

Creating a Class PowerPoint Presentation

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WHY A TECHTORIAL?

What will I learn today?

You will learn how to help student create a basic PowerPoint slide show.

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

The techtorial applies to Microsoft PowerPoint 2002 (XP) or PowerPoint 2004 for Mac.

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](#).

POWERPOINT: STEP BY STEP

PowerPoint, Microsoft's presentation software, is an easy-to-use classroom resource. You can use PowerPoint to conduct workshops, present slide shows, display lecture notes, highlight student work, create interactive games, and much more.

See [Make a Countdown Clock](#) and [Writing Storybooks With PowerPoint](#) for some of those uses.

For students, a PowerPoint presentation offers an exciting alternative to traditional reports and research projects.

In this techtorial, you'll learn the three steps for creating a PowerPoint presentation with your students. Those steps are

1. **Plan:** What is your topic? What information do you need to gather and/or organize?
2. **Prepare:** How do you create a presentation?
3. **Practice:** How do you present your slide show?

STEP ONE: THE PLAN

Three fourths of the time students spend on this PowerPoint presentation should focus on planning.

First, decide with students what the topic of the presentation will be and what information they want to include. Assign to each student or group of students the responsibility of researching some part of the topic and/or locating some portion of the necessary information. Emphasize to students the importance of the research portion of the project. If necessary, review with students the guidelines for Evaluating Online Information.

After students have completed their research, have them write the most important information they've found on index cards, one fact or concept to a card. Students then work together to arrange the cards in a logical order.

Decide with students what photographs or artwork will best illustrate the information on each card. Find or create those images and save them to your network or hard drive.

Make a [PowerPoint storyboard](#) for each index card.

POWERPOINT TERMS

Students will need to understand the following terms to complete their PowerPoint presentation:

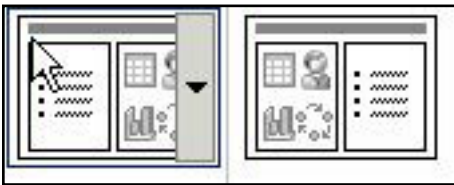
- Presentation: A presentation is the "file" created using PowerPoint. In Word, a file is called a "document."
- Slide: Each "page" in a PowerPoint presentation is called a slide.
- Text box: Text boxes are those areas of a slide that words can be typed into.

STEP TWO: PREPARE

Now it's time to use the information you've gathered and organized to create your PowerPoint presentation.

- Open PowerPoint. (Click Start > All Programs > Microsoft Office > Microsoft PowerPoint.)
- Create Slide 1.
 - If you're asked to choose between a blank presentation and a wizard, choose "blank presentation." A *Title* slide will open.

- Type the title of your presentation into the first text box. (You did choose a title, didn't you?)
- In the *Subtitle* text box, type your name or the name of the class, the date, and the words "A PowerPoint Activity."
- Create Slide 2. Choose any of the following ways to make a new slide.
 1. Hit CTRL M.
 2. Click the white paper/starburst icon at the top left corner of the PowerPoint window.
 3. In the menu bar, click **Insert** and choose **New Slide**.
- Format Slide 2.
 - In the Slide Layout task pane, scroll down until you see the words Text and Content Layout.
 - Choose one of the first two slides (Title, Text, and Content or Title, Content, and Text).



- In the *Title* box, type the title of the presentation.
- In the *Text* box, type a brief overview of what is included in the presentation.

COMPLETE THE PRESENTATION

To complete the presentation, invite each student or group of students to create one slide containing the information they found through their research. Provide students with the following directions for creating their slides:

- Use one of the ways demonstrated for slides 1 and 2 to create a new slide.
- Go to Slide Layout > Text and Content Layout and choose a slide format.
- In the *Text* box, type the information from your index card.
- In the *Title* box, type a title for that information.

Create the final slide together.

- Use one of the three ways demonstrated for slides 1 and 2 to create a new slide.
- Select Title and Content. (The first slide in the second row under Content Layouts).
- In the *Title* box, type "The End!"
- Save your work.

PICTURE THIS

Now comes the fun part! Before the fun begins, however, make sure you are in Normal View. (Roll the mouse over the icons above the Draw button to find the Normal View icon.)

To add a background (called a Slide Template):

- Next to the words Slide Layout in the right task pane, select Slide Design > Design Templates.



- Click the template you want to use. (For consistency, use the same template for all slides.)

- Save your work.

To insert an image:

- Go to the title page: Use PgUp (Page Up) or click Slide 1 in the slides pane on the left of the PowerPoint window.
- In the menu bar, click Insert > Picture > File, browse to find the image you want (from the images saved during the planning phase), and double-click that image.
- Or click Insert > Picture > Clip Art, and choose an image from the PowerPoint clip art library.
- Save your work.

To format an image:

- Change the size of an image by clicking the image until white circles appear around it. Drag the circles in or out.
- Move an image by clicking the image until you see an icon with arrows going up and down, left and right. Hold down the mouse button and drag the image to where you want it.
- Change font (text) color by highlighting the desired text and clicking the A beneath the slide.
- Change font size by highlighting the desired text and clicking the number next to the name of the font.
- Save your work.

SOUND, ANIMATION, AND HYPERLINKS

To add sound:

- Go to Insert > Sound > From Gallery and find a sound you like in the PowerPoint Sound Gallery.
- Select the sound folder and click the sound you want to insert in that slide.
- Click Yes when asked if you want to hear it when you first move to that slide.
- Save your work.

To add animation and hyperlinks:

- Insert an animation by selecting Animation Schemes and clicking the animation you want to use.
- Insert a hyperlink by clicking the text or image you want to link to a Web page. Then select Insert > Hyperlink and type the URL of the Web page into the address box.
- Save your work.

Invite students or groups of students to use the above steps to insert images, sounds, and animations into their own slide shows.

ORDERING SLIDES

To arrange slides in the slide show in the desired order:

- Go to the Slide Sorter view. (Click the second icon above the word Draw in the bottom left-hand corner of the screen.)



You now should see all the slides.

- Click and drag the slides until they are in the most logical and appropriate order for your presentation.
- Save your work.

To preview the slide show, click F5 and go to Slide Show > View Slide Show, or click the fifth icon above Draw. Make any necessary changes and then save your work.

THE PRESENTATION

When the presentation is ready for viewing, click Slide Show > View Slide Show. Click the mouse button, the left and right arrow keys, or the space bar to move from slide to slide. Click the ESC button (found at the top left of your keyboard) to exit and return to editing mode.



Tips for an effective presentation.

- Limit your slide show text to six words per bullet and six bullets per slide.
- Avoid including everything in the slide show; the slides and oral presentation should complement each other.
- Talk slowly and allow your audience time to take notes and ask questions. (It's easy to rush through a slide show.)
- Print the slide show: Go to File > Print, choose Handouts and 6 to a page.

TELL ME MORE!

Want more ideas for lesson plans and activities using PowerPoint? Check out [PowerPoint -- Creating Classroom Presentations](#), [My First PowerPoint Presentation](#), and [Microsoft Class Tips page](#).

Ready to take it up a notch? Try one of these beyond-the-basics PowerPoint techtorials:

- [Narrating PowerPoint Slide Shows](#)
- [Creating Word-by-Word Audio Books in PowerPoint](#)
- [Quiz Students With PowerPoint](#)
- [Writing Storybooks With PowerPoint.](#)