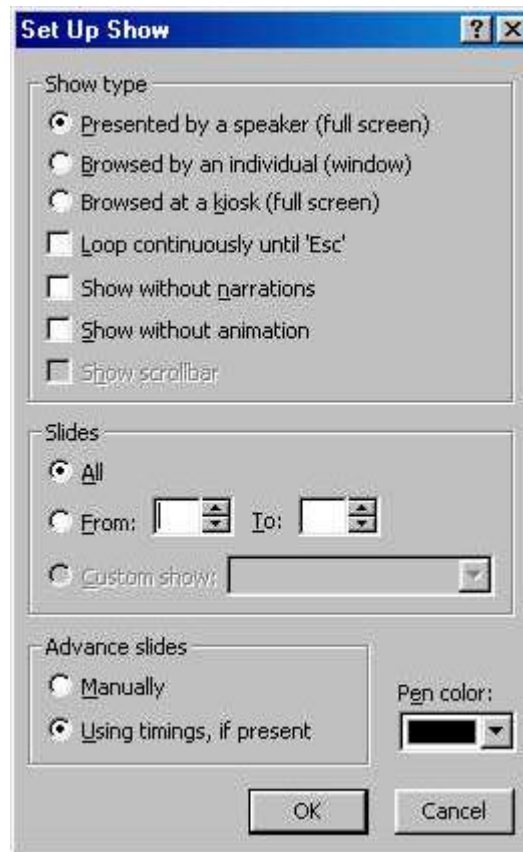
Since you're probably sick of sounds at this point, create examples of the first two items above.



Set up a Continuous Show

- Go to the Slide Show menu
- Choose the Set Up Show option
- Put a check in the "Loop continuously until 'Esc'" box
- Click OK

Notice that the program will advance slides using the slide transition timings, so long as you set up those timings. A looped show is dependent on the transition timing to actually loop successfully.



Don't forget to save your show!