

# COMPUTER LITERACY

## MICROSOFT POWERPOINT PROJECT

Name: \_\_\_\_\_



You have already chosen your presentation topic and begun working on your outline. **When you have your information together**, you may begin working on your actual PowerPoint presentation.

### Requirements:

Your PowerPoint must include:

- A **title slide** with your topic. This should be the title of your book/movie/game, or your topic of choice.
- At least **ten information slides**. Each information slide should include one or more of the following elements, while each must be used **at least once**:
  - A **video clip**.
  - A **sound file**.
  - A **picture**.
  - A **shape**.
  - A **text box**.
- **Transitions** between each slide.
- **Animations** used on important text (but don't overuse them, or make them distracting).
- A slide indicating **the sources** for your info, pictures, video, sound, etc.

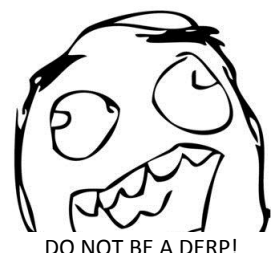
### Presentation:

You will be presenting your PowerPoint to the class.

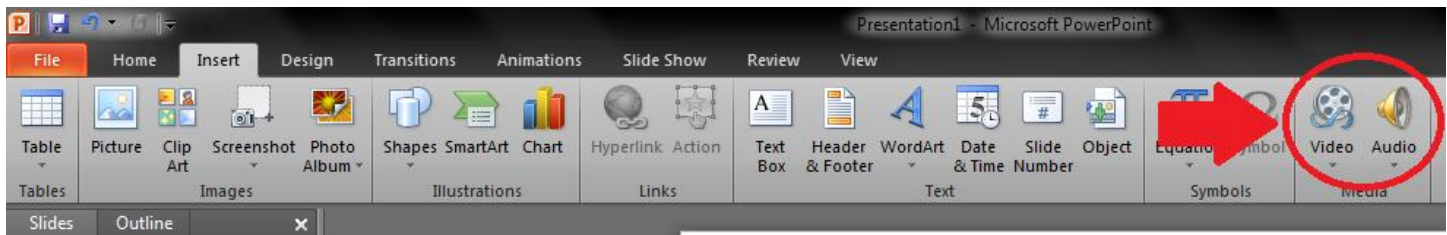
- A signup sheet will be available for you to choose the order in which you will present – first come, first served.
- Make sure you **save a backup copy** of your PowerPoint (and all the files you used).
- You may print out your slide notes to use during the presentation.
- **Do** practice your presentation to make sure everything in your PowerPoint works and is in the right order. Remember – if you use a sound/video file you downloaded, you will need to have that on the same flash drive as your presentation.
- **Do** leave a minute or so for questions and answers from the audience.

### Audience:

If you are not presenting, please stay seated, remain quiet, and pay attention to the presenter. Mr. Peyton reserves the right to **deduct points from your project** if you do not show the proper respect to other presenters. Being a derp may also earn you a strike.



DO NOT BE A DERP!



## Inserting a Video:

You can insert a video into a slide in two ways.

1. First, you can link to an **online video**.
  - The advantage of this method is that you do not need to make sure include the video when you bring your PowerPoint with you.
  - The downside is that you must have internet access where you are presenting, and will need to make sure the video is not blocked by a filter. The internet may also be too slow to play the video very well.
  - To insert an online video, click on the **INSERT** tab, then choose **Video from Web Site** from the drop down menu. A box will pop up where you can paste the URL (link) for the video you want. Once this is done, you will see a black box on your slide which you can move around and make bigger/smaller – the place where your video will appear.
2. Second, you can insert a video **from a file** on your computer, such as one you download.
  - The advantage of this method is that you do not need to worry about having internet access where you will be presenting.
  - The downside is that you will need to make sure you bring the video file along with your PowerPoint.
  - To insert a video from a file, click on the **INSERT** tab, then choose **Video from File** from the drop down menu. A window will pop up letting you locate the video file. It is strongly recommended that you save the video file to the same place you save your PowerPoint file. Once this is done, you will be able to move/enlarge/shrink the video on the slide.

## Inserting a Sound

- You insert a sound much like you insert a video, through the **INSERT** tab. The sound icon is right beside the video icon. You cannot link to a sound online, but you *can* use one of the “clipart” sounds that come with PowerPoint (versions 2010 or later). You can also use a sound file (including an .mp3 song) from your computer.

## When to Play the Video/Sound?

- You can choose when you want your sound or video to play – whether they play automatically when you go to that slide, or whether you want it to wait until you “click” again after getting to the slide. To do this, select the sound or video element on the slide. Notice at the top that new tabs will appear under either **Audio Tools** or **Video Tools**. Click the new **Playback** tab. Notice that you can set when it plays, as well as several other options.