

PowerPoint for Digital Stories

Basic Tutorial

Before you begin...

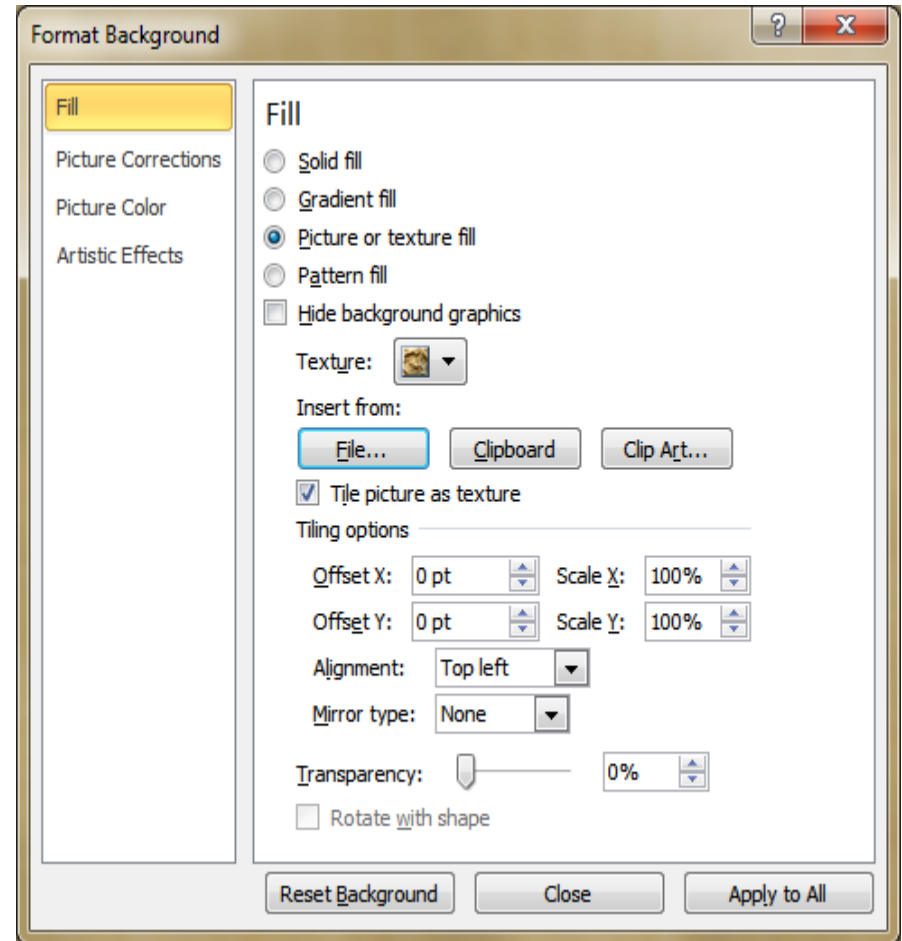
- Save each of the files in the tutorial link to a folder on your desktop (or simply on the desktop)
- These files are needed for the tutorial
- Open another PowerPoint presentation, and place the tutorial side-by-side with it

Add a background...

- Think of each slide as a page in your book or a scene in your play.
- You might wish to add a background or backdrop.

Picture as Background

- Click Design tab, Background Styles, Format Background
- Under “Insert from:” click “File”
- Browse to the folder you created and select “Background 1”
- Click “Close”
- Now you have a background!
- Do this same task in your new, blank presentation
- Also, make another slide and add “Background 2”



Now add some characters to your background

From clipart:

- Insert, Clipart
- Type a search term in “Search for”
- Double-click the picture you want
- Resize or reposition as needed

From a file you have saved:

- Insert, Picture
- Browse for the picture
- On your Arctic slide, insert “Polar Bear”
- On your office slide, insert “Angry Worker”

Modify the picture

Cut out the picture

- On the arctic scene, insert the Polar Bear picture from the tutorial file
- With the picture selected, make sure the format tab is selected
- Click “Remove Background”
- Click “Keep Changes”
- If you would like to duplicate the picture, select it and use the keys Control + D
- You can flip the direction of the polar bear using Rotate, Flip Horizontal

Crop the picture

- On the office scene, insert the picture “angry office worker”
- Remove the background (you might have to adjust selection area)
- Click “Crop” (format tab)
- Use the dark crop handles to crop out the character on the right
- Click “crop” when you are done
- Position the angry office worker on the left-hand side of the office

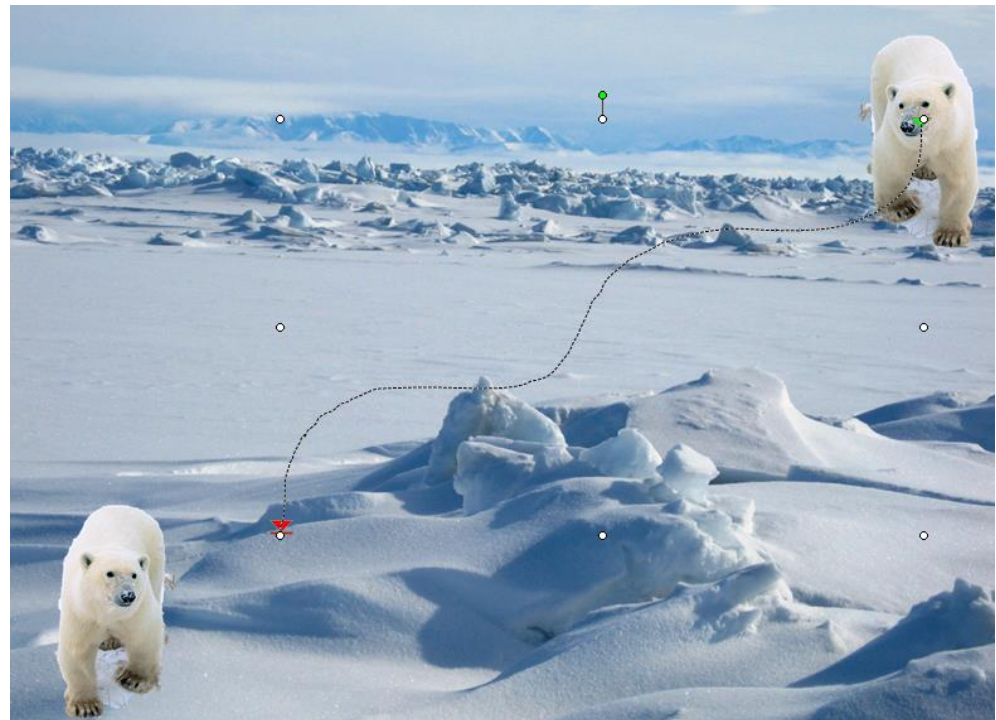
Animate the picture

- On the arctic slide, position one polar bear in the lower left-hand corner and the other in the upper right-hand corner
- We'll make the one in the upper corner walk to the other one



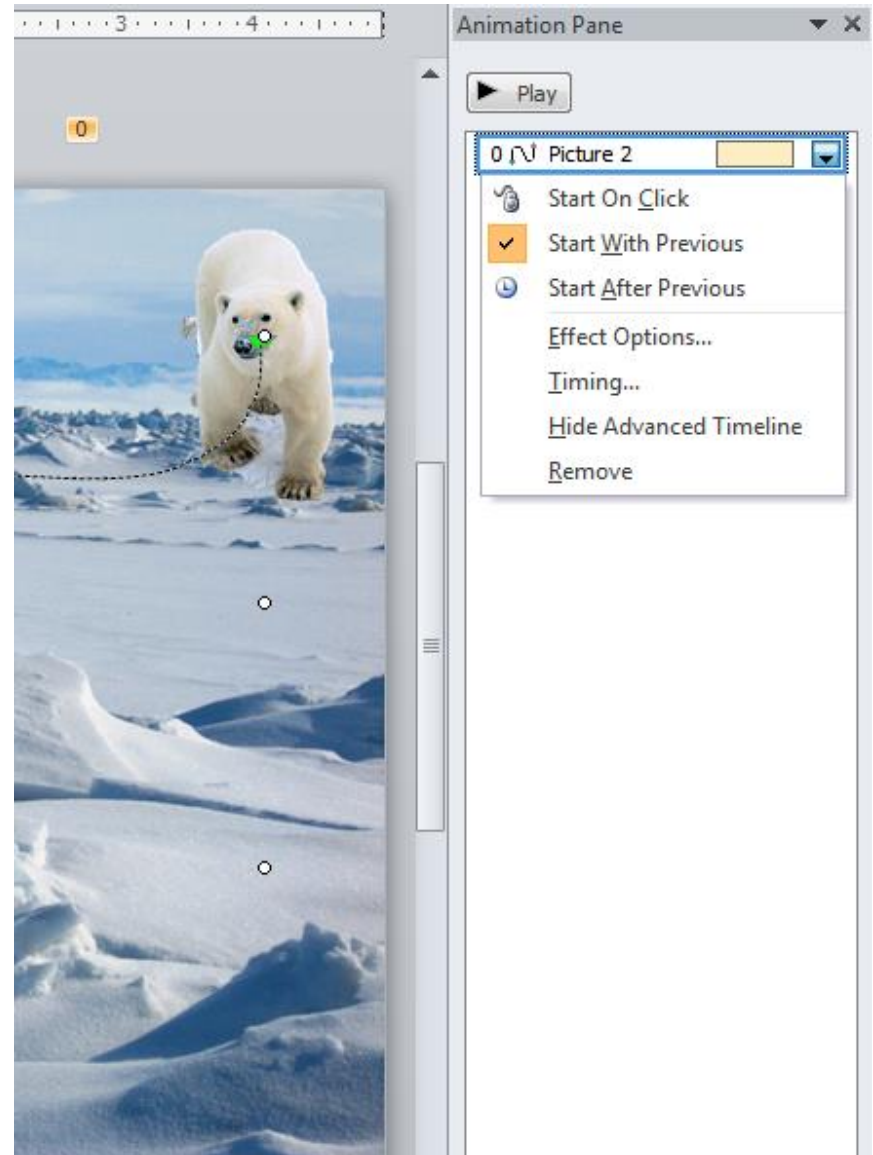
Animating a character or object

- Click the bear in the upper corner
- Click the Animations tab, Add Animation, Custom Path
- Draw the path you would like the bear to take, and double-click where he should end



Running animations

- Animations can run on “click” —this is default; check out your polar bear
- You can also set the animation to run by itself
 - Click Animations, Animation Pane
 - Your animation will appear in the list of animations
 - Click the drop-down arrow and choose Start with Previous
 - Check out the other options, too, such as timing and effects!



Pre-set animation

- On your office slide, select the angry office worker
- Click Animations tab, Add Animation
- Test out several animations (for example, he might shake or grow in anger)



Adding video

- Create a new slide
- Go to Insert, Video, Video from web site
 - Use the embed code from this Youtube video: (use the old version if prompted):
<http://youtu.be/JE-Nyt4Bmi8>
 - Insert the “television” picture to make a frame (resize as needed)
- Inserting sounds and music will be the same, only use Insert, Audio!



Narrate your story

- You can narrate from a headset (best) or from the local mic on the computer
- Use Slide Show, Record Slide Show
 - Use the recording toolbar
 - When finished, right-click the screen and End Show
- Another option to narrate your story and “webify” it:
<http://present.me/>

Explore...

PowerPoint is...

- An amazing photo-editing tool
- An amazing simple animation tool
- An amazing digital story tool
- <http://youtu.be/PihHZF732BY>