

# PowerPoint 2010 Project One Assignment Sheet

In this project you will create a PowerPoint presentation of important vocabulary words for your subject area. Your presentation will consist of eight slides. Each slide will contain the vocabulary word, the part of speech, one or two definitions, a sample sentence which includes the vocabulary word, a graphic and a sound that represents the vocabulary word.

In this project you will be guided through these steps:

- getting help (Office pp. 14-15)
- using the undo and redo button (Office p. 6)
- evaluating a presentation (pp. 86-87)
- entering slide text (pp. 8-9)
- applying a design theme (pp. 12-13)
- formatting text (pp. 28-29)
- saving a file (Office pp. 8-9)
- adding a new slide (pp. 10-11)
- inserting clip art (pp. 52-53)
- resizing clip art (pp. 32-33)
- viewing a slide (pp. 14-15)
- inserting a sound (pp. 154-155)
- selecting a slide (pp. 6-7)
- setting slide animation effects (pp. 82-83)
- copying animations from one object to another (pp. 102-103)
- setting slide transitions and timings (pp. 80-81)
- comparing presentation views (pp. 14-15)

## **Getting Help (Office pp. 14-15)**

If you need assistance, refer to the text, *Microsoft Office PowerPoint 2010* (David W. Beskeen) or press [F1] to open the Help window. You can also open the Help window by clicking the Microsoft Office PowerPoint Help button (the question mark inside the blue circle) to the right of the tabs on the Ribbon. You can also refer to the Index pages at the end of the textbook.

## **Using the Undo and Redo Button (Office pp. 6-7)**

If you make a mistake in formatting, you can undo or redo actions by clicking the Undo or Redo button on the Quick Access toolbar. Click the Undo or Redo button as many times as necessary until you are back to the formatting you desire. The keyboard shortcut for Undo is Ctrl+Z. The keyboard shortcut for Redo is Ctrl+Y.

## **Evaluating a Presentation (pp. 86-87)**

Read the *When evaluating a presentation, it is important to:* section on page 86 in the text for important information when creating a presentation. The Project One Checklist in your packet will provide helpful information as you design the project.

### **Universal Fonts for a Presentation**

All computers have Arial, Times New Roman, Trebuchet MS, and Verdana fonts. If you are using a different computer to project your presentation, you will need to install any fonts you use. (Refer to the How to Install New Fonts instructions at the end of this document.)

### **Getting Started**

1. Compile a list of seven vocabulary words for your subject area that are important for your students to know.
2. Find each of the seven words using any of the following online dictionaries.

<http://encarta.msn.com/encnet/features/dictionary/dictionaryhome.aspx>

<http://www.m-w.com>

<http://www.dictionary.com>

3. List the part of speech and the top one or two definitions for each word.
4. Write a sample sentence which includes the vocabulary word.

### **Title Slide** (Refer to the Title Slide example at the end of this document.)

1. Open PowerPoint 2010.
2. Entering Slide Text (pp. 8-9): Click in the Title text placeholder and enter the title of your presentation (e.g. Science Vocabulary Words). Click in the Subtitle text placeholder and type your name.
3. Applying a Design Theme (pp. 12-13): Click the Design tab on the Ribbon. In the Themes group move the pointer over the design themes. Click the More button in the Themes group for additional options. Select a theme for the presentation.
4. Formatting Text (pp. 28-29): The fonts are already formatted. However, if you want to format the font, font colors, and font size, highlight the text to be formatted. The Mini toolbar will appear. When you move the pointer over the Mini toolbar, you can click the options to make changes to the text.
5. Saving a File (Office pp. 8-9) Click the Save button on the Quick Access toolbar to save the presentation. Note: You can also click the File tab and select Save.

**Slide Two** (Refer to the Slide Two example at the end of this document.)

6. Adding a New Slide (pp. 10-11): Click the Home tab on the Ribbon, click the New Slide button list arrow, and click the Title and Content slide layout.
7. Click the Title text placeholder and type the first vocabulary word.
8. Click the left text placeholder and type the part of speech, definition(s), and a sentence using the vocabulary word. Press the Enter key after each entry.
9. Inserting Clip Art (pp. 52-53): Click the right text placeholder and click the Clip Art icon. (Note: You can also delete the right text placeholder, click the Insert tab and click Clip Art in the Images group.) In the Search for text box, type the word, or a word associated with the vocabulary word, to find a graphic that will visually demonstrate or describe the word. Click the Results should be list arrow, and remove the check marks from Photographs, Movies, and Sounds. Click the Go button. Then click the clip art thumbnail of your choice.
  - If there are no results, click on *Find more at Office.com* at the bottom of the task pane. Type the word in the *Search images and more...* search box. Put a check next to the Illustrations checkbox. Note: You can also select animations or motion clips (clip art that moves. However, the motion clips will only move when viewing the slide show.)
  - Click the Copy icon below your selection. Click on your PowerPoint slide. Click the Home tab and in the Clipboard group click Paste.
10. Resizing Clip Art (pp. 32-33): Click on the image and drag the corner sizing handle to make the clip larger or smaller or click on the image, click on the Picture Tools Format tab, and change the height or width in the Size group. Optional: To add a border around the object, click on the image, and click the Picture Tools Format tab. In the Picture Styles group click on a Picture Border button. Change the border color by clicking the Picture Border button in the Picture Styles group. To change the weight of the border, click on the image, click the Picture Border list arrow in the Picture Styles group, select Weight, and change the weight of the line.
11. Drag the clip art object to the desired location on the slide. Click in the left Content placeholder and drag the left-middle sizing handle to the right so the part of speech, definitions, and sentence have additional space from left to right.
12. Viewing a Slide (pp. 14-15): Click the Slide Show button on the status bar to view this specific slide. Press Esc to return to the presentation slides.
13. Click the Save button on the Quick Access toolbar, or click the File tab and select Save, or press Ctrl+S to save the presentation.

**Slide Two with Sound** (Refer to the Slide Two example at the end of this document.)

14. Inserting a Sound (pp. 154-155): Click on Slide Two. Use one of the options below. Make sure sound clips are small enough clips to not exceed a total presentation file size of 4.5MB.

Option 1: To find a sound clip that relates to the vocabulary word, click the Insert tab, the Audio list arrow in the Media group, and select Clip Art Audio. In the Search for text box, type a word that is associated with the sound you want to add. When you locate the sound of your choice, click the list arrow next to the sound and select Insert. Note: If you want to search for more sounds, click the Find more at Office.com link at the bottom of the Clip Art pane. Put a check in Sound and search for the sound clip. Click on the Copy link, click in the PowerPoint slide, and select Paste in the Clipboard group.

Option 2: To record a sound clip, click the Audio list arrow in the Media group and select Record Audio. Click the record button (the red button), say the word(s), click Stop (the blue button), and click OK.

15. After pasting or recording the sound, click on the sound icon, click the Audio Tools Playback tab, click the Start list arrow in the Audio Options group, and select when you want the sound to start—Automatically, When clicked, or Play across slides.
16. Move the sound icon to the lower right-hand corner of the screen. It is important to leave the sound icon visible for this presentation if you are going to click on it so others can hear the sound. If you prefer to have the sound icon invisible, click the Audio Tools Playback tab, click the checkbox next to Hide During Show in the Audio Options group.
17. Click the Save button on the Quick Access toolbar or press Ctrl+S to save the presentation.

**Slides Three through Eight**

18. Click the Home tab on the Ribbon, click the New Slide button list arrow, and click the Two Content slide layout. (Refer to pp. 10-11 in the text.)
19. Click the Title text placeholder and type the next vocabulary word.
20. Click the Content placeholder and type the part of speech, definition(s), and a sentence using the vocabulary word. Press the Enter key after each entry.
21. Insert Clip Art: Follow Steps 13-15.
22. Insert a Sound: Follow Steps 18-20.
23. Click the Save button on the Quick Access toolbar or press Ctrl+S to save the presentation.

### **Setting and Copying Slide Animation Effects (pp. 82-83, 102-103)**

24. Design all of the slides before adding custom animation effects. Note: This will save you time in the end.
25. Selecting a Slide (pp. 6-7): In the Slides tab in the left pane, click the Slide One thumbnail. You may need to click the up scroll arrow until Slide One appears. Click in the Title text placeholder.
26. Click the Animations tab on the Ribbon. Click the More button in the Animation group and select an animation effect. Note: You can view an animation effect by holding the mouse pointer over an animation. Click the animation you would like to use.
27. Click the Effect Options list arrow in the Animation group to choose a direction for the animation. Change the Start, Duration and Delay in the Timing group, or leave the options as is. Note: Three seconds is an eternity in a slide show.
28. Set animation effects for Slide Two. To copy the animation effects from Slide Two to the other vocabulary slides, click in the vocabulary word text placeholder on Slide Two, click the Animations tab, click Animation Painter in the Advanced Animation group, click on the next vocabulary slide in the Slides tab, and click in the vocabulary word text placeholder. This will paste the animation from Slide Two. You can also do the same for the other text placeholders.  
  
Note: For a professional looking presentation, it is recommended that you use consistency in applying custom animation. For example, if you use "Fly In" as the animation for the vocabulary word on Slide Two, you would be advised to use "Fly In" as the animation effect for all of the vocabulary words in the presentation.
29. Click the Slide Show button on the status bar or click the Preview button in the Preview group to view the slides. Press Esc to return to the presentation slides.
30. Follow the animation instructions to add animation to all slides. Optional: Custom animation effects can also be added to clip art objects.
31. Check the order of your animations. Note: The vocabulary word should appear first. To reorder the animations, click in the text placeholder with the animation to be changed, click the Move Earlier or Move Later button in the Reorder Animation section in the Timing group.
32. Set options in Start, Duration, and Delay for each animation in the Timing group.
33. Click the Save button on the Quick Access toolbar or press Ctrl+S to save the presentation.

### **Setting Slide Transitions and Timings (pp. 80-81)**

34. Slide transitions are not a requirement for the project but you may want to experiment with the transitions to see their effect. A slide transition is how a new slide appears in a slide show presentation. Remember: "Less is more." Transitions can be a distraction to the viewer.

#### **□ Setting Slide Show Transitions (pp. 80-81)**

35. Click on Slide One in the Slides tab. Click the Transitions tab on the Ribbon and click on a transition in the Transition to This Slide group. Click the More button in the Transition to This Slide group to view more options. Click a transition in the Exciting group. Click the Effect Options list arrow in the Transition to This Slide group to select the direction of the transition if that is an option.
36. Set transitions for each slide. Choose a transition from any of the three sections (Subtle, Exciting, or Dynamic Content).
37. Click the Save button on the Quick Access toolbar or press Ctrl+S to save the presentation.

#### **□ Setting Slide Show Timings (pp. 80-81)**

38. Caution: Slide show timings are only used when viewers are meant to watch the presentation on their own. Never use slide show timings when you are presenting or commenting on slides in the presentation.
39. Click the Slide Sorter button on the status bar. The small star below the slide signifies which slides have a transition applied. Click the After up arrow in the Timing group and click 00.03. Click the Apply to All button in the Timing group.
40. Click the Save button on the Quick Access toolbar or press Ctrl+S.

#### **□ Adding Transition Sounds (pp. 80-81)**

41. Click the Sound list arrow in the Timing group to select a sound. Click the Apply To All button in the Timing group if you want the same transition sound for all slides. Remember: "Less is more." Transition sounds can be a distraction to the viewer.
42. Click the Normal button on the status bar.
43. Click the Save button on the Quick Access toolbar or press Ctrl+S.

### **Comparing Presentation Views (pp. 14-15)**

44. Viewing the Slide Show from a Slide within the Presentation: Click the specific slide and click the Slide Show button on the status bar.
45. Viewing the Slide Show from the Beginning: Click the Slide Show tab on the Ribbon and click From Beginning in the Start Slide Show group.
46. To end the slide show, press Esc.

### **Evaluating Your Presentation**

47. Use the Project One Checklist in your project 1 to evaluate your presentation. Make necessary corrections or changes to the slides.
48. Save and Upload. Once your presentation has been saved, submit your project using the upload button at the bottom of project 1.

#### **How to Install New Fonts**

1. Create a new folder on the desktop by right-clicking, clicking New and clicking Folder. Name the folder *PowerPoint Fonts*.
2. Click the Start button and click Control Panel. Open the Fonts folder. Hold down the [Ctrl] key and select the fonts you want to copy to another computer. In the Edit menu select Copy.
3. Open the *PowerPoint Fonts* folder on the desktop. In the Edit menu click Paste.
4. You will need to copy the *PowerPoint Fonts* folder to the desktop of the other computer. You can burn a CD of the folder or copy the folder to a flash drive. Insert the CD or flash drive, open My Computer, open the CD or flash drive, right-click on the *PowerPoint Fonts* folder and copy the folder to the desktop.
5. Click the Start button and select Control Panel. Open the Fonts folder. In the File menu select Install New Font. Browse to the *PowerPoint Fonts* folder, select the font, and click OK.

**Title Slide**

**VOCABULARY WORDS FOR  
COMPUTER APPLICATIONS  
MURDER MYSTERY**

Ima Teacher

**Slide Two**

**SUSPECT**



- Noun
- Somebody who might be guilty; somebody who is suspected of a wrongdoing
- The suspect said he was taking a bath at the time of the murder.

