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| **Course Code and Title: *INTRODUCTION TO COMPUTING (ITE 100)*** |
| **Lesson Number: Lesson 15 (Week 15)** |
| **Topic: Microsoft Powerpoint** |
| **Introduction:** To make your PowerPoint presentation more engaging and interesting, you can spruce it up with multimedia. Enhance it with music, images, and videos. |
| **Learning Objectives:**  At the end of the lesson, you should be able to:   * Add slide show effects to your presentations. * Insert sounds to your presentations. * Insert video to your presentations. |
| **Pre-Assessment:**  **Multiple Choice:** Choose the letter of the best answer. Write your answer on the sheet provided. (2 pts. each)  1. It controls how your presentation moves from slide to slide.  A. Slide transitions C. Themes  B. Animation D. Slide  2. This effect control how the element enters the slide.  A. Animation C. Entrance  B. Emphasis D. Slide show  3. This effect makes the element do something after it enters the slide.  A. Emphasis C. Table  B. Themes D. Placeholder  4. Effect that controls how it leaves the slide.  .A. Exit C. Emphasis  B. Themes D. Entrance  5. It allows you to specify where the element travels on the slide.  . A. Exit C. Emphasis  B. Themes D. Effect |
| **Lesson Presentation:**  **Create Slideshow**   * Create multiple slides with styles and text, graphics, or images will give you a slideshow.    Animation and Slide Transitions **Benefits of adding animation and slide transitions:**   * They provide visual interest to your presentation and grab the audience's attention (as long as they are not overused). * You can reveal points on slides in a staggered way (i.e., one bullet displayed at a time) to keep the audience focused only on the point which you are discussing at the given time. * You can automate the presentation, so it runs on its own.  Adding Slide Transitions Slide transitions control how your presentation moves from slide to slide. Note: You do not have to add slide transitions to your presentation. If you do not add transitions, your presentation will move from slide to slide with a click of the left mouse button or by pressing Enter or the right arrow key. If you want the presentation to play on its own, you must set slide transitions.   * In either the Slide Sorter or Normal view, select the slide or slides to which you want to apply the transition. * From the menu ribbon, select the Animations tab.      * The most commonly used animations will appear in the center. To preview more transition options, click the down arrow.    Tip In Normal view, to preview a transition, hover your mouse (do not click) over the transition and view your slide transition.   * Select a transition from the list. Clicking it will apply the transition to the slide. You can also select *Apply to All* to apply the same transition to all your slides. * In the *Speed* drop-down, select the speed at which you want the transition to play.      * In the *Sound* field, use the drop-down menu to select a sound to play during a slide transition, if desired.      * Indicate how you want the slide transition to occur by selecting an option under the *Advance Slide* heading.Select *On mouse Click* if you want the transition to take place when you click the left mouse button.Select *Automatically After* if you want the transition to occur after a specified time. * Use the up and down arrow keys in the blank box to specify the number of seconds which should pass before the transition takes place.    Creating Custom Animations You can create custom animations to specify exactly what you want to animate and how it should be done.   1. Select the slide to which you want to apply the animation. 2. From the menu bar, select the *Animations* tab and the *Custom Animation* button. The Custom Animation window appears on the right side of the screen.      1. Click on an element of the slide that you want to animate. For example, you could select a title, bulleted list, or graphic. 2. Click *Add Effect*. A menu appears with a list of effect categories. Entrance effects control how the element enters the slide. Emphasis effects make the element do something after it enters the slide. Exit effects control how it leaves the slide. Motion paths allow you to specify where the element travels on the slide. 3. Select a category. A second menu appears with choices for that category of effects. 4. Select one of the effects. Details about the effect appear in the *Custom Animation* window. 5. In the *Start* field, use the drop-down menu to select an event that will trigger the animation.*Previous* means the animation will occur simultaneously as the previous animation on the slide, or it will occur when the slide appears if there are no previous animations.*Previous* means the animation will occur after the previous animation. 6. In the *Direction* field, use the drop-down menu to select a direction for the animation. The significance of the direction depends on the animation type. 7. In the *Speed* field, use the drop-down menu to select a speed for the animation.   **Inserting Sounds**  **Inserting sounds from a file**   1. Select the slide to which you wish to add a sound. 2. In the **Insert tab**, under the **Media Clips group**, click the arrow on the Soundbutton. Choose **Sound From File...** to bring up the *Insert Sound* dialog box. 3. Find the sound file on your computer using the "Look In" drop-down. Select the file and click **ok**. 4. A pop-up box will appear asking you how you would like the sound to start in the presentation. Choose to either have it play **automatically** or to have it play only **when clicked**. 5. A sound icon Sound Iconappears on your slide.   **Insert video on slides**   * Move to the slide on which you want to insert the Movie. * Open the Insert tab on the Ribbon and then click Movie in the Media Clips group. * Select the Movie that you want to insert and Click ok. * Click Automatically or When Clicked. * Resize the Movie or drag it to a new location on the slide. |
| **Synthesis:**  Microsoft Powerpoint is a form of multimedia because it enables you to combine multiple media types in a single slide or slide show. Transitions are special visual and sound effects that lead the audience from one slide to the next.  The addition of clip art, transitions, and animations can make your presentation more entertaining and engaging. Use PowerPoint for online meetings, Web presentations, audience handouts, and PDF documents. |
| **Evaluation: Lesson 12: Week 12**  In your own words, give the benefits of adding animations to your slides. (10 pts.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **REINFORCEMENT**  In your own words, explain below why Microsoft Powerpoint is a form of multimedia. (10 pts.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **References:**  **ONLINE RESOURCES:**  Microsoft Powerpoint **2019** <https://www.youtube.com/watch?v=MYgjFGT7INY>  Beginner's Guide to Microsoft Powerpoint <https://www.youtube.com/watch?v=XF34-Wu6qWU> |