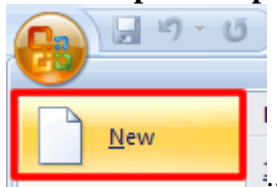# Cruising Sacramento/ A PowerPoint Slide Show (Project #8)

Start PowerPoint: Microsoft Office PowerPoint 2007
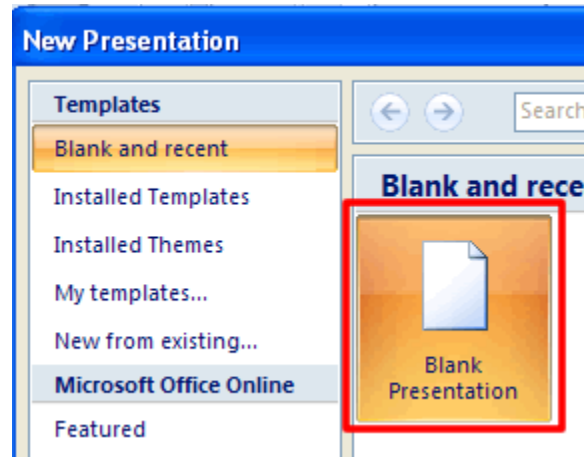
PowerPoint should open as a presentation. If not Click the Office button **and**

select New ..

Select Blank Presentation.

Save Your Presentation

Click the Office button again **and select Save As from the drop down menu and name your file Cruising Sacramento. See the information below on how you want to save your document.**


Create a Title Slide:

> **The default first slide is a title slide. Click in the Click to Add Title text box and type in your title "Cruising Sacramento."**

> **Click in the Click to add subtitle text box and type in "Created by: Your Name"**

Add a Design Theme:

Microsoft Office PowerPoint 2007 contains several built-in themes, which include theme colors, theme fonts, and theme effects. PowerPoint 2007 themes replace design templates used in earlier versions of PowerPoint.

> **With the Design tab selected select on the themes or click more** **to view more. Once you have found the theme you want click on it to select it. Change the Colors, Fonts and Effects by clicking on the button and selecting a different option for your theme.**
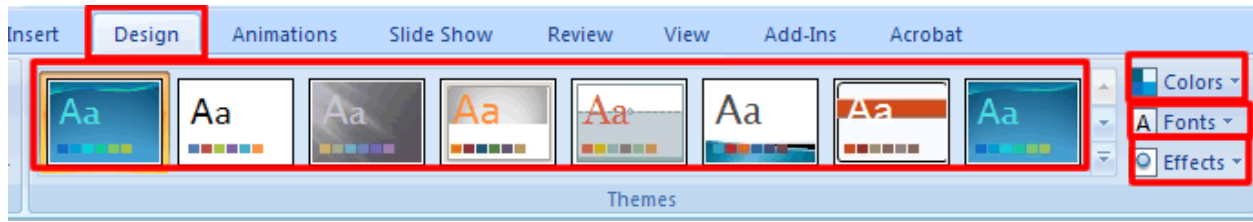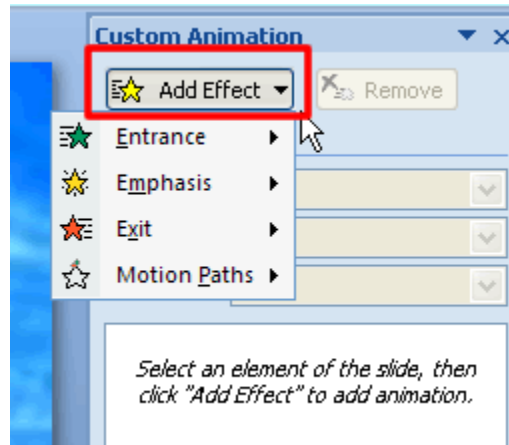
Add Custom Animation to the Slide:

Select the text of your title slide "Cruising Sacramento"

With the Animations Tab selected click Custom Animation.
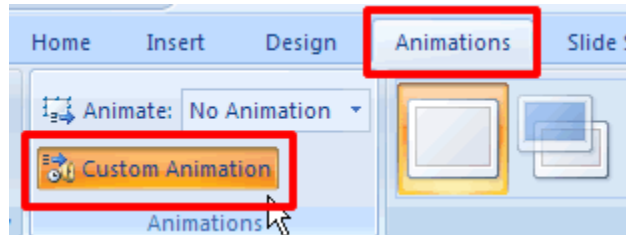
This opens the custom animation dialog box that will appear at the right of your document. Click the Add Effect button and select from four types of animation; Entrance, Emphasis, Exit, or Motion Paths.

First you will apply an Entrance (one of your choice) animation to the title "Cruising Pahokee." While your text is still selected click Add Effect > Entrance > More Effects.
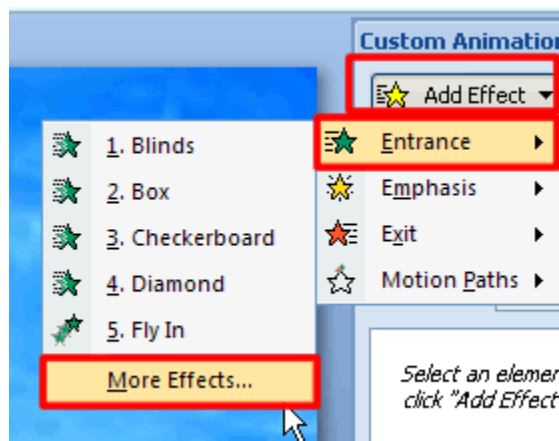
The Add Entrance Effect dialog box opens.

Click on one of the many animations available. Make sure the Preview Effect check box is checked.

Click OK to close the Add Entrance Effect dialog box.

Once you have applied the animation you must decide how you want the animation to be presented. At the custom animation task pane click you need to decide how you want it to start and the speed of the animation.
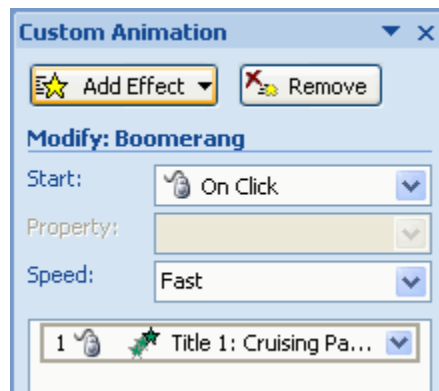
For this activity you want the presentation to play without clicking the mouse so you would need to change the Start to With Previous or After Previous
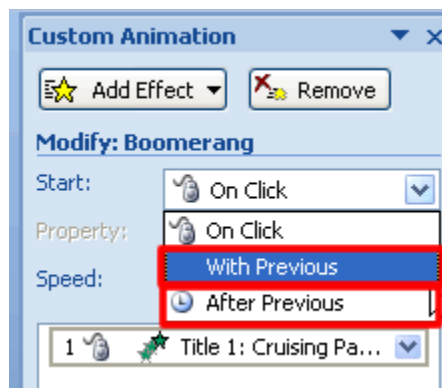

Create a New Slide:

Now you will insert a new slide that will contain the graphics that represent a cruise through Sacramento. Your entire slide show will contain your title page along with four slides. You will save these graphics to your student folder (right click on image, chose save as, then type in the name you assign to the graphic). You want to choose things that are representative of this area (corn fields, animals, the river, the lakes, fishing, white-water rafting, government etc.) You may want to use ClipArt or find graphics on the Internet. Some useful web sites are:

Animated Gif Finder - http://www.gifs.net/gif/

Free Gifs and Animation - http://www.fg-a.com/gifs.html

With the Home tab selected click New Slide then select Blank Slide. The reason for choosing a blank slide is that we are not going to be using text or bulleted lists for our presentation.
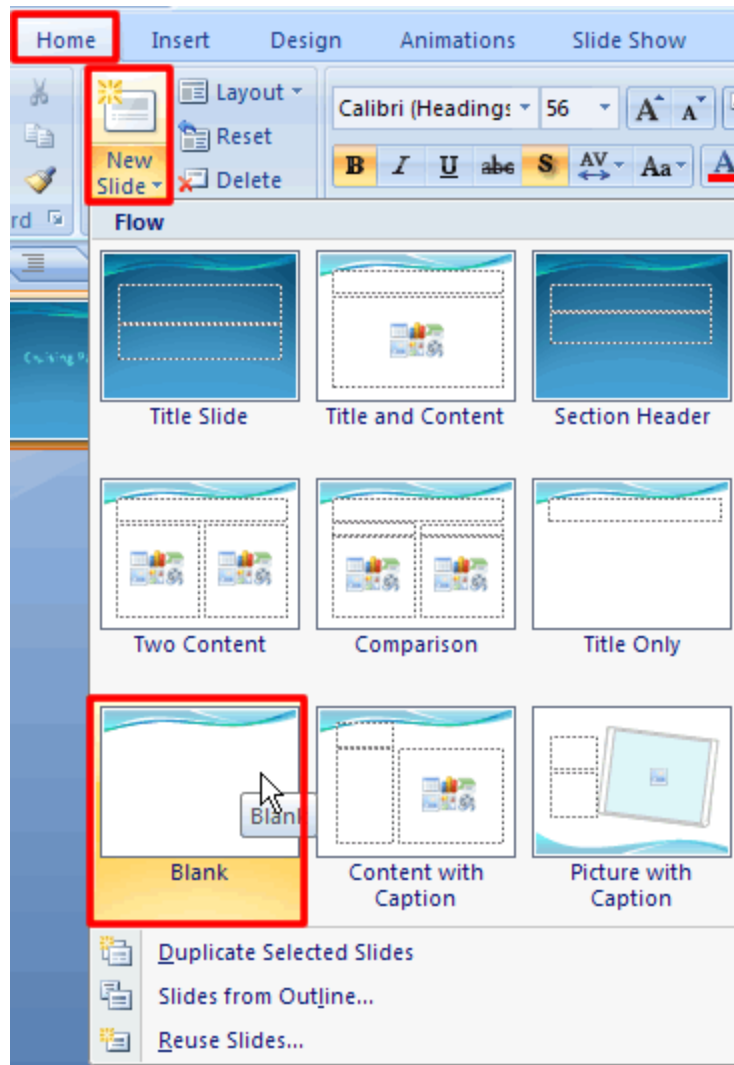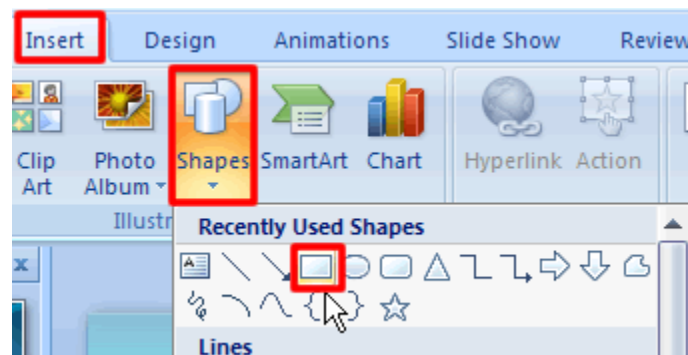
A new blank slide should now appear in your document window

**Using Shapes to Create Your Own Graphics:**

First thing that we need to do is create a road on which your car will travel. You will do this using the Shapes options to do this.

> **With the Insert tab selected click on Shapes then select the rectangle shape located in the first row.**


> **While holding down the left mouse button, drag it across the slide where you want your road to go.**

> **With your rectangle still selected we want to add a texture fill. Click on the Format tab then drop down the Shape Fill menu and choose Texture then select a texture that might represent a road.**
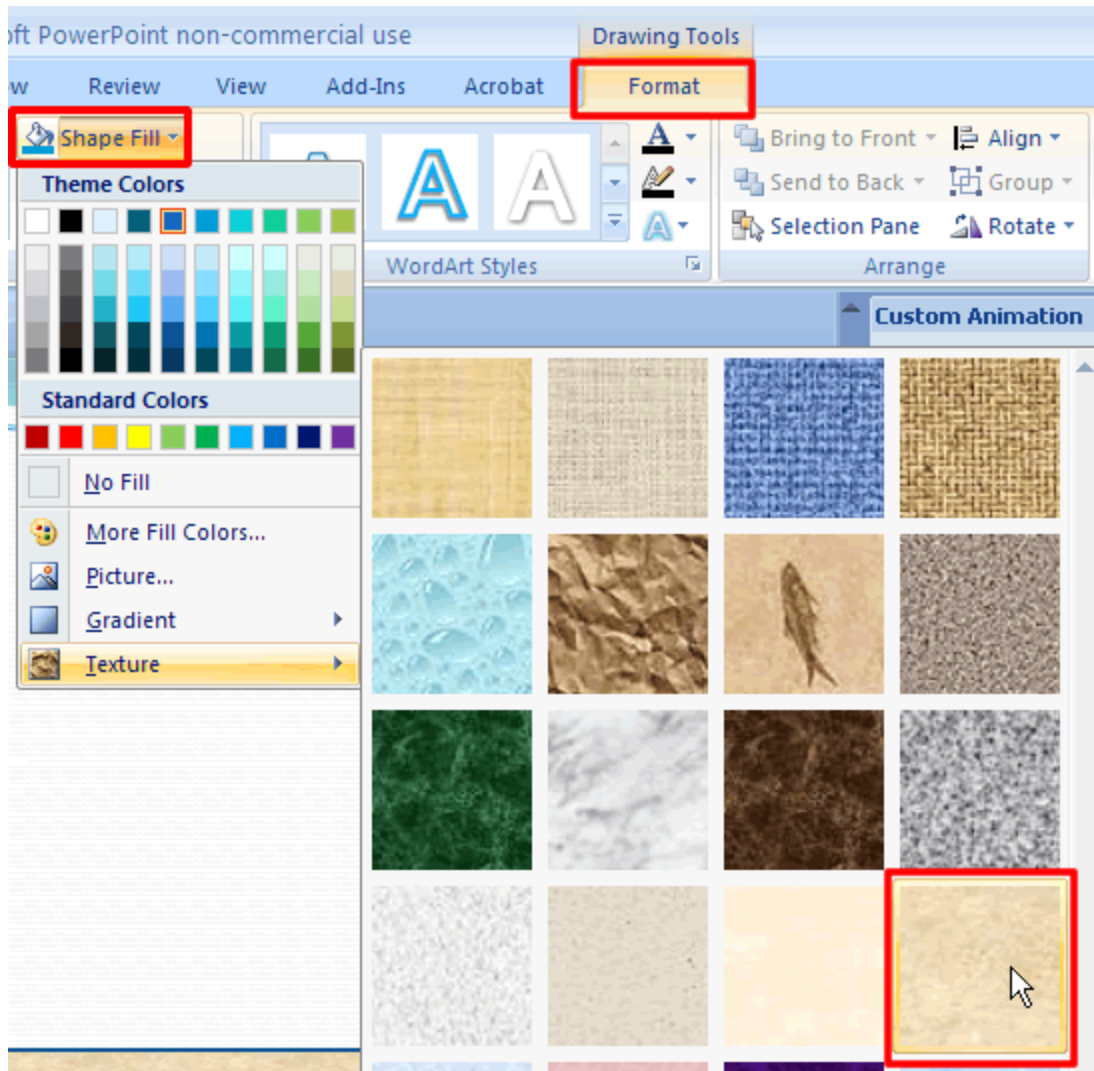
Next you will add lines on the road with the same steps we used above. Select the rectangle shape, draw out four or five small rectangles and place them on top of the road.
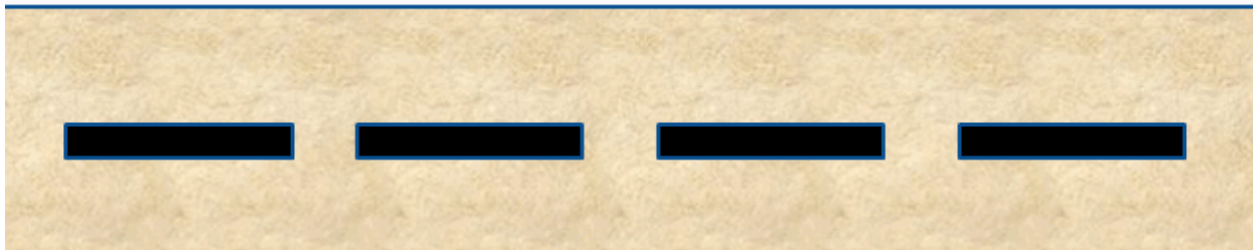

Grouping Objects:

Now that you have your road finished it is a good idea to group it so it is not five or six different parts. Click once on one of the separate shapes and while holding down the shift key select the rest of the shapes. All the separate shaped should appear with a blue outline with a small green circle above it as shown below:
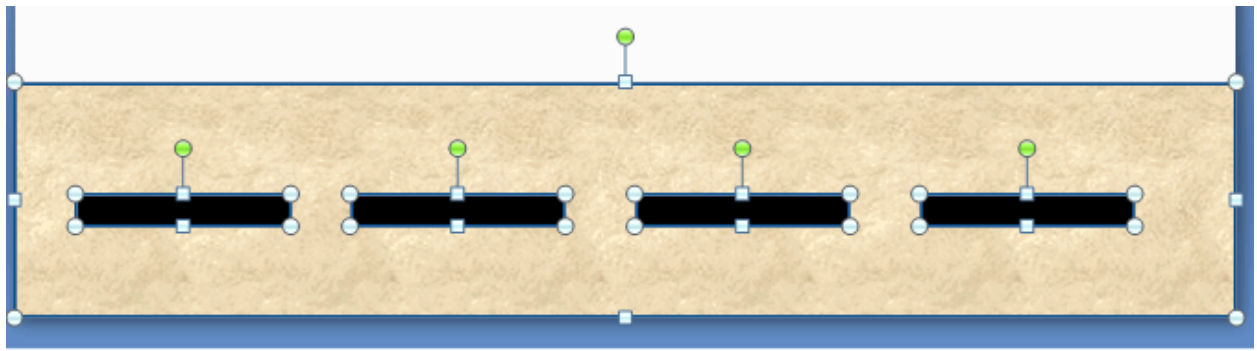
Under Drawing Tools, on the Format tab, in the Arrange group, click Group, and then click Group.
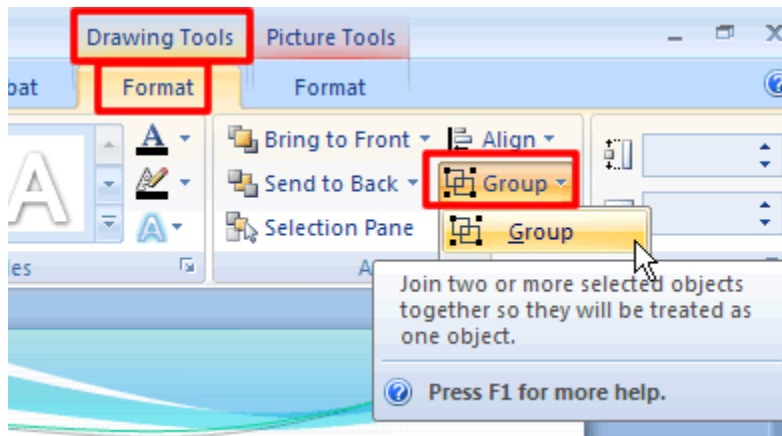
Now your road is only one object and not five seperate shapes. To ungroup the object simple select the object, follow the steps above but select ungroup from the dropdown list.
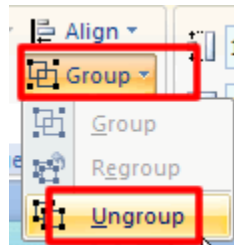
Create Three More Shapes:

Now you will create three more shapes that will be used in your Cruising Sacramento Presentation. Some examples are stop sign, traffic signal lights, sun, etc. Be creative and make sure your graphics go along with the theme. Also if you are using more than one shape to create a graphic make sure you group it together!

Put the Presentation Together:

Next, find a car graphic and insert it on your page. You don't have to have an animated car because you can apply custom animation to the car to move it across the page. When you have your car graphic in place, continue applying graphics that represents the surroundings in Sacramento. You will continue adding three more slides, representing three different scenes you might see in town. For example, one slide could represent the capital where California's government is located. Another slide could be of the Sacramento River Park and Old Town where you would use boats, fishing, etc. to represent activities that take place there. When you have all your slides and transitions in place, you will need to set the slide timing in order to control the time a slide appears on the page. You should have three scenes in your presentation appearing on different slides totaling three additional slides.

Applying Transitions Between Slides:

Slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next during an on-screen presentation. You can control the speed of each slide transition effect, and you can also add sound.

Microsoft Office PowerPoint 2007 includes many different types of slide transitions, including (but not limited to) the following:

1. No transition
2. blinds Horizontal
3. Blinds Vertical
4. Box In
5. Box Out
6. Checkerboard Across
7. Checkerboard Down
8. Comb Horizontal
9. Comb Vertical

To see more transition effects, in the Quick Styles list, click the More button , as shown in the diagram above.

On the left side of the slide window, in the pane that contains the Outline and Slides tabs, click the Slides tab.
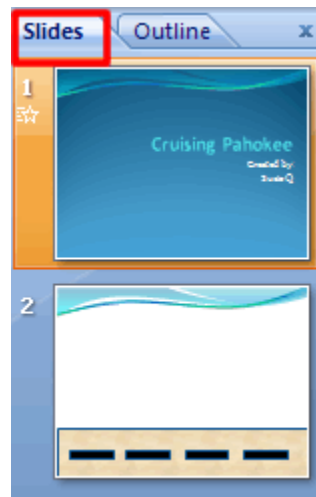
Select the slide thumbnails of the slides that you want to apply slide transitions to, the first slide shown above, the Title Slide.

On the Animations tab, in the Transition To This Slide group, click a slide transition effect.
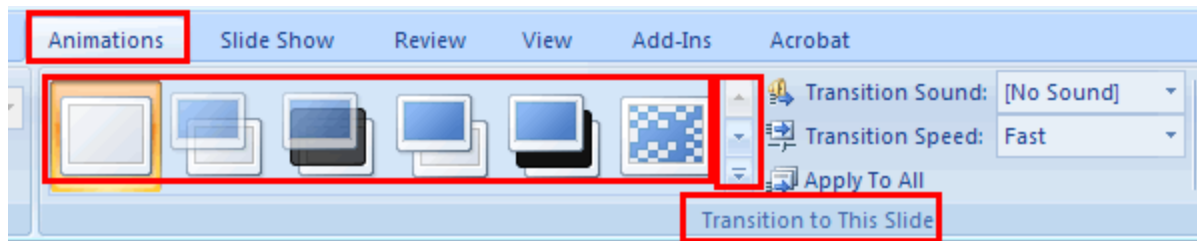
To set the slide transition speed between the current slide and the next slide, in the Transition To This Slide group, click the arrow next to Transition Speed, and then select the speed that you want.

To add a different slide transition to another slide in your presentation, click on the next slide and repeat the steps above.

Add Midi/Music File to Your Slide Show:

When you insert a sound on a slide, an icon that represents the sound file appears. To play the sound while you give your presentation, you can set the sound to start automatically when the slide is displayed, start on a mouse-click, start automatically but with a time delay, or play as part of an animation sequence. You will set your sound to start automatically when the slide is displayed.

Since you have four slides for this activity the sound will be placed on the first slide and will play through all four slides. Click on the Title Slide.

On the Insert tab, in the Media Clips group, click the arrow under Sound and select Sound from File.
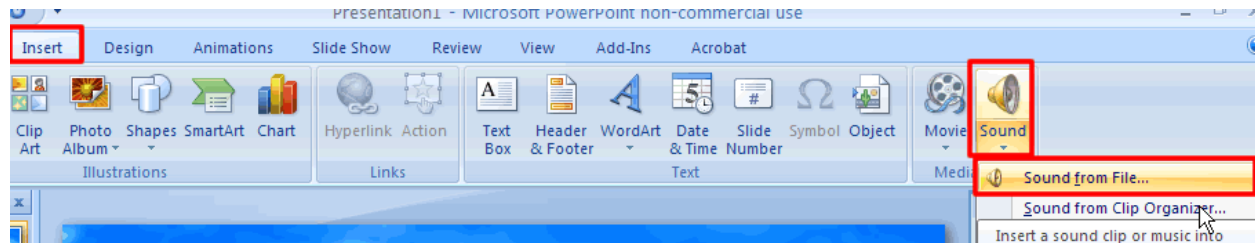
Navigate to your student folder and double click the sound you will use. (You can use any Mp3 music.)

You will then see a prompt box that asks "How do you want the sound to start in the slide show?"
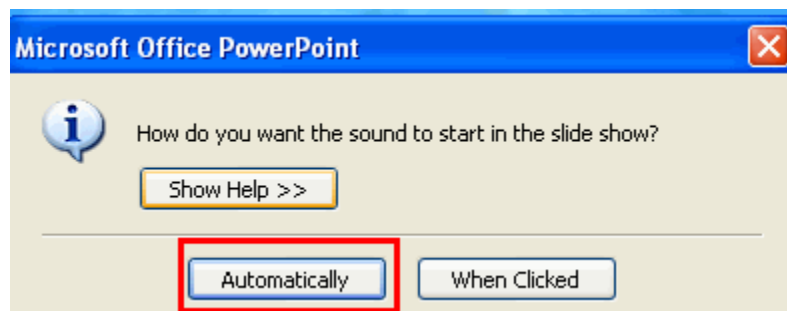

Click Automatically.

Next you need to change the animation order so that the sound will play at the beginning of your Slide Show. You will need to move it up in the Custom Animation dialog box.
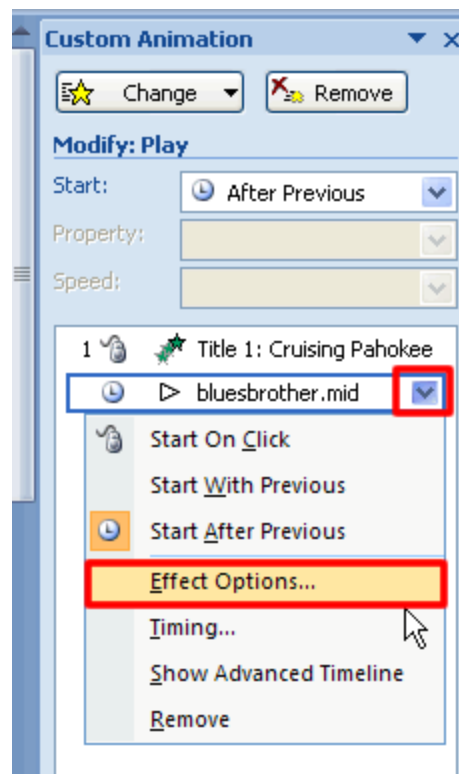
Open the Custom Animation Pane by clicking the Animation tab and selecting Custom Animation.
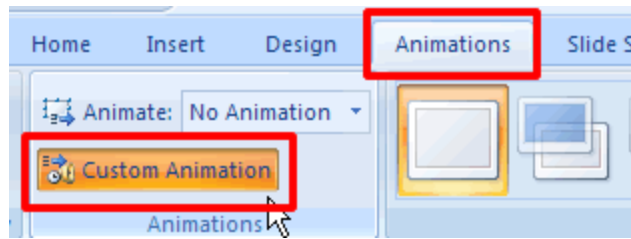
Click on the music file to select it then click the up arrow to move it to the start of your custom animation list.
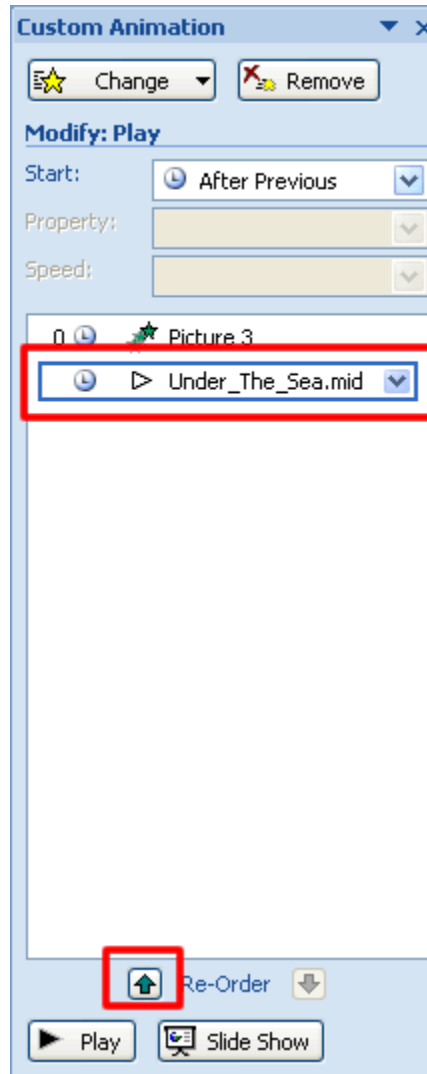
In the Custom Animation task pane, click the arrow to the right of the selected sound in the Custom Animation list, and then click Effect Options.

On the Effect tab, under Stop playing, click After, and then select the total number of slides on which the file should play, for this activity it would be four.
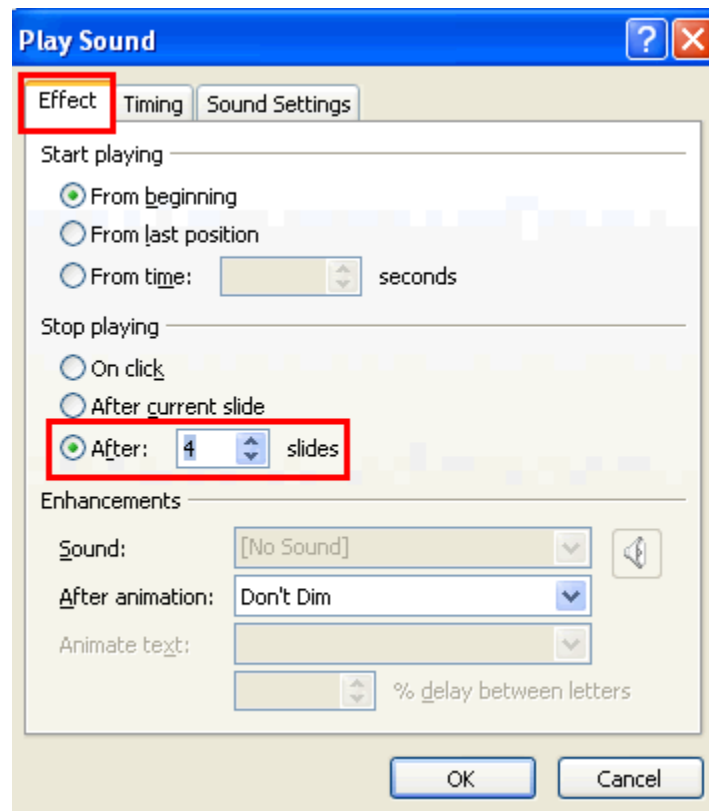
**Note The sound file should be as long as the specified display times of the slides. You can see the length of the sound file on the Sound Settings tab, under Information.**
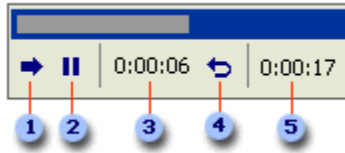
Rehearse and Record Slide Timings

FYI: Be prepared to begin timing your presentation immediately after you perform the first step in this procedure.

On the Slide Show tab, in the Set Up group, click Rehearse Timings.
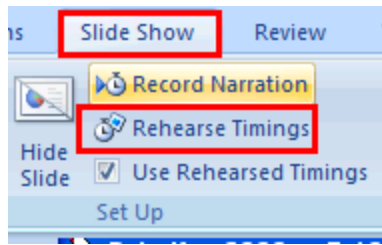
The Rehearsal toolbar appears and the Slide Time box begins timing the presentation.

1. Next, advance to next slide
2. Pause
3. Slide Time
4. Repeat
5. Total presentation time

While timing your presentation, do one or more of the following on the Rehearsal toolbar:

To move to the next slide, click Next.

To temporarily stop recording the time, click Pause.

To restart recording the time after pausing, click Pause.

To set an exact length of time for a slide to appear, type the length of time in the Slide Time box.

To restart recording the time for the current slide, click Repeat

After you set the time for the last slide, a message box displays the total time for the presentation and prompts you to do one of the following:

To keep the recorded slide timings, click Yes.

To discard the recorded slide timings, click No.

Slide Sorter view appears and displays the time of each slide in your presentation.

Name:			
Teacher:			
Title page is present and includes WordArt.	25	
Text box is included on title page that displays student name.	10	
Background is present on all slides and goes along with the theme.	15	
Clipart/Pictures are included and go along with the theme.	50	
Custom animation is applied to graphics on all slides throughout the presentation which add enhancement to the theme.	50	

Order and timing are applied to the presentation and it runs on its own.	25	
Transitions are included on all of the slides.	25	
Evidence that the picture toolbar was used to enhance graphics on slides.	25	
Evidence of shapes and objects were created using the Drawing Toolbar.	25	
Midi file is included in presentation.	25	
Total	275	

Point Value for Grade	
248-275	A
220-247	B
193-219	C
165-192	D
0-164	F