

Open MS PowerPoint and complete the following tasks

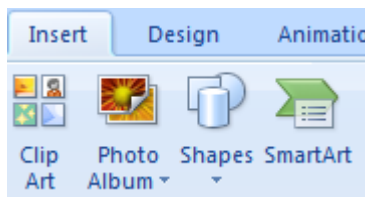
1. Hyperlinks are useful on slides as a means of easily opening a website or file. Hyperlinks can be added to any text or image on the screen. To add a hyperlink, select the text or image and then choose *Hyperlink* from the *Insert* menu. (see video on how here: <http://screenr.com/nJN>)



Task: On a new slide, add some text and then on some of the text add a hyperlink to a website. Also add a hyperlink to a file. Add a hyperlink to another slide.

2. “The traditional ‘slide show’ method of a PowerPoint presentation does not easily lend itself to active teaching techniques. Incorporating hyperlinks into a presentation turns a linear presentation into a web-like presentation that allows for students to become active participants in the learning process by making choices about the direction and depth of the lecture” (Source: Matheson *et al* 2002).

You can use action buttons to jump to any other slide in your presentation, to open another presentation, open a URL in a web browser or open any other type of file (see <http://screenr.com/tJN>).



Task: Insert an action button that links you to another part of your presentation. Insert a second action button that opens a website. Insert a third action button that opens a file.

3. **OUT OF DATE** To add video to a presentation, you can hyperlink to the video (or the URL in the case of an online video such as one on YouTube). Better again or you can insert the video into the slide, so that it can be viewed from within the PowerPoint show. In the case of video files, you choose *Movie* from the *Insert* menu and navigate to the video file. For online videos such as YouTube, you can copy the URL and paste a modified form of the URL to the Movie attribute of a Shockwave Flash Object (see: <http://screenr.com/0gN>). Alternative newer way for any video with old object embed code (see <http://youtu.be/BpGed6vMhMk>).

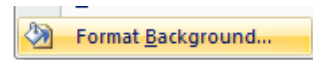
Task: Insert a YouTube video of your choice in a slide.

4. You can use *Custom Animation* from the *Animation* menu to animate bullet pointed text, images and other objects at a click of the mouse or after a pre-defined time. The main use is to bring in text and images as you present, but use sparingly as too much can be a distraction (see: <http://screenr.com/dTB>).

Task: To a slide with bulleted pointed text, add custom animation so that each bullet point is revealed on mouse-click.

5. One way to gain students' attention and to remind yourself to stop for questions is to insert a blank slide into your presentation (right-click anywhere on an empty part of the slide and choose *Format Background* – see: <http://screenr.com/f3N>).

Task: Create a blank slide with a black background.



6. Be visual on your slides. Use photos, screen clippings, mindmaps, Clip Art, SmartArt, and other images.

Task: Go to flickr.com and find a photo that you want to use and that is licensed to use under Creative Commons (see <http://screenr.com/mMN>). Download and insert the image into a slide.

Task: Go to <http://www.hetemeel.com/einsteinform.php> and create an image of Einstein writing some words of wisdom (or use one of the alternatives). Download and insert the image into a slide.

Task: Create a screen clipping with MS OneNote. Paste it into a slide (see: <http://screenr.com/xWB>).

Alternative new way using Windows 7 Snipping Tool - [video](#)



Snipping Tool

Task: Search ClipArt. Look at various styles. Add an image and modify. (See Tom Kuhlmann's blog post on clip art, link below.)

7. SmartArt is available from the Insert menu (see: <http://screenr.com/93N>).

Task: On a new slide, create use SmartArt to create a graphic relevant to your teaching.



Insert a SmartArt graphic to visually communicate information.

SmartArt graphics range from graphical lists and process diagrams to more complex graphics, such as Venn diagrams and organization charts.

8. You can use shapes with a semi-transparent fill to highlight parts of your slide as below (see <http://screenr.com/V3N>).



Task: On one of your slides, create a shape and give it a semi-transparent fill of the colour of your choice. Place the shape on a word or image that you wish to highlight.

9. Go to the *Facilitating Classroom Assessment* section of the University of Minnesota's *Active Learning with PowerPoint*. Scan through the text and look at the four slides.

Task: For a subject you teach, create a slide to implement one of the classroom assessment techniques.

10. Handouts of a PowerPoint presentation are useful for students when taking notes in class. A student handout version of your presentation can be created and then saved as a PDF for students to download prior to the lecture or after the lecture (see: <http://screenr.com/IWB>). For more information, look at the *Effective Handouts: Using PowerPoint to Guide Study and Encourage Active Preparation* section of the University of Minnesota's *Active Learning with PowerPoint*. Alternative (even better) use MS Word to create a full handout to complement your presentation.

Task: Create a copy of your presentation as a handout for students. Use *Save As* to create a copy and then modify as appropriate. When finished, print as a PDF file.

Resources (and sources):

- [Online PowerPoint workshop](#) - this worksheet online
- [Be Visual!](#) – an online workshop showing how to find copyright-cleared images and clip art, and how to edit them in PowerPoint. Includes a handout of tasks, an overview interactive presentation, 7 how-to videos and guided useful links
- Creating a video using PowerPoint 2010 – [handout](#) & [video](#)
- How to use Windows 7 Snipping Tool - [video](#)
- How to use Pixie to match colours - [video](#)
- University of Minnesota *Active Learning with PowerPoint*
<http://www1.umn.edu/ohr/teachlearn/tutorials/powerpoint/index.html> – online resources with lots of useful ideas
- Liverpool John Moores University *Using PowerPoint to Encourage Participation in Lectures*
http://www.ljmu.ac.uk/lid/lid_docs/Powerpoint_participation.pdf – detailed instructions on creating a simple way of using PowerPoint to encourage student interaction in a lecture
- Matheson *et al* (2002) *Making PowerPoint Interactive with Hyperlinks*
<http://www.economicsnetwork.ac.uk/advice/powerpoint.pdf>
- *15 Interesting Clip Art Styles for Your E-Learning Courses* – a blog post from Tom Kuhlmann (indeed his blog is full of useful ideas) <http://www.articulate.com/rapid-elearning/15-interesting-clip-art-styles-for-your-e-learning-courses/>
- To create MindMaps, use Tony Buzan's iMindMap (available from the T&LC)
- Creative Commons <http://creativecommons.org/> allows content (photos and many other types of content) to be shared and reused (subject to the terms of the various CC licences)
- Don McMillan's *How NOT to use PowerPoint*
<http://www.youtube.com/watch?v=ORxFwBR4smE> – comedian shows what not to do
- Tufte E R (2006) *Beautiful evidence* Cheshire, Conn: Graphics Press – great book that includes a chapter on the cognitive style of PowerPoint (library record: <http://www.library.itcarlow.ie/record=b1032287~S0>)