



INTERMEDIATE

REQUIRED SOFTWARE

- ◆ MICROSOFT POWERPOINT 97
- ◆ MICROSOFT WORD 97

OPTIONAL SOFTWARE

- ◆ MICROSOFT ENCARTA 97
ENCYCLOPEDIA

ALL ABOUT ME

Teacher Guide

SUMMARY

In this lesson, students will create and deliver an autobiographical, multimedia presentation.

OBJECTIVES

- ◆ To introduce students to the concept of multimedia communication
- ◆ To practice public speaking, and to introduce the technology that facilitates a public presentation

PREREQUISITE SKILLS

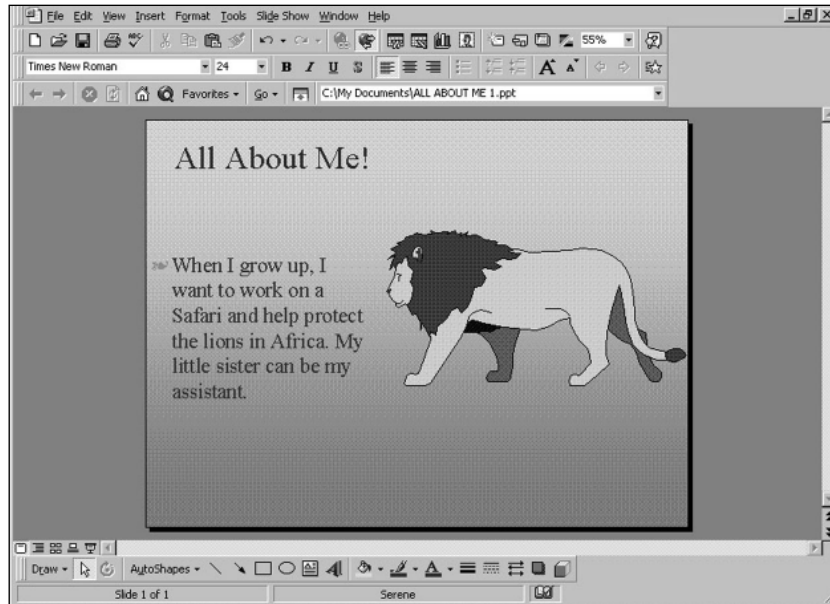
- ◆ Knows how to create an electronic slide presentation using *Microsoft® PowerPoint®*
- ◆ Is familiar with the features in *Microsoft® Word*

TIME ALLOTTED

Approximately one week

HOW TO BEGIN

Ask students if they can think of a way we can “talk” to other people without using words at all. One good answer is through sign language. Discuss other ways to communicate through sounds, gestures, mime, pictures, music, or video. Explain that “multimedia” means communicating to people through visual images, sounds, and written words. And because multimedia presentations use a variety of media, the information is more clear, more interesting, and more exciting. Then tell students that they are going to create



“All About Me” slide created in *Microsoft PowerPoint*

an autobiographical multimedia slide show called “All About Me.” It will include images, written words, sounds, music, and even their own voices!

TIP! To help students get started, develop your own “All About Me” worksheet and turn it into *PowerPoint* slides while the class watches.

TIP! There should be very little written text on a slide. If your students want to write more, encourage them to use notes. To create speaker notes in *PowerPoint*, have students switch to Note Page View by choosing Notes Page from the view menu. Click in the text box at the bottom of the screen and begin typing.

Extension Activities

- ◆ Some students may wish to present a biography of someone famous. Invite these students to research their subject using *Internet Explorer* or *Microsoft Encarta 97*.
- ◆ Students may also do a biography of a friend or relative. Encourage them to prepare an interview questionnaire on *Microsoft Word*. You may wish to preview students’ questions to be sure they are appropriate and not personally invasive.

Student Activity

DESCRIPTION

In this activity, you will use *PowerPoint* to create a multimedia presentation called "All About Me."

STEP 1

Planning the Content

SOFTWARE: None

WHAT TO DO: Think about all of the things you would like to include in your presentation and jot them down on a piece of paper. Include information such as where you live, how many people are in your family, and what your hobbies are. You might

also include your favorite foods, what you want to be when you grow up and the funniest thing that ever happened to you.

Divide this information into different categories. These categories will become your slides in your *PowerPoint* presentation. Now think about the design and layout for each slide. What words do you want to include on each slide? What artwork or charts do you want to include?

STEP 2

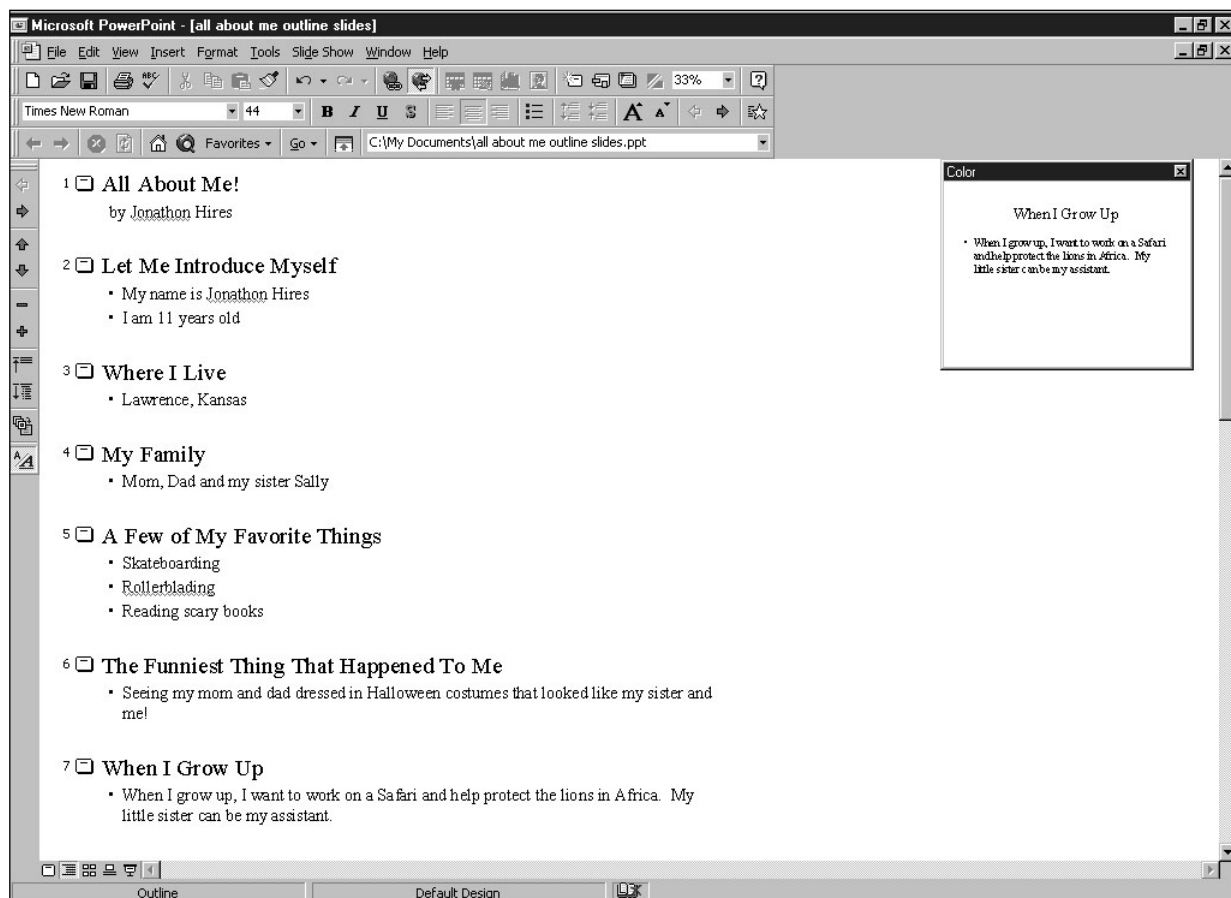
Creating an Outline

SOFTWARE: Microsoft PowerPoint

WHAT TO DO: To outline your pre-

sentation using PowerPoint, follow these steps:

- ◆ Open PowerPoint.
- ◆ Click Blank Presentation.
- ◆ Choose Title Slide layout (top left hand corner of row 1).
- ◆ Click in "Click to add title" text box, then type "All About Me."
- ◆ Click in "Click to Add Subtitle" text box, then type your name.
- ◆ Switch to Outline View to organize your thoughts for your presentation. Choose Outline from the View Menu (see Example 1.)
- ◆ To add text to this slide, press ENTER, and then press TAB to indent the text beneath the heading. Type your text.
- ◆ To add another slide to the



Example 1: Presentation outline using Outline View in Microsoft PowerPoint

presentation, press ENTER at the end of slide 1 in the outline, type your second category heading, and press ENTER. You may need to click the Demote button to change this text to a slide rather than text below slide #2.

TIP! To learn more about working in Outline view, ask the Office Assistant about "Outline View."

STEP 3

Creating the Slides

SOFTWARE: Microsoft PowerPoint

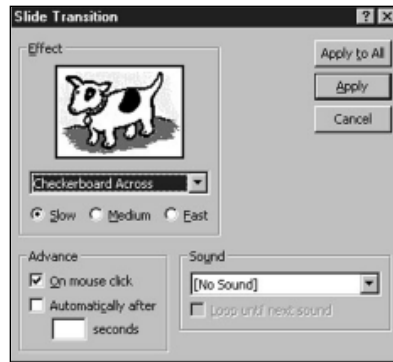
WHAT TO DO: Here are a few extra tips to consider when creating a slide presentation in *PowerPoint*:

- ◆ **Slide Order:** To rearrange the order of your slides, choose Slide Sorter from the View menu. Just click and drag a slide where you want it to go.

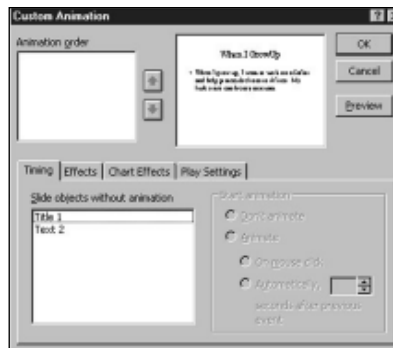
- ◆ **Slide Transitions:** To apply transitions between your slides choose Slide Transition from the Slide Show menu. Click the dropdown arrow next to "No Transition," scroll down to bottom of list and choose Random Transition. If you want to add sound effects to your slide transitions, click Sound, then select a sound option (note: you may want to use sounds on only a few slides).

- ◆ **Graphics:** Choose Picture from the Insert menu, then choose ClipArt, From File or From Scanner.

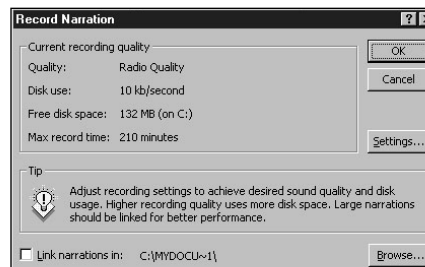
- ◆ **Custom Animation:** You can add interesting animations on each slide in your slide show. Go to the slide you want to



Slide Transitions dialog box in *Microsoft PowerPoint*



Custom Animation dialog box in *Microsoft PowerPoint*



Record Narration dialog box in *Microsoft PowerPoint*

animate. Choose Custom Animation from the Slide Show menu. For step-by-step instructions on how to create a custom animation, ask the Office Assistant about "animated slides."

- ◆ **Record Narration:** You might want to add narration to your slide show. With *PowerPoint 97*, you can do that! Choose Record Narration from the Slide Show menu. For help, ask the Office Assistant how to "record narration."

- ◆ **Speaker Notes:** To remember key points during your presen-

tation, you may want to create speaker notes. Choose Speaker Notes from the View menu. Type your notes in the dialog box. These notes are added to your notes page. Ask the Office Assistant about "speaker notes."

- ◆ **Rehearse Timings:** Time your presentation by choosing Rehearse Timings from the Slide Show menu. Run through each slide of your presentation. Click the right arrow to go to the next slide. You can view the timings in the Slide Sorter View. ■