

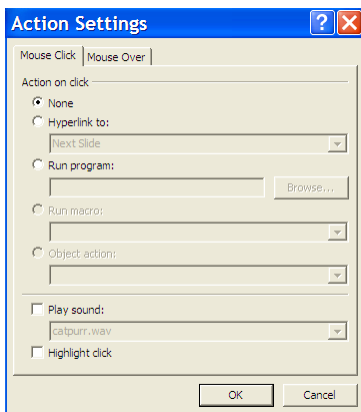
# PowerPoint 2002/2003

## Creating a Choice Making Activity

## Quick Guide

Created  
Updated 10/09  
JC

PowerPoint slideshows are set by default to progress on a mouse click. In the following activities you will set the slide to progress only when a student clicks on a certain item (from a choice of two or more), and you will determine which slide to progress to, and add sounds to pictures.



By right-clicking on an item then choosing **Action Settings** you can determine what happens when the mouse is clicked or passed over an item on the screen.

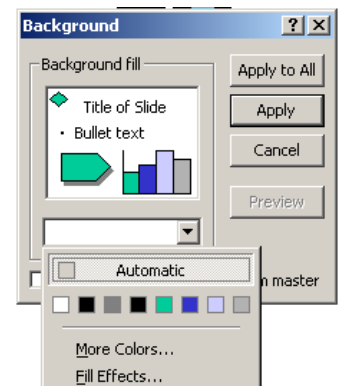
To demonstrate this we will create an activity with a choice of two pictures: one of a farm and one of a house. Each will be linked to a second slide containing farm animals and family pets, respectively.

1. Load PowerPoint and create a new **blank** slide.

2. Go to **Slide Show** in the menu and then select **Slide Transition**. In the slide transition dialogue box make sure neither of the boxes under **Advance Slide** is selected. This needs to be done for each slide so click on **Apply to All**.

### Make a coloured background for slides

3. Select the background for your first slide. Go to **Format>Background**, then use the little drop down arrow and click on **More Colours** to find the background you want. You can choose **Apply to All** if you want all the backgrounds the same, or just on **Apply** for different colours on different slides, one by one.

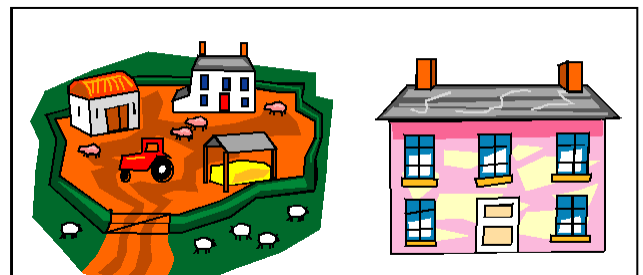


### Adding graphics

PowerPoint will accept insertion of graphics from other programs such as, Clicker (CPL graphics), Textease, My Pictures and Clip Art (ORT, Wellington Square, Sherston), and PCS metafiles. (but not directly from BoardMaker, you have to copy and paste them one by one).

4. Go to **File>Insert>Picture** and choose either **Clip Art** or **From File**. Choose a graphic for the farm and one for the house.

5. Arrange the two graphics side by side with



some space between them.

6. Create two new blank slides, adding graphics (**Insert>Picture**) of farm animals to one and pet animals to the other.
7. Save your presentation by going to **File>Save** and store in a suitable folder (e.g. PP Choices).

8. You should now have 3 slides in your presentation

the choice making slide

and the 2 animal slides



### Choosing the slide to link (ie go) to

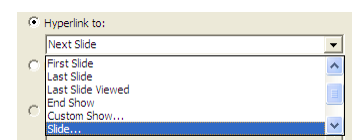
9. In Action settings you can choose either **Mouse Click** or **Mouse Over** to set the action for a picture. You can also have the picture highlighted as it is clicked or moved over, if you want.

With **Mouse Click** when the pointer is moved across the picture the cursor changes to a hand so it is clear that something will happen if you click there: use this setting when you want it to be obvious that there is something to be 'clicked'.

With **Mouse Over** the pointer does not change but the action happens as soon as the mouse is moved across: use this if you want a surprise element or are encouraging the user to explore a screen.

In this instance, you want a deliberate choice to be made, so for both the farm and the house this should be set to **Mouse Click**.

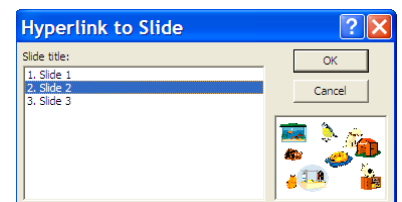
10. Right click on one picture, select **Action Settings**, click on the **Mouse Click** tab then the button for **Hyperlink to:** then scroll down the list till and select **Slide...** From the list displayed choose the one you wish to go to then **OK**.



11. If you wish to have the picture highlighted when it is clicked, select **Highlight click**.



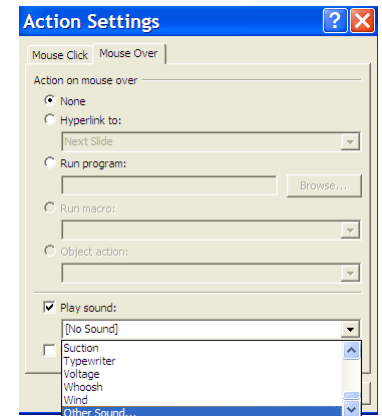
12. Now click on the second picture and the repeat the steps above.



## Adding a sound to a picture

Once the user gets to the page of animals you can add a bit fun by having sounds attached to animals which will play as the mouse is moved across. You will need to have a folder already created with stored animal sounds to do this.

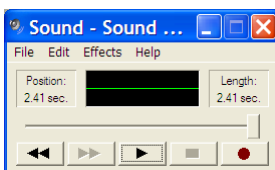
13. For each picture, right click on it then open up the **Action Settings**. Select **Mouse Over** and **Play sound** then scroll down to **Other Sound...** Locate and highlight your sound file. When you select a sound this way you will hear it play so you can decide then whether it is suitable or if you need to find another one.



14. If you wish to have the picture highlighted when the mouse is moved over it, select **Highlight click**.

## Recording your own sounds

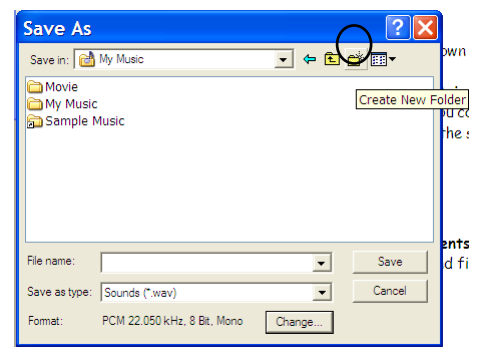
If you don't have sounds stored you can quickly and easily record your own by using the **Sound Recorder** utility. You might want to consider getting the pupil to record some with you, if possible.



15. Go to **Start > All Programs > Accessories > Entertainment > Sound Recorder**. With a suitable mic attached, you can then click on the red 'record' button and speak (or make sound, play recorded sound, sing or whatever!), clicking on the square 'stop' button when finished.

## Saving your own sounds

16. Go to **File > Save As** and navigate to **My Documents** and then **My Music**. Either choose a suitable folder or create a new one by clicking on the yellow folder with the star then give it a sensible filename (such as 'AnimalSounds'.)



## Test and Run your activity

17. Your activity should now be ready to run. Either press **F5** or go to **Slide Show > View Show** and test choosing between the farm and the house then moving the mouse around the animal pages to get sounds.