

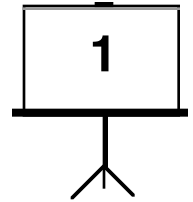
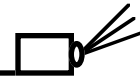
# **50** Quick & Easy

# **PowerPoint**<sup>®</sup>

## **Activities**

The following  
pages contain  
example projects  
from the book.

# Action Buttons



## Grade Level:

- 3 - 5
- 6 - 8
- 9 - 12

## Content Area:

- Math
- Language Arts
- Social Studies
- Science
- Cross Curricular

## Multiple Intelligences:

- Verbal / Linguistic
- Logical / Mathematical
- Spatial
- Bodily / Kinesthetic
- Musical
- Interpersonal
- Intrapersonal
- Naturalist

## CD-ROM File:

- 01actionbuttons.ppt

## Overview:

In this exercise, students will learn how to add action buttons of different types to enhance their slide shows.

## ISTE Standards:

- Students are proficient in the use of technology.
- Students use technology tools to enhance learning, increase productivity, and promote creativity.

## The Teacher's Role:

1. The teacher will show examples of action buttons.
2. The teacher and the students will discuss ideas for using action buttons in their slide shows.
3. The teacher will demonstrate how to create different types of action buttons.
4. The teacher will give the students time to practice the skills they have learned.



### Student Instructions:

#### Getting Ready:

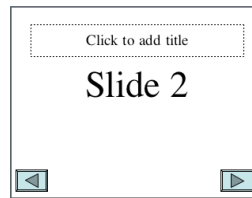
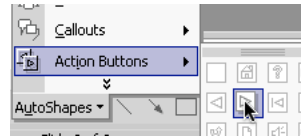
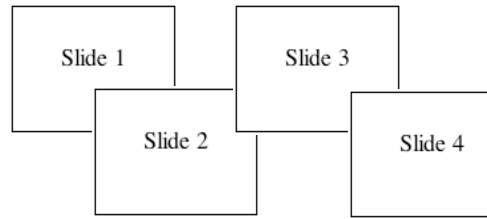
1. Open the PowerPoint program
2. Create a slide show with four slides.
3. Label each slide with large text: Slide 1, Slide 2, etc.

#### Exercise 1:

##### Preset Action Buttons:

*In this activity, you will create navigation buttons for a linear slide show.*

1. Move to slide 2.
2. Click the AutoShapes button in the Drawing toolbar. Choose Action Buttons and select the right-facing triangle.
3. Click and drag to create a button in the lower right corner of the slide.
4. The button is preset to Hyperlink to the Next Slide.
5. Repeat steps 2 and 3 but modify it to create a button on the lower left corner of the slide that will Hyperlink to the Previous Slide.
6. Copy the “next” button and paste it onto slides 1 and 3.
7. Copy the “previous” button and paste it onto slides 3 and 4.

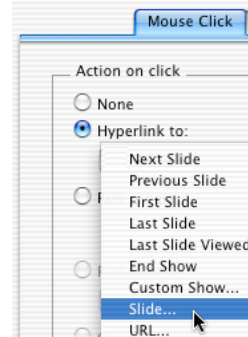
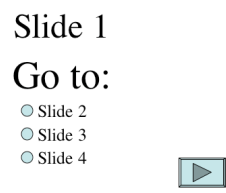


#### Exercise 2:

##### Custom Action Buttons:

*Any graphic on the screen can be turned into an action button! In this activity, you will create a menu-type navigation system.*

1. Move to slide 1.
2. Add the text, “Go to: Slide 2 Slide 3 Slide 4”, as shown at the right.
3. Use the oval tool to draw a circle beside the “Slide 2” text.
4. Copy the circle and paste it beside “Slide 3” and “Slide 4”.
5. Select the circle beside “Slide 2”.
6. Pull down the Slide Show menu to Action Settings.
  - OR
  - Right-click (Windows) or Control-Click (Macintosh) the circle and choose Action Settings.
7. In the Action Setting window, choose to Hyperlink to Slide.
8. In the next window, choose Slide 2.
9. Repeat with modifications to link the appropriate circles to Slide 3 and Slide 4.



#### Creating the “Back” Buttons:

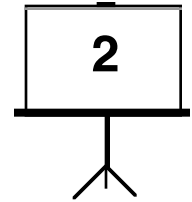
1. Move to Slide 2.
2. Add a rectangle with the text “Go Back”.
3. Follow steps 5-8 with modifications to create a button that will Hyperlink to Slide 1.
4. Copy and paste the “Go Back” button onto slides 3 and 4.

#### Testing the Buttons:

*You must be in the Slide Show view to test the buttons:*

1. Pull down the Slide Show menu to View Show.
2. Click the buttons to navigate through the slides.

# Cool Text!



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- Naturalist

## CD-ROM Files:

- 02cooltext.ppt

## Overview:

In this activity, students will use an online resource to create animated or 3-D text to enhance their PowerPoint slide shows.

## ISTE Standards:

- Students are proficient in the use of technology.
- Students use technology tools to enhance learning, increase productivity, and promote creativity.

## Web Resources:

- Media Builder's 3D Textmaker - <http://www.3dtextmaker.com/>
- Cool Text - <http://www.cooltext.com/>
- To find additional Web resources, use a search tool to search for "free animated text", "free banner creator", or something similar.

## The Teacher's Role:

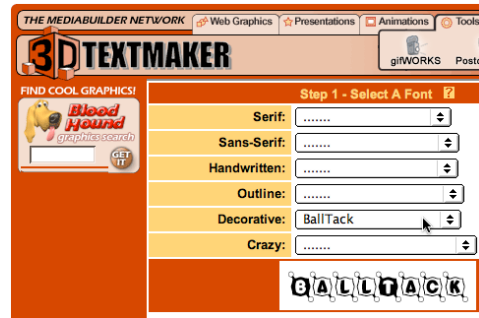
1. The teacher will show examples of "cool" text.
2. The teacher will provide URLs (Web addresses) for students.
3. The teacher may want to demonstrate the web tools.  
Note - For a constructivist activity, the students can read the on-screen instructions and learn how to use the tools themselves.



## Student Instructions:

### Generating the “cool” text:

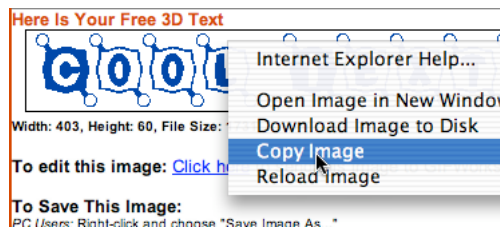
1. Open your browser. (Internet Explorer or a similar program)
2. Go to one of these sites:
  - 3D Textmaker - <http://www.3dtextmaker.com/>
  - Cool Text - <http://www.cooltext.com/>OR  
Find another online text tool:  
Use a search tool to search for “free animated text”, “free banner creator”, or something similar.
3. Follow the on-screen instructions to create the desired text effect.



### Harvesting the text from the Internet:

#### Option 1 - For stationary text (not animated):

1. Position your cursor directly over the text effect.
2. On a *Macintosh* computer, click and hold the mouse button (or control-click).  
On a *Windows* computer, click the right mouse button.  
A menu will appear.
3. Choose “Copy Image” or “Copy.”



#### Option 2 - For animated text:

1. Position your cursor directly over the text effect.
2. On a *Macintosh* computer, click and hold the mouse button (or control-click).  
On a *Windows* computer, click the right mouse button.  
A menu will appear.
3. Choose “Save Image” or “Download Image”, or something similar.



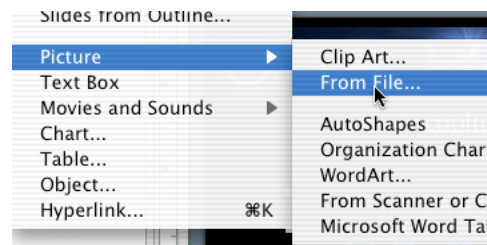
### Inserting the text into PowerPoint:

#### Option 1 - For stationary text (not animated):

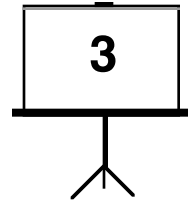
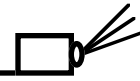
1. In PowerPoint, move to the desired slide.
2. Pull down the Edit menu to Paste.
3. Move and resize the text as desired.

#### Option 2 - For animated text:

1. In PowerPoint, move to the desired slide.
2. Pull down the Insert menu to Picture and choose From File.
3. Find and insert the image you saved earlier.
4. Move and resize the text as desired.  
Note - To see the animated text, move to the Slide Show view.  
Troubleshooting tip - If the text animation does not work, try inserting it as a movie or an object.



# Custom Backgrounds



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## CD-ROM Files:

- 03GradientBackground.ppt
- 03PhotoAlbumBackground.ppt

## Overview:

In this exercise, students will learn how to use the Slide Master to design their own backgrounds for a PowerPoint slide show.

## ISTE Standards:

- Students are proficient in the use of technology.
- Students use technology tools to enhance learning, increase productivity, and promote creativity.

## The Teacher's Role:

1. The teacher will show examples of custom backgrounds.
2. The teacher and students will discuss reasons for creating custom backgrounds.
3. The teacher will demonstrate some basic techniques for adding backgrounds.
4. The teacher will provide time for students to experiment with different tools and techniques.



## Student Instructions:

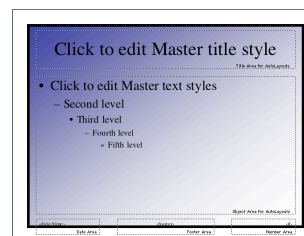
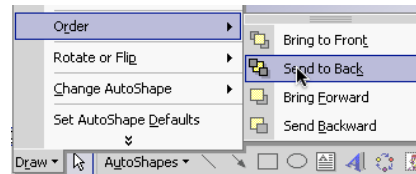
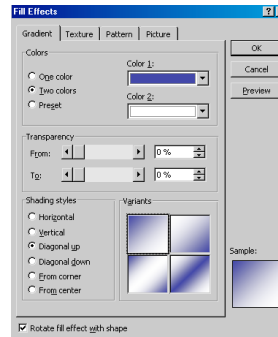
The PowerPoint program comes with a nice selection of background designs. However, sometimes you can't find just what you need. The following exercises will lead you through creating custom backgrounds:

### Getting Ready:

1. Open a new blank PowerPoint document or open a presentation that you've already created.
2. Pull down the View menu to Master and pull over to Slide Master.
  - Note - Anything you do in the Slide Master will affect ALL slides in the slide show.

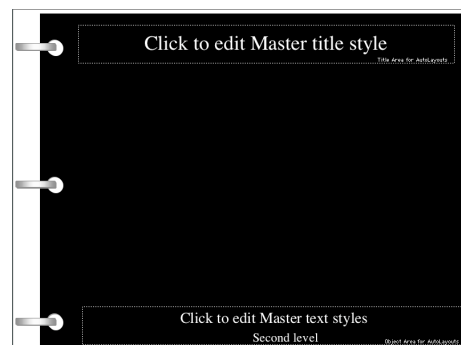
### Exercise 1 - Gradient Background with Border:

1. Select the rectangle tool in the Drawing Toolbar.
2. Click and drag a rectangle to fill all but the outside 1/2 inch of a slide.
3. Click the triangle beside the Paint Bucket in the drawing toolbar. Choose Fill Effects.
4. In the Fill Effects window, click the Gradient tab.
5. Choose the desired colors and shading styles. Click OK.
6. Click the Draw button in the Drawing Toolbar. Choose Order (or Arrange) and choose to Send to Back.
7. Use the line style tool to change the width of the border.
8. Change fonts, sizes, colors, styles, etc. as desired.
9. Pull down the View menu to Normal.



### Exercise 2 - Photo Album Background:

1. Follow the "Getting Ready" steps above.
2. Delete the three small text boxes at the bottom of the slide.
3. Move the Master TITLE text box towards the top of the screen.
4. Resize the Master TEXT box and move it to the bottom of the screen.
5. Change the font color of both text boxes to white. Change the alignment to Centered.
6. Add a black rectangle that covers most of the slide. (Leave a small white border on the top, right, and bottom. Leave a 1/2 inch border on the left side.)
7. Move the rectangle to the back (See step 6 in exercise 1.)
8. Use the circle tool and the rounded rectangle tool to add the holes and binder rings.
9. Add shadows, colors and gradients as desired.



### Other Background Options:

- Add your school logo to the corner of the slide.
- Add a photograph and use the Picture Toolbar to lighten it as a "watermark".
- Add clip art and/or various shapes.
- You can add custom animations to the Slide Master too. The animations will appear on ALL slides!
- Try adding navigation buttons to the Slide Master!
- Be creative!!