

# WRITING STORYBOOKS WITH POWERPOINT

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## WHY A TECHTORIAL?

### What will I learn today?

You will learn how to teach your students to use Microsoft's [PowerPoint](#) as they create simple prompted stories.

### What hardware and/or software does the techtorial apply to?

The techtorial applies to any computer equipped with a version of Microsoft Office that includes PowerPoint.

### Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard IIIc in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#).

## MAKE A STORYBOOK TEMPLATE

In the classroom, most [PowerPoint](#) presentations are created by middle and high school students as colorful science, social studies, or book reports. With a little help, however, even students in the primary grades can use PowerPoint.

Creating storybooks -- writing and illustrating fictional stories based on prompts -- is an easy activity to use to teach elementary students to use PowerPoint.

Before beginning the activity, however, you need to create a storybook template for students to use. Here's how!

- Go to Start>Programs and open PowerPoint. The program will open up to a title slide containing a title box and a text box.
- In the title box, type *My Story About a \_\_\_\_\_*. Include the underscore as a cue for students to complete the line.
- In the text box, type *Student's Name* and click Enter. Type your name and the date beneath those words.
- Click Insert>New Slide.
- When Slide 2 opens, go to Format>Slide Layout and choose a slide layout that contains a title box, a text box, and an area for an image. (You can choose from several different layouts, depending on the version of PowerPoint you have.)
- In the title box, type *Once upon a time...* Leave the text box and image area blank.

- Click Insert>New Slide and open a new slide with the same layout and type in the title box, *One day,...*
- Open a new slide and type in the title box, *Then, all of the sudden,...*
- Open a new slide and type in the title box, *Luckily,...*
- Click Insert>New Slide and choose a slide layout that contains a title box and an area for an image, but no text box. Type in the title box, *And they all lived happily ever after.*

Next: Save it as a template!

## SAVE YOUR TEMPLATE

If you're on a school network, you can save your storybook as a template, which allows each student to open a copy of the file, make changes, and then save his or her copy without changing the original file. To save your storybook as a template:

- Go to File>Save.
- Change the suffix identifying the file type from a PowerPoint presentation (.ppt) to a Design Template (.pot).
- When you try to save the slide show as a template, you'll notice that the computer defaults to the Template folder. You'll need to change that location to save the file in a location where students can access it easily. Change the Save to: location from Templates to My Documents, Desktop, or another appropriate location.
- Name the file (Storybook.pot, for example).
- Click Save.

Next: Now what?

## GETTING STUDENTS STARTED

Now it's time for your students to get to work:

- Place a copy of the storybook template you've created on each student computer. (If you aren't on a school network, you'll need to provide each student with the template on a CD, floppy disk, or e-mail attachment.)
- Have each student open his or her copy of the template. Demonstrate to students how to use the Page Up and Page Down buttons or scroll bar to move from one slide to another.
- Have each student go to the first slide, type his or her name in the text box, and type the subject of his or her story on the underscore in the title box.
- Have students go to Slide 2, read the prompt, and complete the thought in the text box.

- When students are done typing the text for Slide 2, have them click the clip art icon, select an image from the Clip Art Gallery, and Insert the image into the slide.
- Explain to students that they should follow the steps above -- read the prompt, type a response in the text box, and insert an image -- for each slide, until the slide show is complete.
- Have students save their storybooks (in a location convenient to you!) as: [Student Name]Storybook.ppt. Make sure they save the storybooks as PowerPoint presentations (ppt.) and not as templates (.pot).

Next: Suggestions for older and younger students!

## **ADAPTING THE LESSON**

This lesson works best with students in grades 1-3.

If students are in kindergarten or preschool, you might pair each younger student with an older student. Have the older student type the story the younger student narrates.

Encourage older students to further explore PowerPoint's capabilities. Have them try adding buttons, backgrounds, sounds, animations, narration, digital photographs, and so on to their storybooks.

Next: Learn more!

## **TELL ME MORE**

### **Where can I find more information?**

For information on how students in grade 4 and above can use PowerPoint to create nonlinear, interactive stories with multiple story directions and endings, check out [PowerPoint Beyond the Basics](#), Chapter 10 of the free online textbook [Essential Microsoft Office XP](#). The book also is available for earlier versions of Microsoft Office.

For more ideas and resources for using PowerPoint with kids, see [PowerPoint Pizazz](#) from the Library of Congress's Learning Page, Cyberbee's [PowerPoint Step-by-Step](#), or Microsoft's [PowerPoint in the Classroom](#).