



PowerPoint in the Classroom


Prerequisites: A working knowledge of PowerPoint. If you do not have experience using PowerPoint, please refer to the FCLD's handout entitled "Introduction to PowerPoint" available at our website: <http://uhaweb.hartford.edu/fclد/handouts.htm>

Overview

This handout offers a set of strategies for using PowerPoint more effectively in the classroom and also provides instructions for the following technical features in PowerPoint:

- Useful Keyboard Shortcuts, p. 2
- Adding Hyperlinks to a Presentation, p. 3
- Adding Music to a Presentation, p. 3
- Playing Music for an Entire Presentation or Over Multiple Slides, p. 4
- Using Action Buttons to Add Branching to a Presentation, p. 6
- Creating Custom Shows, p. 7
- Printing Handouts from your Presentation, p.8

Note: The instructions contained within this document are applicable to PowerPoint XP. If you own a different version (1998, 2000, or 2002) of the software, the instructions may differ slightly.

 This icon indicates that additional instructions will be added for Mac users. While there are many similarities between PowerPoint for Windows and Mac, there are a few differences for the Mac version, and these will be noted.

Strategies to Get Your Students Thinking

- **Strategy #1: Play Music to Set the Mood for Learning**
An excellent way to set the mood for learning in the classroom is to play music in the background as students enter. Refer to "Adding Music to a Presentation" on page 3 for more information.
- **Strategy #2: Get Your Students Thinking. Display a Question at the Beginning of Class.**
When students begin shuffling into class, one way to get them prepared to interact with your materials is to display a question at the front of the room. Go even further and invite them to speak about the question with a classmate and prepare to share their thoughts with the class. Use this in combination with Strategy #1.
- **Strategy #3: Use Branching Presentations to Allow Students to Steer Conversation.**

Give students a choice to decide which topic they would like to discuss in class. A branching presentation will give you the ability to jump to different locations within a presentation. For more information regarding branching, see the section entitled, “Using Action Buttons to Add Branching to a Presentation” on page 5.

- **Strategy #4: Offer Fill-in-the-Blank Slides on Blackboard and Ask Students to Bring Them to Class to Finish.**

If you opt to leave certain areas on the slides blank, students will need to attend and participate in lecture in order to complete their notes.

- **Strategy #5: Compare and Contrast**

Ask students to take a survey on Blackboard. Show the students from results obtained from other students (either national or international) taking the same survey at other universities. Discuss the differences with your students.

- **Strategy #6: Use Interactive Games**

It is possible to create highly interactive question and answer games in PowerPoint. Check out <http://it.coe.uga.edu/~lrieber/pptgames/whouse.ppt> to see a sample interactive game.

*Useful Keyboard Shortcuts*¹

There is usually more than one way to do keyboard shortcuts, and the following table displays some of the most commonly used methods. Find a method that fits you best and practice using it.

Note: These shortcuts apply only to Windows.

To do this:	Press ONE of the following keys:
Move to the next slide	N Enter left-click the mouse spacebar right arrow key PageDN key
Go back to the previous slide	P Backspace left arrow key PageUP key
Go to the first slide	HOME
Go to the last slide	END
Go to a particular slide	Enter the number of the slide and then hit Enter
Display a black or white screen	B or W

¹ Academic Computing Services Computer Training: PowerPoint Introduction. University of Kansas, 2003. Available URL: http://lark.cc.ku.edu/cgiwrap/training/train/index.php?SCREEN=workshops&option=view&event_id=44.

Go back to a slide show from a black or white screen	B or W
End a slide show	Esc

Adding Hyperlinks to a Presentation

Note: *Before you view your presentation in class, be sure that you have access to the internet so that when you click onto the hyperlink, you will be able to visit the website.*

To add a hyperlink to your presentation, do the following:

1. Go to the slide where you want the link to appear.
2. Enter text for your link (for example, University of Hartford's Website).
3. After you type the text for your link, highlight it.
4. Go to **Insert** → **Hyperlink** from the PowerPoint menu.
5. Enter the full address of the website in the space for "Address".
6. Click "OK" to finish.

Adding Music to a Presentation

These directions will explain how to add music to a single slide. For directions on how to play music for an entire presentation, refer to the section entitled, "Playing Music for an Entire Presentation or Over Multiple Slides" on page 4.

For Windows:

1. In your presentation, go to the slide where you want the music to play.
2. From the menu, select **Insert** → **Movies and Sounds**
3. Choose either:
 - **Sound from Clip Organizer** – if you don't have any music to use, PowerPoint comes with sample songs.
 - **Sound from File** – use this option if your song is in digital format (.mp3, .wav, etc.).
 - **Play CD Audio Track** – use this option if your song is on a CD.

Note: PowerPoint will ask whether you want the music to play automatically or when you click onto the icon. Choose to have the music play when you click onto the icon.

After you add your music to the slide, an icon will appear in the middle of it. To move it, click once onto the icon to select it. Use the arrow keys on the keyboard to move the icon to a better position on the slide. You may choose to have it located in the lower, right corner for example.

To Hide a Sound Icon:

Drag the sound icon off the slide itself onto the gray area surrounding the slide.

- **Sound from Clip Organizer**
 - When you select this option, a list of available files for use will appear within the Task Pane on the right.
 - To insert a song, double-click onto it from the list.
 - An icon will now appear on the slide you specified.

- **Sound from File**
 - If you select this option, PPT will prompt you to locate this file on your computer.
 - Once you locate the file, double-click onto it to insert.
 - An icon will now appear on the slide you specified.

- **Play CD Audio Track**
 - If you select this option, be sure to first place your CD within the CD drive.
 - A small dialog box opens asking you to specify which track to play on your CD. You are also able to indicate where you want the song to begin within the track (i.e. you might only want the first 30 seconds of the song to play).
 - After you set up your options, click OK to save them.
 - An icon of a CD will now appear on the slide you specified.

Mac Users:

The only differences to note are with inserting a Clip from the Organizer. Additional directions are as follows:

- **Sound from Clip Organizer**
 - When you select this option, a small window opens displaying the Gallery of Sounds.
 - To insert a song, double-click onto it from the list.
 - An icon will now appear on the slide you specified.

Playing Music for an Entire Presentation or Over Multiple Slides

1. Repeat the steps from the previous section, “Adding Music to a Presentation.”
2. To play the song for either more than one slide or for an entire presentation, go to **Slide Show → Custom Animation**.
3. In the Custom Animation task pane on the right, find your music effect. The name of the effect should have “Trigger” listed next to it. In the sample image below, the name of the effect is “Media 3.”

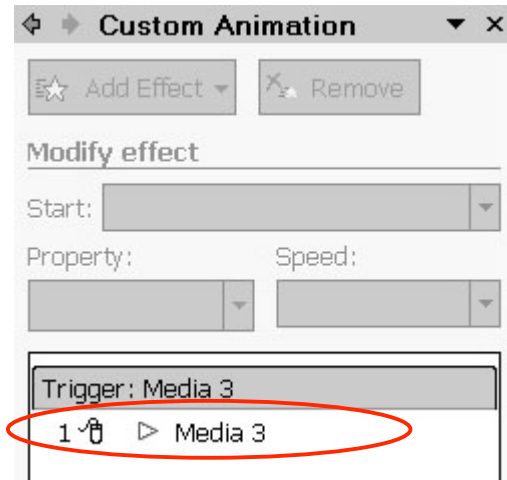


Figure: Selecting the Music Effect from the Custom Animation pane.

4. Click onto the property itself which is located under the name of the effect. See above image for reference.
5. A drop down list of options will appear. Select “**Effect Options.**”

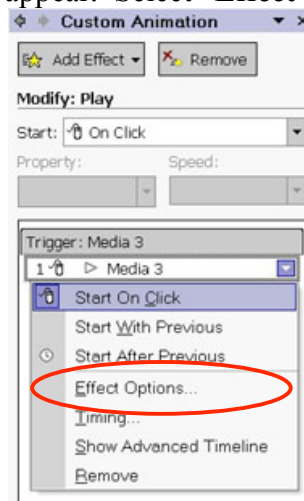


Figure: Selecting the Effect and then “Effect Options” from the drop-down menu.

6. A small dialog box called “Play Sound” opens.
7. Set up the following options:
 - **Start Playing** – select “From Beginning”
 - **Stop Playing** – specify how to stop the music once it is playing. Choose one of the following options:
 - On Click – when you click your mouse, the music will stop playing.
 - After current Slide – the music will play for the current slide and then stop when you advance to the next slide.
 - After – specify the slide where you want the music to stop. This is where you can specify that the song should play over multiple slides. Enter the number of the slide where the music should stop.

- Click “**OK**” to save your options.

Mac Users:

1. Follow the directions for “Adding Music to a Presentation”
2. To play the song for more than one slide or for an entire presentation, go to **Slide Show → Animations → Custom**.
3. The “Custom Animation” window opens. Select the “**Options**” tab.
4. Check off the “**Play using animation order**” checkbox
5. Set the following options:
 - a. **While Playing** – Either pause your slide show or allow yourself to move to another slide with the music still playing
 - b. **Stop Playing** – Determine where you want the music to stop playing
 - i. Choose “After current slide” to stop the music when you move to the next slide **Or**
 - ii. Choose “After” and enter the number of slides you want the music to play through. If you want the music to play through your entire presentation, enter the total number of all your slides.
6. After your options are set, click “**OK**”.

Using Action Buttons to Add Branching to a Presentation

Action buttons are a special set of graphics available in PowerPoint that have pre-assigned functions associated with them. For example, the right arrow button is preset to cause the next slide to be displayed when that button is clicked. Action buttons can be inserted on any slide and can be edited to change the appearance or the pre-assigned action.²

If you choose to place action buttons within your presentation, you can allow your lecture to go in different directions depending on the topics discussed in class. This can make your presentation appear more interactive to students.

To add action buttons, do the following:

1. Open a presentation
2. Go to a slide where you want to add an action button.
3. From the menu, go to **Slide Show → Action Buttons**
4. Select a Button from the menu of buttons. Click onto your slide, and the button will appear.
5. A menu of options will open immediately. You can now specify an action when the button is clicked. By default, the action is a hyperlink set to go to the next slide.
6. You can either accept this default setting by selecting “Ok” or you can use the drop down list to select the “Slide...” option.

² Academic Computing Services Computer Training: PowerPoint Intermediate. University of Kansas, 2003. Available URL: http://lark.cc.ku.edu/cgiwrap/training/train/index.php?SCREEN=workshops&option=view&event_id=47.

- a. **Note:** One of the action options is to use a Custom Show. Refer to “Creating a Custom Show” for more information.
7. A small dialog will open asking you to select the slide to link to. Select the slide from the list and then click **OK**.

It is also possible to use images to create action buttons instead of using the preset buttons in PowerPoint. To associate an action with an image, do the following:

1. Insert your image onto the slide. From the menu, select **Insert → Picture → From File**.
2. Click onto your image once to select it.
3. Right click onto the image and select “**Action Settings**” from the menu.
4. Use the above directions to establish an action for your image.

Mac Users:

1. Follow steps 1 and 2 above
2. From the menu, go to Slide Show → Action Buttons
3. Choose from a list of predefined action buttons as pictured below:

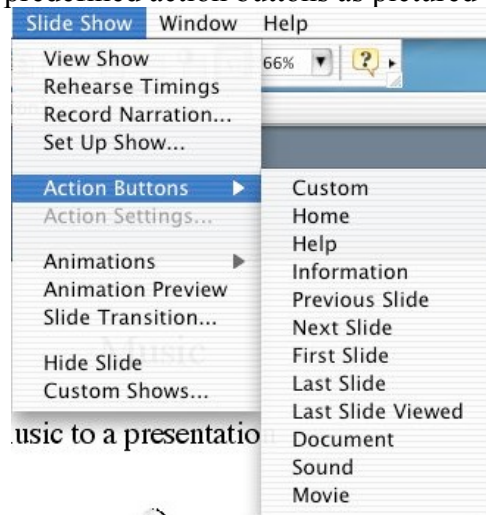


Figure: Adding an Action Button to a Slide on a Mac

4. Choose any of the actions, and the button will automatically be inserted onto your slide
5. If you want to specify which slide to jump to, select the “Custom” option.

Creating a Custom Show

Custom Shows in PowerPoint allow you to display a subset of slides from an existing presentation.

For example, you may have a presentation already created that displays two research trips you took over a past summer vacation. You want to display this presentation to a class, but you only want to show one trip not both. You can use the Custom Show option to configure the presentation to only show that one trip.

Here's how:

1. Open an existing presentation or create a new presentation.
2. From the menu, go to **SlideShow → Custom Shows**
3. A small menu opens displaying all available custom shows for your presentation. This menu should be empty.
4. Select “**New**” to create a new Custom Show
5. The Define Custom Show window opens:

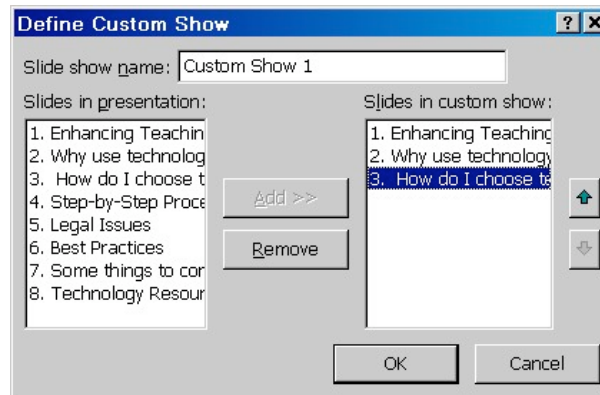


Figure: The Define Custom Show window.

- a. Enter a Name for your Show
- b. On the left side of the window, you see all current slides in your presentation
- c. Click once onto the name of the slide to highlight it, and use the “**Add >>**” button to move it over into the custom show column on the right.
6. Repeat this process until all of the slides you want for the custom show have been moved
7. Once you are finished moving slides, click “**OK**” to finish.

Note: If you accidentally place a slide into the show, highlight it by clicking once onto it from the “Slides in Custom Show” menu, and then select “**Remove**”

Displaying Your Custom Show

When you are ready to use your Custom Show, do the following:

1. From the menu, go to **SlideShow → Custom Show** to open the Custom Shows menu.
2. Select the Custom Show you want from the list of shows.
3. Click “Show” to display your show in presentation mode.

Printing Handouts from Your Presentation

Windows

1. Go to File → Print.
2. A small box opens. Go to the section labeled “Print what”. Select “Handouts” from the list.

- Now choose how many slides you want to print per page along with the slide orientation. See image below.

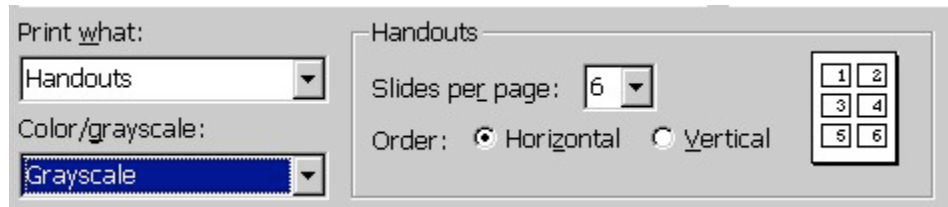


Figure: Printing Handouts from PowerPoint.

- Click “OK” to finish.

Macintosh

- Go to File → Print. A small window opens.
- Select “Microsoft PowerPoint” from the “Copies & Pages” drop down menu. See image below:

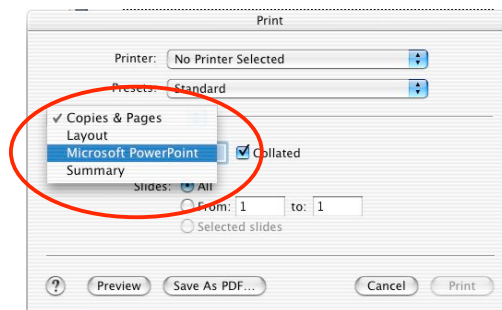


Figure: Selecting “Microsoft PowerPoint” from the “Copies & Pages” menu.

- From the “Print What” section of the form, select the drop-down menu. See image below:

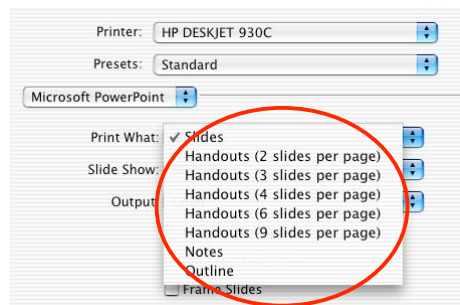


Figure: Selecting the “Print What” drop-down menu for Handouts options.

- Select the Handouts option with the number of slides you want.
- Click “Print” to finish.

Instructional Technology at the University of Hartford

Faculty Center for Learning Development

FCLD provides consulting and support to faculty interested in incorporating technology into instruction.

Telephone: 768-4661

Email: fclid@hartford.edu

Website: <http://uhaweb.hartford.edu/fclid>

Information Technology Services:

ITS Help Desk

Contact the ITS Help Desk for general computer and Internet/network support questions ITS Help Desk (technology not directly related to the classroom but rather passwords, Internet/email problems, printer not working, banner, facebook, grades).

Telephone: 768-5999

Email: its@hartford.edu

Website: <http://uhaweb.hartford.edu/its/>

Media Technology Services

MTS is a department devoted to fulfilling equipment requests and the integration of technology into classes. Faculty may request additional equipment to be delivered to classroom.

Telephone: Main 768-4643

Email: mts@hartford.edu

Website: www.hartford.edu/mts