

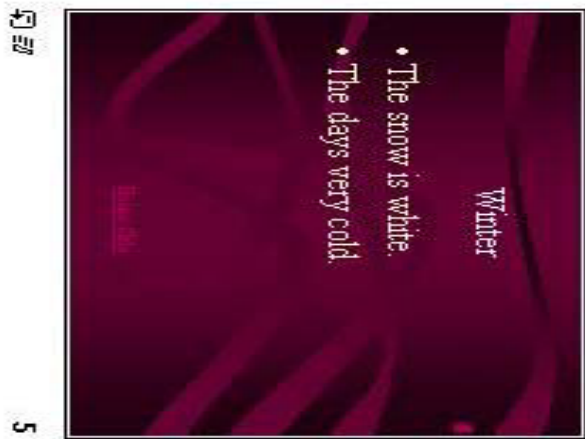
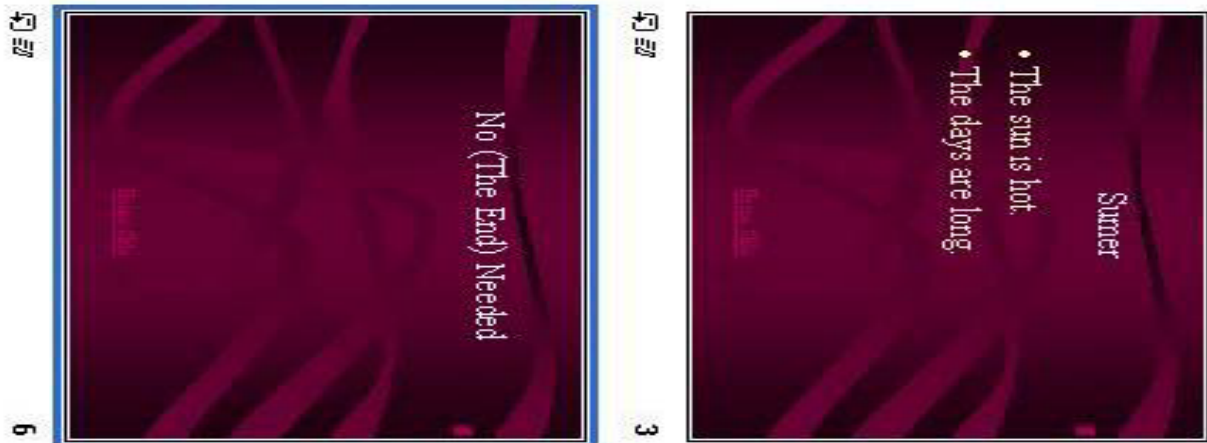
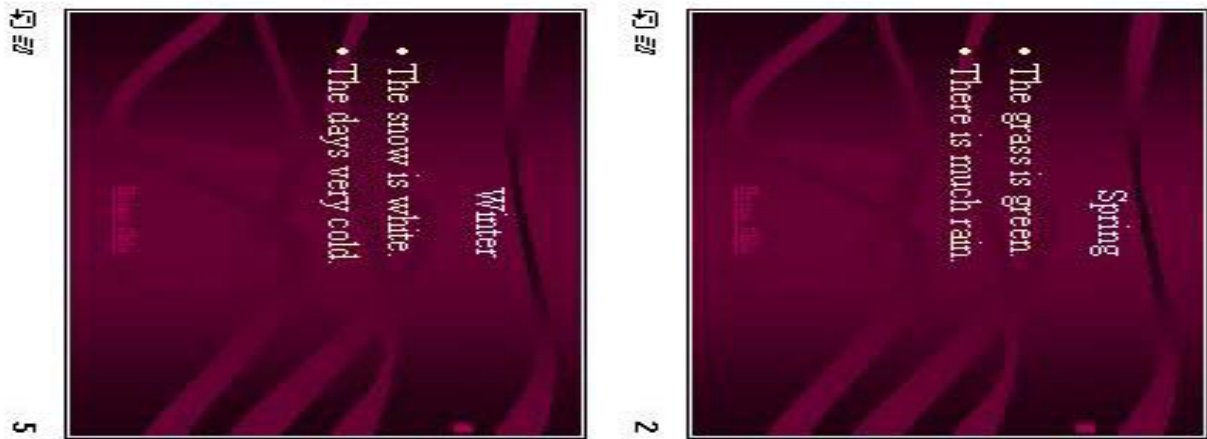
## **Directions to Create a Non-Linear PowerPoint Presentation which could be a Virtual Field or Virtual Tour! Topic of Seasons is only for “learning”!**

**Suggestions for Students:** [Digital Story of My Life](#), [Tour of My Home](#), [Field Trip for My Students!](#)  
**Mathematics:** Arithmetic, Algebra, Geometry, Calculus      **Science:** Biology, Geology, Chemistry, Physics

1. Before starting it is a good idea to view a couple of simple examples of **Non-Linear PPs!**  
[View a Non-Linear PP of Seasons](#)      [View Virtual Tour at Malone College](#)
2. The examples above should help to visualize the structure of **Non-Linear PP Presentation**.  
below are directions for the Seasons PP Presentation. This will be a learning experience.
3. Double Click PowerPoint, Select a Blank Presentation, Select a Blank Template
4. Start in **Outline View** (Tab at Top Left) create (5) slides with headings of:  
Seasons, Spring, Summer, Autumn, Winter (**Requirement: NLPP must have 5 Slides!**)
5. On the first slide of the PP called **Seasons ( Table of Contents )**  
enter a Heading of \* Seasons by First & Last Name \* Your First & Last Name???
6. On the other slides, only enter Headings of Spring, Summer, Autumn, Winter at this time.
7. Now to **Sorter View** (Control A) include global **Transition & Design** (Background) to all slides.  
The **Tabs** for Transition & Designs are at the **top Right** of Screen **and** Only in Sorter View!
8. Now to **Multiple View** (Outline,Slide,Notes) to include bullets not included in Outline View.  
If bullets were added in Outline View then clicking would not be controlled by links.
9. In Multiple View, select the slide with Spring on it **and** we will include bullets from our example.
10. Using the **Text Box Tool on Draw Tool Bar** at the bottom of the screen,  
Create a text box somewhere in the middle of slide and type in the bullets from the example.
11. After all of the slides Spring, Summer, Autumn, Winter have bullets select slide Seasons.
12. Now we are ready to include the Non-Linear Links on the slide Seasons ( Table of Contents ).
13. Using the **Text Box Tool on Draw Tool Bar** at the bottom of the screen, create a text box  
in each corner & include a season in each box: **Spring, Summer, Autumn, Winter**.
14. After you have all four seasons in small text boxes, one in each of the corners,  
select anyone of them then click on the command Slideshow at top of screen.
15. After the Slideshow command appears then click on **Action Settings**  
Action Settings will only show when one of the boxes is selected.
16. After you click on Action Settings, **click in front of** Hyperlink to: **then**  
use drop down arrow to select the name of the slide you have selected.
17. Continue linking the other slides to each of the text boxes in the corners.
18. After you have linked all the four boxes to appropriate slides  
**then** go to the Slide for Spring and we are still in Slide View.
19. At the **bottom** of **Spring** create a text box with **Home Slide** in it.  
Select the box with Home Slide in it **and** click Slideshow  
then click in front of Hyperlink to: then use drop down arrow  
to select the Title and Credits / Table of Contents page. ( Seasons )
20. After you have completed the link back to **Seasons then**  
**copy and paste** this text box with Home Slide in it to each of the other slides.
21. Now return to **Sorter View** and make sure the slide Seasons is selected  
Save your Non-linear PP as **NLPP##** The two ## are for your first and last initials.
22. Don't forget to have **only the first slide selected** when saved in Sorter View.  
**Now go to your saved NLPP and double click on Easel and see how it works! ☺**

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Use Seasons to Learn how to create a Teach!    Do Not Submit Seasons!    Use your Topic!



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