

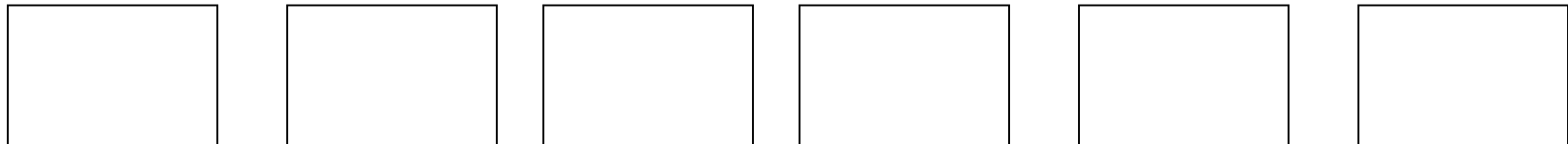
Simple & Quick Procedure to Create a PowerPoint Presentation

Suggested Topic for a Linear PP * Ed 362 Project: http://www.thomasarmstrong.com/multiple_intelligences.htm

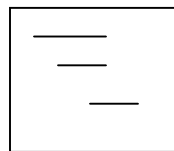
First, Story Board Topic the slides... Layout in Box format...

**Second, If Slides have Headings & Bullets then Complete an Outline
To enter Headings, type appropriate Heading along side Thumbnail Slide!
To enter Bullets, Place Cursor after Heading then Hit Enter then Hit Tab!**

Third Have Images & Tunes for PP in a Folder on Desktop



Outline

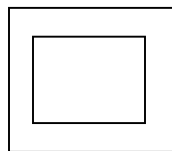


Headings

Bullets

Spelling

Single

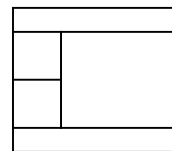


Text

Images

Sound

MultiView

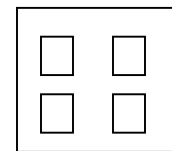


Outline

Notes

SingleView

Sorter

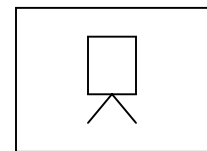


Transitions

Backgrounds

Sort Slides

Show



Easel to Start

Up & Down

Esc to Exit

Learning Activity for a [Linear \(Slide to Slide\)](#) PowerPoint Presentation:

1. Launch the PowerPoint Application and create a Blank Presentation with a Blank Slide.
2. Go directly to [Outline](#) or [Multiple View](#) to enter Headings for slides as provided below!
Seasons Spring Summer Autumn Winter The End
3. After entering [Headings](#) then enter [Bullets](#). Better: Methodology [then mixing](#) Hs & Bs.
Spring: The grass is green. It does rain many days.
Summer: The days are hot! It does not rain much.
Autumn: The leaves have color. It is cooler during the days.
Winter: The snow is white. It is very cold many days.
4. After entering All the Headings then Bullets then check All the [Spelling](#) before proceeding.
5. Now to [Sorter View \(Small Squares\)](#), at Sorter View use [Control A](#) to select All Slides.
6. On the Top Right of the Screen in Sorter view, are Tabs called [Transitions & Designs!](#)
7. Select same Transition for All slides! Select same [Background](#) or [Design](#) for all Slides!
8. Now to Single or [Multiple View](#), where it is possible to insert [Images and/or Sounds](#).
9. Hopefully, the FTP exercise of downloading Gifs & Midis from www.itws.org is completed!
10. Click: Insert then Picture then From File then [locate](#) Gif then Double Click One!
11. Click & Drag Gif to the bottom [right](#) corner of slide. Resize it, if it is too Small or Large!
12. Click: Insert then [Moives&Sounds](#) then Sounds from File then [locate](#) and Double Click!
13. Click & Drag Sound to the bottom [left](#) corner of slide. Resize it, if it is too Small or Large!
14. Now using the [Vertical Up & Down Scroll Arrows](#), move up and down [Slides](#) to Check!
15. At First Slide, Hit Enter in front and after (by) then Drag Text Box to center all of Text!
Do this same procedure to [Center text on Last Slide](#) containing the text: [The End](#)
16. Correct any Positions and/or Sizes to be uniform & consistent. Double check Slide Words.
17. Click on [Easel](#) to view PP Slide Show. Use [Page Up & Dn Buttons or Arrows](#) to navigate.

After checking everything and viewing PP show, go to Sorter View. [Save in Sorter View!](#)

(FTP) Learning Activity for a Web Pages and PowerPoint Presentation:

1. To prepare for WWW Link Pages & Curriculum Web Pages & PPs then FTP is needed!
2. Create a New Folder with names of **Images and Sounds**. Consider storing it on the Desktop!
3. These New Folders will store the downloaded or prepared Images and Sounds for MM projects.
4. As a suggestion for quick and simple access to Images and Sounds use the following procedure.
5. Go to www.itws.org at Mid Screen and on the Right Click on **Bountiful Buffet** in boxes.
6. Bountiful Buffet is a long and rich page of **references and resources** that might be useful later!
7. Scroll down the page about 3/4 of the way, until you see a **Rolling ABC Block** on the right side.
8. Just to the left of the Rolling ABC Block is links for Images and Sounds. **First & Fifth are Best!**
9. The First Link provides access to Images & Sounds which can be downloaded for Free & Legal!
10. The Fifth Link provides access to Christian Music with a Great Variety & again Free & Legal!

Download at least **12 to 15** Images and Sounds to be used later for Web Pages & PPs!
Procedures to download Images & Sounds are provided on the **First page of First Link!**

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