

## CONTENTS

|                          |   |
|--------------------------|---|
| Introduction             | 1 |
| Is This Book for You?    | 2 |
| Structure of the Book    | 2 |
| Conventions              | 4 |
| Icons                    | 4 |
| Fonts, Symbols, and More | 5 |
| Companion Web Site       | 5 |
| Enjoy!                   | 5 |

### **PART ONE** Why PowerPoint?

|   |    |
|---|----|
| <b>ONE</b> Supporting All Aspects of Learning | 9  |
| PowerPoint for All the Ways You Teach         | 9  |
| PowerPoint and the Constructivist Approach    | 10 |
| An Amazingly Versatile Tool                   | 10 |
| Bet You Didn't Know . . .                     | 11 |
| Support for Your Instruction                  | 11 |
| Value of Repetition                           | 12 |
| A Picture Paints a Thousand Words             | 13 |
| Linear versus Nonlinear                       | 15 |
| Teaching with Games                           | 17 |
| Assessing Retention and Understanding         | 17 |
| Encouraging Problem-Based Learning            | 17 |

|   |    |
|---|----|
| From Pre-K Through Ph.D.                              | 18 |
| Fun in the Early Years                                | 18 |
| Beginning to Think in the Lower Grades                | 19 |
| Expanding the Mind in Middle and High School          | 19 |
| Expressing Knowledge in College                       | 20 |
| When Not to Use PowerPoint                            | 20 |
| Summary   | 21 |
| <br>  |    |
| <b>TWO</b> Creating Your First Presentation           | 23 |
| A Presentation to Support a Lesson on the Water Cycle | 23 |
| Creating Your Lesson Plan                             | 24 |
| Outlining Your Talk                                   | 24 |
| Gathering Media                                       | 24 |
| Starting a New Presentation                           | 26 |
| Creating a Title Slide                                | 28 |
| Adding a Slide  | 28 |
| Choosing a Layout                                     | 30 |
| Adding Notes  | 31 |
| Inserting a Slide with a Specified Layout             | 32 |
| Saving Your Project                                   | 33 |
| Adding Text   | 36 |
| Entering an Outline in PowerPoint                     | 37 |
| Moving Around a Presentation                          | 41 |
| Adding Images   | 42 |
| Inserting Image Files                                 | 43 |
| Inserting Clip Art                                    | 44 |
| Editing Images  | 45 |
| Adding Shapes   | 50 |
| Inserting Shapes                                      | 50 |
| Using the Slide Master                                | 52 |
| Editing and Formatting Shapes                         | 55 |
| Using Charts and Diagrams                             | 62 |
| Adding a Background                                   | 62 |

|  |     |
|--|-----|
| Moving a Slide                                       | 69  |
| Using Slide Sorter View                              | 69  |
| Dragging a Slide to a New Position                   | 70  |
| Copying and Pasting a Slide                          | 71  |
| Deleting a Slide                                     | 71  |
| Adding Animation                                     | 71  |
| Adding Text Animation                                | 72  |
| Adding Object Animation                              | 73  |
| Adding Slide Transitions                             | 75  |
| Presenting the Slide Show                            | 76  |
| Entering Slide Show View                             | 77  |
| Navigating Through Slides                            | 78  |
| Saving Your Project as a PowerPoint Show             | 79  |
| Summary  | 79  |
| <br>   |     |
| <b>THREE</b> Multimedia and Learning with PowerPoint | 81  |
| What Is Multimedia?                                  | 81  |
| Using Multimedia Effectively                         | 82  |
| Using Images   | 84  |
| Creating Graphs                                      | 86  |
| Creating Diagrams                                    | 89  |
| Adding Sounds, Music, and Narration                  | 92  |
| Adding a Sound or Music File                         | 92  |
| Adding Background Music                              | 95  |
| Adding Narration                                     | 97  |
| Using Video  | 99  |
| Multimedia Resources                                 | 100 |
| Summary  | 101 |
| <br>   |     |
| <b>FOUR</b> Understanding Best Practices             | 103 |
| Backgrounds  | 103 |
| Age-Appropriateness                                  | 105 |
| Special Effects                                      | 106 |
| Color Schemes  | 106 |

|                                    |     |
|------------------------------------|-----|
| Animation Effects                  | 107 |
| Sounds                             | 108 |
| Bullets Are Boring                 | 109 |
| Using Text Wisely                  | 112 |
| The Importance of Context          | 113 |
| Your Presentation                  | 114 |
| Viewed as a Class                  | 115 |
| Viewed Individually                | 115 |
| Maximizing Learning                | 116 |
| Helping Students Take Better Notes | 116 |
| Printing Handouts and Notes        | 118 |
| Providing Electronic Access        | 119 |
| The Importance of You              | 120 |
| Summary                            | 121 |

## **PART TWO** Creating Great Projects Using PowerPoint

|  |     |
|--|-----|
| <b>FIVE</b> Interactive Reviews              | 125 |
| Choosing the Important Points                | 125 |
| Writing the Questions                        | 126 |
| Writing Multiple-Choice Answers              | 126 |
| Interactivity                                | 128 |
| Adding the “Try Again!” Response             | 128 |
| Creating a Link to the “Try Again!” Response | 129 |
| Creating a Back Link                         | 132 |
| Adding the “Good Job!” Response              | 139 |
| Creating a Forward Link                      | 139 |
| Options for More Fun                         | 141 |
| Summary                                      | 142 |
| <br>   |     |
| <b>SIX</b> Interactive Maps                  | 143 |
| Creating a Geography Review                  | 143 |
| Selecting an Appropriate Picture             | 143 |
| Copying and Pasting the Slide                | 144 |

|  |     |
|--|-----|
| Creating Question and Negative Feedback Slides           | 145 |
| Drawing a Hot (Clickable) Spot                           | 146 |
| Linking the Hot Spot to Positive Feedback                | 147 |
| Creating a Hot Spot for the Wrong Area                   | 149 |
| Adding Audio or Narration                                | 150 |
| Tips for More Fun  | 150 |
| Summary  | 151 |
| <br>   |     |
| <b>SEVEN</b> Menu-Based Projects                         | 153 |
| Why Nonlinear?   | 153 |
| Creating Sections  | 154 |
| Adding a Menu Slide                                      | 156 |
| Adding Hyperlinks  | 159 |
| Linking from the Sections to the Menu                    | 160 |
| Creating Navigation from Slide to Slide                  | 161 |
| Linking from the Menu Slide to the Sections              | 163 |
| Creating Hyperlinks to the Web                           | 164 |
| Testing All the Links                                    | 166 |
| Summary  | 166 |
| <br>   |     |
| <b>EIGHT</b> Class Games                                 | 167 |
| Memorization Games                                       | 167 |
| Creating a Slide with Complete Text                      | 168 |
| Creating a Slide with Less Text                          | 168 |
| Spelling Games   | 173 |
| <i>Who Wants to Be a Millionaire?</i> PowerPoint Version | 176 |
| <i>Jeopardy</i> PowerPoint Version                       | 179 |
| More Games   | 181 |
| Summary  | 182 |
| <br>   |     |
| <b>NINE</b> Graded Tests                                 | 183 |
| PowerPoint and Programming                               | 183 |
| Benefits of VBA  | 184 |
| Making It Easy   | 185 |

|   |     |
|---|-----|
| Creating a Multiple-Choice Test                   | 186 |
| Creating a Cover Slide                            | 186 |
| Creating the First Question Slide                 | 188 |
| Finishing the Presentation                        | 189 |
| Adding the Code                                   | 190 |
| Opening the VBA Window                            | 190 |
| Checking Security Settings                        | 190 |
| Pasting in the Code                               | 192 |
| Understanding the Code                            | 193 |
| Starting Over                                     | 207 |
| Assigning Macros to the Buttons                   | 207 |
| Testing the Test                                  | 209 |
| Adding More                                       | 209 |
| Creating a Quiz with More Than Two Answer Choices | 209 |
| Adding More Questions                             | 210 |
| Summary   | 212 |

### **PART THREE** Projects and Resources

|  |     |
|--|-----|
| <b>TEN</b> PowerPoint Projects for Pre-Kindergarten to Grade 1 | 215 |
| Fun in the Early Years   | 215 |
| Language Arts  | 215 |
| Math   | 216 |
| Collecting Images for a Math Project                           | 218 |
| Animating the Objects  | 219 |
| Using AutoShapes to Teach Math                                 | 223 |
| Science  | 225 |
| Social Studies   | 227 |
| An Interdisciplinary Approach                                  | 227 |
| Summary  | 228 |
| <br>   |     |
| <b>ELEVEN</b> PowerPoint Projects for Grades 2 to 5            | 229 |
| Language Arts  | 229 |
| Math   | 230 |

|  |     |
|--|-----|
| Teaching Fractions   | 230 |
| Teaching Money and Percent Concepts                            | 237 |
| Showing Metric System Concepts                                 | 238 |
| Science  | 241 |
| Life Cycle Projects  | 242 |
| Animals and Their Habitats                                     | 244 |
| The Water Cycle Revisited                                      | 244 |
| Parts of a Cell  | 244 |
| The Solar System   | 245 |
| Using Your Own Pictures and Video                              | 247 |
| Social Studies   | 247 |
| Summary  | 248 |
| <br>   |     |
| <b>TWELVE</b> PowerPoint Projects for Grades 6 to 12           | 249 |
| Library  | 249 |
| Book Talks   | 250 |
| Book Reference System  | 251 |
| Literature   | 251 |
| History and Geography  | 252 |
| Civics   | 254 |
| Science  | 254 |
| Math   | 258 |
| Art and Music  | 262 |
| Interdisciplinary Projects                                     | 263 |
| Summary  | 263 |
| <br>   |     |
| <b>THIRTEEN</b> Online Resources for Teachers Using PowerPoint | 265 |
| PowerPoint and Education Resources                             | 266 |
| Games  | 268 |
| Downloadable Presentations                                     | 270 |
| Articles   | 271 |
| Tips and Tutorials   | 272 |
| Guidelines and Rubrics   | 275 |
| Summary  | 276 |

## **PART FOUR** Teaching PowerPoint to Students

|   |     |
|---|-----|
| <b>FOURTEEN</b> Teaching PowerPoint in Elementary School          | 279 |
| PowerPoint and Kids   | 279 |
| Physical Arrangement of Computers                                 | 280 |
| Learning PowerPoint, Working on Projects                          | 281 |
| More Pictures, Fewer Words  | 281 |
| Animation Is Fun!   | 282 |
| What They Can and Can't Do  | 282 |
| Small Fingers, Large Imaginations                                 | 282 |
| Start Simply  | 283 |
| Summary   | 285 |
| <br>  |     |
| <b>FIFTEEN</b> Teaching PowerPoint in Middle and High School      | 287 |
| Project-Based and Problem-Based Activities                        | 288 |
| Teaching Presentation Skills                                      | 289 |
| Organizing Content  | 290 |
| Introducing Design Principles                                     | 290 |
| Consistency versus Variety  | 290 |
| Layout Options  | 291 |
| Color   | 291 |
| Animation   | 291 |
| Nonlinear versus Linear Approaches                                | 292 |
| Interactivity   | 293 |
| Collaborating with Peers  | 293 |
| Encouraging Creativity and Interest in Computer Science           | 293 |
| Summary   | 294 |
| <br>  |     |
| <b>SIXTEEN</b> Teaching and Using PowerPoint at the College Level | 295 |
| Arts and Humanities   | 296 |
| Social Sciences   | 298 |
| Math  | 300 |
| Displaying Equations  | 300 |
| Geometry  | 302 |

|   |     |
|---|-----|
| Science   | 305 |
| Business  | 306 |
| Teaching PowerPoint                                   | 307 |
| Summary   | 310 |
| <b>REFERENCES</b>                                     | 311 |
| <b>APPENDIX A</b> Research on Multimedia and Learning | 313 |
| <b>APPENDIX B</b> What's on the Companion Web Site    | 319 |
| <b>INDEX</b>  | 321 |

