

Multi-Media for Digital Presentations



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Description:

Consists of one 2-hour session. This workshop will use PowerPoint 2003. Topics will include: adding/modifying images to individual slides, working with drawing tools including wordart and autosshapes, slideshow "schemes" overview, slide animation and inserting audio and video files.

Prerequisites:

Basic knowledge of PowerPoint including familiarity with the interface.

Objectives:

1. Explore good presentation design.
2. Learn about the multi-media capabilities of PowerPoint.
3. Insert audio and video media into a presentation.
4. Automate the timing of presentations.

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A. WordArt

We will first start by opening Gettysburg.ppt

On Slide 1:

We will now insert a graphic to make our first slide more interesting:

Main Menu bar **Insert**, Picture, from file

Select **cannon.gif** and then click **Insert** on the Insert Picture dialog box

Drag select the text **Gettysburg Address**

Click on the word art button on the drawing toolbar along the bottom of the screen



We will choose the 4th style from the left in the first row.

Now we will delete the original text and reposition our wordart.

B. Image Editing

On slide 2:

Main Menu bar Format, background

Click on the background fill down arrow, select **Fill Effects**

Select the **Picture** tab along the top of the dialog box, and then click the **Select Picture** button

We will select bg.jpg and apply to all

Now we will insert 'address.jpg' onto the slide.

We will make some adjustments to size, brightness and contrast using the picture toolbar.

C. Autosshapes

On slide 2:

Using the drawing toolbar along the bottom of the screen, we will click on the 'autosshapes' button, select 'Stars & Banners' and then choose the 2nd from left in the 3rd row. We will draw the banner above our graphic and

then double click it to bring up the “format autoshape” dialog box. Change fill color and line color. Click in banner and type “The Gettysburg Address”. Adjust font style, color and size.

D. Schemes Overview

Select slide 2. On the right side of the window, click on the drop down arrow and select “Slide Transition”. Apply several to see the effect, then set back to “no transition”.

E. Slide Animation

Summary:

PowerPoint makes animating slides a simple task. Objects within a slide can be animated in a variety of ways, such as fade in/out, motion paths, etc. Animating objects within a presentation is a simple way to add some creativity to a static medium.

Tasks: We will first add a simple animation to a graphic, then we will create an advanced animation scheme integrating several objects.

Click on Slide 3, switch task pane to “Custom Animation”.

Click on the graphic on the slide

Click ‘Add effect’, entrance, more effects, Wheel.

F. Advanced Animations

Task: We will insert a picture of Abe on slide 1. We will then use motion paths and emphasis settings to move objects around automatically on the slide.

Click on slide 1

Insert , picture, from file, abe.gif

We will need to resize to about half the original size by using the sizing handles once the graphic is selected.

Once we have resized Abe to fit inline with the title, our wordart and also our cannon we will be ready to begin our advanced animations.

Select Abe, click “Add Effect”, Motion paths, diagonal down right.

Be sure the Abe graphic is still selected and click Add Effect again, this time emphasis, then grow/shrink.

In the task pane, you will see two actions labeled 1 and 2. These are the animations we have associated with the Abe graphic. We will need to click on the second one and click the size downarrow to select smaller.

We will then need to right click the second one again and select “Start With Previous” so that as Abe’s head moves to the bottom right of the slide, it will also reduce in size at the same time.

Next, we want the wordart which we created to move up and enlarge as Abe shrinks and moves to the corner.

We will need to click on the wordart, click Add Effect, Motion Path, Up.

We also want the wordart to enlarge so we will need to click Add Effect again, this time selecting emphasis, grow/shrink. To be sure that all of our animations happen simultaneously, we will need to click the last two objects in the task pane (both should be labeled Gettysburg Address) individually and select Start With Previous. Click the PLAY button at the bottom of the task pane to preview your work.

G. Inserting Audio

Task: We will insert an audio file of Abraham Lincoln reading the Gettysburg address with the battlehymn of the republic playing in the background.

Click on Slide 2

Main Menu bar, **Insert, Movies and Sounds, Sounds from file**, choose battlehymn.wav

Select yes that you would like the sound to play automatically during the slide show and then click and drag the speaker icon off of the slide.

Right click the battlehymn.wav object in the task pane and select effect options, effect tab, in the stop playing section, click AFTER and enter 18. Timing tab: after previous.

H. Setting Slide Timings

Task: We will set our slide timings to correspond with our sound file.

Click on the slide sorter button in the lower left corner of the screen.

Select Slide Transition in the task pane.

Click slide 1 and then select type a 3 in the Advance Slide Automatically after section toward the bottom of the task pane.

Timings will be set the same way respectively for the following slides:

Slide 2 – 27 seconds

Slides 3 through 11 – 5 seconds

Slides 12 through 16 – 4 seconds

Slide 17 – 17 seconds and no timing for the last slide as that is where we will insert our video file.

I. Inserting Video

Double click on slide 18 from slide sorter view.

Main Menu bar Insert, Movies and Sounds, Movie from file, gettyburg.avi

Select yes that you would like the movie to play automatically in the slide show.

Resize slightly.

Change the background of this last slide to black.

Comments or questions?

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