



## **Expanding Educational Horizons** **MINISTRY OF EDUCATION AND YOUTH**

### **Educational Technology Component**

**Topic: Possibilities with PowerPoint**

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# 1. Introduction

This manual, *Possibilities with PowerPoint*, is a production of the Educational Technology Component of Expanding Educational Horizons. It provides examples of how Microsoft PowerPoint 2002 can be used to present interactive, multimedia, instructional materials to enhance literacy and numeracy in the primary curriculum. Sections 1-4 introduce you to possibilities with PowerPoint. The remaining sections provide steps for using specific features in PowerPoint to create a PowerPoint instructional medium – an interactive multimedia tutorial.

# 2. Objectives

After using the manual, you will be able to:

1. Describe ways in which PowerPoint can be used to design instructional materials to address learning needs in primary curriculum
2. Design an interactive tutorial using Microsoft PowerPoint to improve literacy and numeracy by making effective use of the following tasks:
  - (a) Prepare a storyboard for the interactive tutorial
  - (b) Start using Microsoft PowerPoint
  - (c) Design the master layout for all slides
  - (d) Change font colour and size
  - (e) Use AutoShapes to design slide layout
  - (f) Insert Hyperlinks to websites and other documents
  - (g) Organize content for a tutorial
  - (h) Prepare a sound file
  - (i) Insert a sound file into a PowerPoint presentation
  - (j) Insert pictures into a PowerPoint presentation
  - (k) Custom animation for objects
  - (l) Select and Apply appropriate Slide Transitions
  - (m) Create interactive assessment tasks
  - (n) Set up the tutorial presentation to be viewed as at a kiosk
  - (o) Save the presentation as a PowerPoint Show

### 3. Possibilities with Presentation Software

Presentation software tools are used to create documents called presentations, which are used to communicate ideas, summaries of information, demonstrations to a group. The presentation, which can be viewed as slides (sometimes called a slide show) is usually displayed on a large monitor or on a projection screen. Microsoft PowerPoint is an example of a presentation software package.

Because it is readily available and fairly easy to use, PowerPoint is usually the multimedia tool of choice for classroom use. PowerPoint is a versatile tool and can be used to design a variety of multimedia interactive learning materials to enhance students' understanding of content. Table 1 below highlights teacher-generated possibilities with PowerPoint.

Table 1 Teacher uses of PowerPoint

| Instructional Uses                  | Example  |
|-------------------------------------|--|
| Support for presentation of content | Teachers can use presentations to focus student attention, maintain interest and guide note-taking.  |
| Practice Screens                    | You can use practice screens to: help build vocabulary skills, reinforce math concepts; practise parts of speech; practise spelling; reinforce story problems; reinforce number/letter knowledge, or colors  |
| Assessment and Feedback Screens     | You can create multiple-choice items with appropriate feedback for each option. The items can be used to help learners track progress in specific language skills and vocabulary sets.   |
| Short Interactive Tutorials         | A tutorial can be so designed with multimedia activities to help students learn new concepts in algebra and consumer arithmetic; and improve word recognition, comprehension, and counting skills,   |
| Web Quests                          | A web quest is an inquiry-oriented activity designed to help students solve a problem e.g. a web quest could be designed to help students find out which planet is suitable for human life, or the web quest could focus on how to prevent pollution in the community.   |
| Picture Walk/Virtual Field Trip     | This technology integration strategy provides students with the opportunity to see people and places they could not visit  |
| Interactive Storybooks              | Storybooks can be used to strengthen students' language skills as they hear the story being read aloud. Various objects in the story can be hyperlinked so that when students click on the objects, they will hear audio or see animation. A short quiz can be created at the end of the storybook. Students can also create their storybooks. |

Table 1 cont'd

| Instructional Uses    | Example  |
|-----------------------|--|
| Digital Portfolios    | Teachers can document students' learning using a camcorder or audio recorder in powerful ways! For example, if both the teacher and student wish to focus on improving the student's fluency in reading skill, the teacher can record the student reading aloud at various (or scheduled) times fortnightly. It would be more authentic to get the student reading aloud in a group (e.g. oral presentation) than simply reading to the teacher in private. These recordings can be inserted in PowerPoint, dated and both the teacher and the student can make their entries on each reading. After three readings, the student and teacher can listen to these readings and discuss whether improvement is taking place. Portfolios can be used to track a student's progress in other areas such as number and letter knowledge, auditory perception, algebraic concepts, consumer arithmetic |
| Science Presentations | Teachers or students can use PowerPoint to teach processes and how things work. They can add additional items to a diagram to illustrate how a process grows and changes.  |

Table 2 Student uses of PowerPoint

| Instructional Uses                      | Example   |
|---|---|
| Book reports                            | Students can present their summary report (including audio and animated objects) of a book they read using PowerPoint.  |
| Field Trip Slide Shows or Digital Story | Develop field trip slide shows to review and apply knowledge learned on a field trip. Students can work together to make a slide show that presents what they saw, as well as what they learned.                  |
| Autobiographical Stories                | Students can create short autobiographical stories about themselves. Scanned photos can be inserted for interest. Once the slides have been created, you can put them together in a presentation to show parents. |
| Poetry Readings                         | Students can create slides exhibiting their personal poetry along with a voice recording.   |

This manual focuses on one PowerPoint possibility: Interactive Tutorial. An **interactive tutorial** is an instructional medium that offers comprehensive information on a given topic, including explanations, examples, opportunities for practising skills, and provision of meaningful feedback on questions answered.

## 4. Instructional Design Process for Classroom Practice

### A. Identify problem

Before starting to design an instructional medium, consider this question: What specific needs or problems do my students have that resources can help meet?

#### Activity 1

Examine Table 3 below. In your group, discuss what students would do or say if they had a problem in the areas listed in column 1. Using Tables 1 and 2, as well as your experience in the classroom, suggest a possible instructional medium to help address the problem.

Table 3

| Problem Area                  | Evidence (How would student respond) | Instructional medium |
|-------------------------------|--------------------------------------|----------------------|
| 1. Fluency                    |                                      |                      |
| 2. Word identification skills |                                      |                      |
| 3. Comprehension              |                                      |                      |
| 4. Counting                   |                                      |                      |
| 5. Identification of Shapes   |                                      |                      |
| 6. Geometry                   |                                      |                      |

### B. Analyse Learners

Study the instructional setting and try to formulate a paragraph describing your learners. The description should at least address the learners' age, socio-economic status, learning style, and needs as this would help to clarify if any technology intervention e.g. an instructional medium is needed and if yes, what type.

## C. Formulate objectives

An objective is a statement of what the learner should be able to do after instruction or after using the instructional medium. For example: “After reading the interactive story entitled “Cat and Rat”, students will be able to pronounce words ending in –at with 100% accuracy”

## D. Design the instructional medium

When you have identified the instructional medium, the next stage is to design it. During the design stage, you will need to create a storyboard, which is a visual planning tool to help you organise what you will want to appear on each slide (see Appendix A). You can use index cards or sticky paper to represent information on each slide. This information should be a summary of content, pictures, audio, video or animation effects. When designing the medium, keep the learning needs at the forefront of the design process, as well as the literacy or numeracy strategy being used to address the difficulty.

## E. Utilise the instructional medium

### Teacher’s role

Clearly identify the teacher’s role in the implementation of the instructional medium. For example, does the teacher need to be present and if yes, what should she do while the student uses the medium.

### Students’ role

Describe how the student(s) will use the instructional medium - individually or in a group, as part of a lesson or after the lesson. If the students will use it as part of the lesson, indicate when in the lesson and possible questions and activities that a teacher could ask.

## F. Evaluate

Include an assessment task for the learner and questions to be answered by both teachers and students regarding the use of the technology in addressing the problem.

**Planning is an essential activity when considering designing an instructional medium.**

This manual will take you to Stage D of the Instructional Design Process, the Design Stage. After you have designed the instructional medium, look for opportunities to incorporate the instructional medium in your classroom practice and complete the design process by evaluating the medium. The next section of this manual takes you through the procedures for using PowerPoint to design the instructional medium.

## 5. Starting to use Microsoft PowerPoint

Before you start using Microsoft PowerPoint, create a folder in **My Documents** with the name of your instructional medium.

### Opening Microsoft PowerPoint

1. Go to the Task bar at the bottom of the screen. Point and click on **Start** button. Follow this path: **Start → Programs → Microsoft PowerPoint**
2. A blank slide, the Title slide, should appear. Insert the title of your instructional medium by pointing and clicking in the text box "Click to add title". See Figure 1.
3. In the text box, "Click to add subtitle", insert the name(s) of the designers of the medium and the date.

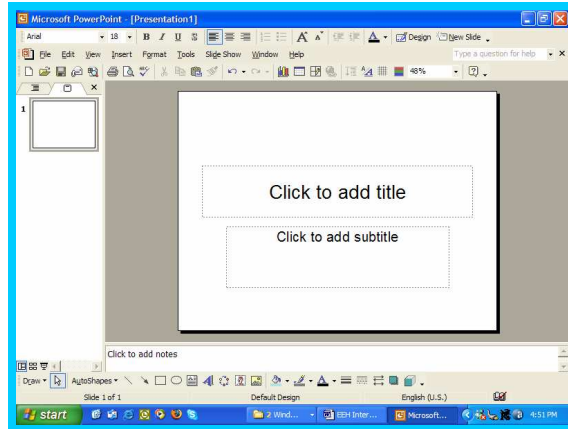


Figure 1

### Saving PowerPoint document

1. Save your PowerPoint presentation in your folder. Select **File → Save**. You will notice that the file name is the same as your title. Click Save. See Figure 2.

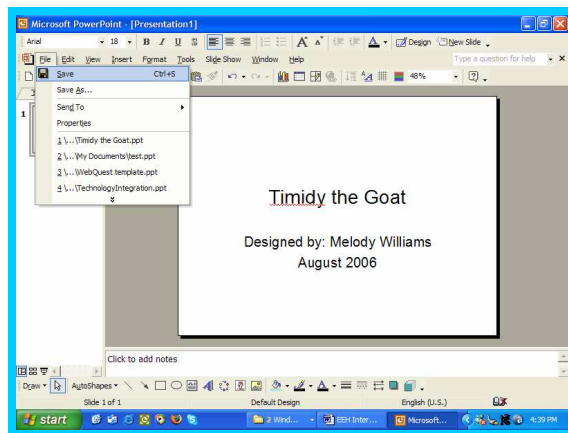


Figure 2

### Inserting New Slides

1. To insert a new slide, go to the menu bar and select: **Insert → New Slide** (Figure 3). The **Slide Layout** task pane appears. Point to the layout **Title and Text**, and then click it. This is slide 2. Insert the following title for slide 2: Welcome or Introduction or Overview
2. Insert additional slides with the **Title and Text** layout to match the number of your subtopics.

Inserting a new slide (cont'd)

3. For each additional slide, insert the subtopic in the text box: "Click to add title".
4. After you have inserted the required number of slides, insert another slide with the title: *Are you sure you want to quit?*
5. Save your presentation. Note. To change the layout, go to **Format** in the menu bar and select **Slide Layout**.

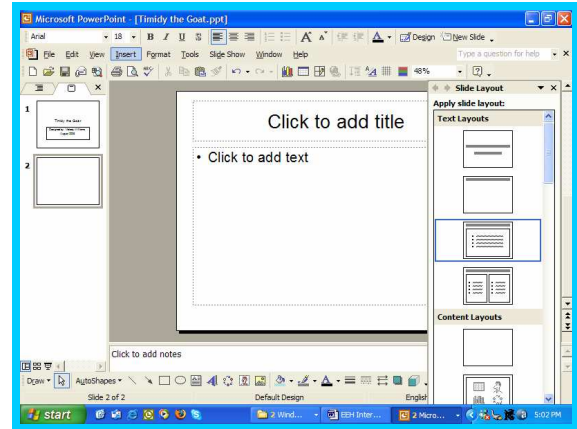


Figure 3

## 6. Working in the Master Slide View – An Introduction

The slide master is a special feature of PowerPoint that stores information about the slide template, including font styles, placeholder sizes and positions, background design, and colour schemes. If you add a picture, buttons, and shapes to the slide master, they will appear on all the slides in the presentation.

To access the Slide Master: Select

**View → Master → Slide Master** (see Figure 4).

Working in the Master View saves you on the time that would be taken to make these changes to individual slides.

When you have completed making adjustments to the appearance of the slide template in the **Slide Master View**, return to **Normal View** by selecting in the menu bar **View → Normal**.



Create a design for your slide template. You can adjust the font, font size, text box, background colour. You can add menu buttons, shapes and pictures. Have fun!

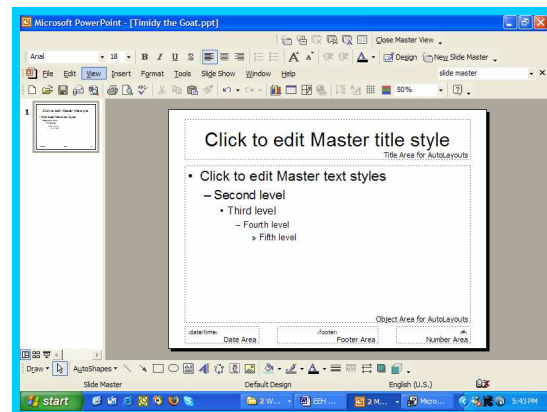


Figure 4

## 7. Working with Font Options in the Master Slide View

### Changing the font colour and size

To change the font, colour and size of the text in the title text box, select the title text box and go to **Format** → **Font** then choose the desired font, colour and font size. You could also change access the font options on the Formatting toolbar (Figure 5).

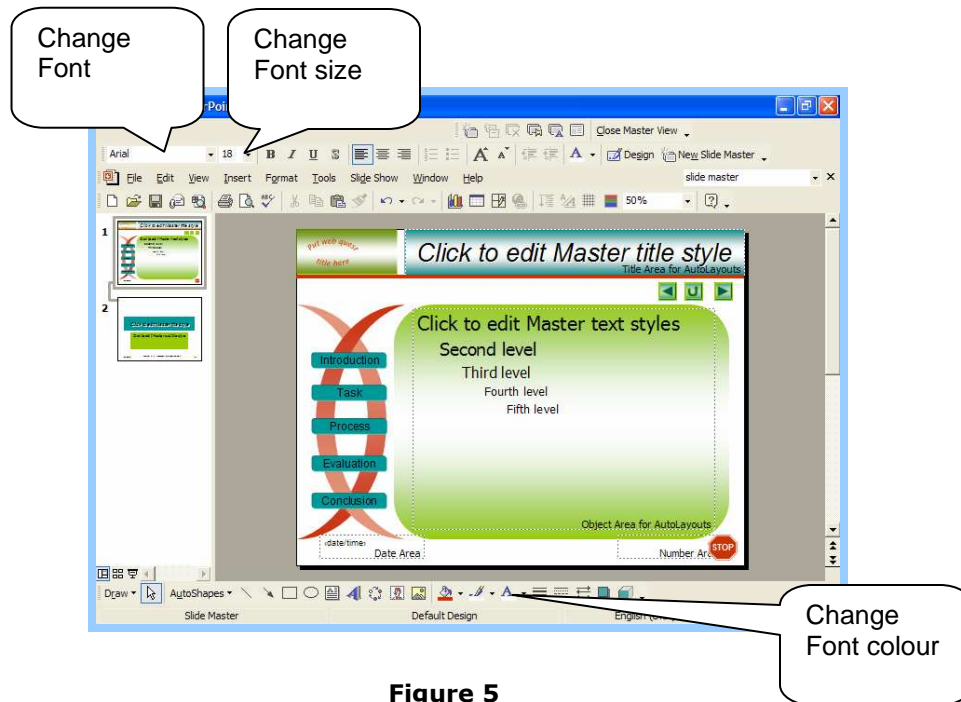


Figure 5

You can also change the font, colour and size of the text in the Object Area (see Figure 5).

## 8. Working with AutoShapes in the Master Slide View

### Introduction to AutoShapes

The AutoShape menu on the drawing toolbar, allows you to access action buttons, block arrows, callouts and basic shapes such as rounded rectangle, triangle, oval, octagon.

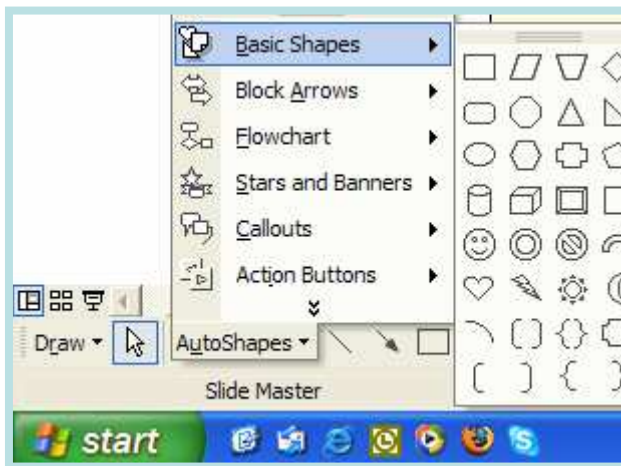


Figure 6

To insert an AutoShape:

1. Select the AutoShape menu on the Drawing Toolbar (Figure 6) and choose the shape you wish to use. The cursor will turn to a plus sign (+).
2. Position the cursor where you want the shape to be inserted, click and drag until the shape is the size you desire. Release the mouse.

### Working with AutoShapes

You may incorporate predefined shapes into your background to give your slides a unique look. How many types of AutoShapes can you identify in the Figure 7 below?

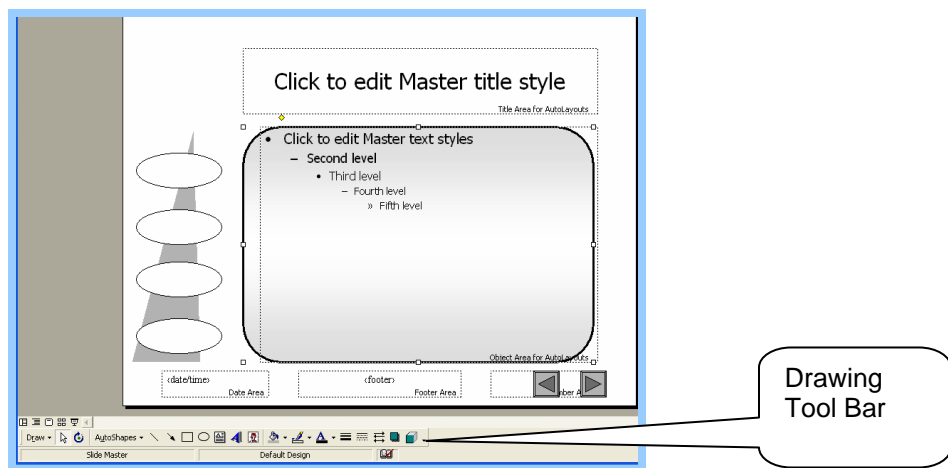


Figure 7

You may add color, shadows and special effects to your AutoShapes by using the tools on the drawing toolbar (see Figure 7).

You can also change the shape by manipulating the yellow diamond icon (adjustment handle) on the shape that is visible when the shape is selected.

## TASK 1 Working with AutoShapes in the Master Slide View

### A. Inserting Auto Shapes

In the Master Slide View, create a unique design for the background layout for your slides using AutoShapes, Background Colour, and the Font dialog boxes.

### B. Creating buttons for lesson titles

Using AutoShapes, create buttons for lesson titles. See Figures Figure 8 for an example of how the layout of buttons could look. You may also use text for the lesson topics (Figure 9).

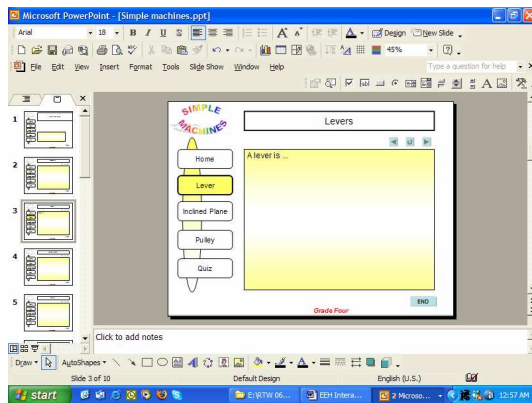


Figure 8

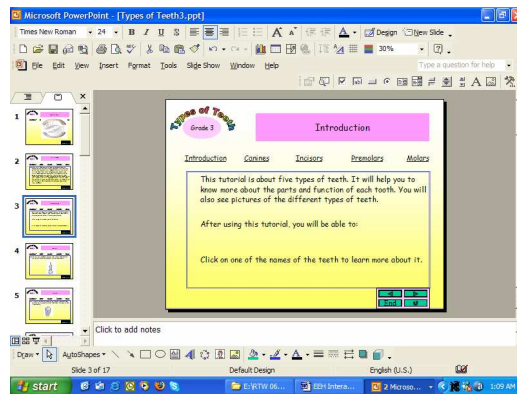


Figure 9

## 9 Working with Hyperlinks in the Master Slide View

### 9.1 Introduction to Hyperlinks

A hyperlink enables the user to navigate between locations by linking objects housed at different sections of a document or housed in separate documents. You may add a hyperlink to your presentation and use it to move to a variety of locations such as a specific slide within your presentation, a different presentation altogether, a Microsoft Word document, a Microsoft Excel spreadsheet, or a web page. You can create a hyperlink from any object, for example, text, basic shapes, action buttons and pictures.

Hyperlinks give the user the advantage to moving through a document in a non-linear fashion. Intensive use of hyperlinks may be seen in websites and educational software such as tutorials.

### 9.2 Inserting a hyperlink

To insert a hyperlink:

1. Select the text, picture or shape you wish to hyperlink to another slide, web page or document.
2. Click on **Insert** on the menu bar.
3. Select **Hyperlink** and make the appropriate choice in the dialog box that appears (Figure 10).
4. To link to another slide within your PowerPoint presentation, select: **Place in This Document** and choose the target slide that is the slide that you want to viewer to see when he clicks on the hyperlink.

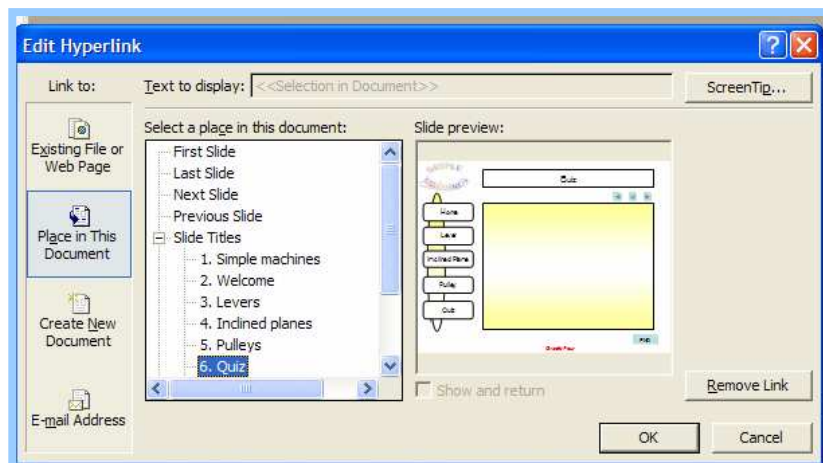


Figure 10

5. To link to a file such as a spreadsheet document, select **Existing File or Web Page**. Look for the document by clicking the **File** button. Select the document, click OK. The name of the file should be seen in the Insert Hyperlink dialog box. Click OK.
6. To link to a Web Page, select **Existing File or Web Page**. Type in the address of the web page.

### 9.3 Inserting hyperlinks – Working with Action Buttons

An **action button** is an object that may be hyperlinked to enable the user to move from one location to another in a document or between documents. Examples of action buttons are the **Next** and **Previous** buttons. When hyperlinked, **Next** and **Previous** predefined buttons allow the user to move to the next slide and the previous slide respectively.

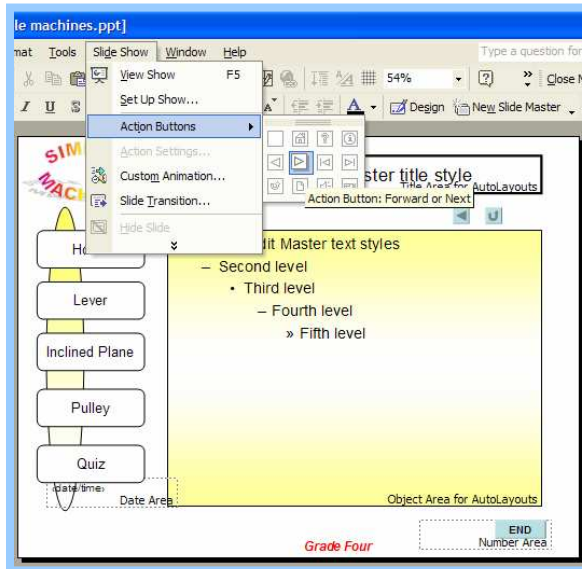


Figure 11

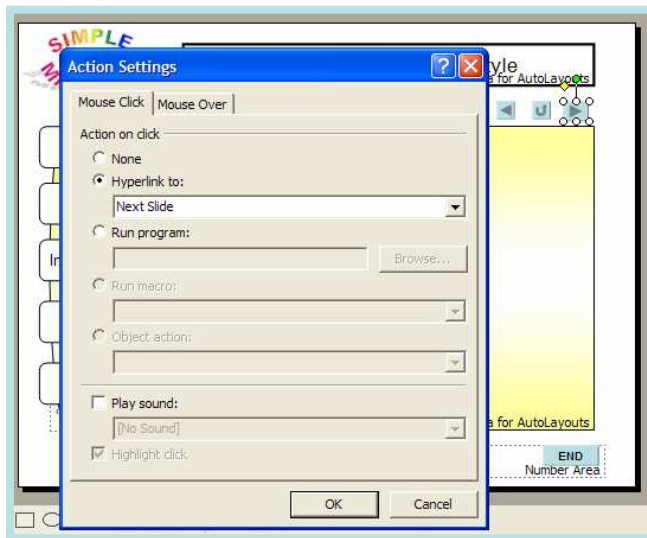


Figure 12

To insert an action button:

1. Go to the menu bar and select **SlideShow → Action Buttons**.
2. Click on the desired action button (see Figure 11).
3. Click on your slide and draw out the shape of the action button. A dialog box appears (Figure 12), which allows you how to select the target location of action button, for example Next Slide, Previous Slide, Last Slide Viewed, End Show.
4. Select the desired option and click on OK. The hyperlink will now be active. You can test the hyperlink in the **Slide Show View**. By going to **View → Slide Show** or by clicking screen icon at the bottom left corner of the PowerPoint window.

Placing navigation action buttons on the Slide Master allows the learner access to these buttons on all slides.

## 9.4 Changing the Colour of a Text Hyperlink

If you select text and insert a hyperlink to a location, you may notice that the text changes colour automatically. To change the colour of hyperlinked text:

1. On the **Format** menu, select **Slide Design** followed by **Slide Colour Scheme**.
2. Select the Custom tab.
3. Under **Scheme** colours, select **Accent and hyperlink** and then select **Change Colour**.
4. Change the colour
5. Select **Apply**.

## 9.5 Adding Screen Tips

Additional information on an object such as a shape, text or picture may be given using screen tips. Pointing to a particular shape, text, or picture on a slide will activate the screen tip which looks like text in a small box (Figure 13a).

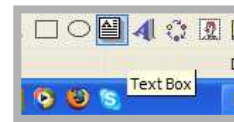


Figure 13a

To add a screen tip:

1. Highlight the text that you want to hyperlink.
2. Select **Insert** → **Hyperlink** (Figure 13b).
3. Select Screen Tip. The **Screen Tip** dialog box below appears.

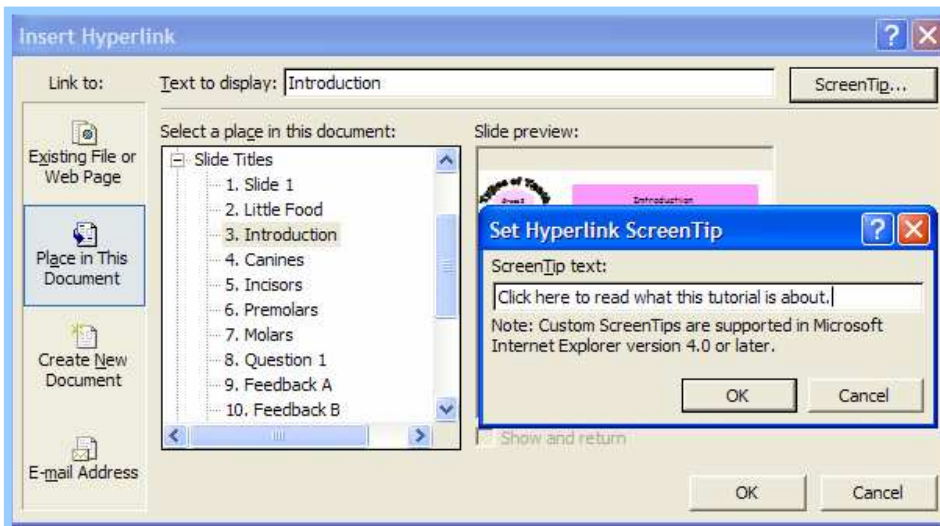


Figure 13b

4. Type in the text to be displayed when the learner points on the text and click OK.
5. Click OK to exit the **Insert Hyperlink** dialog box.

## 9.6 Removing a hyperlink

To remove a hyperlink, select the object, text or button from which you want to remove the hyperlink.

1. Select **Insert** in the menu bar.
2. Select **Hyperlink**.
3. Select **Remove Link**.

## Task 2 Working with Hyperlinks in the Master Slide View

### A. Insert hyperlinks to lesson slides

In the Master Slide view:

- (i) Select the shape or button with the Lesson 1 title.
- (ii) Insert a hyperlink to Lesson 1 slide.
- (iii) Select Lesson 2 shape/button and insert hyperlink to Lesson 2 slide.
- (iv) Repeat the procedure for Lesson 3 shape/button.

### B. Insert action buttons


Draw the following **action buttons** in appropriate positions on the slide: Next, Previous, Last Slide Viewed, Quit.

See Figures 7-9 for examples. Note: For the QUIT button, you will need to select the Custom action button and add the text QUIT.

Hyperlink Next button  TO next slide

Hyperlink Previous Button  TO previous slide

Hyperlink the Return Button  TO last slide viewed.

Hyperlink the Quit Button  TO the slide entitled "Are you sure you want to quit?"

### C. Inserting hyperlinks to a file or website

- (i) Browse the Internet to find a website that could be used to support the learning of the content in the tutorial.
- (ii) Copy the address of the web site.
- (iii) Select text or an object to be linked to the website from the tutorial slide.
- (iv) Insert the hyperlink to the website.

### D. Using Screen Tips

- (i) Working in the Master Slide View, add screen tips to each lesson topic. The screen tip should explain in a sentence the purpose of the lesson.
- (ii) On the slide you inserted the hyperlink to the website, insert a screen tip on the text to summarise the content of the website.

## 10. Organizing the Content

Once you have made adjustments to the Slide Master, you are now ready to add content to the slides of your tutorial. Close the **Slide Master View** to return to **Normal View** and add the content.



**Tips:** For adding content, consider putting your welcome message and purpose of the tutorial on the Introduction slide as the first step in adding content. For the beginning slide of each lesson, add the learning objectives. Note: The lesson buttons must be hyperlinked to the beginning slide of each lesson. Continue adding new slides if you need to add more content. When you have completed adding all the content, identify slides that would be greatly enhanced with sound and pictures. Read the section on inserting sound and inserting pictures to get information on how to do these tasks.

## 11 Preparing and Inserting a Sound File

One method of enhancing the content in your presentation is by adding sound. This may be achieved by selecting sound files from predefined galleries in ClipArt provided with PowerPoint, or by incorporating your own recorded material. Sound may be used effectively in your presentation to explain diagrams or complex processes such as "Water Cycle".

### 11.1 Preparing an audio clip external to PowerPoint

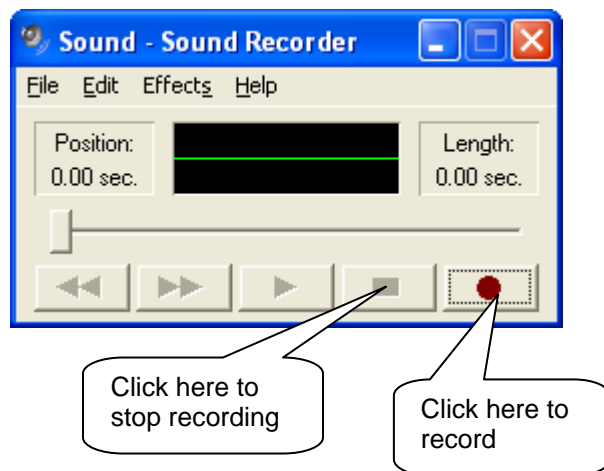



Figure 14

1. Prepare the script of the audio clip beforehand.
2. Place the audio cable of the microphone in the *line-in jack* of the computer.
3. On the task bar (Figure 14), select **Start** → **Programs** → **Accessories** → **Entertainment** → **Sound Recorder**.
4. Select the red button to record and the black rectangular button to stop recording.
5. Save your file in your folder.

### 11.2 Preparing and Inserting a Sound File

To insert sound:

1. Select **Insert** → **Movies & Sounds** → **Sound from file**.
2. Browse the computer to locate the folder in which the PowerPoint file was saved.
3. Select the sound file.
4. You will be asked whether to play the sound automatically. Select your desired option.
5. A speaker icon  appears in your presentation. This indicates that the sound will start playing when the presentation is viewed in Slide Show.

Note. You can also insert sound *within* PowerPoint by selecting **Insert** → **Movies & Sounds** → **Record Sound**.

## 12. Inserting Pictures

Adding a picture is another useful technique to enhance the message on the slides in the tutorial. Pictures may be used to illustrate steps involved in a procedure, for example, baking cookies, or to demonstrate a skill such as measuring.

Pictures can be taken from the Clip Art gallery or they may be taken with your digital camera and saved on a storage medium. If the pictures to be used for your tutorial originate from outside of PowerPoint (e.g. taken by a digital camera or downloaded from a website), save these pictures to the same folder as the PowerPoint tutorial.

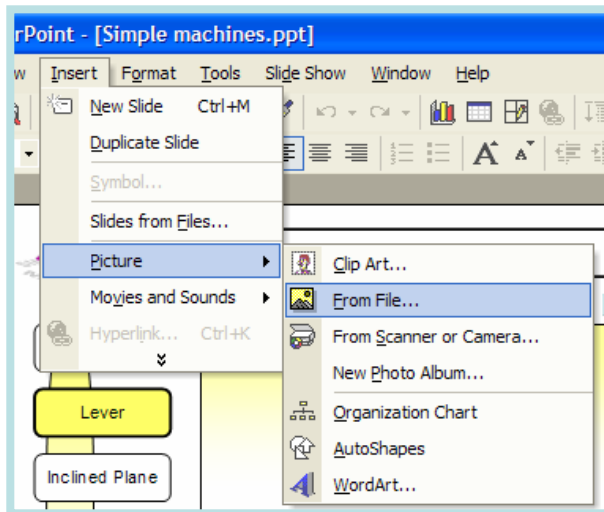


Figure 15

To insert a picture:

1. Go to the slide in your tutorial that you want your picture to appear.
2. Select **Insert → Picture → From File**. See Figure 15.
3. Locate the folder that contains the picture.
4. Open the folder.
5. Select the picture.
6. Click **Insert**.
7. Resize the picture and position it at a suitable place on the slide.

### TASK 3 Inserting sound and pictures

- A. For your PowerPoint tutorial, using the sound recorder, record a welcome message for the learners of your tutorial. Save the sound file as Welcome in your tutorial folder, Go to the Welcome/Introduction slide and insert the Welcome sound file.
- B. Insert pictures on suitable slides in the tutorial. The pictures should serve to enhance the concepts, procedures and skills presented in the tutorial.

## 13 Animating Objects

Objects in your presentation may be activated by adding animation features. However, animation must be used sparingly and effectively.

### 13.1 Animating Objects - Custom Animation

To animate using **Custom Animation**:

1. Go to the slide with the object to be animated and select the object, which can be a text box or picture.
2. Select **Slide Show → Custom Animation**. The **Custom Animation** task pane appears (see Figure 16).

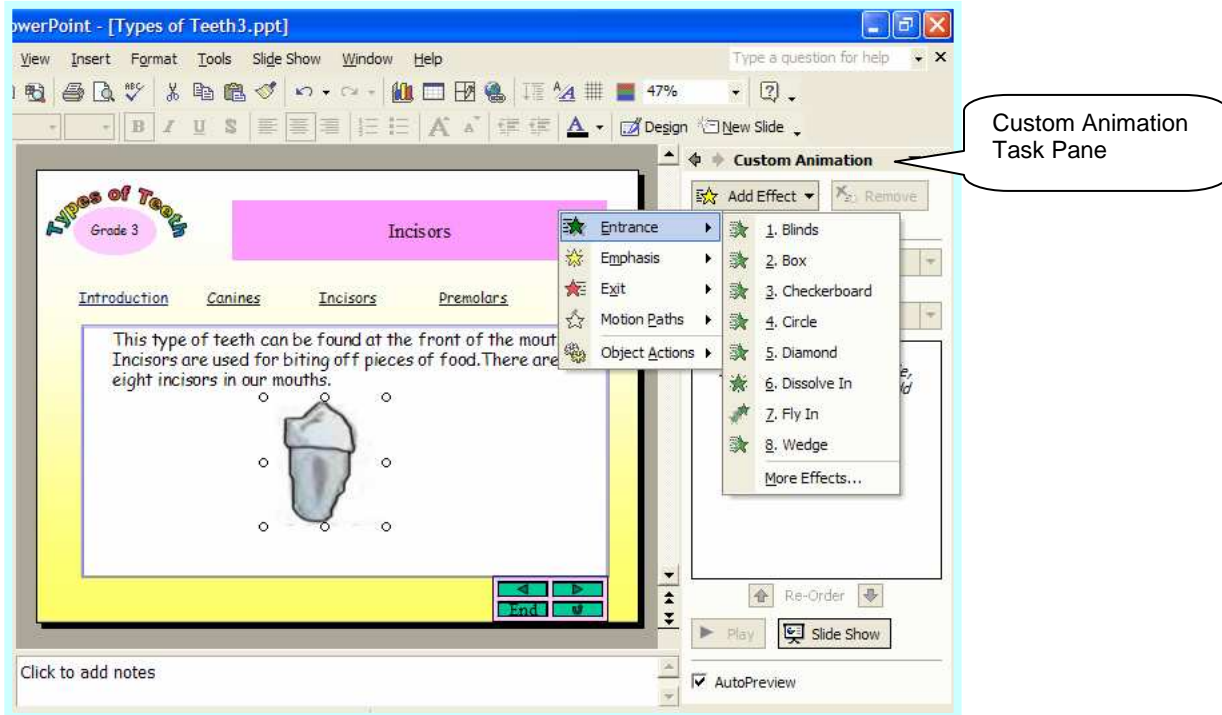


Figure 16

3. To animate the object, select an effect from the **Add Effect** drop-down menu. For example, you can animate the tooth in Figure 16 by selecting Entrance → Circle.
4. You will see a preview of the animation if the **AutoPreview** check box is active.

## 13.2 Changing Animation Order

To change the order of an animation, select the item in the list that you want to reorder and move and drag it to another position in the list **or** reorder the items using the up/down arrows below the Custom Animation list (see Figure 17).

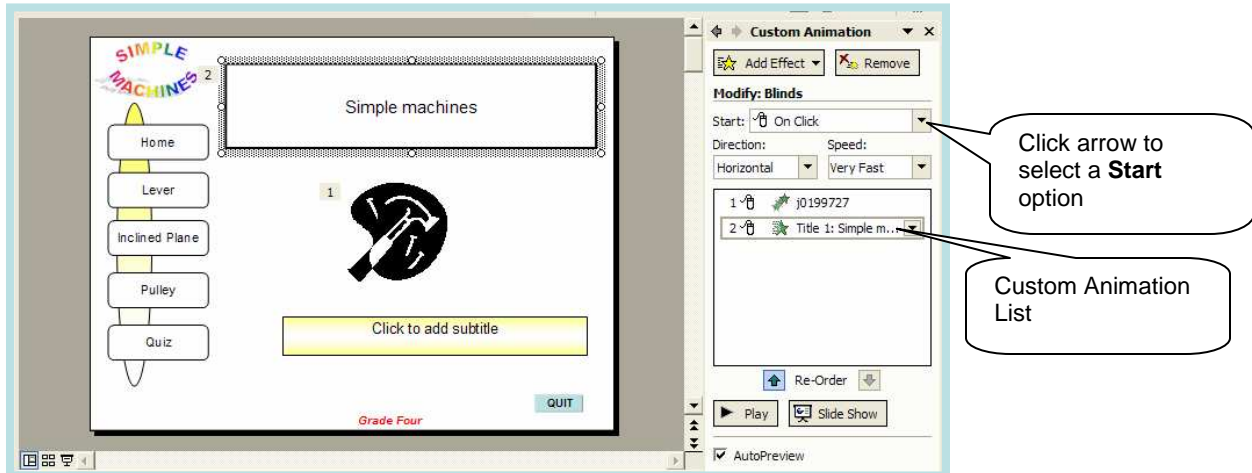


Figure 17

## Specifying Timing

When you animate an object, by default the animation only plays when you click the mouse. This can be changed so that object appears automatically. For the tutorial that you are designing, start animation automatically by selecting the options **With Previous** or **After Previous** in the **Start** drop-down menu (Figure 17).

## 14. Slide Transitions

**Slide Transitions** allow you to select how slides will appear. Like animation effects, use slide transitions sparingly. To add slide transition:

1. Go to the slide you wish to have a special transition effect.
2. Select **Slide Show → Slide Transition**.
3. On the Slide Transition task pane (Figure 18), you can:
  - select the type of transition e.g. blinds horizontal or blinds vertical
  - modify the transition's speed (slow, medium, fast) and add sound
  - indicate whether you want the slide to advance on mouse click or automatically.

4. Note: Because you are designing a tutorial with action buttons such as next, previous, you do not need to select **Advance on mouse click** or **Advance slide automatically**. The learner will use the action buttons you placed in the tutorial to navigate through the presentation (e.g. next, previous action buttons).
5. Select **Play** or go to **Slide Show** to view your animation.

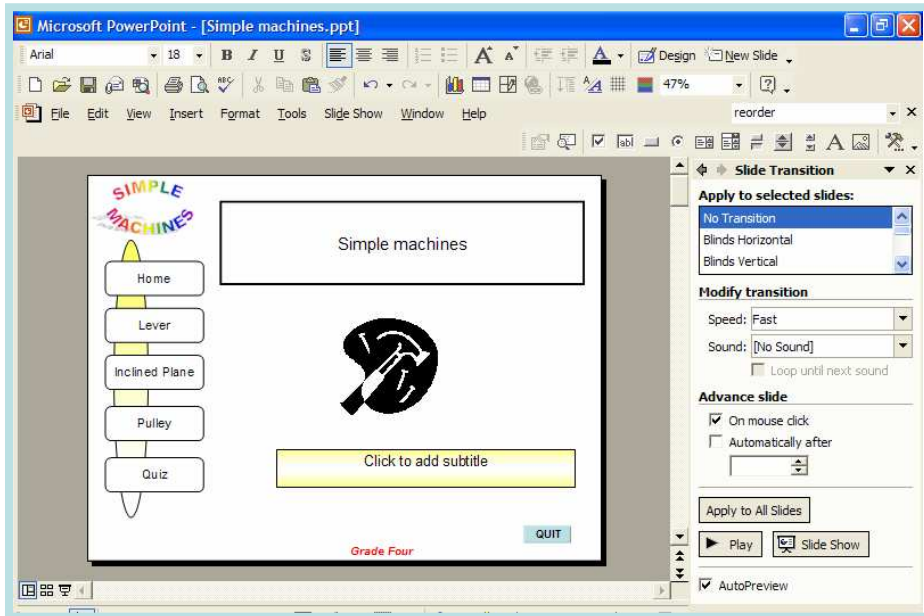


Figure 18

**Tip:** It is best to maintain consistent animation effects across all slides. To ensure the same animation effect consistent across slides, select **Apply to All Slides**. This will apply the effect to all slides. Remember to use animation sparingly.

## TASK 4 Animation

### A. Using the Custom Animation

- (i) Examine all your slides and select one slide for which the content would be greatly enhanced if an object were animated. Select the object and apply a suitable animation effect.
- (ii) Select three slides for which a slide transition would be suitable. Apply the transitions.

## 15 Creating Assessment Tasks – Part 1

One benefit of PowerPoint is its ability to create assessment tasks with options and feedback to options selected. Examples of assessment tasks include Multiple Choice items and True/False items.

### 15.1 Creating a simple multiple choice quiz

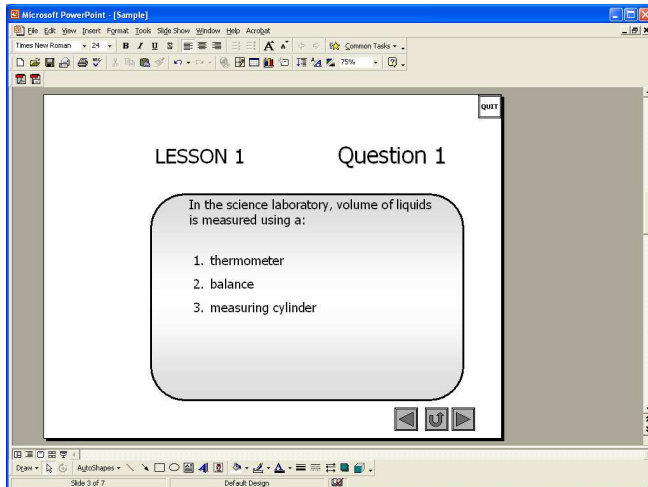


Figure 19

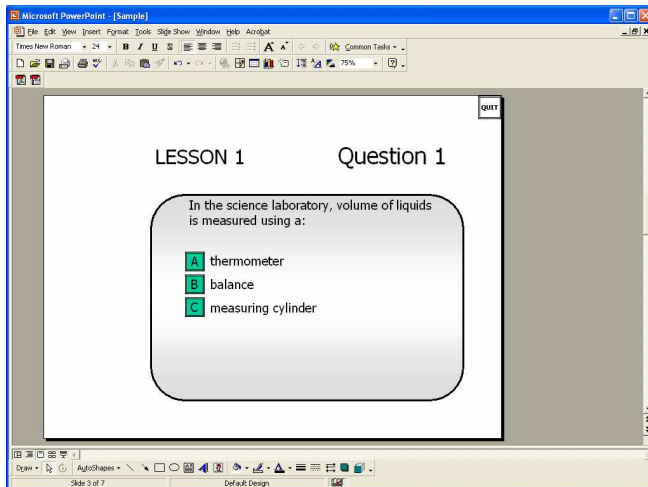


Figure 20

Figure 19 shows an example of multiple-choice item. To prepare an item similar to the one in Figure 19:

1. Insert a new slide at the end of a lesson, with **Title and Text** layout.
2. Type your question and options.

3. Use an **AutoShape** or Action button to cover each question number (see Figure 20).
4. Select each button and right click to add text: A, B and C

You will hyperlink these buttons later to feedback slides, which are discussed under the topic “Creating Feedback Slides”.

## 15. 2 Creating Feedback Slides

The purpose of a Feedback Slide is to provide a response to the learner which indicates that option selected is incorrect or correct. If the option selected is incorrect, then the response on the feedback slide should explain to the learner why the option is incorrect. If the learner selected the correct option, then the response may have a congratulatory comment and direct her to the next question.

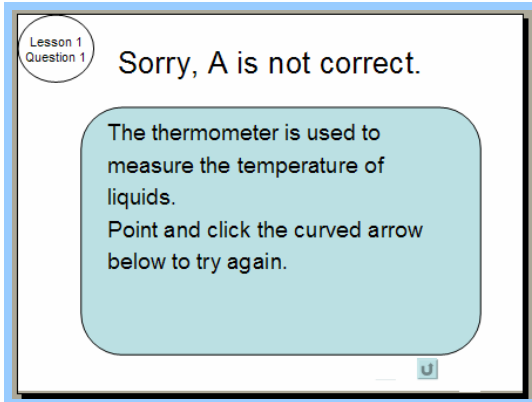


Figure 21

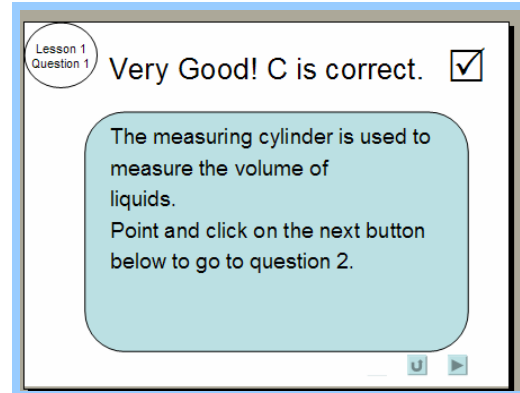


Figure 22

You may have noticed, in Figures 21-22, that certain buttons that you placed on the Master Slide are not visible (e.g. lesson buttons, previous). These buttons have been covered with an **AutoShape** to prevent the user from being tempted to navigate easily to other sections in the tutorial.

To cover or hide buttons or objects:

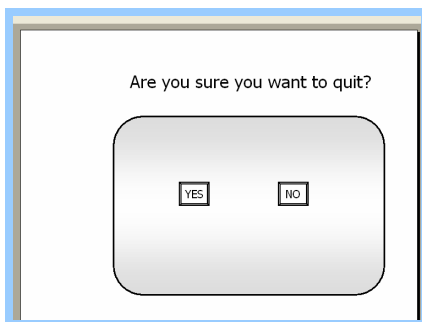
1. Select and draw an AutoShape over the button or object.
2. Select the AutoShape and right-click to access Format AutoShape dialog box.
3. Format the shape by filling with colour white, and by applying white colour to the line.

## TASK 5 Creating a Quiz

For **each lesson**, create one multiple-choice item with feedback slides for each option. Use the steps described in Section 15 to help you.

## 16. Preparing the feedback slide for the QUIT button

When developing interactive material, it is best to allow the learner the option of stopping or quitting the tutorial. However, just in case, the learner clicks on the QUIT button in error, the QUIT button should direct the learner to another slide that gives him the option to end the tutorial (Figure 23). The **YES** button should have an **Action Setting** that hyperlinks to **End Show** and the **NO** button should have an Action setting that links to the **Last Slide Viewed**.



**Figure 23**

How to design the slide in Figure 23?

1. Locate the slide entitled "Are you sure you want to quit?"
2. On this slide, draw one action button and hyperlink it to **End Show**. Add the text "YES" to this action button.
3. On the same slide, copy and paste the YES action button.
4. Position it next to the first button as shown in Figure 23.
5. Add text "NO".
6. Select the NO action button.
7. On the menu bar, select Insert → Hyperlink. In the dialog box, change the hyperlink settings to **Last Slide Viewed** and click **OK**.

## TASK 6 Preparing the feedback slide for the QUIT button

Prepare the feedback slide for the QUIT button by following the instructions under the heading.

## 17. Setting up the Show

Action buttons will not be very effective if the user is able to proceed to each slide on the click of a mouse.

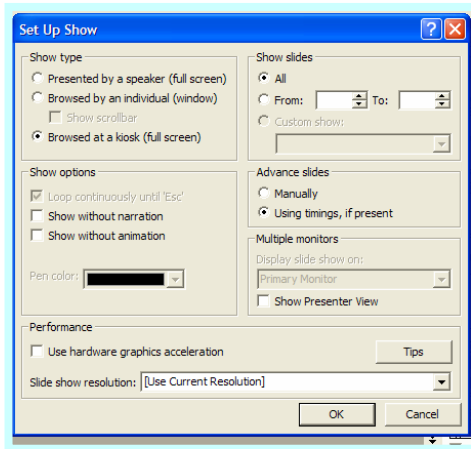


Figure 24

To disable this feature:

1. Select **SlideShow** → **Set Up Show**. A dialog box appears.
2. Under **Show Type**, select **Browsed at a kiosk (full screen)**.

Please note that by selecting this option, learners are only able to navigate using the hyperlinks you created on the Master slide, for example, the Next and Previous action buttons.

## 18. Saving as a PowerPoint Show

To make your interactive PowerPoint presentation easier for students to use, you can save it as a PowerPoint show. This creates a **.pps** file. When the **.pps** file is opened, instead of the learner viewing the PowerPoint presentation and then selecting Slide Show, she is taken directly to the show.

**To save your Presentation as a PowerPoint Show:**

1. Ensure that you have saved your presentation.
2. Select **File** in the menu bar and choose **Save As**
3. In the **Save As Type** box at the bottom of the dialog box, choose **PowerPoint Show**
4. In the Save in dialog box, select the folder, which already contains the PowerPoint presentation.
5. Click on **Save**

**To view the PowerPoint show:**

1. **Exit** from PowerPoint by selecting **File** → **Exit**
2. Locate your folder with the PowerPoint Show and **double-click** on it.
3. Use your actions buttons as you did in the regular PowerPoint presentation

To end the show prematurely, press the **Esc** key on your keyboard.

## TASK 7 Setting up the show and saving as a PowerPoint show

After checking to ensure that the PowerPoint tutorial reflects all activities outlined in the Tasks 1-6, set up the show to be browsed at a kiosk and save the presentation as a PowerPoint show.