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# Section 2

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The Tool - Power Point  
Level 3 Training  
Central Valley School District  
Scott Krentel

# Why Power Point?

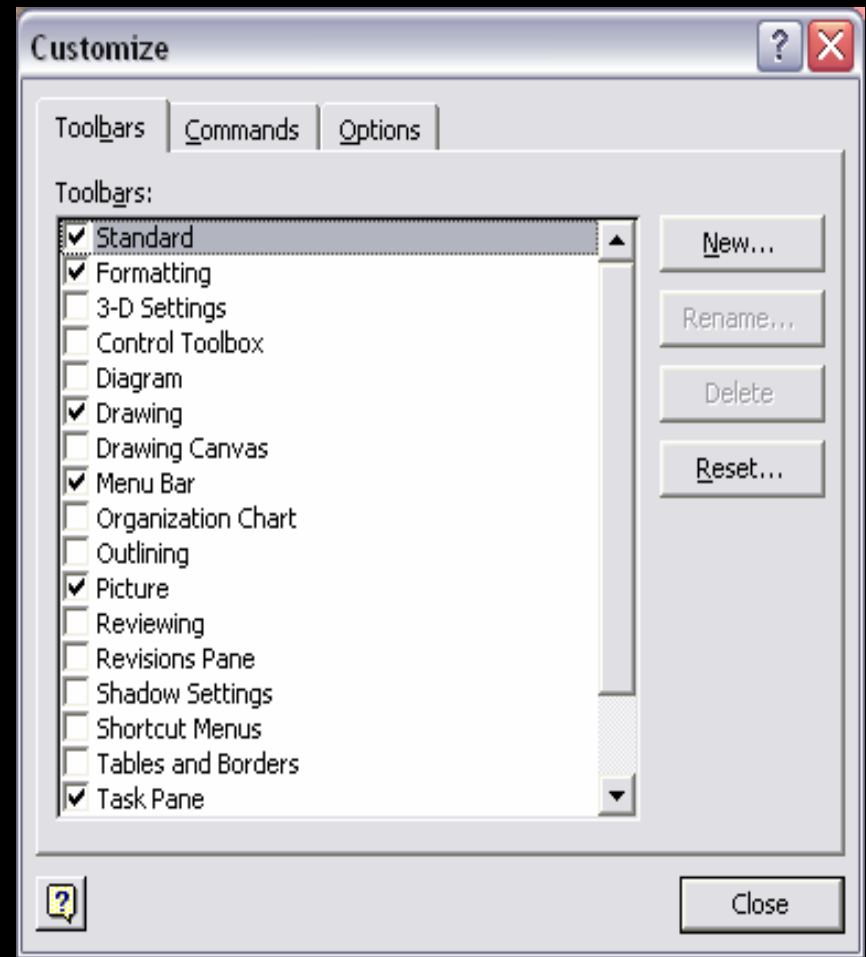
- Accessible to many
- Familiar
- Flexible
- Host for sounds, pictures, transitions, movies, menu, backgrounds

# Menu

- Toolbars
- Slide Template
- Slide Layout
- Hide Slide
- Insert A Comment
- Navigation Buttons
- Portfolio Menu
- Hyperlink
- Background
- Create a Photo Album
- Embedded Object
- Timings
- Animation Schemes
- Slide Transition
- Record Narration
- Slide Resolution
- Set Up Show
- Save as Web Page
- Save as Power Point Show
- Print as Notes Page
- Print as Handouts

# Toolbars

- Customize and stack your toolbars
- Standard, Formatting, Menu, Picture, Drawing
- Access **View/Toolbars** or **Tools/Customize**



# Slide Layout

- Customize your slides for pictures and text, pictures only, menu, title pages, about the author pages, math stories, charts, movies
- Access - ***View/task pane***, arrow through menus or ***Format/Slide Layout***
- Remember: short cut to move, resize and item

# Backgrounds

- Backgrounds give portfolio warmth
- Access - *format/backgrounds* or *View/Task Pane*
- Remember: Your audience and purpose
- Remember: Keep it uniform

# Slide Template

- Create a master slide for your students
- Include: navigation buttons, hidden titles, picture place holders, font, buttons, animations
- Don't forget date and reflection
- Access ***Format/Slide Design*** or ***View/Task Pane*** and arrow through choices

# Portfolio Menu

- Set up show first
- Hyperlink
- Provide navigation buttons
- Keep consistency whenever possible



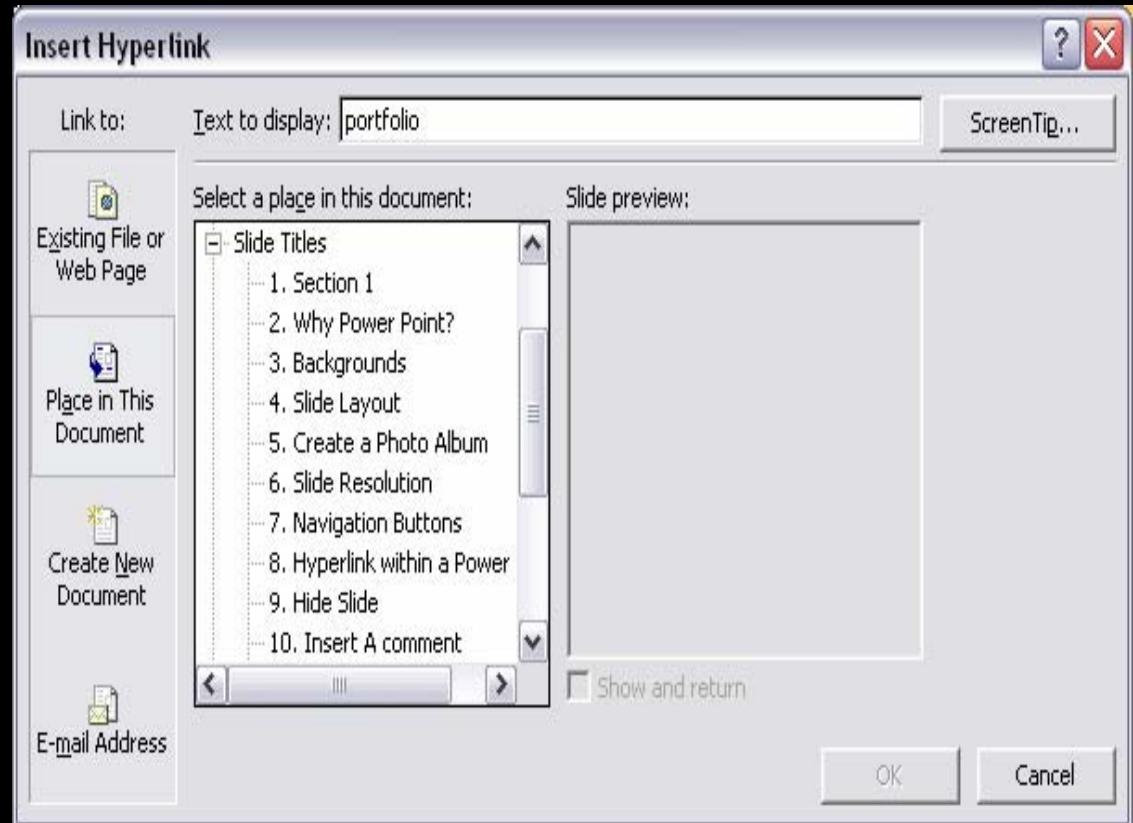
# Navigation Buttons

- Use these navigate back to menu
- Navigate to next slide or menus within
- Access - **Slide Show/Navigation Buttons**



# Hyperlink within a Power Point

- Hyperlink lets a viewer move quickly around the portfolio.
- Additional information such as reflective pieces can be linked to original document
- Access – ***Insert/Hyperlink***



# Hide Slide

- Use hide slide to provide secret directions to your students
- Slide visible when editing and gone for view show.
- Access ***Slide Show/Hide Slide***

# Insert A Comment

- A comment is visible in edit mode only.
- A comment can be used to provide feedback to a student.
- Remember to turn off Comment Tool Bar
- Access ***Toolbars/Comment*** or ***Insert/Comment***

**Scott Krentel**

**8/4/2003**

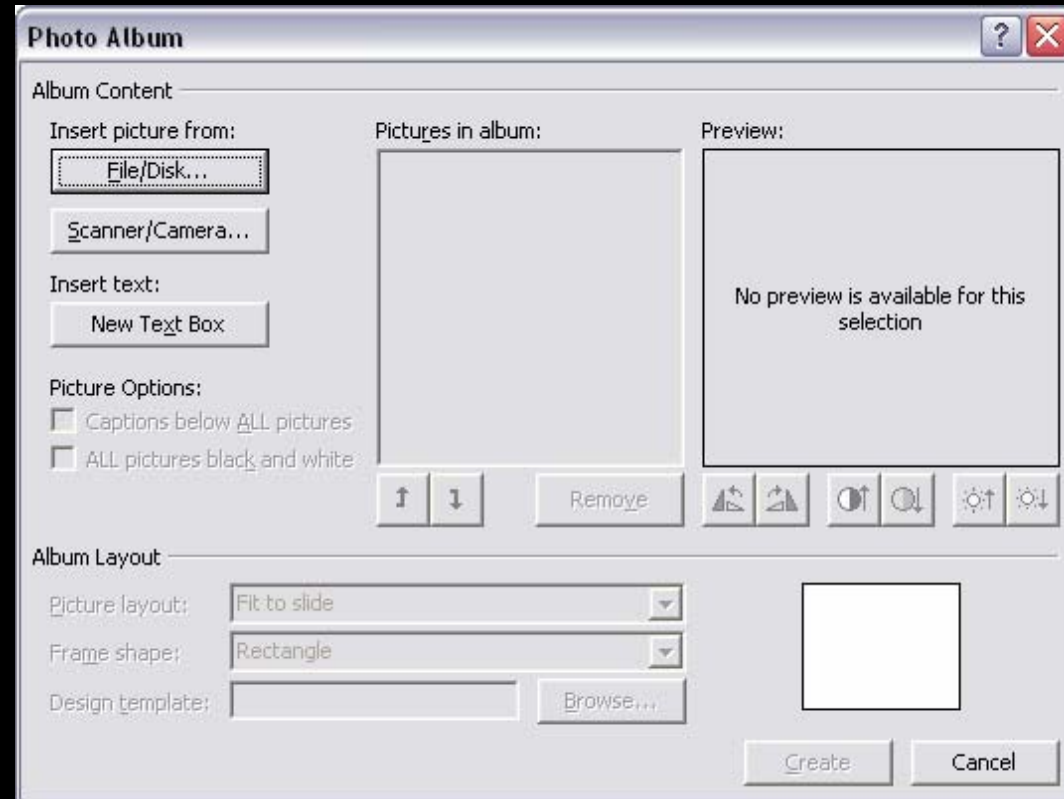
Keep up the good work. I did notice you need an illustration for this story. Please double check your hyperlinks. |

SK2

Keep up the good work. I did notice you need an illustration for this story. Please double check your hyperlinks. And your spelling.  
Scott Krentel, 8/7/2003

# Create a Photo Album

- Use PPT to quickly create fieldtrip, science, special occasion or memory shows.
- Access - ***Insert/Picture/New Photo Album***
- These Albums can be merged together later
- Check properties
- Remember to lower resolution



# Embedded Object

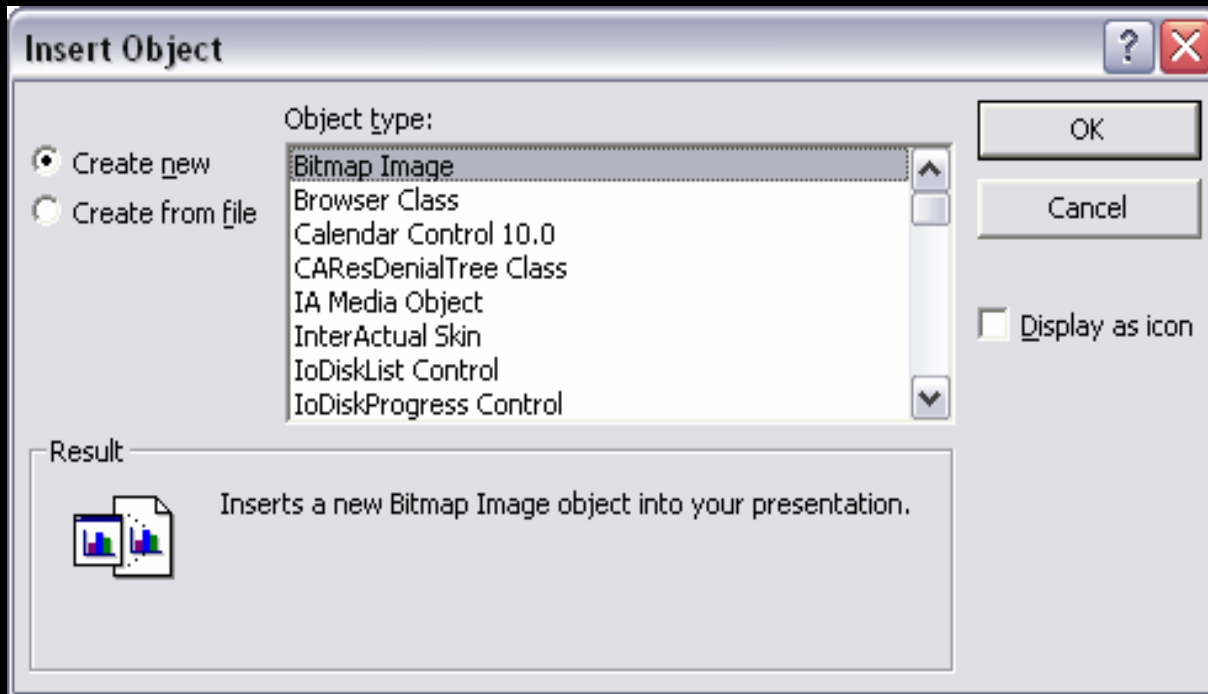
- Embedded Files are files saved within the power point.
- Access – ***Insert/Object***

## Pros

- File goes with portfolio (edit)

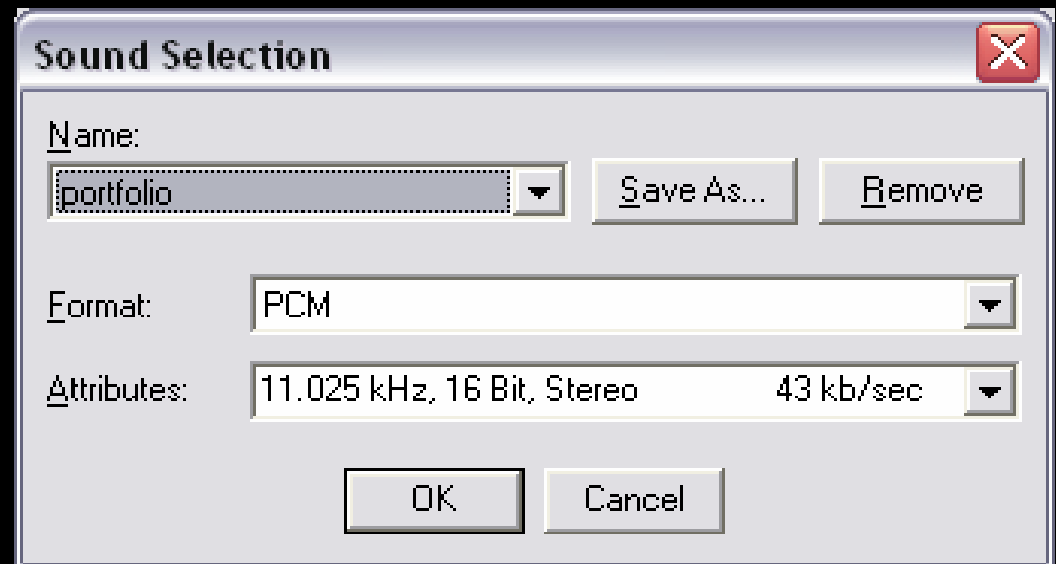
## Cons

- Where is it?



# Record Narration

- Narration makes a portfolio alive
- Use narration for reading of stories or text
- If long piece use as introduction or reflection
- Narration eats up space. So set level and be careful to save in the correct place
- Use arrow keys for ease recording
- Right click to pause and the again to resume narration
- Access – **Slide Show/Record Narration**



# Slide Transition



- Slide Transitions are a nice way to jazz up show with out distracting.
  - Access – ***Slide Shoe/Slide Transition*** or ***Task Pane*** and arrows to browse
-

# Timings

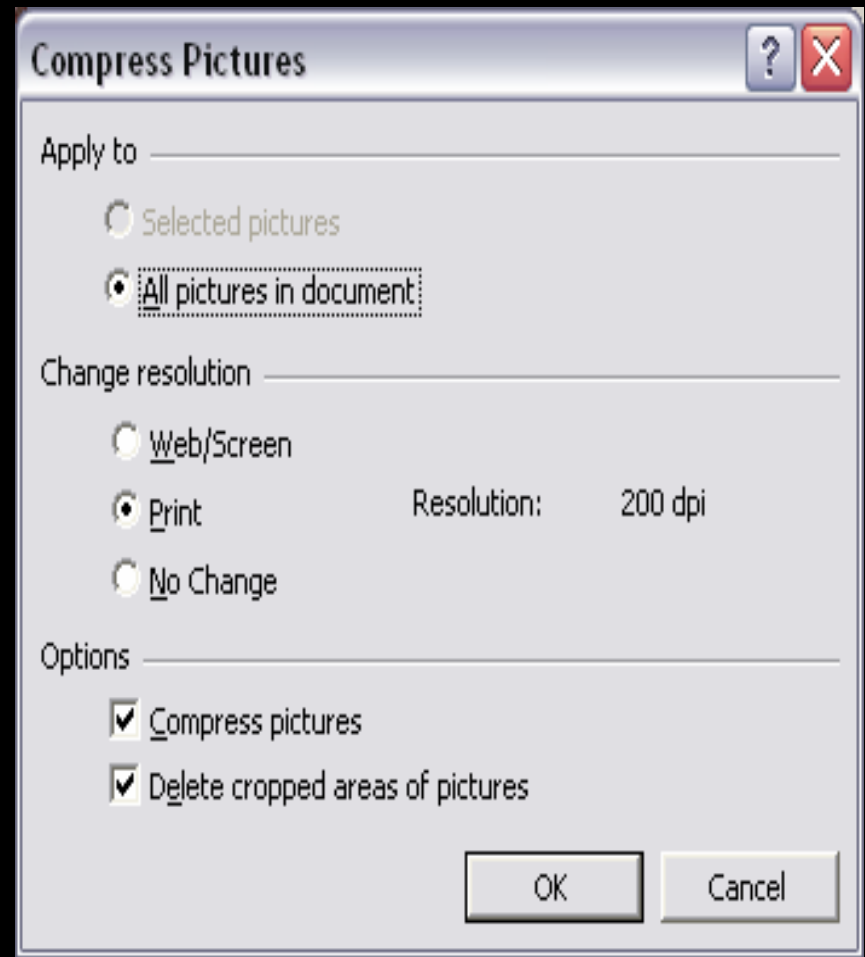
- Purpose of a portfolio then consider timings or not.
- Timings can be turned on and off Access - ***Slide Show/Set Up Show***
- Access – ***Slide Show/Rehearse Timings*** or ***Slide Show/Slide Transition***

# Animation Schemes

- Caution – These can distract from purpose
- Technology a toy or a tool?
- Save time and apply to all when ever possible.
- Access – ***Slide Show/Animation Schemes*** or ***Task Pane*** and use arrow to find.

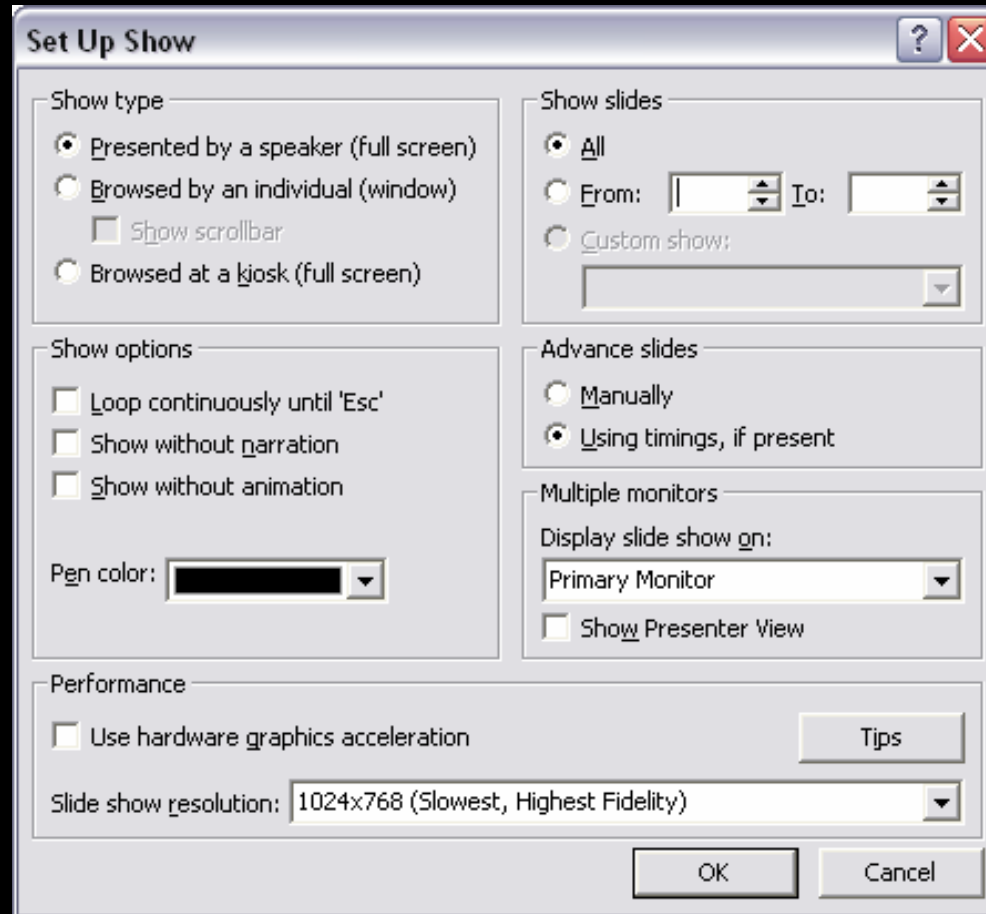
# Slide Resolution

- PPT allows you to lower the resolutions of pictures.
- Take pictures at lowest resolution as is possible with camera not scanner.
- Access - ***view/toolbars/picture***



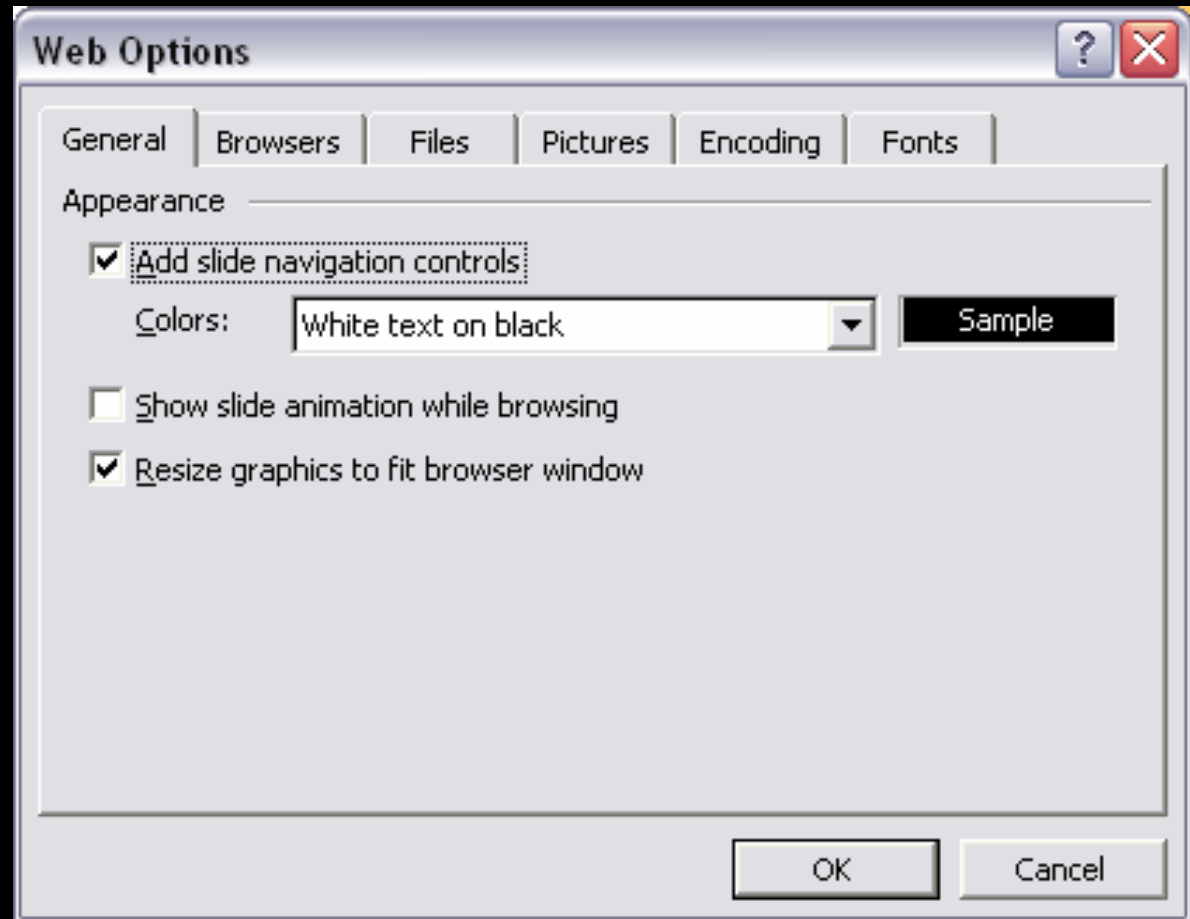
# Set Up Show

- Show Options –use loop continuously for conferences or back to school night
- Slide show resolution – file size and speed of show increase
- Show Slides – if only a portion of a show is done
- Presenter view with multiple monitors
- Access – **Slide Show/Setup Show**



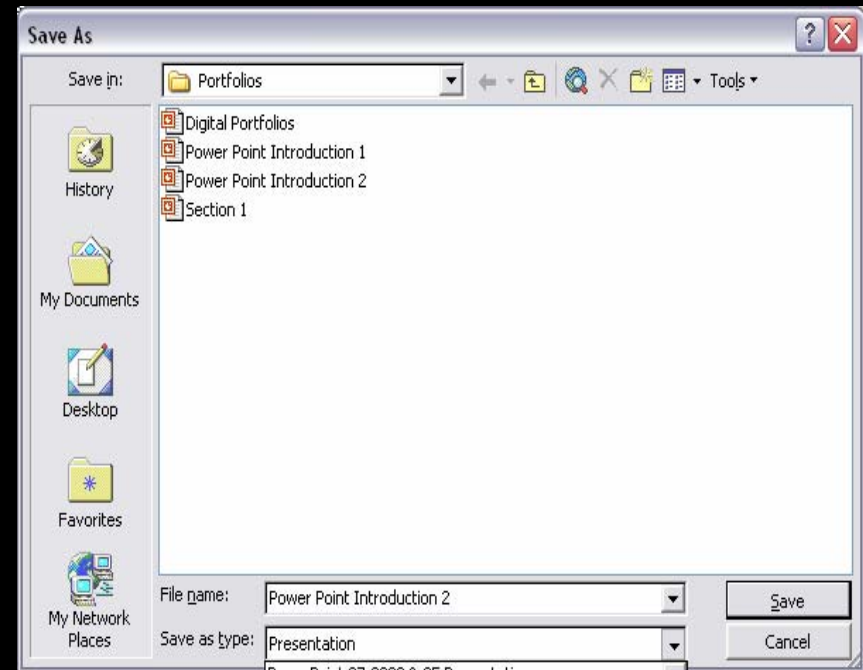
# Save as a Web Page

- Web Page has some options.
- Slide Navigation controls nice depending in content.
- Browsers – Include a broad amount,
- Access – *Tools/Options / Web Options*



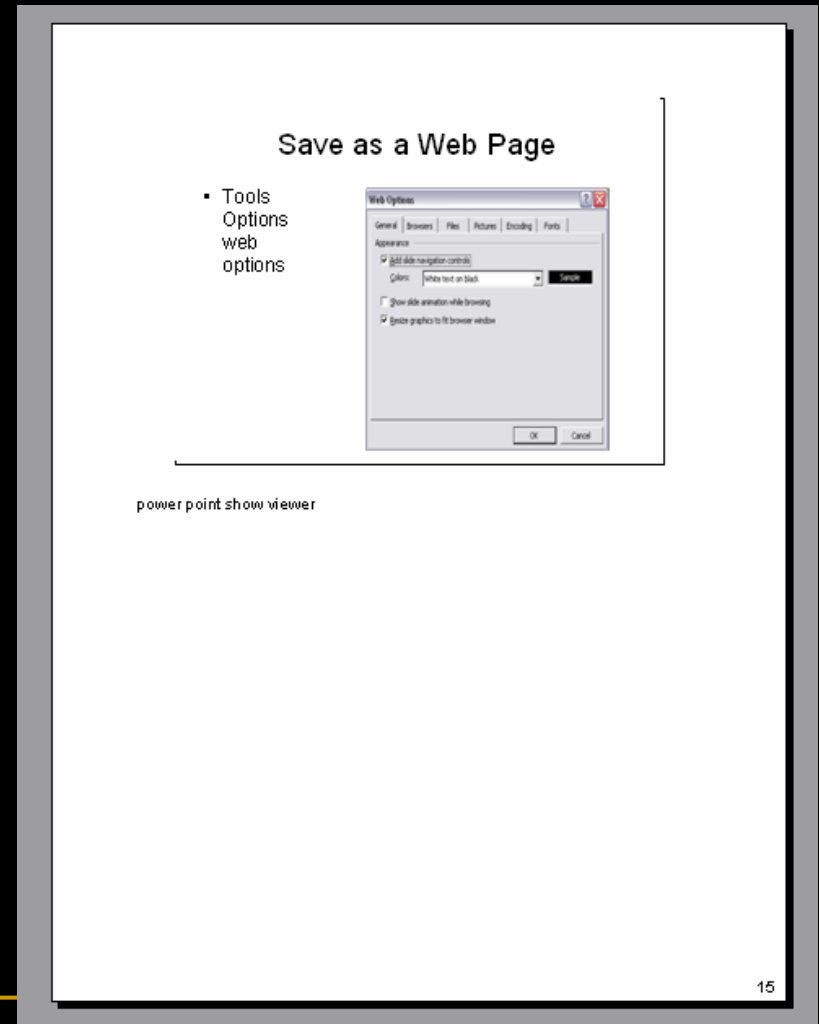
# Save as Power Point Show

- A power point show is point and click easy to start.
- Access – **File/Save As**
- Must have power point to view or a special viewer
- Pack and Go wizard will allow you to send a free viewer. This view in many cases must be downloaded from website.
- Access – **File/Pack and Go**



# Print as Notes Page

- Notes Page
- Can have reflective writing in notes portion of show then print.
- Access – **View/Notes Page**



# Print as Handouts

- Handouts give printing a lot of latitude to save paper and ink.
- Remember to Preview
- Access – **File/Print**

