

Creating a Basic Class Presentation using PowerPoint

This module demonstrates how to:

(a) Record Audio

(b) Create Animations

(c) Insert Videos

in a

Powerpoint presentation

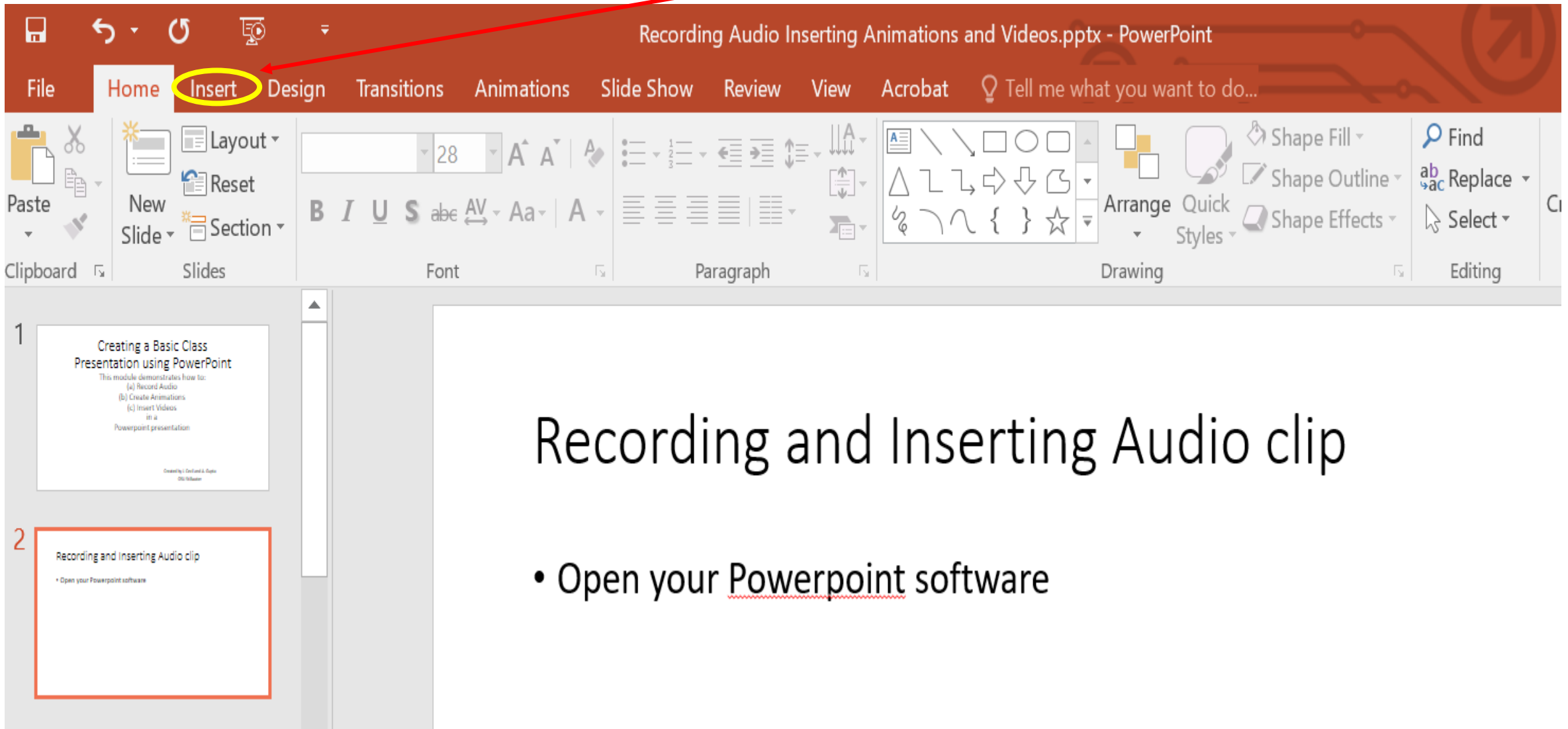
Created by J. Cecil and A. Gupta

OSU Stillwater

Recording and Inserting Audio clip

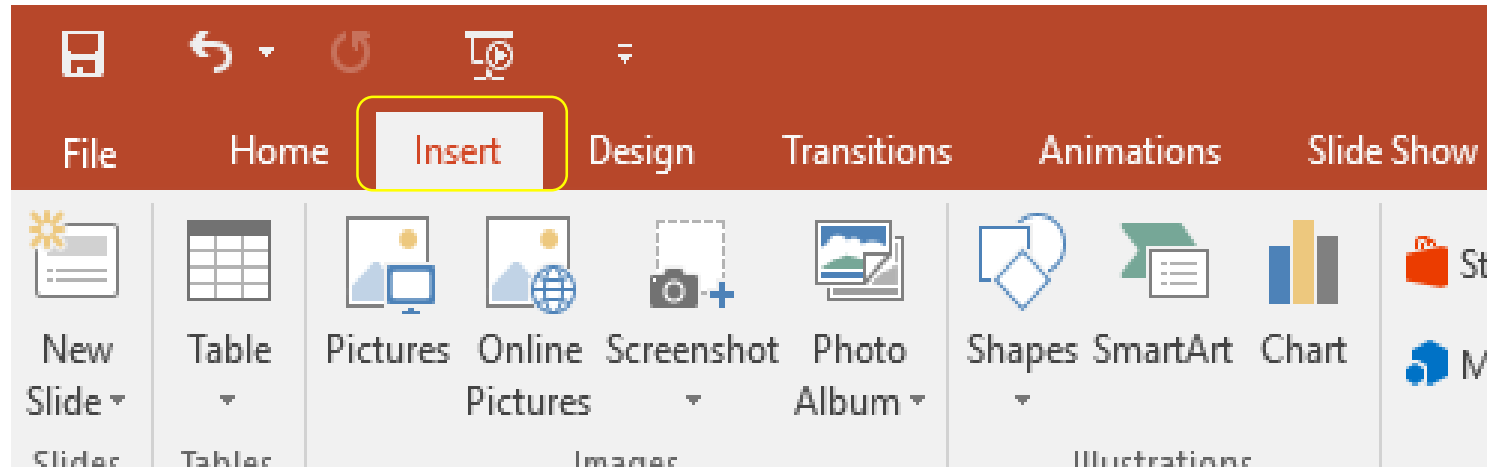
- Open your Powerpoint software

Look for the 'Insert' menu option

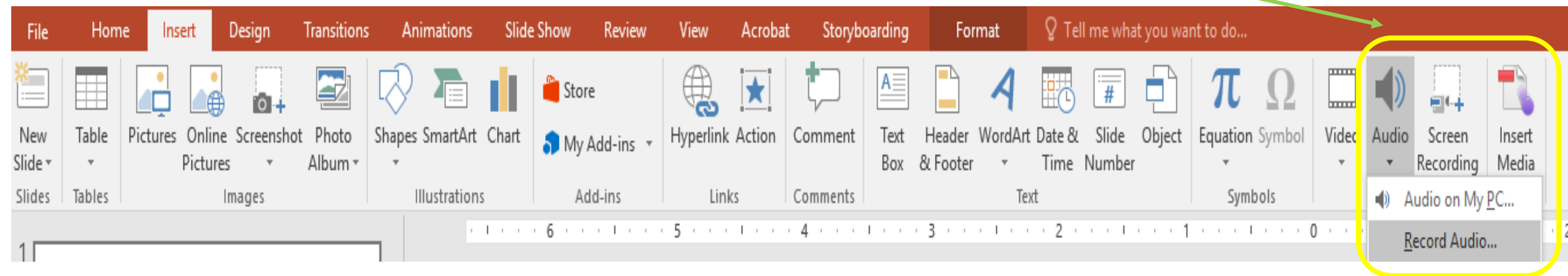


Recording and Inserting Audio clip

- Open your Powerpoint software

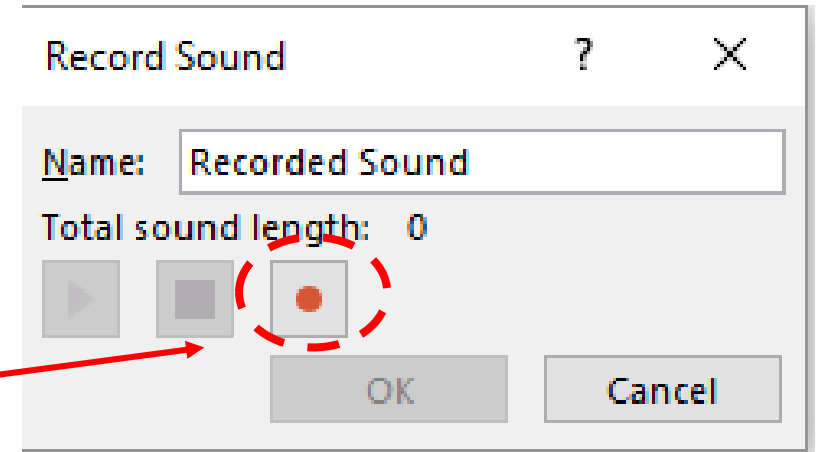


After selecting 'Insert' menu, select 'Audio' (see below) and then click on 'Record Audio'

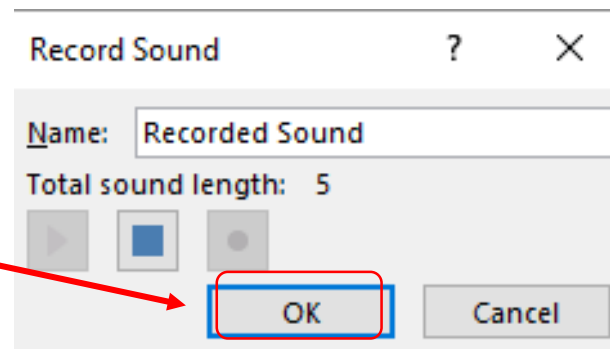


Next Steps

Next, A pop up window will appear
Click on the red record button and
start recording the audio



After recording, click on 'OK'



A speaker icon will then show up on your screen.

Click on play icon  to play the audio

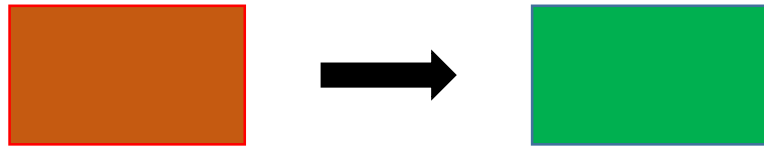


Creating a simple animation or timed
sequence of objects on a screen

- To enrich your teaching content, you can include simple movements of blocks/shapes, data labels
- Highlight certain relationships through animation highlighting relationships of concepts
- Through simple animation, you can controlling the timed appearance/position of shapes, data labels, arrows on a slide

Step 1: create the shapes needed

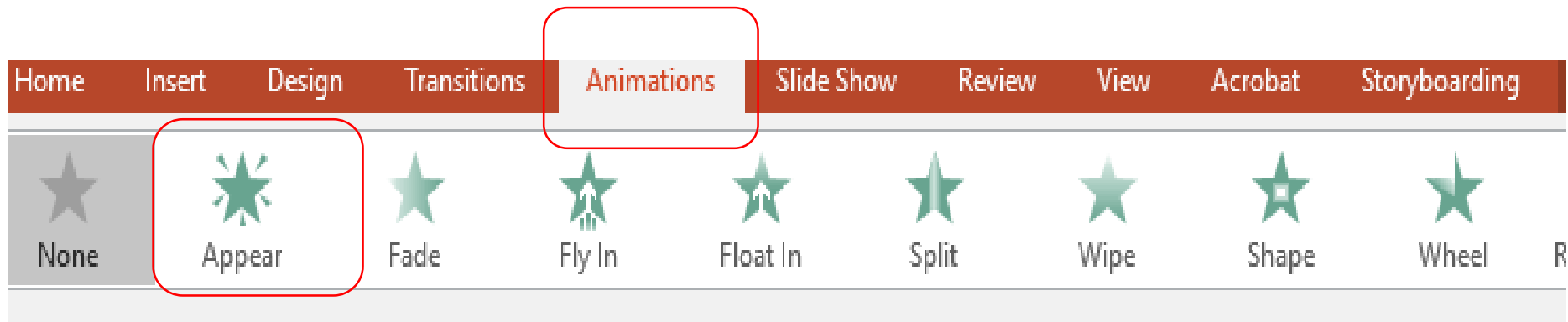
- First create the necessary shapes, box labels, arrows etc
- Example: Create two blocks and an arrow as shown below



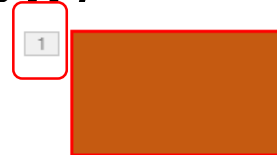
- We are going to show you how to add movement of blocks/labels to highlight certain concepts or relationships:
 - Here, lets create a simple animation so that the brown block appears first, then the arrow and finally the green box appears

Step 2:

- For this, you will need to use the 'Animation' menu as shown below
- select the brown box and then click on Animation

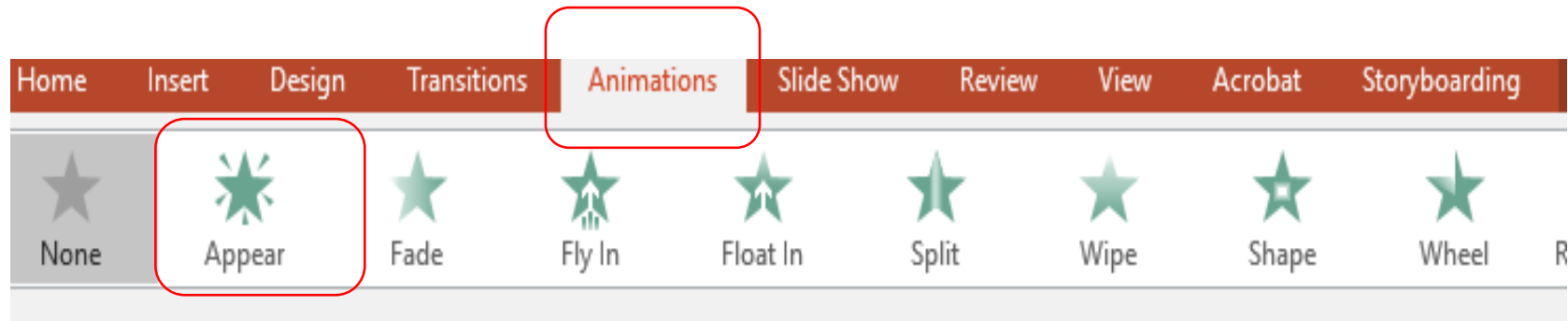


- Then you have to choose an animation type (there are several, see above – appear, fade, flyin, etc . Let us choose “Appear”
- You will see a box appearing beside the brown box with ‘1’ written in it. This refers to the order in which your atrept object will appear (the brown box will appear first, see below)



Step 3: Animating a relationship arrow

- For animating the arrow, we need to click on the arrow and then click on Animation

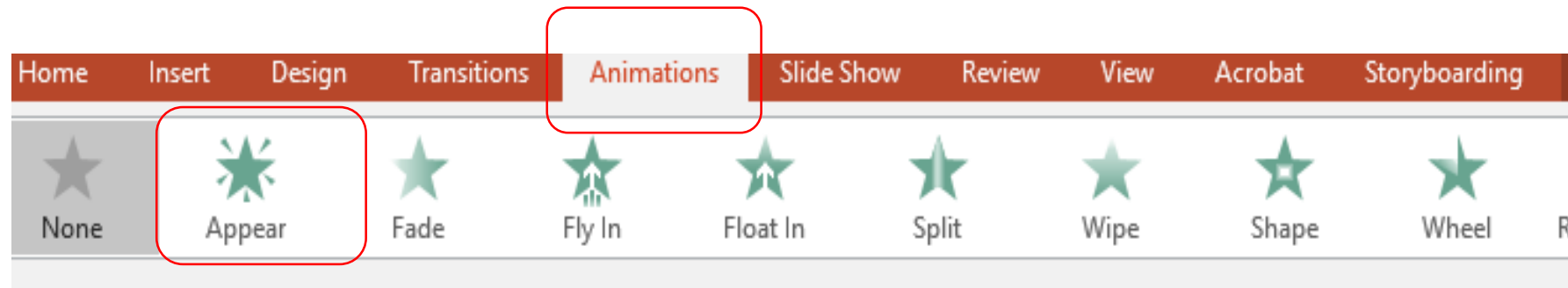


- Now, we can choose any animation type. Let us choose “Appear”
- You will see a box appearing beside the arrow with ‘2’ written in it. It means the arrow will appear second.



Step 4: Animation the green box

- For animating the green box, we need to click on the green box and then click on Animation



- Now, we can choose any animation type. Let us choose “Appear”
- You will see a box appearing beside the green box with ‘3’ written in it. It means the green box will appear third.

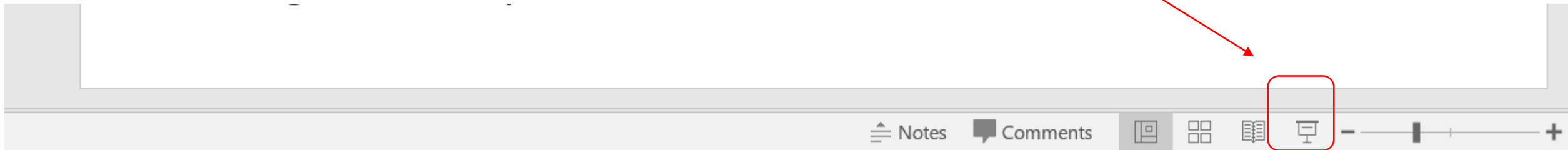


Last step:

- Your slide should with the boxes and arrows will appear as shown below with the number tag/label as shown below



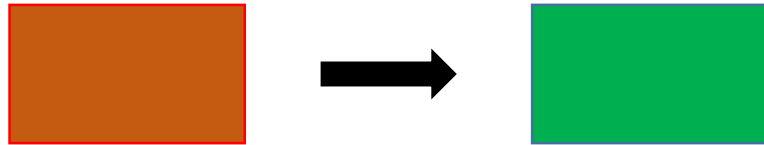
- Click on the Slide Show button (at the bottom right of your screen)



- The animations can be started by pressing the left mouse button or the right arrow key or the enter button

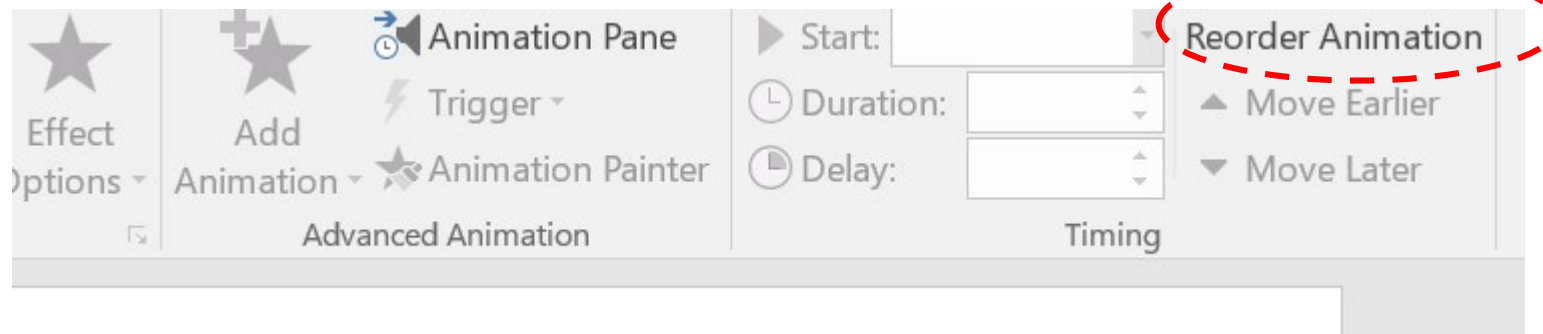
Running your Animation

- To run this animation, go to slide show mode – the animated sequence will play (in sequence: the brown box, the arrow and the green box)



Modifying animation sequence

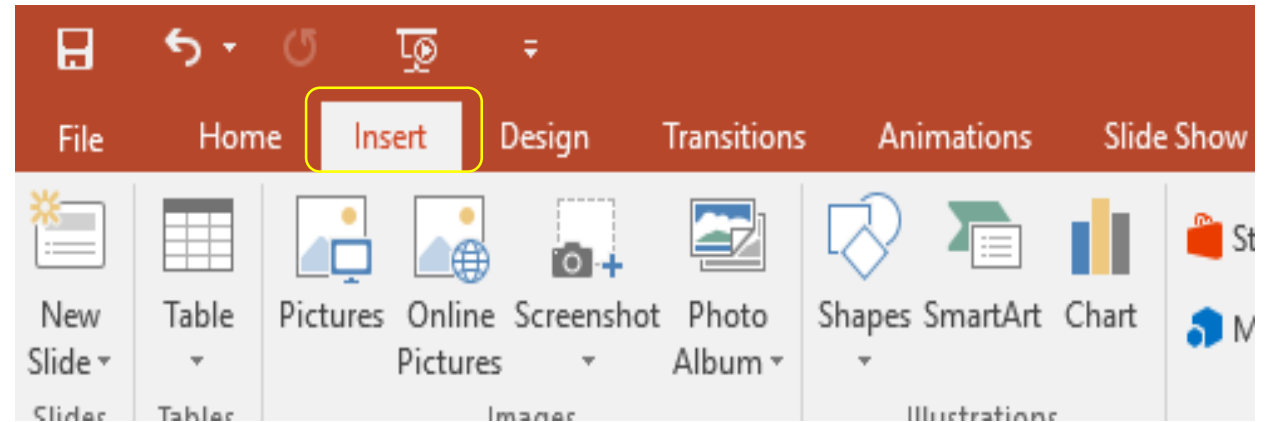
- You can re-order the animation sequence by selecting the 'Reorder Animation' menu (as shown below – see upper right of your powerpoint menu on screen)



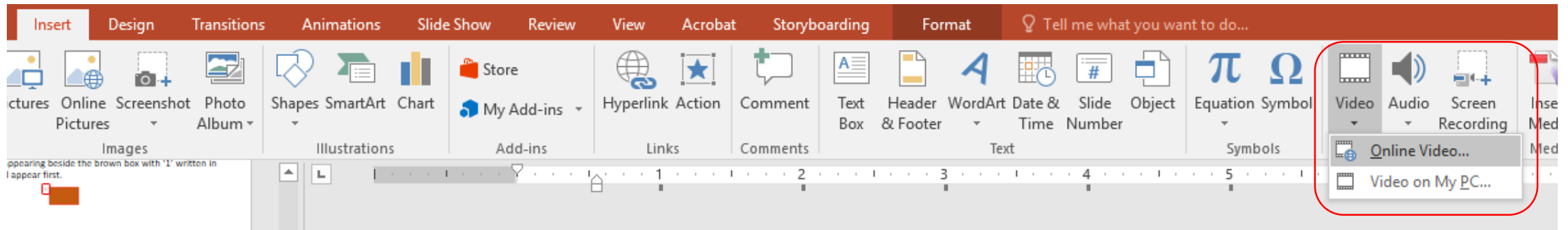
Inserting a video in your presentation

Steps:

1. Select 'Insert' option

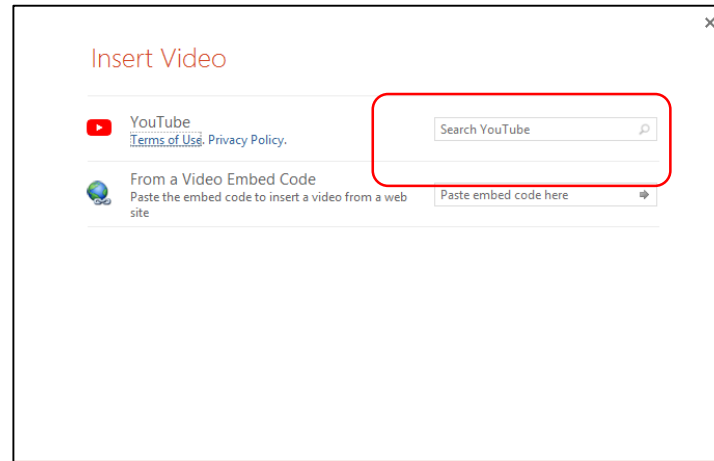


2. Click on Video and then click on Online Video



Next Steps

3. A pop window will open



3. You can search any video on the search bar

4. Click on the Video and Click insert to insert the video in the slide.

5. To play the video, click the slide show button and click on play button

