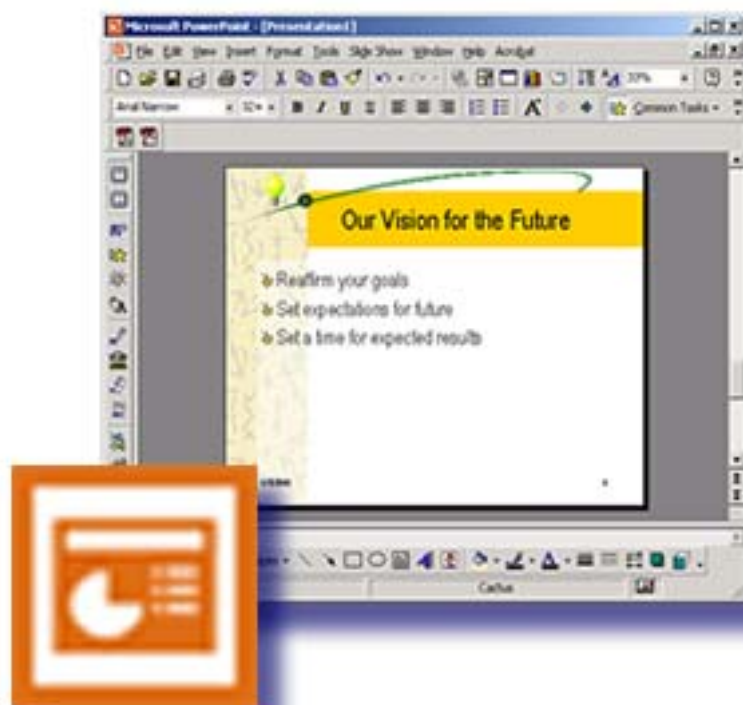


*MS Office XP Manuals for our SAISD Community*

*Your Guide to:*

## Microsoft Power Point XP

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## *Your Guide to Microsoft Power Point XP v.1*

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*Published by:*

The Office of Instructional Technology Services  
San Antonio ISD  
1702 North Alamo  
San Antonio, Texas 78215

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Your assistance will be greatly appreciated.





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## *What is PowerPoint XP?*

PowerPoint XP is the premiere multimedia presentation software application in the Microsoft Office Suite. PowerPoint allows users to create interactive on-screen presentations that combines text, graphics, and sounds. PowerPoint also provides users with the ability to create professional presentations that include elaborate overheads and presentation printouts. Through the use of PowerPoint, users can organize thoughts and ideas into a cohesive package that may be viewed by users through email, web access, or attendance to a live presentation.

### *What should you consider before beginning?*

#### Plan Ahead!

The key to creating an effective PowerPoint presentation is to consider the following factors:

1. Audience
2. Theme - Main Idea
3. Media Usage

These three factors are the beginning building blocks of a powerful PowerPoint presentation. By identifying the audience, the user can easily identify the proper elements to attract the attention of the viewers. With the identification of the theme or main idea, the user can establish the proper format or appearance the presentation should have for optimal effectiveness. Lastly, media usage should be carefully considered. Media is readily available for use in the form of graphics, animations, and sounds. However, any media usage must follow copyright laws and stipulations. The media chosen for the presentation must reflect the audience and the main theme so that it does not detract from the purpose of the presentation. Once these factors have been identified, the user can begin to create a masterful, interactive presentation to spark interest and enthusiasm around a particular presentation topic.

## Beginning Basics

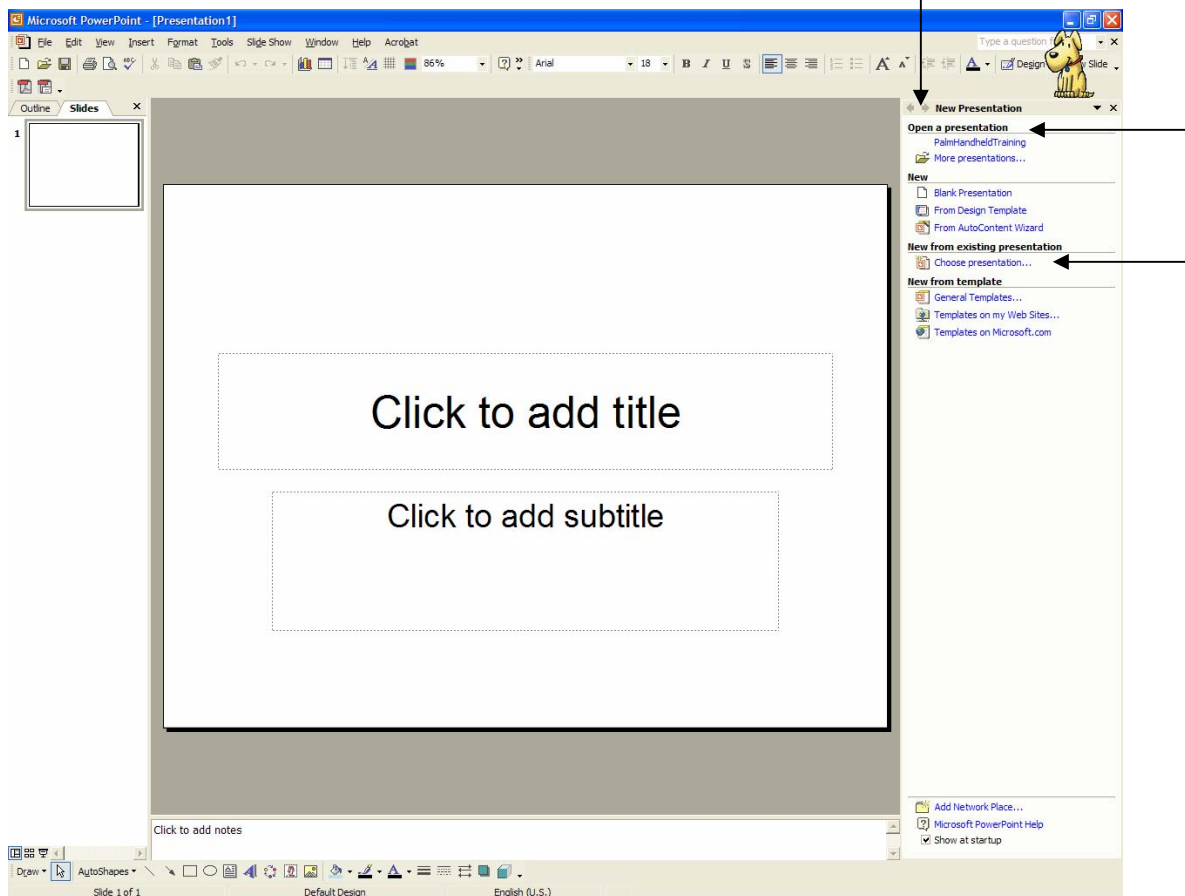
### Opening PowerPoint

- Start the PowerPoint program by clicking on the PowerPoint icon. This icon may be found in the Microsoft Office Shortcut bar, a desktop shortcut, or from the Start Button/Programs/ Microsoft PowerPoint location.



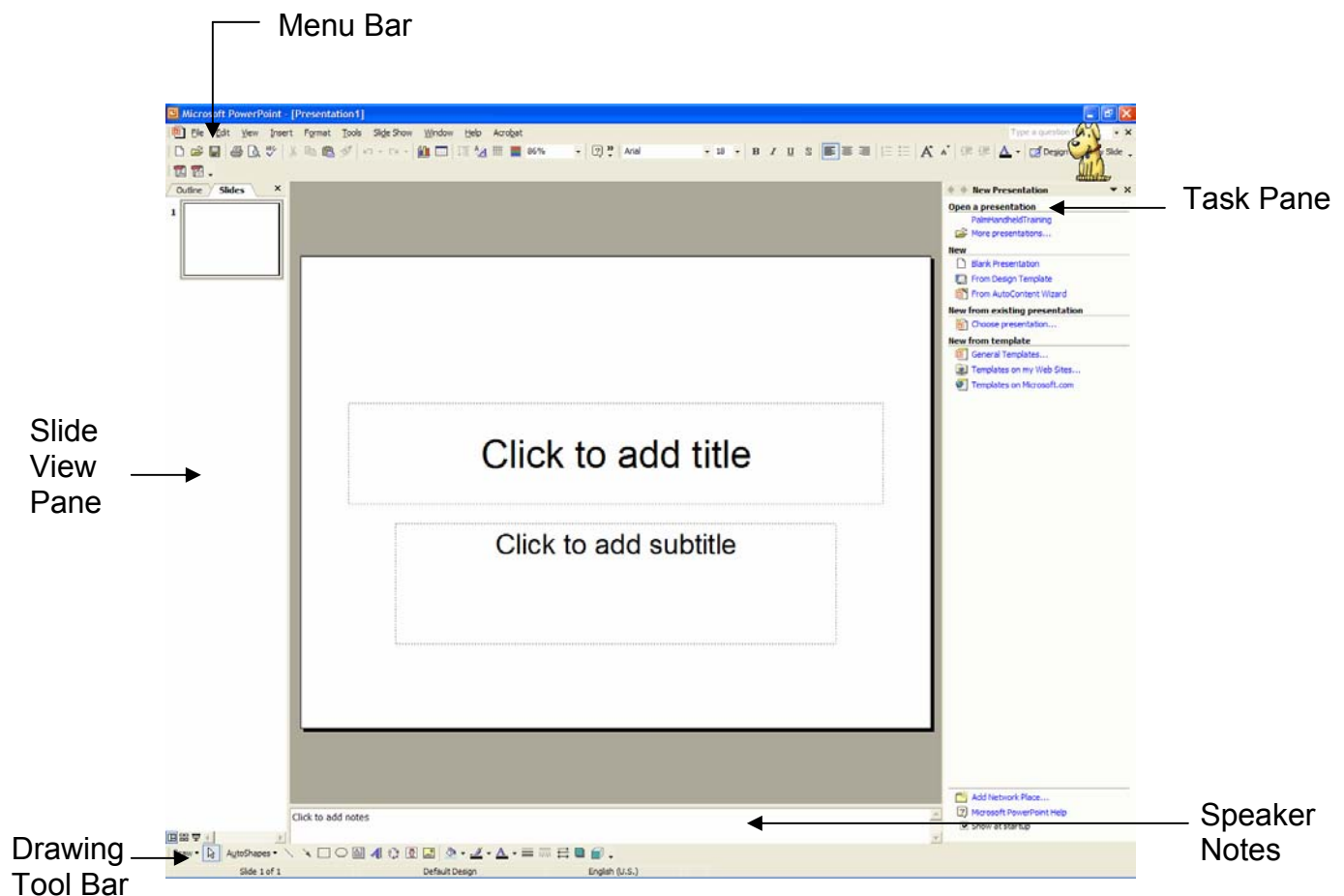
**MS PowerPoint**

- The following window will open. Make note of the **Task Pane** on the right side of the window.



- After you have created presentations, you will see them listed under "Open a File" or you can navigate to your database by clicking on "Choose file" from "New from existing file" on the Task Pane

## PowerPoint Window Overview



Menu Bar.....Contains the drop down menus to perform any function available in PowerPoint

Slide View Pane.....This pane allows the user to view the editing of a slide show in various formats. The user may view the slide editing in **Normal View, Slide Sorter View, or Outline View.**

Drawing Tool Bar...The drawing tool bar provides the user with shortcuts to insert Word Art, Graphics, and AutoShapes.

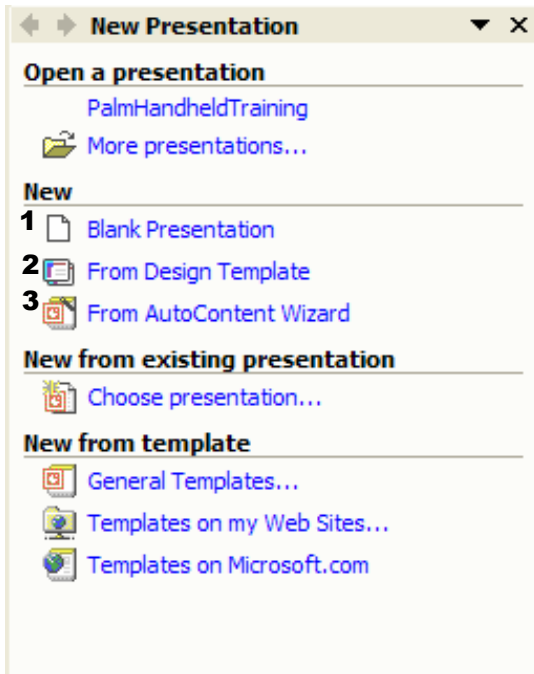
Task Pane.....The task pane will change according to the task requested. For example, the task pane may change to reflect selections of slide layouts or Clip Art.

Speaker Notes.....This is a presentation tool that may be used by presenters as a cue card to aid in the presentation process.

## Creating A New Presentation

Under the New Menu from the **Task Pane**, the user is provided with three options for the appearance of the new presentation:

1. Blank Presentation
2. From Design Template
3. Auto Content Wizard



1. Blank Presentation - Allows the user to begin each slide with a blank canvas to create unique and individual slides for the presentation.
2. From Design Template - Allows the user to select a type of slide color and design scheme. Beware: Only one design template can be used in a presentation. Although, a design template may be added to all slides or just one slide, the user may not use a different design template for each slide.
3. Auto Content Wizard - PowerPoint will guide the user through a step by step process to create a generic presentation.

## Slide Views

PowerPoint offers the user different slide view options for editing and viewing presentation progress. The slide show views are located in the **Task Pane** located on the right side of the PowerPoint screen. The options include: Normal View, Slide Sorter View, and Outline View.

**Normal View** provides the user with a view of each slide individually as it is being created.

**Slide Sorter View** will provide the user with easy viewing of all slides created.

**Outline View** will present all information from the slides in an outline form for easy editing and viewing.



## Basic Slide Editing

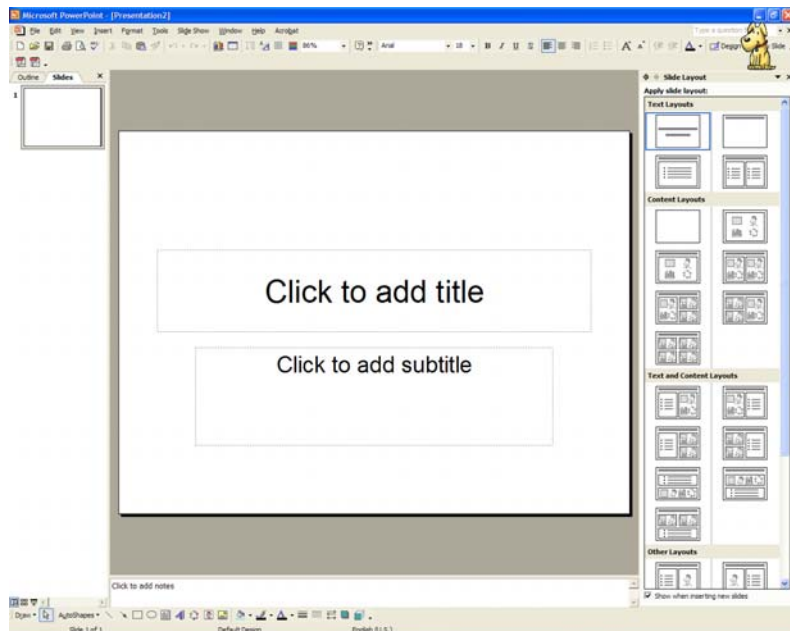
When creating a presentation, the slide layouts, color schemes, and font settings are extremely important. The user needs to create a color scheme and layout that will be easily viewed by various types of learner. Colors are good for stimulation and interest, but be careful not to overpower your viewers. Lighter backgrounds and darker text are always the best choices for optimal slide show viewing.

### Slide Layouts

There are several types and categories of slide layouts. The slide layout task pane will appear when a new slide is created. Simply choosing a slide layout at the beginning of the presentation does not lock the user into a particular layout design for the entire presentation. The layout may be changed at anytime.

- Slide layouts are chosen when a new slide is created.

- [1] Choose a new blank presentation from the Task Pane
  - The slide layouts will appear in the task pane once a presentation style has been chosen.
- [2] Select a slide layout from the slide layout option listed by clicking on the layout design of your choice.

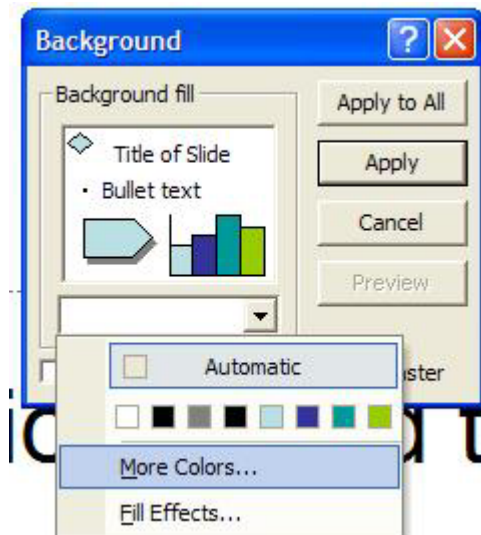


## Slide Color Scheme

- When the user has selected the proper slide layout, the user can begin to concentrate on the overall color scheme of the slides. Although the user has the capability to reset the color scheme for each slide, it is generally a good practice to keep slides uniform in color.
- Slide Color Schemes can be set by accessing the background dialogue box from the **Format** pull down menu from the Menu Bar

- [1] Click on **Format** from the Menu Bar
- [2] Choose **Background**

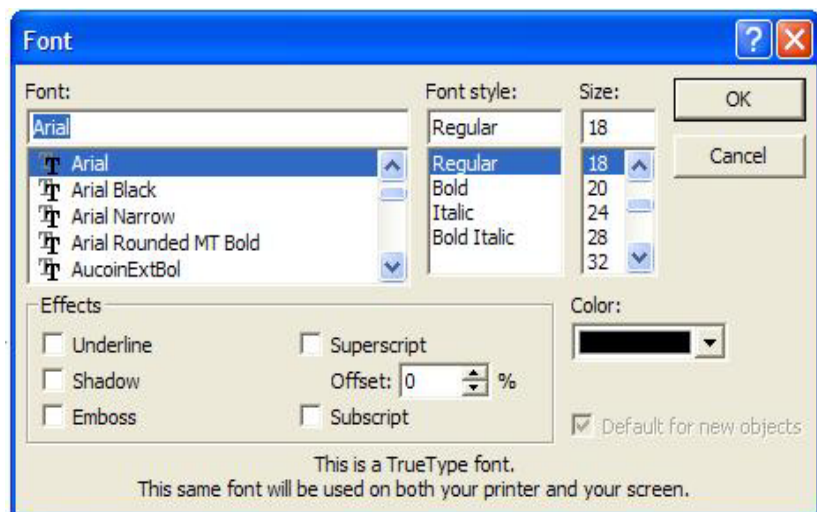
- With the Background dialogue box open, set the properties for the slide color scheme
- [3] Click on the Color down arrow to access color options
- [4] Select Color Choice and Click OK
- [5] Click Apply to apply the color scheme to only one slide or Click Apply to All to apply the color scheme to all slides in the presentation.



## Font Settings

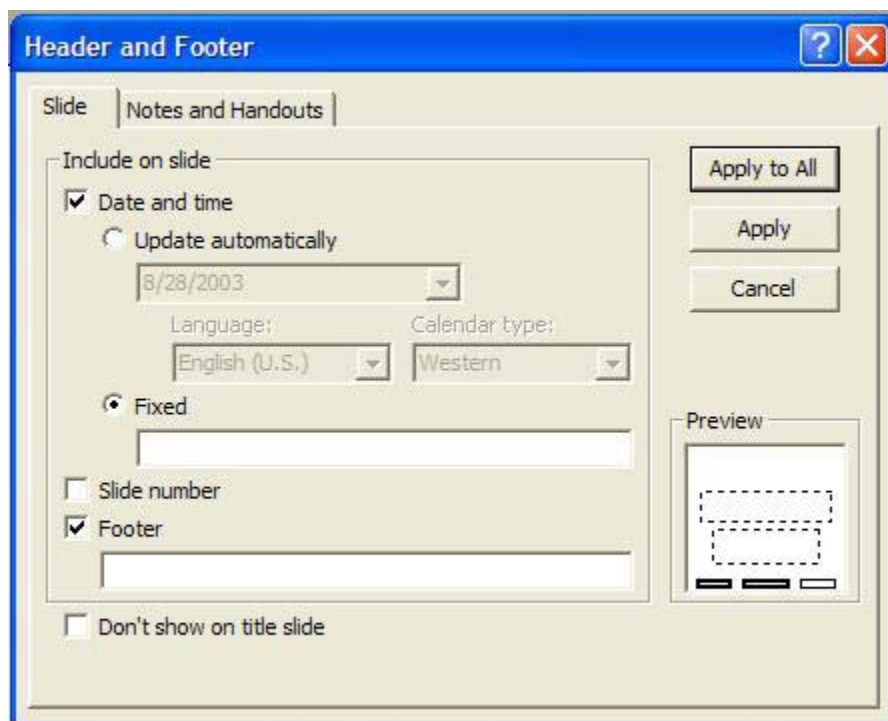
- Font settings can be set by accessing the font menu from the **Format** pull down menu from the Menu Bar.

- [1] Click on **Format** from the Menu Bar
- [2] Choose **Font**
- [3] From the Font Dialogue Box, select font settings
- [4] Click OK to Close the Font Dialogue Box and activate font setting



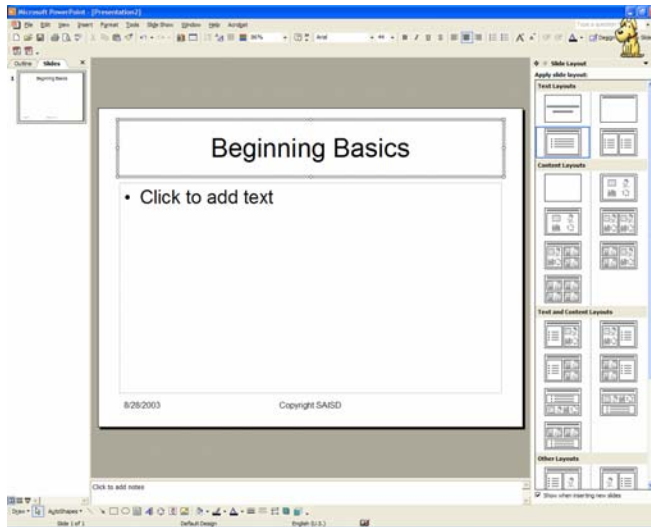
## Headers and Footers

- Headers and Footers can be added to a presentation by accessing the header/footer dialogue box from the View Pull down menu
  - [1] Choose **View** from the Pull Down Menu
  - [2] Select **Header and Footer**
- With the Header/Footer dialogue box open, set the properties.
  - [3] Set the Date/Time settings for automatic update or fixed time
  - [4] Click in the Slide Number box to number slides in the presentation
  - [5] Type the footer information to appear on each slide
  - [6] Place a check in the “Don’t show on title slide”, if you want to eliminate the information from the title slide.
  - [7] Click Apply to All to apply the information to all slides in the presentation.

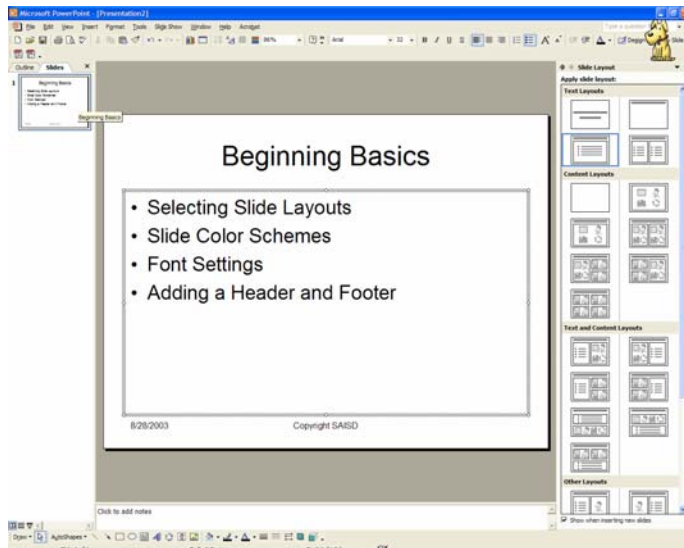


## Adding Content

### Adding Text



- [1] Choose a slide layout from the Slide Layout Task Pane.
- [2] Click in the area designated for the Title of the Slide.
- [3] Type a title for the Slide as indicated.

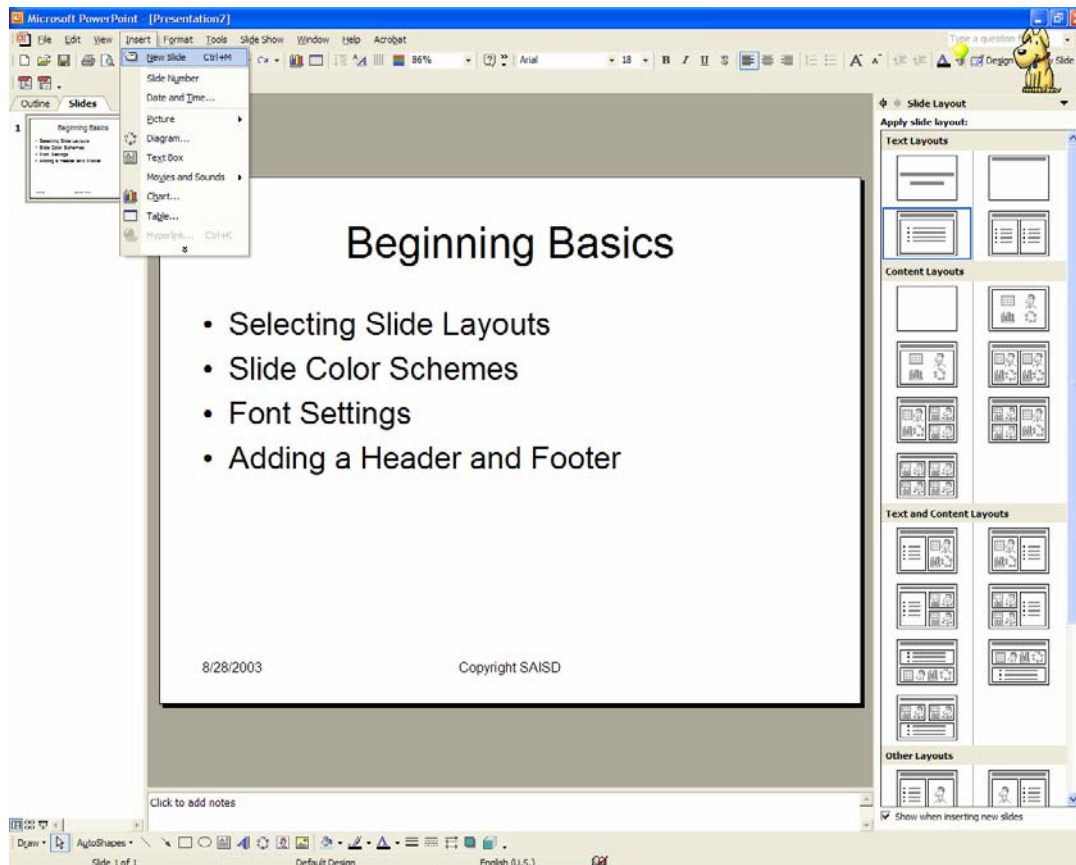


- [4] To add additional information on the slide, place the mouse pointer in the bottom box next to the prompt "Click to add text"
- [5] Type the first point, when finished hit the **Enter key** on the keyboard to enter additional informational points.

## Adding A New Slide

- To continue the presentation a new slide must be added.

- [1] Choose **Insert** from the pull down menu
- [2] Select **New Slide**
- [3] From the Slide Layout Pane, Choose a layout.



## Adding Word Art

- Regular text can vary in size and color. However, sometimes you may want to add additional features to your text. For example, Word Art allows you to create fonts in various sizes, shapes, colors, and dimensions.

- [1] From the drawing tool bar select the Word Art Icon
- [2] From the Word Art Gallery select a Word Art style
- [3] From the Edit Word Art Text dialogue box, select the font style and size
- [4] Type the text to appear as the word art object
- [5] Click ok to apply the style and text to the slide show



- To change word art shapes, colors, spacing, orientation or dimensions, use the Word Art Tool Bar
- When a Word Art Object is selected on the slide, the Word Art Tool Bar will appear.



## Adding Graphics from Clip Art

- Clip Art is a collection of graphics provided by Microsoft that accompanies the PowerPoint program. Clip Art may be added to any slide layout design, but PowerPoint does offer several Text and Image slide layouts.



[1] From the Drawing Tool Bar select the Clip Art Icon

[2] A dialogue box will appear to organize clip art Choose Now or Later

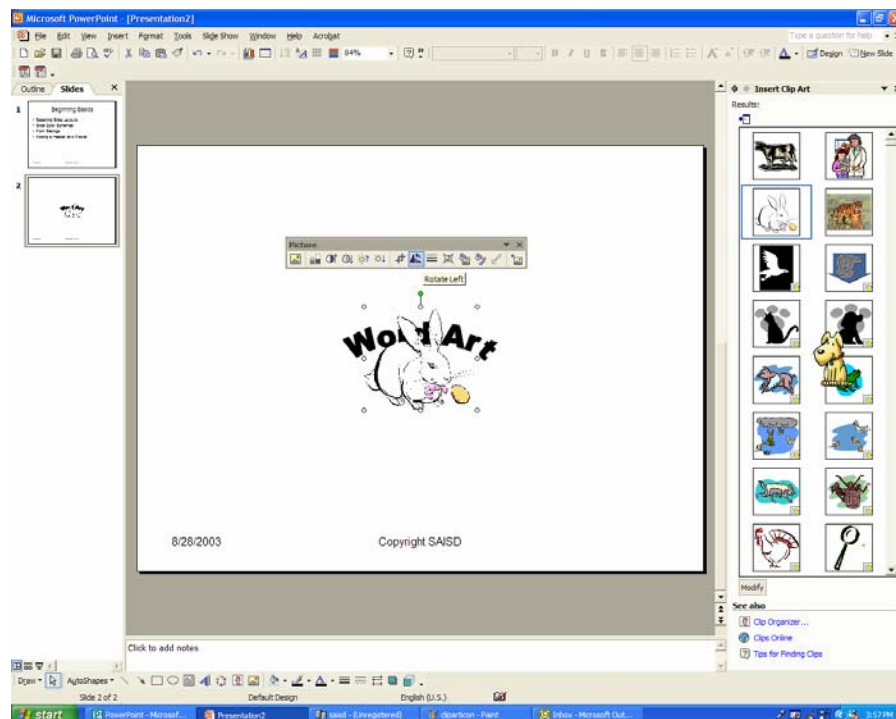
- From the Clip Art Task Pane, you can perform a search for a clip art type of category. The task pane provides several search options.

[3] In the search box, type animals or another search topic

[4] Click search

[5] When the results appear, select an image and click one time on the image

[6] With the image selected on the slide, the format options for clip art will appear

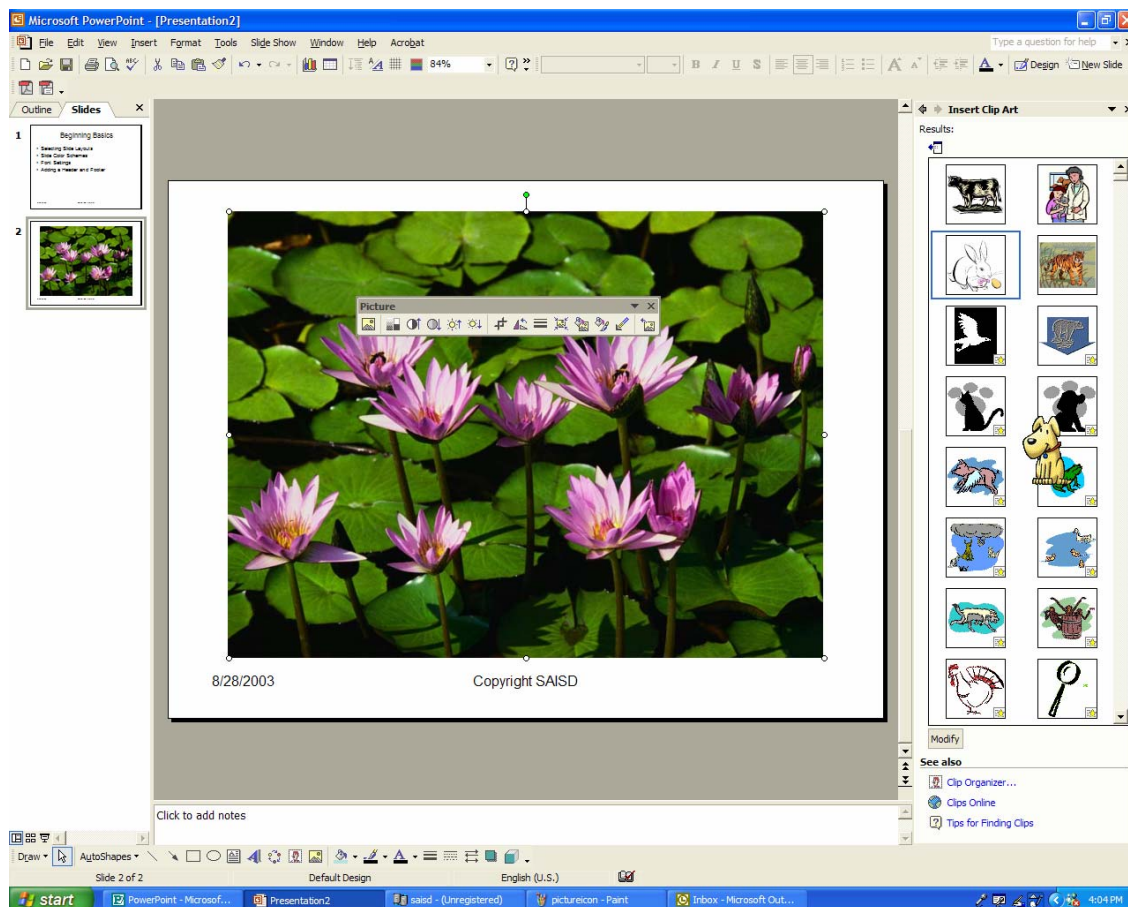
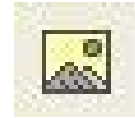




## Adding Graphics from a File

- Graphics can be saved in a file format and inserted into a PowerPoint presentation.

- [1] From the drawing tool bar, select the Insert Picture Icon
- [2] From the Insert Picture dialogue box, navigate to the image
- [3] Select the image and Click OK
- [4] When the image is selected the picture properties tool bar will appear

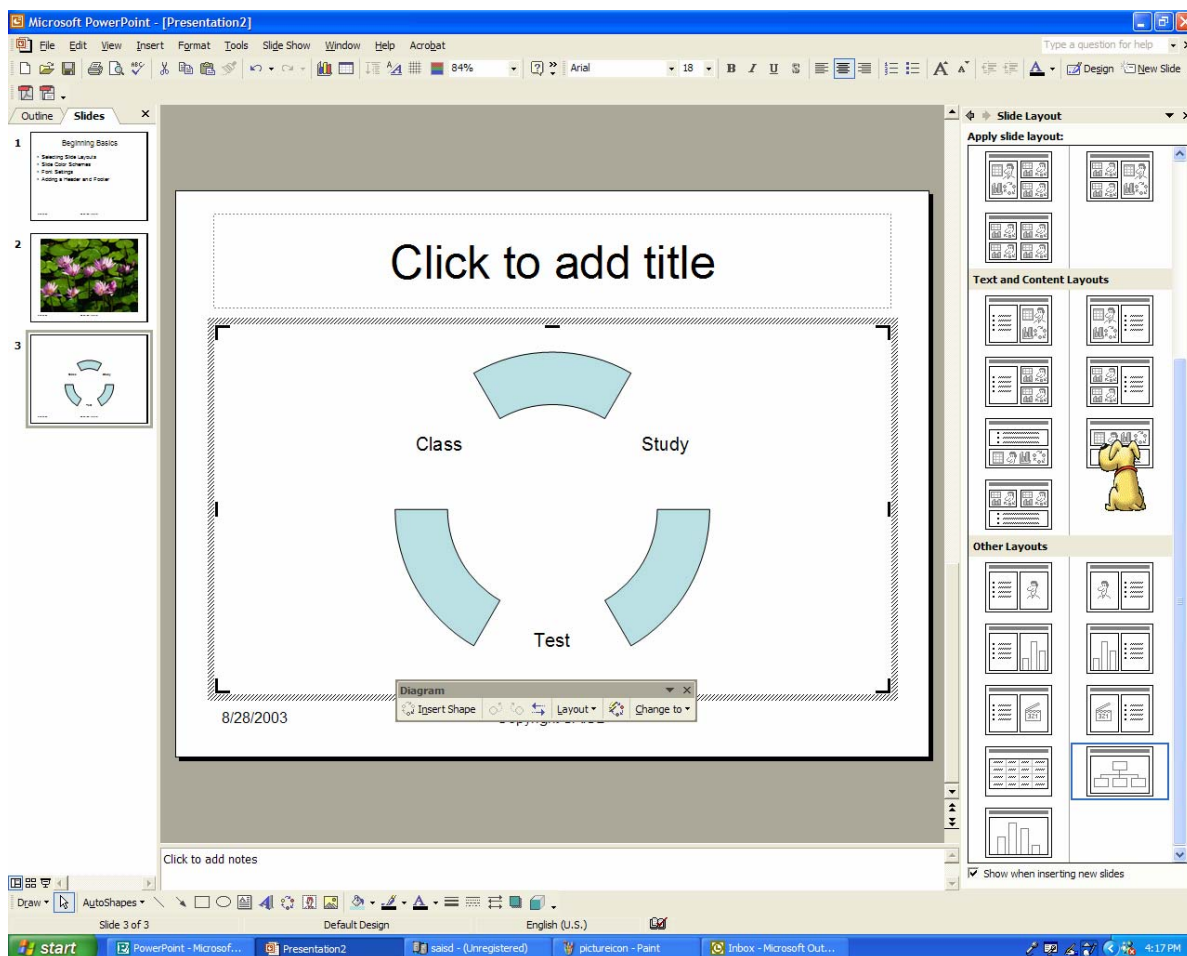


- Graphics may also be used as background images for a slide.
- [1] Select the Image
  - [2] Drag the handles of the image to fit the whole slide
  - [3] From the **Draw Menu** on the drawing tool bar, Select **Order**
  - [4] Choose **Send to Back**
  - [5] Deselect the image to begin adding information to the slide.

## Adding an Organizational Chart

PowerPoint provides a slide layout for the incorporation of an organizational chart. By choosing the organizational chart slide layout, PowerPoint provides a series of dialogue boxes to aid in the creation of the chart.

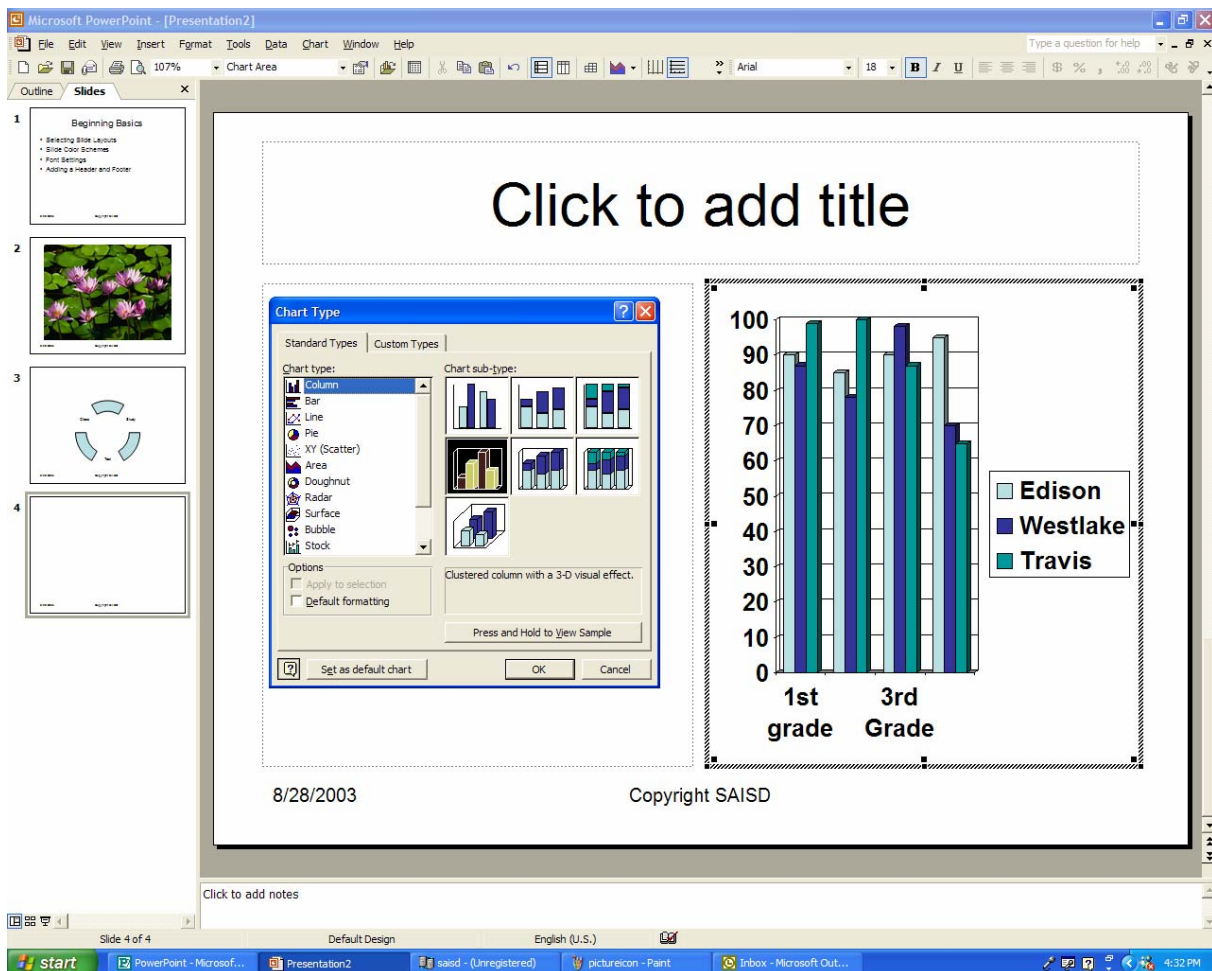
- [1] Choose the Organizational Chart slide layout
- [2] Double click the organizational chart on the slide to activate the chart wizard
- [3] From the diagram gallery, select a chart type
- [4] Click OK
- [5] Click on the areas indicated to add text to the chart
- [6] With the chart selected, the chart properties box will appear to alter appearance or add additions to the chart.





## Adding a Chart

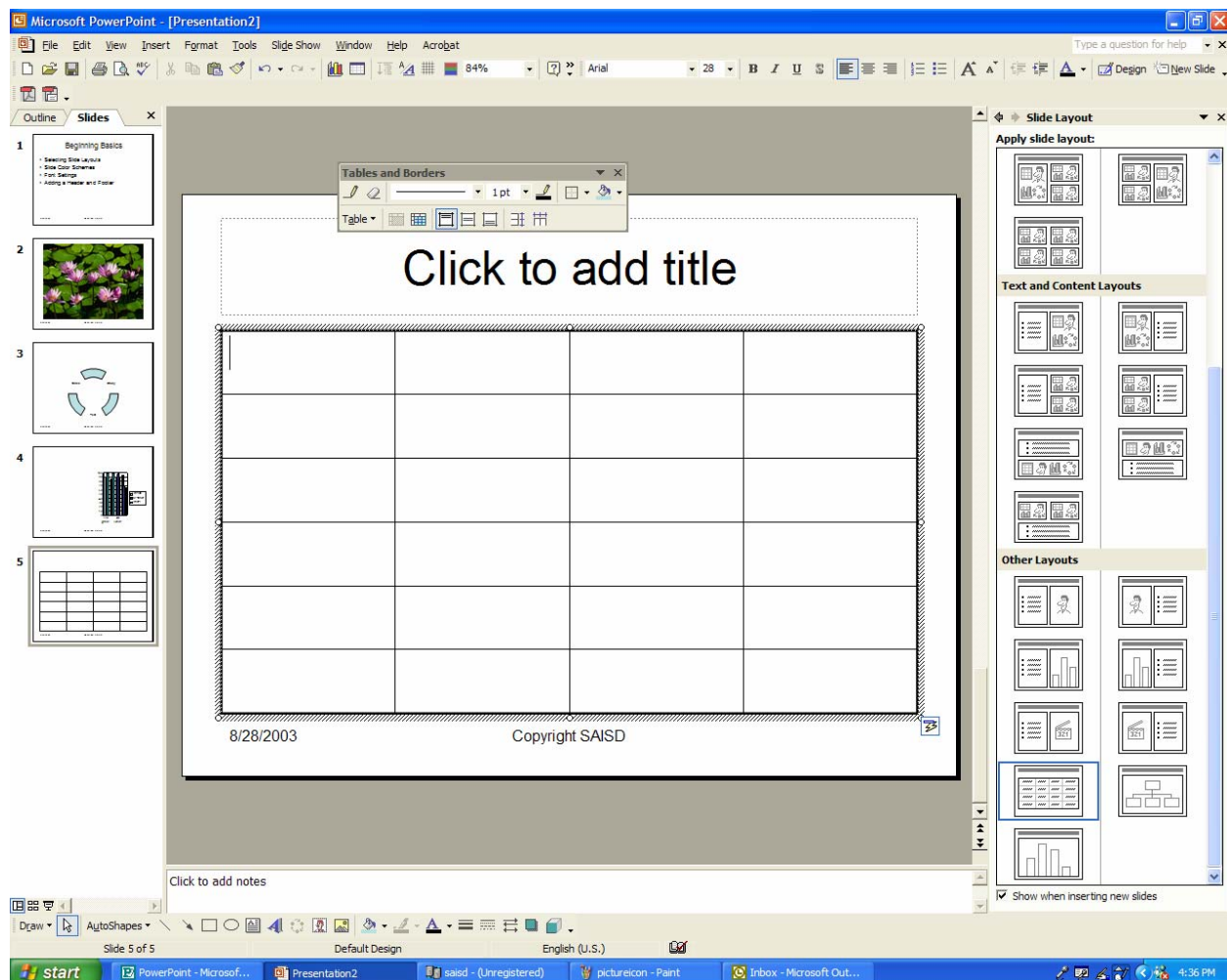
- PowerPoint offers several graph options for slide layouts.
  - [1] Select a graph slide layout
  - [2] Double click the graph as instructed on the slide
  - [3] Using the spreadsheet, enter data for the chart
  - [4] Close the spreadsheet when data has been entered
- Changing the chart type can be accomplished by clicking the **Chart** pull down menu from the Menu Bar
  - [1] Choose **Chart** from the Menu Bar
  - [2] Select **Chart Type**
  - [3] Select the appropriate chart type and click OK



## Adding Tables

- PowerPoint provides a specific slide layout for adding a table, but a table may be added to any slide layout chosen.

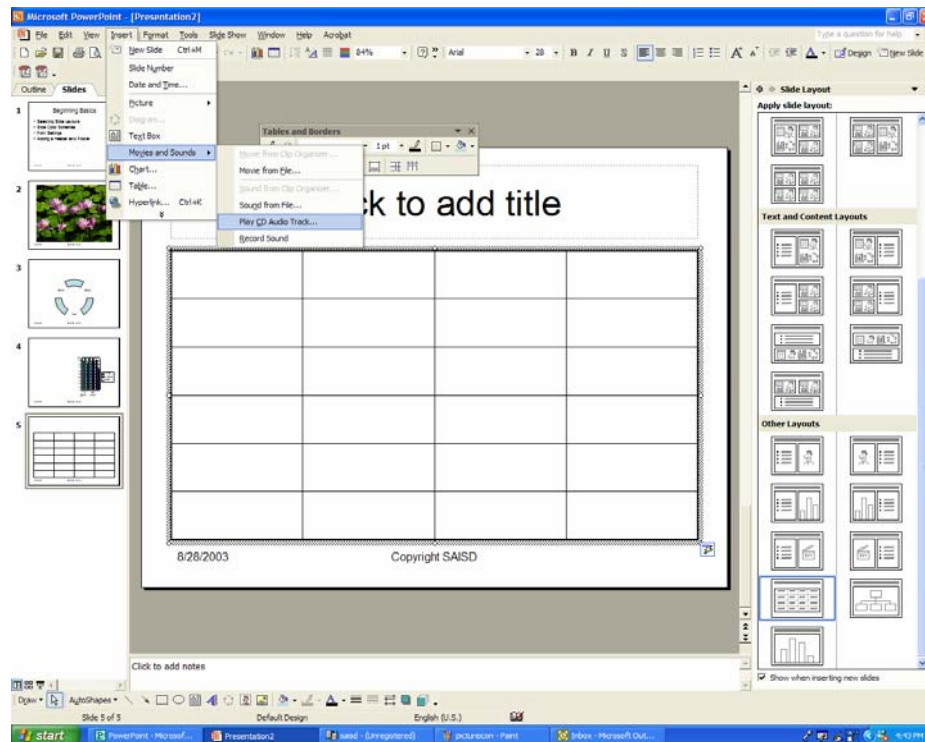
- [1] Choose a Slide Layout
- [2] Choose **Insert** from the Menu Bar
- [3] Select **Table**
- [4] From the Insert Table dialogue box, define the number of columns and rows desired.
- [5] Click OK
- [6] Click inside the table to add text
- [7] With the table selected, the table properties box will appear to edit table settings



## Adding Sound

- PowerPoint has the capability of adding sound effect and music to slides. The sounds will play automatically, on mouse tap, or continuously throughout the presentation.

- [1] Select a slide to insert sound
- [2] Choose **Insert** from the Menu Bar
- [3] Select **Movies and Sounds**
- [4] Choose one of the sound options



Sound from File.....Allows the user to choose a sound file to play during the presentation

Play CD Audio Track.....Allows the user to choose a musical track from an audio CD in the CD-ROM Drive (Beware: the audio CD must be in the CD drive during the presentation for the music to play when this option is chosen.

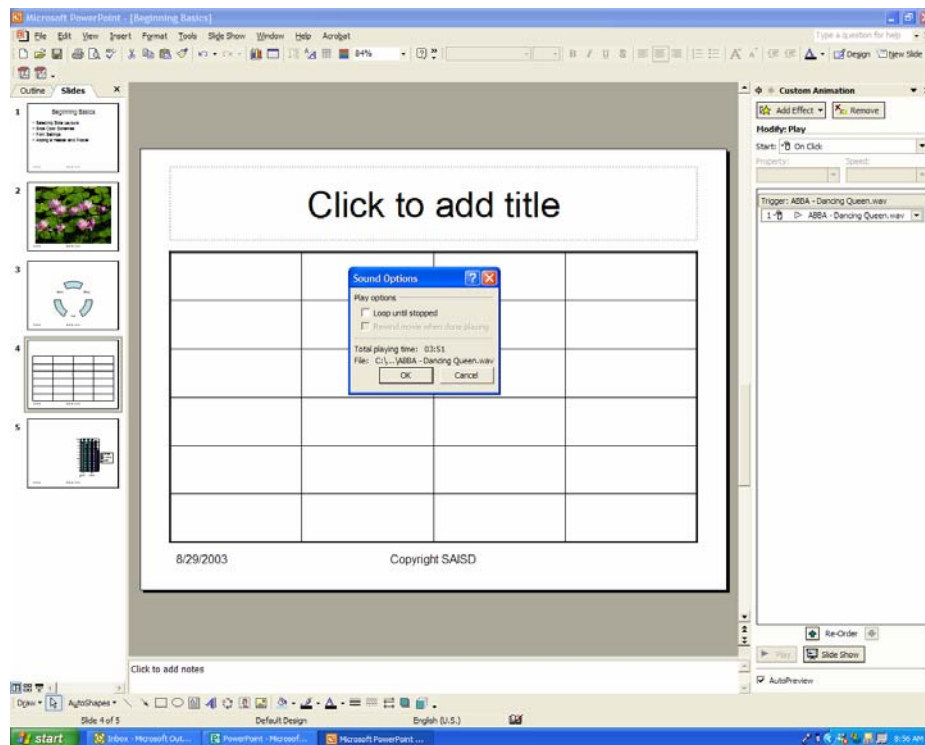
Record Sound.....Allows the user to record a specific sound and save it as a data file to include in the presentation. This is a great feature to use for voice over purposes.

- After choosing the type of sound to be added to the presentation, a dialogue box will appear prompting you to select the method in which the sound is to play.
- The sound can be set to play continuously.

[1] Right Click on the speaker icon

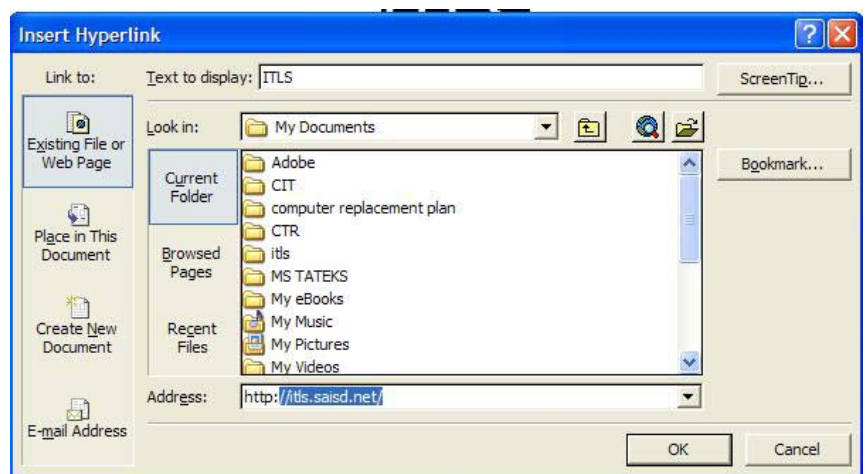
[2] Choose **Edit Sound Options**

[3] Place a check mark in the box labeled “Loop until stopped”



## Adding Hyperlinks

- [1] Select text or object on a slide to serve as the hyperlink object.
- [2] Choose **Insert** from the Menu Bar\
- [3] Select **Hyperlink**
- [4] From the Insert Hyperlink dialogue box, choose a file or type a web address.
- [5] Click OK

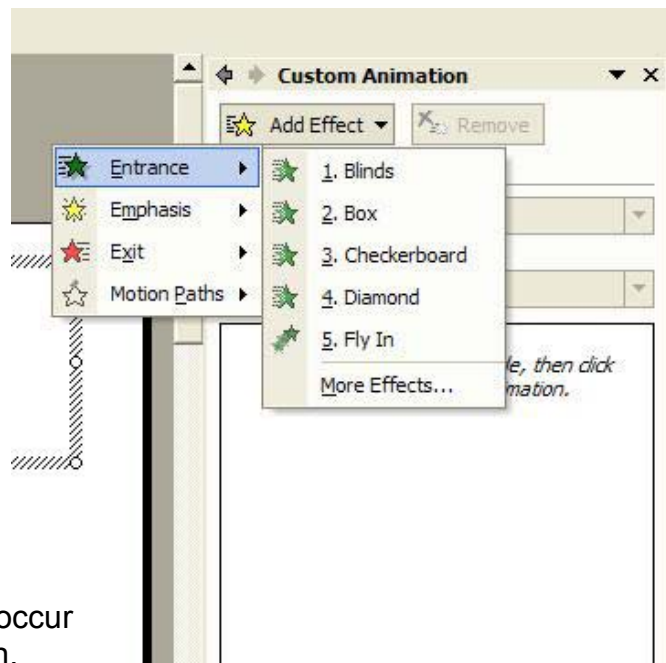


## Slide Show Secrets!

### Slide Show Animations

- A slide animation is the movement of objects or text onto the slide.
- Slide animations will need to be set for each individual slide.

- [1] Choose **Slide Show** from the Menu Bar
- [2] Select **Custom Animation**
- [3] The Custom Animation Tools will appear in the Task Pane
- [4] Select an object or text on the slide
- [5] In the task pane, select an effect by clicking on **Add Effect**



Entrance - Animation effects that will occur when the text/object enters the screen.

Emphasis - Animation effects will alter the font settings or color settings to emphasize the object/text.

Exit - Animation effects that will occur when the text/object exits the slide

Motion Paths - Animation effects that allow the user to set up a custom path for the object/text to enter or exit the slide.

## Slide Show Transitions

- A slide show transition is the gradual change or switch from slide to slide

- [1] Choose **Slide Show** from the Menu Bar
- [2] Select **Slide Transition**
- [3] From the Task Pane, select a slide transition
- [4] Choose a speed for the transition

## Slide Show Timings

- Slide Show timings are set in the Slide Transition Task Pane.

## Speaker Notes

- Speaker Notes are cue cards that can be added to a slide show presentation to aid the presenter.
  - [1] Click in the Speaker Notes Box at the bottom of the slide
  - [2] Type Notes for presentation
- Speaker notes will not be visible to the audience.





## Playing the Slide Show

- [1] Choose **Slide Show** from the Menu Bar
- [2] Select **View Show**

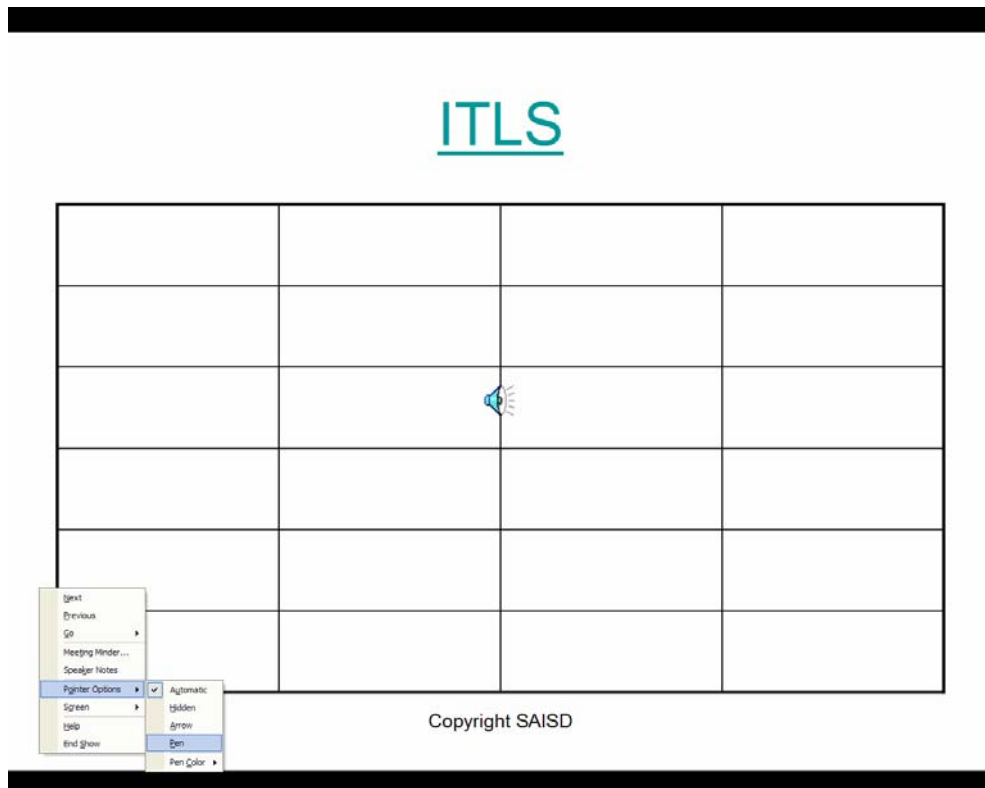
### Navigation through a Slide Show

- [1] Use Mouse Click to activate slide animations or transitions
- [2] If slide timings were set, slide show will run automatically

### Additional Slide Show Features

- While the slide show is in progress, it is possible to activate options to mark objects on the slide, display speaker notes, end show, or navigate manually through the slide show.

- [1] Start Slide Show
- [2] Place mouse pointer in lower left hand corner of the slide
- [3] Click on the up arrow that will appear on the slide
- [4] Choose any option from the list to activate features



## Packaging a Presentation

### Saving a Presentation for PowerPoint Preview

- [1] Choose **File** from the Menu Bar
- [2] Select **Save As**
- [3] Navigate to a file saving location, name the presentation and click save

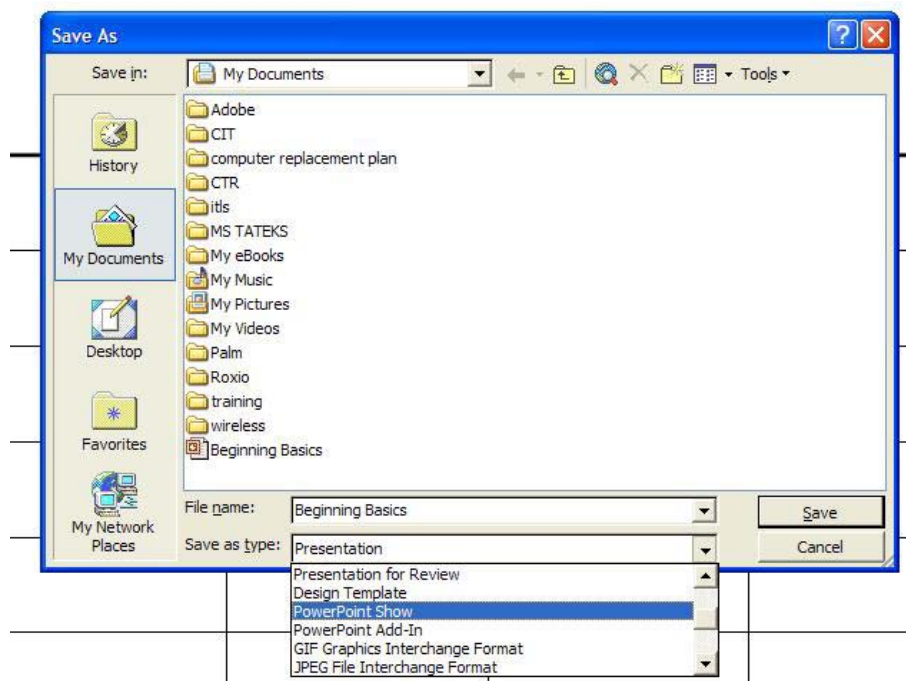
### Saving a Presentation for Preview on the Web

- [1] Choose **File** from the Menu Bar
- [2] Select **Save as a Web Page**
- [3] Navigate to a file saving location, name the presentation and click save

### Saving a Presentation for Preview on Any Platform

- PowerPoint has the option to save a presentation in a form that will allow any computer/user to view the presentation. Saving in this format does not require the viewer to own a copy of the PowerPoint program.

- [1] Choose **File** from the Menu Bar
- [2] Select **Save As**
- [3] In the save as dialogue box, change the file type to **Power Point Show**

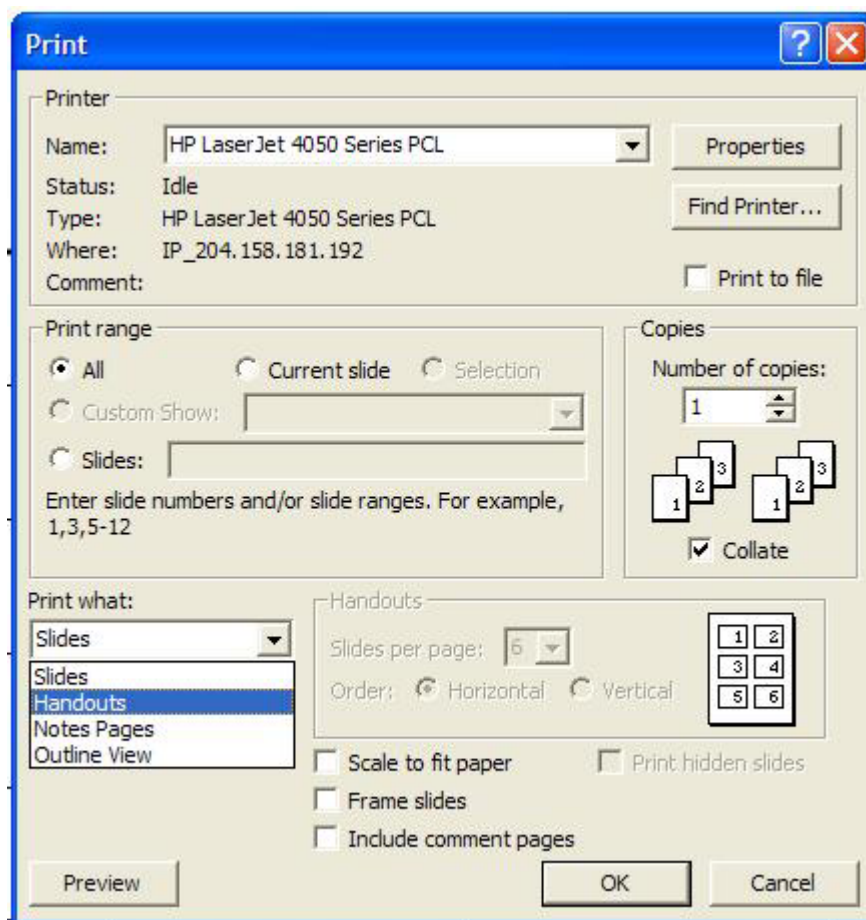




## Printing a Presentation

- PowerPoint presentations can be printed as slides, handouts, notes, or outlines.

- [1] Choose **File** from the Menu Bar
- [2] Select **Print**
- [3] Choose the proper printer
- [4] Under print range, set to print all, slide numbers, or current slide
- [5] Under Print What: choose the printing object



- When printing handouts, you can choose the number of slides to be printed on each page.
- Notes pages will print any speaker notes entered into the presentation
- Outline View will print the slides in an outline form for presentation purposes.
- Slide will print whole slides on a page

### Replace Fonts Globally

- [1] On the **Format** menu, click **Replace Fonts**.
- [2] In the **Replace Font** dialog box, click the font you want to replace in the **Replace** list.
- [3] In the **With** list, click the font you want to apply.
- [4] Click **Replace** and review the font change. If you like what you see, click **Close**.

### Showing Slides Out of Order

- During the slide show presentation, type the number of the slide you want to navigate to and hit the enter key.
- You will need to know your slide numbers for this option to be most effective.

### Create a Photo Album

- [1] On the **Insert** menu, point to **Picture**, and then click **New Photo Album**.
- [2] In the **Photo Album** dialog box, you can choose to add pictures from your hard disk or a peripheral device, such as a scanner or digital camera. To add a picture from a file or disk.
- [3] Next, specify the look of the album under **Album Layout**.
- [4] Then click **Create**.

### Protecting your PowerPoint Presentation

- [1] On **Tools** menu, click **Options**, and then click the **Security** tab.
- [2] Choose a Password, and type it in either the **Password to Open** or **Password to Modify** box, depending on whether you want to protect the document from viewing or from modification.
- [3] Click **OK**.

*From Microsoft Office PowerPoint Tips*

<http://www.microsoft.com/office/using/tips/archives/ppttips.asp>



## *Test for Knowledge - MS Power Point XP*

---

Create a PowerPoint Presentation on your life and include the following items:

- Slide Appearance.....Tools to Use  
Various Slide Layouts; Title Slide;  
Set color scheme; Footer
- Content.....Tools to Use  
Word Art; Clip Art; Digital Graphics;  
Organizational Chart; Table or Chart; Sound; Hyperlink
- Slide Secrets.....Tools to Use  
Slide Animations; Slide Transitions; Speaker Notes
- Packaging.....Tools to Use  
Save as a PowerPoint File; Save as a Web Page;  
Save as a PowerPoint show

## Mini PowerPoint Quiz

1. Name three ways that PowerPoint can increase productivity and learning in your classroom.

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2. Describe three ways that PowerPoint could increase technology integration in your classroom and school.

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3. What are the three methods of choosing a slide show design?

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4. List and describe three ways to insert graphics into a PowerPoint presentation.

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5. What is the difference between a slide animation and an animated graphic.

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6. Describe how to use speaker notes and how they could be useful in a presentation.

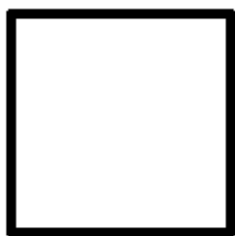
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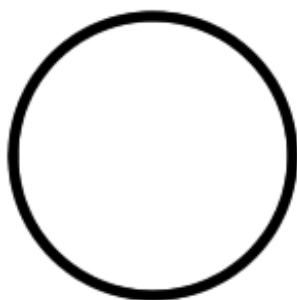
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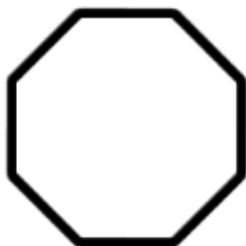
***Geometric Reflection and Evaluation***



Something I learned  
that SQUARED with  
my beliefs.



A question going  
AROUND in my mind...



STOP!  
How do I plan to  
implement what I have  
learned?



### The Session Facilitator:

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## PowerPoint Integration

PowerPoint is primarily a presentation software, but in relation to classroom usage, PowerPoint can be a powerful integration tool. Below are just a few suggestions for content area integration:

### Elementary

Language Arts	Creative Writing; Use of word and definitions
Reading	Summarization;
Math	Vocabulary and concepts; Word problems
Science	Animal Families; Properties of Matter
Social Studies	Famous People; Famous Events; Timelines

### Secondary

Language Arts	Authors; Research
Science	Elements; Life Cycles
Social Studies	Historical Events
Math	Equations; Probabilities

In these examples, teachers should pre-plan. These topics supply only a few of the possibilities for PowerPoint. Students should be able to create interactive projects over any topic using PowerPoint, whether the presentation is completed for class view or individualized view. PowerPoint provides students with a method of condensing a large amount of information into a summarized form.

## Technology Application: Texas Essential Knowledge and Skills

§126.11. Technology Applications, Grades 6-8.

### TEKS (2) **Foundations.**

The student uses data input skills appropriate to the task. The student is expected to:

- (A) demonstrate proficiency in the use of a variety of input devices such as mouse/track pad, keyboard, microphone, digital camera, printer, scanner, disk/disc, modem, CD-ROM, or joystick;
- (B) demonstrate keyboarding proficiency in technique and posture while building speed;
- (C) use digital keyboarding standards for data input such as one space after punctuation, the use of em/en dashes, and smart quotation marks; and
- (D) develop strategies for capturing digital files while conserving memory and retaining image quality

### TEKS (7) **Solving Problems.**

The student uses appropriate computer-based productivity tools to create and modify solutions to problems. The student is expected to:\

- (D) demonstrate proficiency in the use of multi-media authoring programs by creating linear or non-linear projects incorporating text, audio, video, and graphics;
- (G) integrate two or more productivity tools into a document including, but not limited to, tables, charts and graphs, graphics from paint or draw programs, and mail merge;



**TEKS (8) Solving Problems.**

The student uses research skills and electronic communication, with appropriate supervision, to create new knowledge. The student is expected to:

- (E) integrate acquired technology applications skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the foundation and enrichment curricula.

**TEKS (10) Communication.**

The student formats digital information for appropriate and effective communication. The student is expected to:

- (A) use productivity tools to create effective document files for defined audiences such as slide shows, posters, multimedia presentations, newsletters, brochures, or reports;
- (D) demonstrate appropriate use of fonts, styles, and sizes, as well as effective use of graphics and page design to effectively communicate;

**TEKS (11) Communication.**

The student delivers the product electronically in a variety of media, with appropriate supervision. The student is expected to:

- (A) publish information in a variety of ways including, but not limited to, printed copy, monitor display, Internet documents, and video;

## Technology Application: Texas Essential Knowledge and Skills

### §126.26. Multimedia (One Credit). High School

- (a) General requirements. The prerequisite for this course is proficiency in the knowledge and skills described in §126.12(c) of this title (relating to Technology Applications (Computer Literacy), Grades 6-8). This course is recommended for students in Grades 9-12.
- (b) Introduction.
  - (1) The technology applications curriculum has four strands: foundations, information acquisition, work in solving problems, and communication.
  - (2) Through the study of technology applications foundations, including technology-related terms, concepts, and data input strategies, students learn to make informed decisions about technologies and their applications. The efficient acquisition of information includes the identification of task requirements; the plan for using search strategies; and the use of technology to access, analyze, and evaluate the acquired information. By using technology as a tool that supports the work of individuals and groups in solving problems, students will select the technology appropriate for the task, synthesize knowledge, create a solution, and evaluate the results. Students communicate information in different formats and to diverse audiences. A variety of technologies will be used. Students will analyze and evaluate the results.
- (c) Knowledge and skills.

- TEKS (1) Foundations.** The student demonstrates knowledge and appropriate use of hardware components, software programs, and their connections. The student is expected to:
- (A) demonstrate knowledge and appropriate use of operating systems, software applications, and communication and networking components;
  - (B) analyze demands for accomplishing multimedia tasks to appropriately use input, processing, output, and primary/secondary storage devices;
  - (C) make decisions regarding the selection, acquisition, and use of software in a multimedia classroom/lab taking under consideration its quality, appropriateness, effectiveness, and efficiency;
  - (D) delineate and make necessary adjustments regarding compatibility issues including, but not limited to, digital file formats and cross platform connectivity;
  - (E) use necessary vocabulary related to multimedia;
  - (F) install and configure appropriate software;
  - (G) distinguish between and correctly use process color (RGB and CYMK), spot color, and black/white;
  - (H) identify color mixing theories and apply these theories to the creation of new colors in the digital format;
  - (I) identify and distinguish among the basic sound editing principles including the addition of effects and manipulation of the wave form;
  - (J) identify and use compression schemes for photo, animation, video, and graphics; and
  - (K) distinguish between and determine the appropriate application of bitmapped and vector graphics into a multimedia project.

**TEKS (2) Foundations.**

The student uses data input skills appropriate to the task. The student is expected to:

- (A) demonstrate proficiency in the use of a variety of electronic input devices including the mouse, keyboard, scanner, voice/sound recorder, disk/disc, video, and digital camera by creating files to be used in multimedia products;
- (B) use digital keyboarding standards for data input such as one space after punctuation, the use of em/en dashes, and smart quotation marks;
- (C) use strategies when digitally capturing files that conserve memory and retain the image integrity; and
- (D) differentiate among audio input.

**TEKS (3) Foundations.**

The student complies with the laws and examines the issues regarding the use of technology in society. The student is expected to:

- (A) discuss copyright laws/issues and model ethical acquisition and use of digital information, citing sources using established methods;
- (B) demonstrate proper etiquette and knowledge of acceptable use policies when using networks, especially resources on the Internet and intranet;
- (C) model respect of intellectual property when manipulating, morphing, or editing graphics, video, text, and sound; and
- (D) provide examples of the role of multimedia in society.

**TEKS (4) Information acquisition.** The student uses a variety of strategies to acquire information from electronic resources, with appropriate supervision. The student is expected to:

- (A) use strategies to access research information from different resources, including local area networks (LANs), wide area networks (WANs), the Internet, and intranet; and
- (B) apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies.

**TEKS (5) Information acquisition.** The student acquires electronic information in a variety of formats, with appropriate supervision. The student is expected to:

- (A) acquire information in electronic formats including text, audio, video, and graphics, citing the source; and
- (B) identify, create, and use available file formats including text, image, video (analog and digital), and audio files.

**TEKS (6) Information acquisition.** The student evaluates the acquired electronic information. The student is expected to:

- (A) identify and employ a method to evaluate the design, functionality, and accuracy of the accessed information; and
- (B) use fundamental concepts of graphic design including visual composition and lighting when analyzing multimedia.

**TEKS (7) Solving problems.**

The student uses appropriate computer-based productivity tools to create and modify solutions to problems. The student is expected to:

- (A) use foundation and enrichment curricula in the creation of multimedia products;
- (B) select and integrate computer-based productivity tools, including, but not limited to, word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs to develop and modify solutions to problems and to create new knowledge for multimedia products;
- (C) use technology tools to create a knowledge base with a broad perspective;
- (D) apply color principles to communicate the mood of the product for the specific audience;
- (E) integrate path and cell animation modules appropriately into multimedia products;
- (F) use the appropriate scripting language to create a multimedia sequence;
- (G) edit files using established design principles including consistency, repetition, alignment, proximity, ratio of text to white space, image file size, color use, font size, type, and style; and
- (H) read and use technical documentation.

**TEKS (8) Solving problems.** The student uses research skills and electronic communication, with appropriate supervision, to create new knowledge. The student is expected to:

- (A) participate with electronic communities as a learner, initiator, contributor, and teacher/mentor and use technology to participate in self-directed and practical activities in the larger community and society;
- (B) demonstrate proficiency in, appropriate use of, and navigation of LANs, WANs, the Internet, and intranet for research and for sharing of resources;
- (C) integrate and use efficiently and effectively a variety of multimedia programs and tools including linear/non-linear authoring tools, image/video editing tools, compression programs, draw/paint/text creation tools;
- (D) extend the learning environment beyond the school walls through the creation and linking of multimedia products via electronic networks;
- (E) develop technical documentation related to multimedia;
- (F) participate in different roles and jobs of a multimedia production crew including project manager, lead programmer, writer, art director, sound engineer, researcher, animator, and presenter;
- (G) distinguish among and appropriately integrate 3-D modeling, animation, and rendering software into multimedia products;
- (H) import video into the digital format for integration into multimedia products; and

**TEKS (8) Solving problems, continued**

- (I) capture, record, and integrate sampled and Musical Instrument Digital Interface (MIDI) sound in different sound rates, resolutions, and channels.

**TEKS (9) Solving problems.**

The student uses technology applications to facilitate evaluation of work, both process and product. The student is expected to:

- (A) design and implement procedures to track trends, set timelines, and review/evaluate progress for continual improvement in process and product;
- (B) seek and respond to advice from peers and professionals in delineating technological tasks;
- (C) create technology specifications for tasks and rubrics to evaluate products and product quality against established criteria; and
- (D) resolve information conflicts and validate information by accessing, researching, and comparing data and demonstrate that products and product quality can be evaluated against established criteria.

**TEKS (10) Communication.**

The student formats digital information for appropriate and effective communication. The student is expected to:

- (A) identify quality in multimedia design such as consistency, alignment, repetition, and proximity;
- (B) use content selection and presentation for the defined audience and communication purpose; and



TEKS (10) **Communication**, continued

- (C) format the multimedia project according to defined output specifications including target audience and viewing environment

TEKS (11) **Communication**.

The student delivers the product electronically in a variety of media, with appropriate supervision. The student is expected to:

- (A) publish information in a variety of ways including, but not limited to, printed copy or monitor display; and
- (B) publish information in saved files, Internet documents, CD-ROM discs, or video.

TEKS (12) **Communication**.

The student uses technology applications to facilitate evaluation of communication, both process and product. The student is expected to:

- (A) determine and employ technology specifications to evaluate projects for design, content delivery, purpose, and audience; and
- (B) seek and respond to input from peers and professionals in evaluating the product.

# *Levels of Technology Integration (LOTI)*

Level	Category	Description
0	Nonuse	A perceived lack of access to technology-based tools or a lack of time to pursue electronic technology implementation. Existing technology is predominately text-based (e.g., ditto sheets, chalkboard, overhead projector).
1	Awareness	The use of computers is generally one step removed from the classroom teacher (e.g., it occurs in integrated learning system labs (i.e. Jostens, CCC, IDEAL, Plato), special computer-based pull-out programs, computer literacy classes, and central word processing labs). Computer based applications have little or no relevance to the individual teacher's instructional program.
2	Exploration	Technology-based tools serve as a supplement (e.g., tutorials, educational games, simulations) to the existing instructional program. The electronic technology is employed either for extension activities or for enrichment exercises to the instructional
3	Infusion	Technology-based tools including databases, spreadsheets, graphing packages, probes, calculators, multimedia applications, desktop publishing, and telecommunications augment selected instructional events (e.g., science kit experiments using spreadsheets or graphs to analyze results, telecommunications activities involving data sharing among schools).
4a	Integration (mechanical)	Technology-based tools are mechanically integrated, providing a rich context for students' understanding of the pertinent concepts, themes, and processes. Heavy reliance is placed on prepackaged materials and sequential charts that aid the teacher in the daily operation of the instructional curriculum. Technology (e.g., multimedia, telecommunications, databases, spreadsheets, word processing) is perceived as a tool to identify and solve authentic problems relating to an overall theme
4b	Integration (routine)	Teachers can readily create integrated units with little intervention from outside resources. Technology-based tools are easily and routinely integrated, providing a rich context for students' understanding of the pertinent concepts, themes, and processes. Technology (e.g., multimedia, telecommunications, databases, spreadsheets, word processing) is perceived as a tool to identify and solve authentic problems relating to an overall theme/concept.
5	Expansion	Technology access is extended beyond the classroom. Classroom teachers actively elicit technology applications and networking from business enterprises, governmental agencies (e.g., contacting NASA to establish a link to an orbiting space shuttle through the Internet), research institutions, and universities to expand student experiences directed at problem solving, issues resolution, and student activism surrounding a major theme or concept.
6	Refinement	Technology is perceived as a process, product (e.g. invention, patent, new software designed), and tool for students to use in solving authentic problems related to an identified real-world problem or issue. In this context, technology provides a seamless medium for information queries, problem-solving, and product development. Students have read access to and a complete understanding of a vast array of technology-based tools to accomplish any particular task.



## *Resources, Links & Citations*

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### PowerPoint Resources on the Web

<http://www.microsoft.com/office/using/tips/archives/ppttips.asp>

<http://search.office.microsoft.com/assistance/tasks.aspx?p=PowerPoint>

<http://www.actden.com/pp/>

<http://www.barnard.columbia.edu/at/training/ppoint/>

<http://www.rdpslides.com/pptfaq/>

<http://tutorials.beginners.co.uk/index/category/105>

### Print Resources

There are a number of valuable books written on the topic of PowerPoint presentations. Check out new and used bookstores. The print resources for PowerPoint are vast, skim through the books to find the one that is right for you.

### Listservs and Newsgroups

If you have access to Usenet Newsgroups, you might try:

- Microsoft PowerPoint Newsgroup
- Yahoo PowerPoint Newsgroup