

Creating a Personalized Template

- Find the graphics you wish to use in your design template and save these graphics in a designated folder.
- Insert the graphics on your slide or import a picture from the format background menu.
- Change the font face, font color, and bullet options so that they match your design template.
- Saving the template to your PowerPoint Design Template folder which allows you to use this template background with other presentations you make in the future.

How to...Create a Design Template

- Go to View>Master>Slide Master
- Use the graphics or draw personalized ones.
- Save as *Design Template* (.pot) to the correct folder.
- This pane displays at the right of your workspace and changes as you work.
- Navigate to PowerPoint Design Templates Folder if you want it to appear with the rest of your Design Templates (Program Files / Microsoft Office / Templates / Presentation Designs).

“A Picture is Worth a Thousand Words”

- "A picture is worth a thousand words" is true when it comes to bringing your presentation to life. Pictures on white backgrounds or graphics that don't match your presentation can take away from the overall effect you wish to achieve.

Removing the White Background from Graphics

- Select the graphic that has a white background.
- Make sure the picture toolbar is open (View>Toolbars>Picture).
- Select the transparent tool, then click on the white background.




Removing White Background For PowerPoint Presentation

Re-coloring Clipart

- To recolor clipart, you must insert a Microsoft Windows Metafile (.wmf file) or a .aspx file which can be converted into a drawing object. If the picture is a bitmap, .jpg, .gif, or .png file, it can't be converted into drawing objects and ungrouped. You also cannot change the color on animated clipart because animation contains many frames.

Determining File Format

- Change to the Insert Clipart Task Pane.
- Find the clipart in the Insert Clipart Frame.
- Click the arrow pointing down and select Preview/Properties.
- This will open the Preview/Properties dialog box shown below. Notice the name property has the file extension .wmf. This is a window metafile. This picture can be recolored.



Set Up for Recoloring

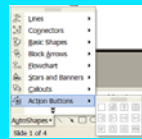
- Ungroup the graphic (Draw>Ungroup).
- Click off the picture so the dots are removed.
- Click on the section of the picture that you want to change its color.
- Select a new color.
- Regroup the graphic when done.

Action Buttons

- ▶ One of the initial limitations of PowerPoint is that it presents information in a linear progression. Microsoft has added the ability to create action buttons that can be used to create nonlinear links on PowerPoint slides, thus making PowerPoint interactive.

Hyperlinking Action Buttons to a Slide in Your Presentation

- ▶ Click on the AutoShapes button on the Drawing toolbar, then select Action buttons. A list of action buttons appear to choose from.
- ▶ Click the custom action button and draw out your button.
- ▶ At the action setting dialog box choose hyperlink to...>slide. Choose the slide you want to navigate to.



Moving Around Your Slides

- ▶ You can either create another action button to return to the previous slide....
- ▶ Or you can number each slide and with your number locks on type in the number for the slide and press the enter key.
- ▶ For this example Janann will be returning to slide 5, the action button slide we just created.

Creating Invisible Buttons & Hyperlinking to a Webpage

- There are times when you have a graphic that you want to use as a navigational tool. This can be accomplished by making your action button invisible.
- Insert your graphic on your slide.
- Copy the webpage URL.
- Create an action button where you want the hyperlink to appear.


Creating Invisible Buttons and Hyperlinking to a Webpage



Creating Invisible Buttons & Hyperlinking to a Webpage

- Add an action settings to a webpage by selecting hyperlink to...>URL.
- Paste (Ctrl + V) address on line.
- Click OK.
- Right click>Format AutoShape>set color to no fill and no line.

Creating Invisible Buttons and Hyperlinking to a Webpage



Adding Hotspots

- Using hotspots can add another level of interactivity to PowerPoint presentations. Hotspots allows you to create an interactive presentation that works similar to web pages on the web. By creating hotspots, users can click on different parts of a picture and arrive at a designed location.

Creating Hotspots

Hotspots Activity

➤ In this activity we will demonstrate how to create a hotspot utilizing a character and relationship analysis concept map that will hyperlink to a slide that contains the information on one of the diagrams. While an invisible button would work, hotspots are used because you can create unique shapes that will serve as action settings.


Creating Hotspots

Creating a Hotspot

➤ Insert the graphic you want to use for your hotspot on a slide. This example-character and relationship analysis concept map.

➤ Using the curve line tool (AutoShapes >Lines), draw a line around the state of Florida. It does not have to be exact.

➤ To edit the hotspot right click and select edit points.





Creating Hotspots

Creating a Hotspot

➤ Insert the slides you want to navigate to. In this example-Freak the Mighty (character analysis) and Gwen and Max (relationship analysis).


➤ Return to the graphic that contains the hotspot and add an action setting to both the map and arrow and make the hotspot invisible.

FYI: When hyperlinking to a nonlinear slide, you need to make an action button to return to the next slide in the presentation or use the number keys to jump to the slide.

Creating Hotspots

Adding Wav Files to Buttons

- Draw out your button 
- Add text
- Find a wav file or record your own sound. To record your own sound:
 - Open the record sound dialogue box (start>programs>accessories>entertainment>sound recorder)
 - Click the red record button
 - Record the sound
 - Click on the stop button and playback the recording. If it is to your liking, save it to a folder.
- We have already pre-recorded sound files for our ornithopter slide.

Adding WAV and Streaming
Video Files to Buttons

Adding Wav Files to Buttons

- Open the action settings dialog box
- Click play sound
- Navigate to your saved wav file
- Click Ok
- FYI: Wav files are the only sound files that can be attached to action buttons

Adding WAV and Streaming
Video Files to Buttons

Adding Streaming Video Files

- When using a streaming video from the Internet, right click on streaming video, choose save as, then save the streaming video to your folder. United Streaming is a video data base provided by Discovery Education.
- We will now include a streaming video of a Ornithopter on our slide through the insert menu (movie and sounds>movie from file).

Adding WAV and Streaming
Video Files to Buttons

Add an Action to the Button

- Insert a new slide in your presentation that will contain the streaming video file.
- Return to your action button slide.
- Create an action setting on the streaming video button that will navigate to the slide that contains the video.
- FYI: MPEG movie images taken with a

Macromedia Fireworks

- Paint Program
- Photo Enhancer
- Animated Gif Generator



Photo Magic with Fireworks

- For this activity we will use a jpg image and a gif file to demonstrate how you can easily combine two images using the layers palette to create a totally unique and fun slide.
- Open the photo you wish to work on. We will use a picture of Kieran Culkin's (Freak) head shot for this demonstration.
- Use the magic wand and eraser to capture the image needed.
- Now the clipart body, from our slide 2, will be used for this demonstration.
- And see the final results!

Using Fireworks to Make Your Point With Graphs/Photo Magic

- ▶ Going one step further, we will add animation to this graphic.
- ▶ With just a few strokes you can animate graphics, to captivate your audience.

Using Tween Features in Flash

- ▶ Motion Tween automatically creates movement between frames.
- ▶ Shape Tween changes the shape of one object into another object, also called morphing.
- ▶ Once you have created your movie, it must be exported as an Windows AVI file to insert it into PowerPoint.

Instructions for Placing a Flash Movie in PowerPoint:

- ▶ Click File on the Menu Toolbar in Flash, and click Export Movie.
- ▶ Make sure you select Windows AVI as the file format.
- ▶ Click Insert on the Menu Toolbar in PowerPoint>Movies and Sounds>Movie from File.
