

Let the Show Begin!

by Lorrie Jackson

WHY A TECHTORIAL?

What will I learn today?

You will learn how to create a special event PowerPoint show.

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

The techtorial applies to Microsoft PowerPoint (PC or 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](#).

YOUR SPECIAL EVENT POWERPOINT SHOW

Open House...Tech Night...Parent-Teacher Conferences...Most schools offer a number of special events that provide teachers with the opportunity to show off student work to parents and others in the community. PowerPoint presentations can be a particularly effective way to display classroom activities and highlight student accomplishments.

If several students, student teams, or classrooms have created PowerPoint presentations, however, displaying them all, one after another, can be difficult to manage. Before you resort to choosing the best presentation or printing them all for a static display, why not try creating a single presentation that incorporates slides from all the PowerPoint presentations? You even can set the slide show to run in a continuous loop, moving from slide to slide on its own, and starting over when it reaches the end!

You can create a PowerPoint presentation for your next special event in just three easy steps. So let's get started!

New to PowerPoint? Learn the basics with the techtorial [Creating a Class PowerPoint Presentation](#).

STEP ONE: CREATE THE MASTER SLIDE SHOW

Create a frame for your presentation with a beginning and ending slide.

- Open PowerPoint. Choose the Title Slide template. This will be the first slide in your presentation.
- Type the name of the event in the title box.
- Type your name, class, school, and date in the subtitle box.
- Click Insert>New Slide. Choose a slide layout that allows you to include a title and graphic or text and graphic. This will be the last slide of the presentation.
- Type "Thanks for Coming!" in the title or text box.
- Insert a clip art image into the graphic box - an image of a man bowing, for example.
- Click Format>Slide Design (or Apply Design Template) and choose a slide design -- "Curtain Call," for example.
- Save your work.

This is what the slides might look like:



1



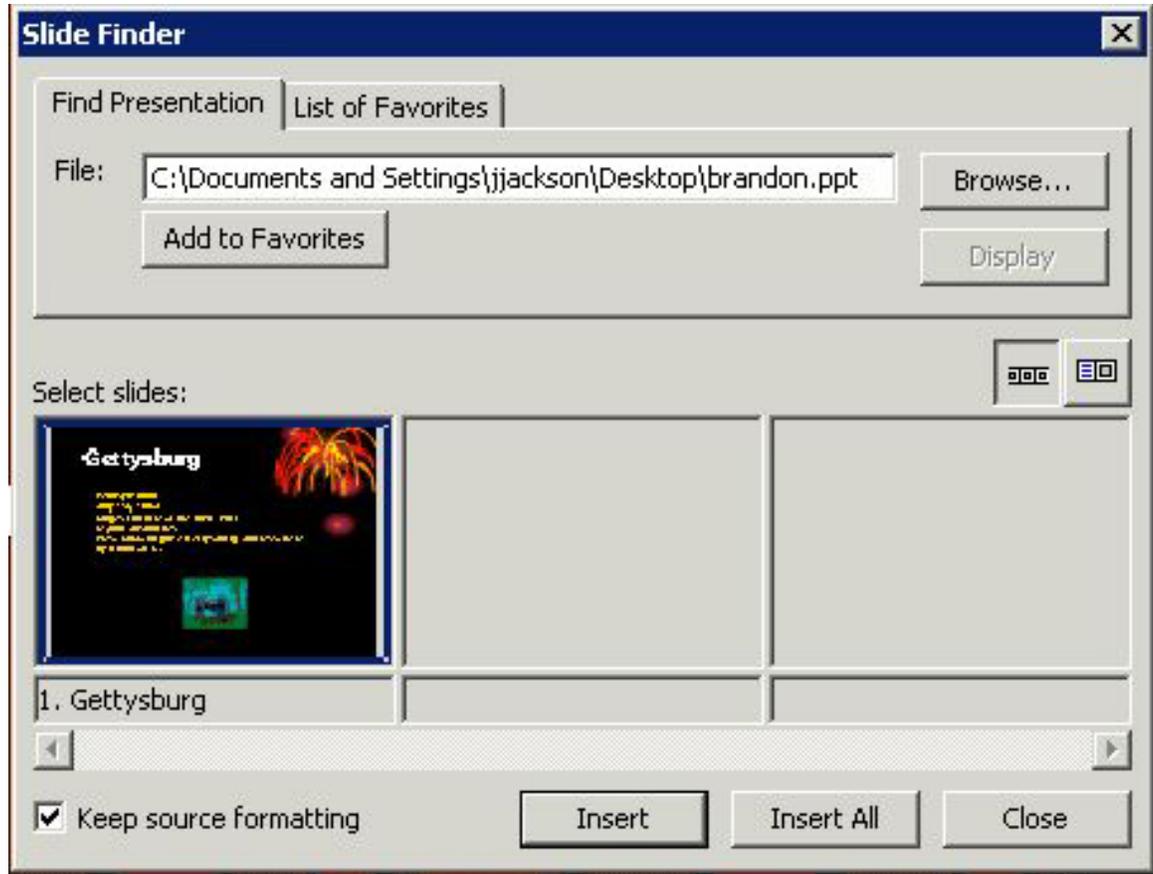
2

STEP TWO: INSERT STUDENT SLIDES

You'll need access to students' PowerPoint presentations for the middle slides in your show. Be sure they're saved to the network, a single computer, a commonly accessible folder, or individual CDs. Then:

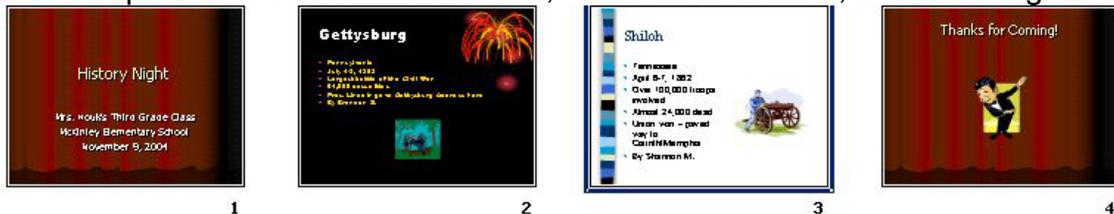
- In presentation you've begun to create, click between slides 1 and 2.
- Click Insert>Slides from Files, click browse, and locate the first student's PowerPoint presentation. You'll see all the slides in the student's presentation.

- Click one or more slides -- as many as you want to insert into your show. (Click "Keep source formatting" to ensure that slides retain their original background, fonts, and so on).
- Click Insert.



- Click Close.
- Repeat the steps above for each student presentation.
- Save your work!

The sample below includes a title slide, two students' slides, and a closing slide.



STEP THREE: LET THE SHOW BEGIN

The final step is to create slide transitions, so the presentation continues without help from you.

- Click Slide Show>Slide Transition and choose a transition that is not overly dramatic. (Hint: Try Fade Smoothly.)
- Click "Advance Slide Automatically after..." and change the timing to 4 seconds. (Note: If slides contain a considerable amount of text, you might want to lengthen that time.) Click Apply to All Slides.
- Save your work.

To set up the slide show to run by itself,

- Click Slide Show>Set Up Show.
- Click Browsed at a kiosk (Full Screen).
- Click OK.

The image shows the 'Set Up Show' dialog box in Microsoft PowerPoint. It is divided into several sections:

- Show type:** Three radio buttons are present: 'Presented by a speaker (full screen)', 'Browsed by an individual (window)', and 'Browsed at a kiosk (full screen)'. The 'Browsed at a kiosk (full screen)' option is selected. A checkbox for 'Show scrollbar' is unchecked.
- Show slides:** Three radio buttons: 'All', 'From: [] To: []', and 'Custom show: []'. The 'All' option is selected.
- Show options:** Three checkboxes: 'Loop continuously until 'Esc'' (checked), 'Show without narration' (unchecked), and 'Show without animation' (unchecked). A 'Pen color:' dropdown menu is set to red.
- Advance slides:** Two radio buttons: 'Manually' and 'Using timings, if present'. The 'Using timings, if present' option is selected.
- Multiple monitors:** A dropdown menu for 'Display slide show on:' is set to 'Primary Monitor'. A checkbox for 'Show Presenter View' is unchecked.
- Performance:** A checkbox for 'Use hardware graphics acceleration' is unchecked. A 'Slide show resolution:' dropdown menu is set to '[Use Current Resolution]'. A 'Tips' button is located to the right.

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Test your special event PowerPoint show by pressing F4 (on a PC only) or by clicking Slide Show>View Show. Slides should transition automatically, and the presentation should start over again when it reaches the end.

You're now ready to present your slide show at your next special school event. A classroom computer will work just fine for displaying your show, giving parents something to look at while you're speaking to other visitors.

TELL ME MORE!

Where can I find more information?

Now that you're a PowerPoint veteran, you might want to add another level to the special event PowerPoint you've created. Why not have students narrate their slide show? Check out the [Narrating PowerPoint Slide Shows](#) techtorial for more information.

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