PowerPoint 4 - Timeline

Objective: *You will use PowerPoint to format and animate your slideshow. You will demonstrate how to insert pictures, format text, add transitions and set timings.*

1. Open PowerPoint
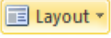
2. Start a new Presentation

3. Save As **PerX-FirstnameLastname-Timeline**

Part 1

1. You will make as many slides in the presentation as you have years in your life. For example, if you were born in 1999, your notes go from 1999 to 2011, so you make 13 slides.

2. Make all of your slides **BLANK**. Click Home>New Slide> Blank
   a. Do this to make all of your slides.
   b. If you have any slides that look like this, then click on that slide in the left column then click the button and change it to blank.
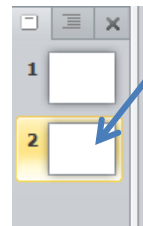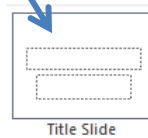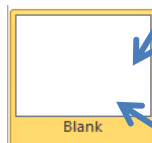

   c. Make sure that all of your slides are **BLANK**

3. Save as many pictures for a background as you have slides. If you have 13 slides, you'd need 13 pictures. **They must be school appropriate.** Save them to the Period X folder.
   a. Use Google and 'images'….or ……….. yahoo.com ……..or …….bing.com……lycos.com
   b. Search for "**HD abstract pattern backgrounds**" or "**HD Wallpapers**"…etc.
   c. Your pictures for the background can't just be any type of picture. They can have one 'focus' item in the corner, but the rest of it must be *simple-ish*. This means that when you add words, you must be able to read the words.
   d. **Advanced searching-** If you want to make sure you image is not blurry when you use it in your slide…
      - Using Google, on the left side, click **LARGER THAN** and **1024x768**
      - Make sure your picture says its size is 1024x 768 or larger and is larger than 400kb , 8kb, 30kb, or 100kb is too small.
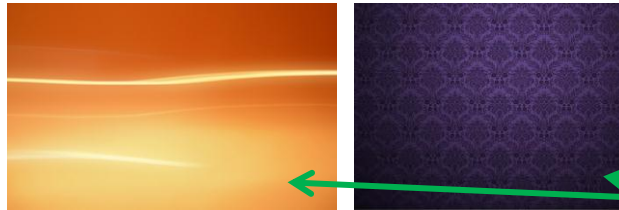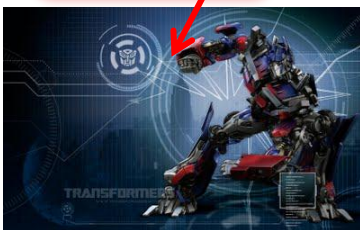
Larger than…

Select a size… ▼
Select a size…
400×300
640×480
800×600
1024×768
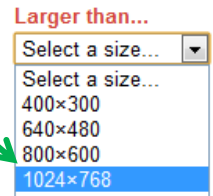
Full size image
1024 × 1024 (1.8x larger), 642KB
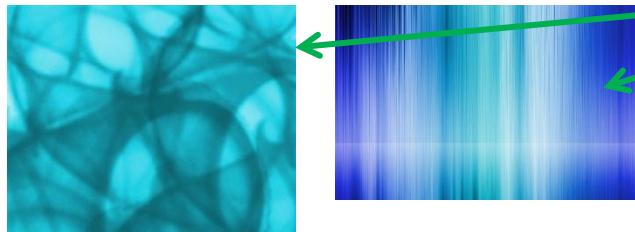More sizes

   e. Here are examples of *good* and **bad**.

**NO** – These are too busy and hard to see words.

**GOOD** – You can use dark or light colored text.

**GOOD/ADVANCED** – You will have to put your words and pictures around the objects in the picture.

4. Add a picture background to all of your slides. Here's how:
   a. Right click on the slide in the main window (not the left where the thumbnail of the slide is located.)
   b. Choose 'Format Background'
   c. Next, click on 'Fill' then fill in the choice for 'Picture or texture fill' and then choose 'File . . .'
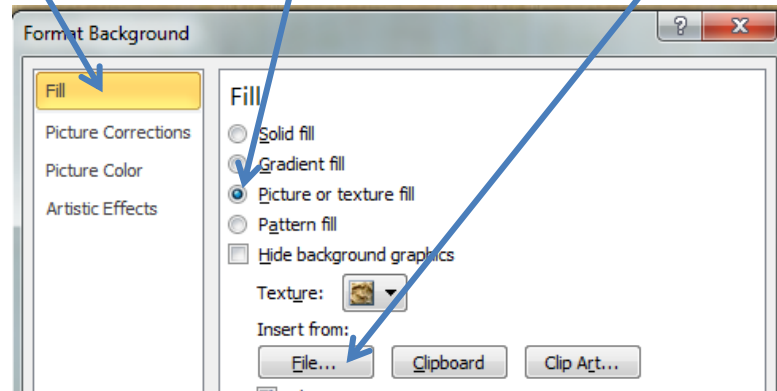

   d. Browse the computer, Find Period X folder and pick your picture. It will show up as the background for that slide.
   e. Do this for all slides.
   f. Make sure all slides have a different picture as the background. This background should not be too "**BUSY**" and words should be easily seen on it. Like this
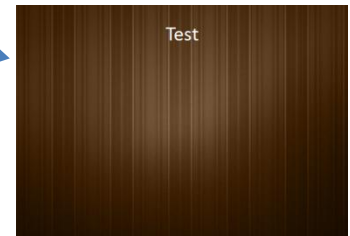
5. Use a **textbox** with a **word style** for the YEAR for each slide:
   a. Move the year near the top, or near the bottom.
   b. Change the size too and add some lines if you want, change the WEIGHT (thickness) of the line, add an effect (like a glow)....**just make sure it looks good.**
   c. Make sure all slides have WORDART as the year.
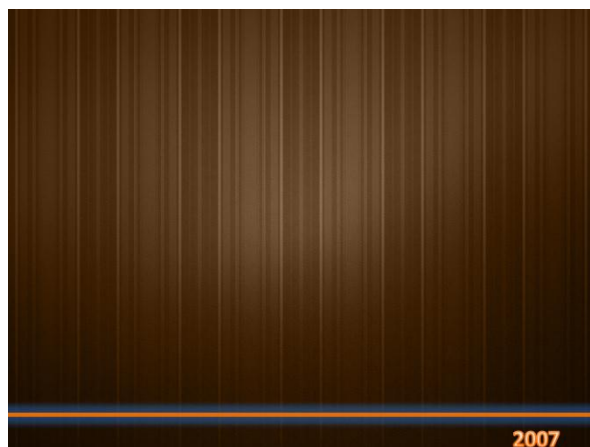
1. Open up MS PowerPoint and open your file that has your slides for this assignment.
2. All slides should have:
   a. A background picture
   b. Textbox with a word style that has the year for that slide
   c. Make sure the years are in the correct order, from the year you were born to the year 2012.

3. Now, you will add a 2 TEXTBOXES to each slide…one for a personal fact, and one for a historical fact.

   a. Make sure your history facts are correct facts for the correct year of the slide that you are on. For example, don't put 1999's fact on 1998's slide.

   b. Now click back to the PowerPoint assignment. Go to Insert>Shapes..and click this button to make a textbox

   c. Your cursor should now look like this
   d. Here you will type your personal fact and historical fact.
      - For the personal fact, you must get help from a family member for your early years, like age 0-5.

      For the historical fact, you will look it up on **www.fofweb.com**

      - Follow the directions from the class website to get the facts to type on your slide…or <u>click here.</u>

   e. Now, click on the edge of this textbox with the mouse.
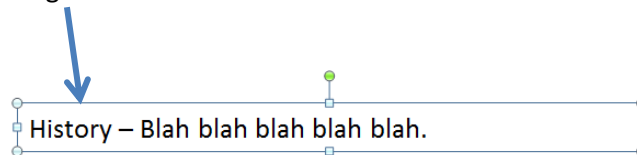
   f. Change the formatting of the text.
      - Make the size between 12 and 18.
      - Choose a readable font.
      - Choose a readable color that goes with your background.
      - Add a **TEXT EFFECT**. , find it under the Format Tab> **Text Effects**… you can only add from these:
        1. Shadow
        2. Reflection (if it fits and looks nice, this might take up too much space)
        3. Glow
      - Make sure your TEXT EFFECTS look nice for all sentences and that they are readable.

4. Follow Step #4 for every statement you have for both categories for every slide. Every slide should have 2 textboxes of sentences that are formatted. Make sure you move your textboxes around so they look neat. Leave room on the slide because you are going to add 2 pictures to each slide later.
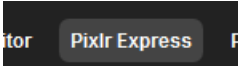
Now, you will save, edit and then add pictures to your PowerPoint.

1. Go to Google.com (images.) Find and save many pictures that would belong to your other pages (like pictures of skateboarding, or pizza, places, etc.) **SAVE TO THE PERIOD X FOLDER.**
2. You are looking to save 2 pictures for every slide. So if you have 13 slides, you'll need 26 pictures. You have to find pictures that relate to your facts on that slide. For example, if my slide for 2011 talks about NASA and the space shuttle, I'd save a picture about the space shuttle.
3. Make sure you have all the pictures you need. If later you need more, just go save more.

4. Now …… Go to the website, pixlr.com…**NOTE: YOU CAN ONLY ADD ONE EFFECT AT A TIME TO EACH PICTURE.**

   ADVANCED: IF YOU WANT TO ADD MORE THAN ONE, YOU MUST SAVE THE FIRST EFFECT, THEN OPEN THE SAME PICTURE TO ADD ANOTHER EFFECT.
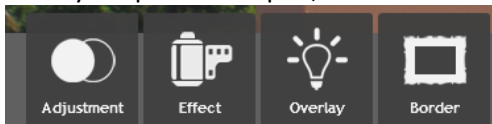
   a. You will add **effects** to your pictures before you add them to your slides.

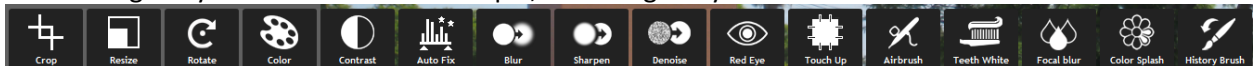   b. Click [Pixlr Express] from the top.

   c. Then click [Browse]

   d. Find and start with one of your pictures in your folder in the Period X folder

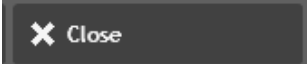   e. Once your picture is open, Practice looking at different effects from these 4 menus.
   [Adjustment Effect Overlay Border]

   f. Each item gives you its choices. For example, [Adjustment] gives you these choices.
   [Crop Resize Rotate Color Contrast Auto Fix Blur Sharpen Denoise Red Eye Touch Up Airbrush Teeth White Focal blur Color Splash History Brush]

   g. Once you make a choice, click apply to keep…or cancel to go back.
   [✔ Apply   ✖ Cancel]
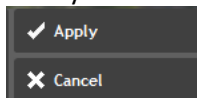
   h. When you're done, click [✔ Save] at the top….or [✖ Close] to start over with a new picture.

   i. Repeat this process and for all of your pictures. Each picture must have one effect.

5. Now, you will insert the picture to the correct slide.

   a. Click the **Picture** button and the picture to the correct slide. M**ake sure all slides have 2 pictures** that relate to something on that slide.

   b. Resize the picture so it's small and fits on the slide and doesn't block any words. Make it look neat.

   c. You have to add ==**TWO picture effects**== now....Click the FORMAT tab> then click the button and add a **GLOW** effect and a **SHADOW** effect to every picture on every slide (not the background pictures.)

Part 4

Now you are going to add animations to your sentences. Each fact should be in its own textbox so that it can have its own animation. Do not add an entrance animation for the years…these will be exit animations.

1. Start on slide #1
2. Click on one textbox at time and add its animation… click the ANIMATION tab and then the button.

   a. For each textbox, give the textbox an **ENTRANCE** animation. These are the **GREEN** icons.

3. Finish adding an entrance animation for every textbox on every slide. Both textboxes on every slide should have an entrance animation. You can check by pressing the F5 key at the top or by pushing the button at the bottom.

4. Now you will repeat the process for all the textboxes for the year ….**but add an EXIT animation**.

   a. Click on each year, one slide at a time, and go to the ANIMATION tab, then click the button.

   b. All exit animations are **red**..
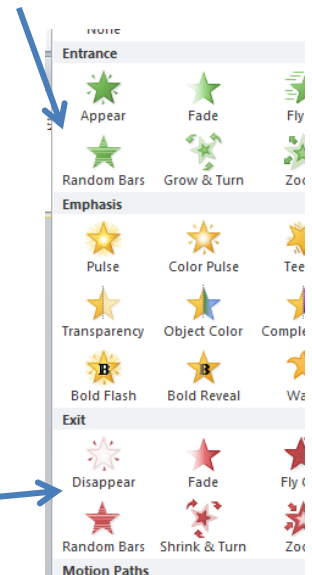
5. Now, click on one picture at a time on a slide. Add an **ENTRANCE** animation for that picture. Make sure both pictures of every slide have an **ENTRANCE** animation.
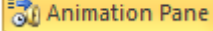
Part 5
*Now you are going to add a slide transition for every slide.*

1. Click on each slide's thumbnail in the left column and add a transition for that slide. This means that as each slide starts, it will have that transition. Make sure all slides have a *different* transition. Don't forget to click this button to see more transitions.
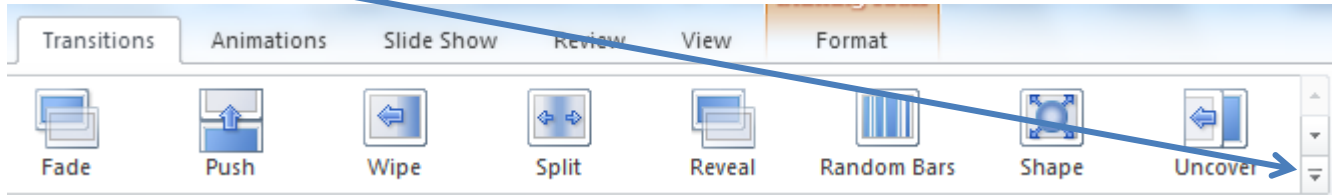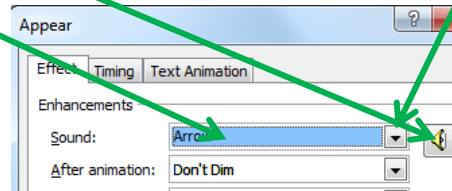

Part 6
For this part you will need your headphones. Now you are going to add a sound to each ENTRANCE animation for all of the pictures on every slide.

1. Click the Animation tab and then click the **Animation Pane** button.
2. Click on one object in the list at a time, then click the **EFFECT OPTIONS**… choice.
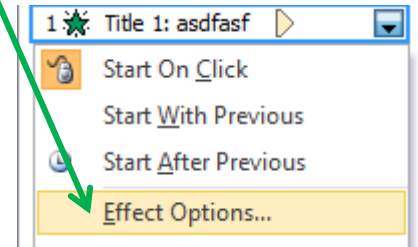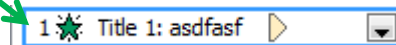
3. You can choose a sound for that animation. You can see more by click the triangle and you can hear it again by clicking this button.

4. Continue down the list until both pictures on that slide all have a sound.

5. Repeat this for all slides.
6. **Click F5 to preview all slides.**

7. **Upload to your FILELOCKER.**

8. **Submit the file to me on the class website.**