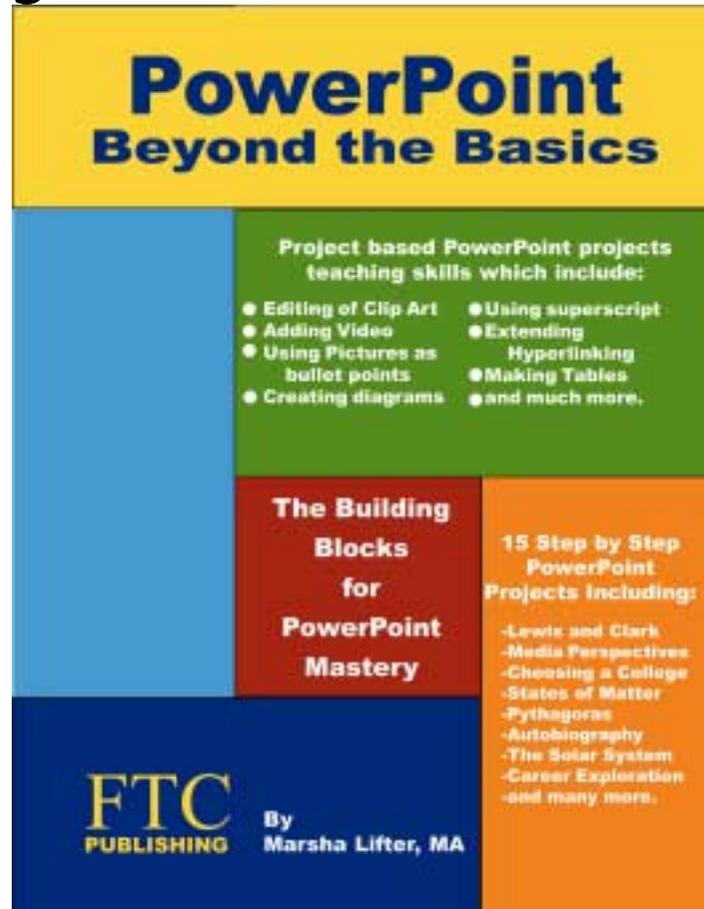


PowerPoint Beyond the Basics



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Credits

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Introduction

Welcome to PowerPoint: Beyond the Basics! I have attempted to continue teaching PowerPoint in a project based learning environment incorporating subject areas most appropriate to the upper elementary grades, middle school and high school.

We, as teachers, know that students tend to learn effectively when they are actively engaged in their own education. The more students participate in the lesson, the better they will retain what they have learned.

When technology is used in the classroom to promote student involvement in their own learning, the more learning proceeds. By using PowerPoint, students will truly be empowered to learn.

PowerPoint: Beyond the Basics is arranged in a sequential manner with each project introducing or reinforcing a PowerPoint concept. A listing of the PowerPoint concepts emphasized in each project appears at the beginning of the project. You can use the projects out of sequence if you prefer, by modeling the concepts emphasized for the students.

The project directions act as frameworks for the students. I'd expect students to use their own creativity to elaborate using the framework, and let their imaginations soar. Adapt the directions to meet your own requirements whenever needed.

I have included rubrics for ease of assessment, a summary of copyright laws, and a style check off form for student use.

I hope you find this book a valuable asset to your classroom library. You can contact me with any questions and/or comments through FTCPublishing.com. Just scroll to the bottom of the first screen of their website, and click on "Ask Marsha."

Marsha Lifter MA

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Copyright and Fair Use Guidelines

When creating a multimedia presentation, there are several copyright laws of which you must be aware of as a student. Below are the laws that should most concern you:

Video: for integration into multimedia or video projects

1. Students “may use portions of lawfully acquired copyright works in their academic multimedia,” defined as 10 percent or three minutes (whichever is less) of “motion media.”
2. The material must be legitimately acquired: a legal copy (not bootlegged) or home recording.
3. Copyright works included in multimedia projects must give proper credit to copyright holder.

Music: for integration into multimedia or video projects

1. Up to 10 percent of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by students.
2. A maximum of 30 seconds per musical composition may be used.
3. Multimedia program must have an educational purpose.

Internet

1. Images may be downloaded for student projects.
2. Sound files and video may be downloaded for use in multimedia projects. Ten percent or three minutes whichever is less.
3. Resources from the Web may not be reposted onto the Internet without permission, however, links to legitimate resources can be posted.
4. Any resources you download must have been legitimately acquired by the Web site.

Illustrations and Photographs

1. Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used.
2. From a collection, not more than 15 images or 10 percent (whichever is less) may be used.
3. Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection.

My thanks to Hall Davidson for his work in helping teachers and students understand and use the copyright laws correctly. More guidelines and copyright resources are available at www.halldavidson.net.

Style Check-Off Sheet

As you finish your PowerPoint presentation creation, use this form to make sure that you have followed good basic design rules. Although there are exceptions to every rule, presentations look best when the basic rules are followed.

FONTS

Yes No

		1 or 2 sizes per screen
		1 or 2 colors per screen
		Consistent use of fonts throughout
		Large enough to see from back row

BACKGROUND

Yes No

		Does not conflict with text
		Text and background contrast

COMPOSITION

Yes No

		Screens are simple and clear
		Plenty of line spacing and generous margins
		Short phrases and key words
		No more than 6 lines of text per screen
		No more than 6 words per line

SPECIAL EFFECTS

Yes No

		Consistent in use of special effects
		Too many different effects

STYLE APPLICATION

Yes No

		Uses pictures
		Uses charts, graphs
		Too much text

Book Report

What's the Main Idea?

Using PowerPoint to present a book report is a multimedia alternative to a pencil and paper report. In the presentation you not only acquaint your classmates with the book you read, but you also present in such an interesting manner as to entice your classmates to want to read the book.

Focus PowerPoint Skills Addressed:

This project reviews the basic tools in PowerPoint that you most likely already know how to use.

- | | |
|--------------------------------|----------------------------------|
| -Inserting a text box | -Adding clip art |
| -Changing text color and style | -Creating with Auto Shapes |
| -Using the WordArt option | -Recording a Sound |
| -Using the Picture Toolbar | -Adding a Background |
| -Using animation | -Printing a PowerPoint Slideshow |

The example for this project uses the book *Hatchet*, written by Gary Paulsen.

Internet Resources:

www.awesomeclipartforkids.com
www.kidsdomain.com/clip
www.findsounds.com
www.acs.ucalgary.ca/~dkbrown/authors.html
www.google.com for images

Procedure:

Complete the planning form for The Book Report project. Be sure and list the web sites that have graphics you want to use.

1. Create a folder named "Book Report Graphics." Locate the graphics you want to use from various web sites, and save those graphics in this folder. This keeps all your graphics in one place for easy access.

Slide One – The Title slide:

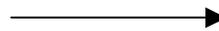
This is where you state the title of the book, the author's name, the date the book was published, and your name as the creator of the presentation. In designing this screen, you might want to think of colors associated with the story.

1. Open PowerPoint and select Blank Presentation. Then select AutoLayout with Title and Sub-title.

2. If the Toolbars listed below do not show on your screen, follow these directions:
 Select View on the Menu Bar. Choose Toolbars from the drop down menu and select the following toolbars:

Standard	Picture
Drawing	Formatting
Animation Effects	
3. Click on the title box, and then type in the title of your presentation. Click and drag your mouse to highlight the title, and then choose a different font you want to use. In the subtitle area, type in the name of the author of the book.
4. In the Drawing toolbar, choose the Text Box tool. You can also find it on the Menu Bar under Insert, then Text Box.
5. Draw a small text box at the bottom of the screen, and then type in your name as the author of this presentation.
6. Create another small text box in the other bottom corner of the screen to enter the date of publication.
7. To add a background to your slide, select Format on the Menu Bar and choose Background.

Once Background is chosen, select a color.



After you choose your color, select an Effect, and then click Apply.



8. This is a good time to save your work. Click on File and select Save. Save your PowerPoint file to your folder on the computer hard drive.

Slide Two:

On this slide, you begin to tell your story in both words and graphics, as to the setting in which the story occurs. You want to use descriptive words to help your viewer visualize the atmosphere of the story.

1. To create the second slide, click on Insert and select New Slide. Select the Title Slide format. Type in “The Setting.”
2. Use the skills you have already learned to change the font, style, color, and size of the text.

3. Click on the Text Box icon from the Drawing toolbar, or click Insert from the menu bar and select Text Box. Click and drag a new text box near the bottom of the screen. Type in the information about the setting of the story from your Book Report Planning Form.
4. If the setting is outdoors, or even in another country, try to find a graphic appropriate for this setting. Once you have found the graphic you want to use, whether from another application or from the Internet, save that graphic into your folder on the hard drive. Once it is saved on the hard drive, click on Insert on the menu bar, select Picture, from File, and then navigate to the graphic. Once selected, click on Insert.
5. If you want the graphic to be the background for the slide, select Format and choose Background. From the Background menu, click the down arrow and choose Fill Effects. Click the Picture tab and maneuver to the folder with your picture. Click Apply and you now have a picture as your background.
6. Insert a new slide from Insert on the main menu bar. Select the Blank slide format from the New Slide menu.

Slide Three:

Here you are listing the main characters in your story.

1. Click on the WordArt icon in the Drawing Toolbar. You can also access WordArt from the Menu Bar. Select Insert, Choose Picture and pull to the right to select WordArt.
2. Select a Word Art style you like. Click OK.
3. Type in your screen title, "Main Characters." You should see a WordArt toolbar on your screen now. If you don't. Select View, choose Toolbars and select Word Art.
4. Select the color you want for your WordArt. Click OK.
5. Select the Text Box, click and drag on the screen. Type in the name of the main characters.
6. Now, create another text box and add information about the characters.
7. To add a background to this slide, choose Background from the Format menu. Be sure the background isn't too dark.
8. If you don't like the background you chose, select Edit and chose Undo.

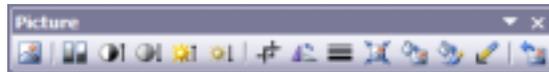


9. You may want to view your slide show to this point. To view your slide show, select Slide Show and choose View Show.
10. Save your file. Click on Insert and select New slide. Select the title slide format from the New Slide menu.

Slide Four:

Here you tell how the story begins and you graphically grab your audience.

1. Type in your title. You might want to use: “The Story Begins”
2. Make the slide graphically compelling by using some of the tools you are already familiar with.
3. Use the text box to tell part of the story.
4. Insert graphics that add to the story. Use the Picture toolbar to modify your graphic.



5. To display the Picture toolbar, select View, choose Toolbar and select Picture. You might want to use the cropping icon to modify the size of your picture.
6. If you need a shape graphic in your slide, select AutoShapes in the Drawing Toolbar. Choose Basic Shapes and click on the one you want.
7. You can change the color of the shape fill. Select the Fill Color from the Drawing Toolbar. Choose the color you want and fill. Be sure and check out the Effects offered too.
8. To add some sound to your slide, select Insert and choose Movies and Sound. You have the option of recording, inserting a sound from your files, or a sound from the PowerPoint Gallery.
9. To record a sound, click Record and record your dialogue. Select Save when you are finished and a speaker icon appears on your slide. Move the icon to a place on the screen where it is not too obvious. Whenever someone clicks on the speaker icon while viewing the slide show, your recording will be played. You can also set the sound to play automatically.
10. Add your background from the View menu.
11. Save your file. Add a new slide.

Slide Five:

On this slide you continue the story by listing the main events. Here you tell of the cause and effects that make the story unique and enticing.

1. Add a title to the screen. You might want to use: “The Story Continues”
2. Use the Text Box tool to add your text.
3. To add a graphic in a specific shape or to add text in a shape, use the AutoShape tool. To add a picture within the shape, select the arrow to the right of the Fill Color icon. From the menu, choose the Fill Effects and then the Picture tab. Maneuver to your picture in the folder and Apply. Your shape now has the picture within it.
4. To add words in front of the shape, select the Text Box icon and click and drag within the shape. Type in the words.
5. To use a speech bubble, select Callouts from the AutoShape tool. Click and drag to create your bubble. Change the color of the bubble by using the Fill Color icon. You can rotate the speech bubble very easily. Click to highlight the bubble. Select the Free Rotate icon from the Drawing Toolbar. Click on one of the handles on the bubble with the Free Rotate icon and move it.
6. Save and insert new slide.

Slide Six

Here you continue with your presentation of the story. You are leading up to the ending, so make it dramatic using graphics, sound and animation.

1. Create the title, text and insert the graphics to continue with your story.
2. To animate one of the graphics, click on the graphic first. Select Custom Animation from Slide Show on the Menu Bar. A Custom animation dialog box appears on the screen.
3. Notice on the left there is a list of pieces of your screen. As you click on one, it is shown in the picture to the right. From the drop down menu select how you want the graphic animated.
4. Click on the Order and Timing Tab and choose how you want the animation to occur.
5. You can click Preview to see how it will look.
6. Save and insert new slide.



Slide Seven

This slide is where you end the story. Design your slide so the ending has impact.

1. Use the Text Tool to tell the final events of the story. Make it dramatic.
2. Choose a background that adds to the story.
3. For this slide, let's make the title move dramatically onto the screen.
4. Choose Custom Animation from the Slide Show menu. From the choices on the left, click the title.
5. Click the Order and Timing tab, then choose how you want the title to enter.
6. To add a sound effect to enhance the drama of the final story screen, select Insert and choose Movies and Sounds. Navigate to the location on the hard drive where your sound file is located. Click on the sound file and click Insert. You can also choose to play a CD during your presentation. To do this, click on Insert, then Movies and Sounds, then select Play CD audio track.
7. Save and insert new slide.

Slide Eight

This slide is the author's part of the story. You can import a picture of the author from the Internet and add it to this screen. Having a picture of the author helps your viewers to understand more about the story.

1. Create your title.
2. Add background that gives a feeling for the story.
3. Add a picture of the author.
4. Add text that either tells something about the author or asks questions as if he or she were talking to your viewers.

Slide Nine

Here you involve your audience in the presentation. You want to make it a strong thought provoking experience.

1. Use all the skills you have demonstrated on the other slides to make a slide that is visually intriguing.
2. For the title, you might want to use WordArt and make it very special.

3. Select the WordArt toolbar from the View menu. Use some the of options you can do with WordArt.
4. Save and insert new slide.

Slide Ten

For this slide you design a poster you can use to advertise your book selection.

1. Design a slide that acts as an advertisement for the book. You can use the tools in PowerPoint or you might use a drawing program to create the slide.
2. Use WordArt, backgrounds and strong graphics to create this screen.

Viewing the Book Report Slide Show:

1. Click on the Slide sorter icon on the Drawing toolbar and view all of your slides together on the screen.
2. If you don't like the position of a slide, just click and drag it to where you want it placed.
3. To view your show, select Slide Show and choose, View Show.

Printing your Slide Show:

You have many options for printing your slide show.

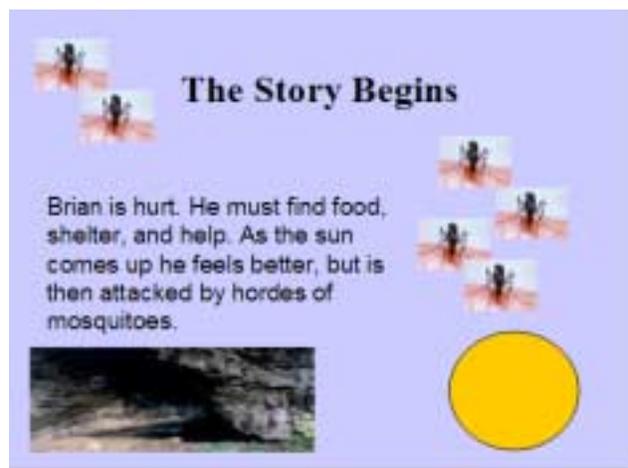
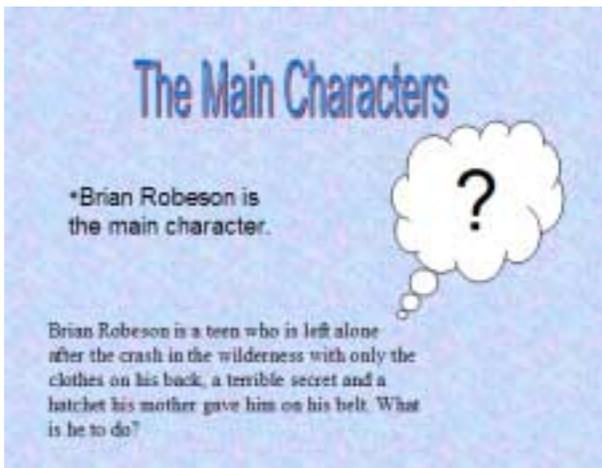
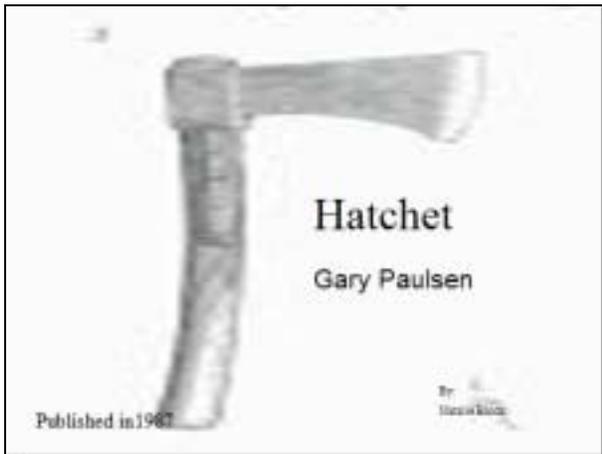
1. To print with 6 slides to a page, Select File and choose Print.
2. Go to Print what:
3. Select Handouts.
4. In the Handouts dialog box, choose Horizontal or Vertical and the option of 6 slides per page.
5. You can also choose 2-9 slides per page.



Extensions:

1. Save your presentation as Pack and Go and then save to a disk that can be shared with others.
2. Save as a Web Page and then your presentation is saved in HTML and can be published on the Internet.
3. Save as a Send To and a submenu is displayed that provides the options for sending the current file via e-mail.
4. Print out as two to a page, cut the slides out and staple together into a small book that can be shared.

Book Report Sample



The Story Continues

He was so hungry! Finally he just shouted into the wilderness.

He followed some birds and found some bright red berries. He didn't care what they were. He ate them. Then he got really sick!

I'm hungry!
I'm hungry!
I'm hungry!



And Continues.....

Brian finally finds raspberries to eat. He uses his hatchet to create fire and he encounters a bear, porcupine, skunk, and experiences a tornado.






The Ending



Brian decides to visit the sunken plane hoping to recover the survival pack. Luckily he finds the pack which contains dehydrated food and a transmitter, which eventually saves his life. He is rescued after surviving 54 days in the wilderness!

Author's Page



Gary Paulsen

What do you think?

What values do you think that I feel are important?

Why did I write this book for young adults?

SURVIVAL

Brian's main problem was hypothermia. Hypothermia dulls the brain. Preventing it is the most important key to survival. How does Brian deal with hypothermia? He has only the clothes on his back and the hatchet to use for survival.

What would you do to keep from losing body heat?

Hatchet

A Story of Survival

A Book Report Planning Form

This planning form can be used for any book report you want to create.

Web Sites for this project:

Slide 1:

This is your title slide.

On this slide you list the title of the book, the author, and the date published. Be sure and also list your name as author of the presentation. In creating this slide, you might want to think of the colors that best represent your book.

Slide 2:

Describe the setting for the story. Try to paint a picture for the audience so they can visualize the setting in their minds. Use words and graphics.



Slide 3:

Your viewer needs to know something about the characters in the story. On this screen you name them and tell something about them. List the main characters in the book and describe how they look. Make sure to include descriptions of their personalities.

Slide 4:

The beginning of the story sets the mood and gets the viewer interested in what else you are going to say. Write how the story begins. What is the main event that causes the events of the story?

Slide 5:

What are the major events of the story? What are some of the cause and effects of the story?

Slide 6:

On this slide, continue with the story. Lead up to the ending.

Slide 7:

This slide illustrates how the story ends. You might not want to tell the ending and just make your audience think about how the story might end.

Slide 8:

What do you feel is the message of the book? What values does the author suggest are important? On this slide write and illustrate what the author suggests are important values. You might want to include a picture of the author.

Slide 9:

On this slide you ask questions to provoke discussion or thinking among your audience. Ask them how they would react if in the situation of some of the story's principle characters.

Slide 10:

In a drawing program or using PowerPoint, create a poster advertising your book. The poster should make the viewer want to read the book.

