

(6) Lesson Creating a Story in Power Point

Make this a fun lesson – You are the Author

1. Open up the first slide of your power point. Click on Transitions and choose one that you may like in your presentation. Choose apply to all if you wish for all the slides to be the same.

Typing in your words

1. Create a text box and adjust your font to Comic Sans 28 Bold Black. Make sure you right click on the text line when done and set that adjustment to default so it will be on every slide. Not too many words per slide.

Inserting your voice (Optional)

1. Open up the slide you wish to add your voice to.
2. Go to Insert and then Audio and choose record audio
 - a. Place the microphone and test out the loudness of your voice
 - b. Choose hide and automatic.
 - c. Play back each time if needed to see if you were clear in your recording.
3. When speaking talk slow but add character to your voice. Always start and stop with 1 second before and after your talking.
4. Go to the next slide and repeat the same
5. Choose a transition and hit apply to all.

Adjust your timings so it is spot on

1. Click on Slide show and **REHEARSE TIMINGS**. Your timings will go along with your voice. Per slide.
2. When you click the **REHEARSE TIMINGS** you will see the power point go to full screen mode. You will also discover two counters in the upper left of the screen
 - a. The left counter is the one that will tell you exactly how much time you spent on that one slide. The right counter will show over all time.
 - b. Use your down arrow to go to the next slide when you determine that you have spent the correct amount of time on this slide.
 - c. At the end you will be asked if you wish to keep the total time and it will present that total. Choose YES if you are ok with the timing.
 - d. You will see the whole power point displayed in the sort mode.
 - e. If you wish to fine adjust the time for a particular slide click on that slide and then choose transitions and to the far right now you may now enter a new time.

Making a Video (Optional)

1. Create a folder and name it **VIDEO STORY**. You will save your power point and the video STORY you design in this folder.
2. Save presentation as Power Point first. (This is important in case you made a mistake)
 3. Save presentation again but this time as (**Windows Media Video**). It will take a few minutes depending on the length of your presentation.