# PowerPoint 2000 Advanced

## Introduction

After you have developed a working knowledge of PowerPoint, you can transform the interactivity and value of your classroom time with this powerful tool.  In this course, we will discuss and build new skills and push your presentations away from static listening activities and into dynamic learning activities.

## Objectives

- Discuss Increasing the levels of Interactivity in the classroom
- Create Question and Answer Activities
- Create a Hyperlinked Menu
- Add menu objects to the Slide Master
- Animate and hyperlink a series of graphical objects to create "Learning Activities"

## Prerequisites

- You must have a working knowledge of PowerPoint 2000
- You must be able to create new slides
- You must be willing to reconsider and/or improve your presentation methods

## Five Levels of Interactivity

1. **The "Banking" Model of Education**—Simply create and deliver your presentation.  This is the default of most PowerPoint presentations
2. **Presenting AND Assessing your Materials Simultaneously**—Divide your content material into smaller content units and including periodic reviews to assess the effectiveness of your lecture.  This gives you the ability to illuminate the areas that the students are not effectively learning.
3. **Deconstructing the Lecture**—Create a menu system for your presentation and allow the audience to choose the delivery order.  The flexibility will customize your presentation to the interests of the audience.  It challenges them to be active participants in the discussion, rather than passive listeners.
4. **Turn your "Listeners" into "Explorers"**—In this section, you will transform the menu system into a series of questions with content material lurking behind each option.  By rephrasing your first premises, you will entice the readers/listeners into a higher level of active participation
5. **Beyond "Exploration" to "Activity"**—By further engineering your material, you can transform the activity from exploration and push it completely into the activity realm.  Your students can engage with objects and concepts and each object can lead to series of slides of

## 1. The "Banking" Model of Education

The default for most PowerPoint presentations employs what Paolo Friere (a K-12 Educator from Brazil) labeled as the "Banking" Model of Education. The students (or listeners) are *passive* receptors of your information. You are a depositor and you deposit your "nuggets" of information into their consciousness. Those nuggets increase in value with time and can be eventually transformed into something valuable by the students.

This is the simplest usage of PowerPoint. We created presentations under this model in both the Beginning PowerPoint 2000, and Intermediate PowerPoint classes.

## 2. Presenting AND Assessing your Materials Simultaneously

The easiest way to increase the interaction with your presentation and materials is by dividing your material into smaller pieces. Use logic to determine a size that is appropriate for your subject. More complex subjects will need smaller "units." At the end of each of these "units," add a single slide that asks a question about the most important topics of the unit—and have your students/listeners answer them. If your students/listeners are unclear about any of the ideas or topics of the unit, you can immediately clarify these concepts before moving to the next unit. This process makes it easy for your students/listeners to ask questions, and it ensures that your students/listeners are "included" in the discussion.
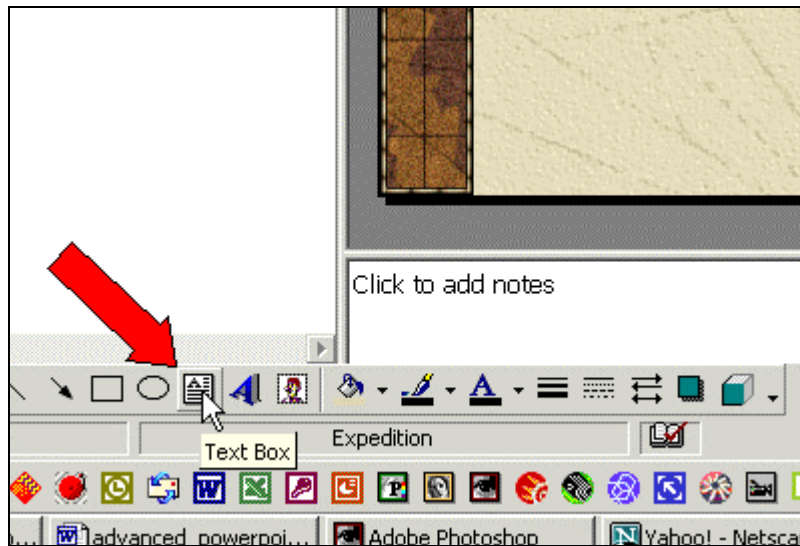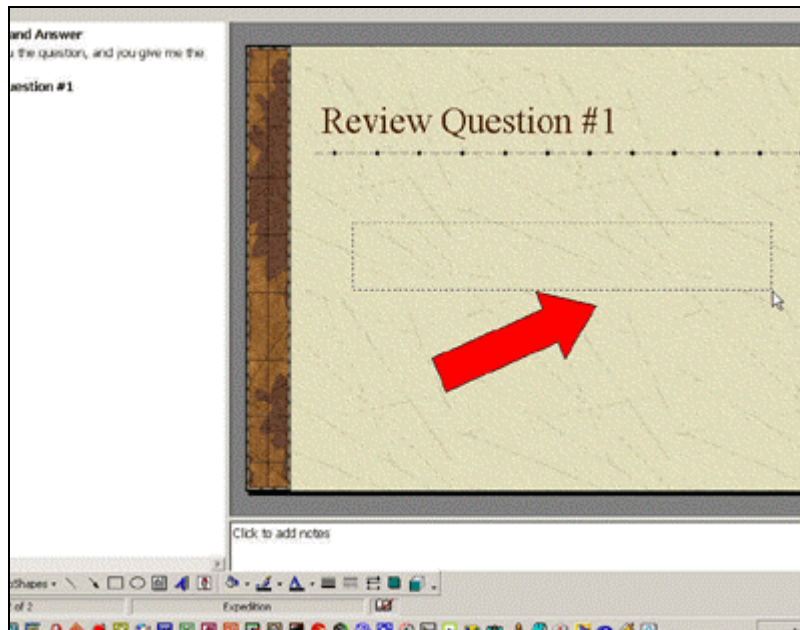
Activity #1 (Question and Answer Activities)
### Part A—Arrange the Elements

1. Open PowerPoint 2000.

2. Select a Design Template.

3. Create a Title slide.

4. In the Title box, type *Question and Answer*.

5. In the Subtitle box, type *I give you the question, and you give me the answer!*

6. Create a Title Only slide.

7. In the Title box, type *Review Question #1*.

8. Click the **Text Box** tool in the Drawing Tools bar at the bottom of the screen (see image below).

   Your cursor will change to indicate that you can place a Text Box on the screen.
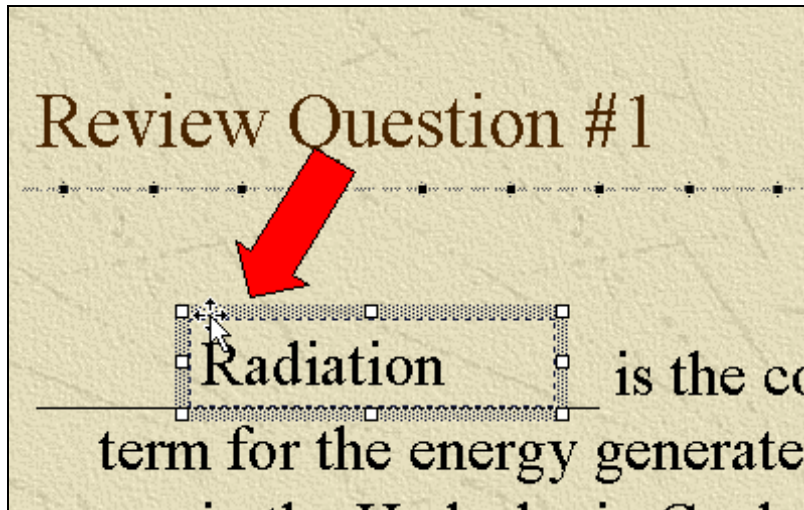
9. Place your cursor in the center of your slide, and left-click and drag a long, rectangular box on the screen (see image below).



10. In the Text Box, type _____ *is the correct term for the energy generated by the sun in the Hydrologic Cycle.*

11. Adjust the Font, Font Size and Font Color of the text to fit with your presentation.

12. Create a second Text box (repeat step 8 and 9).

13. In the second Text box, type *Solar Radiation*

14. Adjust the Font, Font Size and Font Color of the text to fit with your presentation.

15. Place your cursor in the top-left corner of the box and hold the **left** mouse down.

16. Drag the text box to the appropriate space in the first text box (see image below).
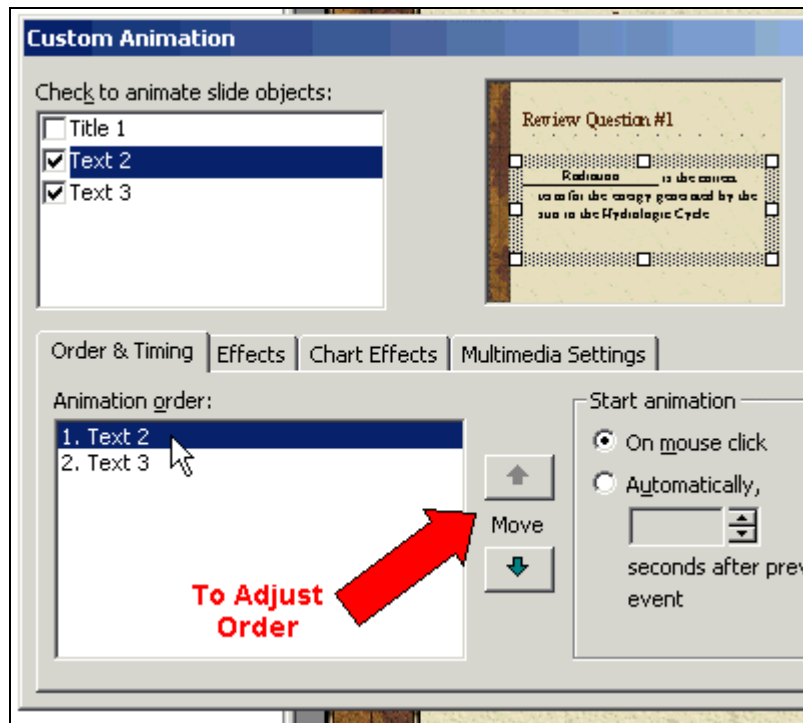


**Part B—Animate the Elements**

1. On the Review Question #1 slide, select **Slide Show >> Custom Animation**.

2. Click the **Events** tab. **Note:** This tab may already be selected.

3. Select the check boxes of the items that you want to animate. In this case, select the question and the answer (Text 2, and Text 3). Be sure to leave the Text that holds the slide Title un-checked (Text 1) so that it will remain on the slide.

4. Select the question text (Text 2).

5. From the entry animation options, select **Fly**, **From Left** with **[No Sound]**.

6. From the Introduce text Options, select **All At Once**.

7. Select the answer text (Text 3).

> **For the Macintosh:**
> 1. Select **Slide Show** >> **Animation** >> **Custom**.
> 2. Click the button next to the question text (Text 2), and select **Entry**. This will animate the element to "enter" the slide upon a click.
> 3. On the **Effects** tab, select **Fly from Left**.
> 4. Click the button next to the answer text (Text 3), and select **Entry**.
> 5. On the **Effects** tab, select **Dissolve**.
> 6. On the **Order and Timing**, and use the Up and Down arrows to ensure the timing order is correct.

8.  From the entry animation options, select **Dissolve** with **[No Sound]**.

9.  From the Introduce text Options, select **All At Once**.

10. Click the **Order & Timing** tab.

11. Be sure that the Question text is at the top of the list, and that the Answer text comes second.  Use the Down and Up arrows to adjust the order (see below).  Also be sure the **On mouse click** radio button is selected, or you will have to rehearse and use the automatic timings
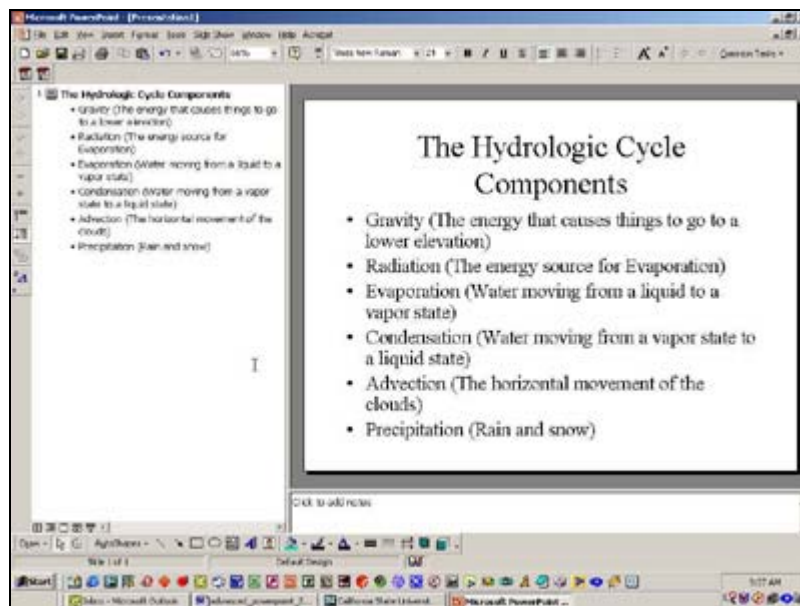


12. Click **OK** to set your changes.

13. Switch to Slide Show View, and test your question and answer page.

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## 3. Deconstructing the Lecture

In the late 1960's, the ideas of Jacques Derrida changed the way we think about life.  His theories (called Deconstructionism) have been applied to Literature, Language, Philosophy, History, Architecture, the Sciences, Education, and Art to name a few.   His most pertinent argument to the presentation of materials with PowerPoint would be that when you provide only a single way to view/learn a lecture material, you restrict the learning to that single message.  We are going to create a hyperlinked menu system for a lecture that will lend flexibility to your materials that can create new and even unforeseen learning opportunities.

## Activity #2 (Planning and Creating the Menu)

1. Open PowerPoint 2000

2. Select the **Blank Presentation** radio button, and click **OK**.

3. From the New Slide dialogue box, select **Title** slide and click **OK**. **Note:** The Title Slide may already be selected.

4. In the Title area, type *Earth Systems: The Hydrologic Cycle*

5. In the Subtitle area, type *An Interactive Learning Activity*

6. Add a **New Slide**.

7. From the New Slide dialogue box, select **Bulleted Slide** and click **OK**.

8. In the Title area of this slide, type *The Hydrologic Cycle Components*

9. In the bulleted list, type *Gravity  (The energy that causes things to go to lower elevations)*

10. Repeat the process an create bulleted items for the following labels (see below):

    - Solar Radiation (The energy source for Evaporation)
    - Evaporation (Water moving from a liquid to a vapor state)
    - Condensation (Water moving from a vapor state to a liquid state)
    - Advection (The horizontal movement of the clouds)
    - Precipitation (Rain and snow)

## Activity #3 (Creating the Content Slides)

1. Create a single Bulleted Slide for each of the 5 topics above.  Type the topic name on each slide: *Gravity*, *Solar Radiation*, *Evaporation* etc.

2. In the Bulleted Item area of each slide,  type *Content Item 1*, *Content Item 2*, etc. for each slide.

3. When completed, you should have 5 slides and with 2 or 3 content items on each slide.

## Activity #4 (Linking the Menu to the Content)

1. With your cursor, highlight the text that reads "Gravity"

2. From the Slide Show Menu, select **Action Settings**.

3. On the Action Settings dialogue box, select the **Hyperlink to:** radio button.

4. From the drop-down menu, select **Slide . . .**   The Hyperlink to Slide dialogue box will appear.

5. In the Hyperlink to Slide dialogue box, select the **Gravity** slide.

6. Click **OK**.

7. Switch to Slide Show view and test your new Hyperlink.

8. Repeat the process for the other four slides.

## Activity #5 (Getting Back to the Menu Page)

1. From the View menu, select **Master** >> **Slide Master.**

2. From the Slide Show menu, select **Action Buttons**.

3. From the Action Buttons options, select the **Home** button.  **Note:** Your cursor will change to a Plus sign.

4.  With your cursor on the slide, click the mouse to place the Home button.  The Action Settings

    dialogue box will automatically open.

5.  In the Action Settings dialogue box, select the **Hyperlink to:** radio button.  **Note:** This may

    already be selected.

6.  In the Hyperlink to: drop-down menu, select **Slide**.

7.  In the Hyperlink to Slide dialogue box, select the **The Hydrologic Cycle Components** slide.

8.  Resize and position the button into the lower-right corner of the slide.

9.  Close your Master Slide.

10. Switch to **Slide Show** view, and test.

You have now created a hyperlinked, menu-driven system to display your material.  You can add as
many slides to each content unit as necessary to convey your material effectively.

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## 4. Turn your "Listeners" into "Explorers"

To further transition your materials away from the "Banking" Model of Education, mix your messages to
reach multiple learning styles.  Use a handout in conjunction with a PowerPoint slide to facilitate a
learning activity or group work.

Integrating a PowerPoint based delivery with traditional classroom materials will increase the
effectiveness of your activities.

--View the *Introduction to Poetry* PowerPoint presentation.
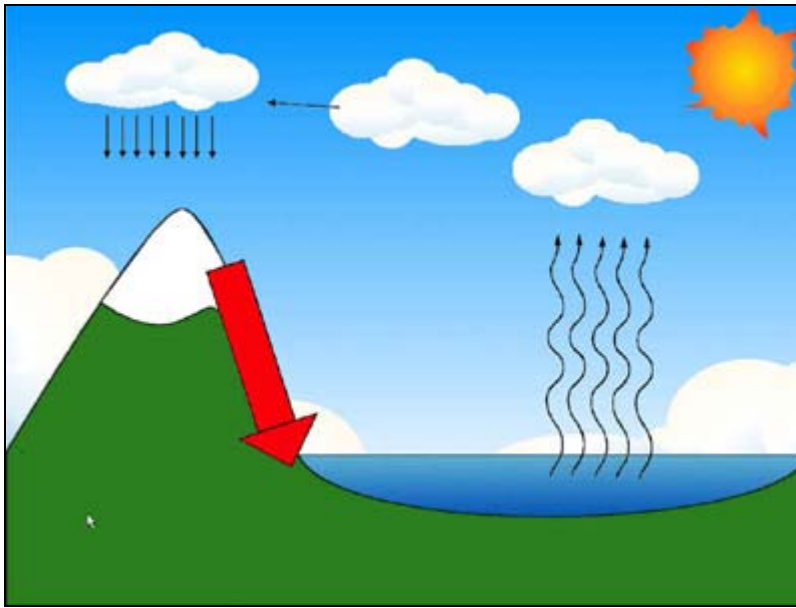
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## 5. Beyond "Exploration" to "Activity"

In this last exercise, we are going to utilize the same materials that we created in our Hyperlinked menu
system and we are going to animate a graphical menu to replace (or suppliment) the text-based menu
system.

See the image below.

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## Activity #6 (Creating a Graphical Menu Page)

1.  Copy the folder titled **advanced_files** from the location noted by your instructor to your desktop.

2.  Create a Blank slide at the end of your presentation.

3.  Select **Insert >> Picture >> From File**.

4.  Select the file titled `background.gif`, and click **Insert**.  The picture will be placed on the

    blank slide.

5.  Using the handles in the corners of the image, stretch the image to fill the entire slide.

6.  Select **Insert >> Picture >> From File**.

7.  Select the file titled `sun.gif`, and click **Insert**.  The picture will be placed on top of the

    background.

8.  Move and resize the sun to the top right corner of the image.

9.  With the sun still selected, select **Slide Show** >> **Action Settings . . .**

10. Select the **Hyperlink to** radio button, and from the drop-down menu, select **Slide . . .**

11. From the menu, select the slide titled *Solar Radiation*.  **Note:** Be sure to select the name of the

    slide when you use the Hyperlink to Action Setting.  If you re-arrange the order of your slides,

    your Hyperlink will still work.  If you use any other method, they will not.

12. Repeat the process and connect the following elements with their content slide inside:

- `gravity-redarrow.gif` with the slide titled *Gravity*
- `evaporation-arrows.gif` with the slide titled *Evaporation*
- `condensation-raincloud.gif` with the slide titled *Condensation*
- `oceanbreezes-raincloud.gif` with the slide titled *Advection*
- `raining-raincloud.gif` with the slide titled *Precipitation*

Switch to Slide Show view to test your Hyperlinks. If any of the Hyperlinks do not work, or go to the wrong slide, from the Graphical menu that you just created, select the element, **right-click** on your mouse (**Command-click** for Mac users), and from the contextual menu, select **Action Settings** to edit.

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## Activity #7 (Getting Back to the Graphic and Text Menus)

1. From the View menu, select **Master** >> **Slide Master.**

2. Select the Action Button you created in Activity #4, and press the **Delete** key.

3. Select **Insert >> Picture >> From File**.

4. Select the file titled `button_title_menu.jpg`, and click **Insert**.

5. Move and resize the button to the lower left corner of the image.

6. With the button still selected, select **Slide Show** >> **Action Settings . . .**

7. Select the **Hyperlink to** radio button, and from the drop-down menu, select **Slide . . .**

8. From the menu, select your Text Menu slide.

9. Select **Insert >> Picture >> From File**.

10. Select the file titled `button_graphic_menu.jpg`, and click **Insert**.

11. Move and resize the button to the lower right corner of the image.

12. With the button still selected, select **Slide Show** >> **Action Settings . . .**

13. Select the **Hyperlink to** radio button, and from the drop-down menu, select **Slide . . .**

14. From the menu, select your Graphic Menu slide.

15. Close your Master Slide.

Switch to **Slide Show** view, and test. Both the Graphics will appear on every slide in the presentation. If any of the Hyperlinks do not work, or go to the wrong slide, return to the Slide Master, select the

element, **right-click** on your mouse (**Command-click** for Mac users), and from the contextual menu, select **Action Settings** to edit.

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## Final Discussion

Be prepared to discuss the following topics with your peers and instructor:

- Do you feel that these skills are useful or not?  Why?
- How can you incorporate other levels of interactivity using PowerPoint into your classroom or presentations?
- Did you think of any other ways to add interaction to your presentations?  If so, be prepared to explain them?
- What kind of resources are available to make similar presentations for my courses?