

Multi-Media for Digital Presentations

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Description :

Consists of one 2-hour session. This workshop will use PowerPoint 2007. Topics will include: adding/modifying images to individual slides, working with drawing tools including wordart and autoshapes, 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. Word Art and Inserting Images

Start by opening Accessibility.pptx

On slide 1, drag-select the title.

Click the **format** tab, then click select a style from the **WordArt styles** dropdown menu.

Click the **insert** tab, then **picture**, and select **globe.png**.

Drag the new image to the upper-left corner of the screen and click the resizing handles to change the size of the image.

B. Image Editing

Right-click the background of a slide and select **Format Background** from the context menu.

In the dialog, select **Picture or Texture Fill** .

Under Insert from, click the **File** button and select bg.gif.

Move the **transparency** slider to 60%.

Click the **picture** button on the left and change the **contrast** to -30%.

Click **Apply to All** in the Format Background dialog.

C. Autoshapes

In **Slide 2**:

Click the **insert** tab.

Click the **shapes** button and select the **Horizontal scroll** under **Stars and Banners**.

Drag a rectangle around the slide title to place the banner.

Right-click the new banner and select **send to back** from the context menu.

Click the **format** tab and use the **shape fill** button in the **shape styles** section to change the banner color.

D. Slide Transitions

Click the **Animations** tab.

Mouse over the transition buttons to see the available effect to apply when the slide appears in the presentation.

E. Animation

Click the banner you placed in **slide 2**.

Click the **Animations** tab.

Click the **Custom Animation** button in the **Animations** section.

In the menu that appears on the right, click **add effect**.

Click **entrance**, then **more effects** in the menu.

Select **Wipe** and click OK.

Click the new effect on the right menu and change the direction to **from left**.

Change the speed to **medium**.

Click the **Play** button to preview the effect.

Close the menu, select the title text, and apply the same transition to the text. Don't forget to change the direction and speed.

Right-click the new effect and select **start with previous**. The text will now appear to roll out on the scroll.

F. Inserting Audio

In **slide 2**:

Click the **Insert** tab.

Click the **Sound** button in the **Media Clips** section.

Select **reader.wma** and click **Automatically** in the dialog box.

Drag the speaker icon off the slide.

G. Setting Slide Timings

Click the **Animations** tab.

Select **slide 2**.

Under **advance slide** on the right of the ribbon, check **Automatically After:** and enter **0:45**. This will give the audio file time to finish playing.

Select the other slides and set them to automatically advance after 5 seconds. Do this for each slide except the last, as that is where we will insert our video file.

H. Inserting Video

Select **Slide 10**.

Click the **Insert** tab and click the **Movie** button under **Media Clips**.

Select **screenreaderclip.wmv** and click **Automatically** in the dialog.

Drag and resize the video to fit under the text.

Change the background of this slide to a solid color.