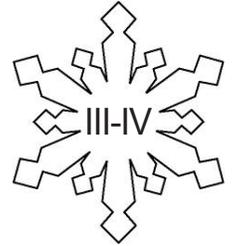


Using PowerPoint

Levels



Grades 5-8

Overview:

PowerPoint is presentation software made by Microsoft. PowerPoint software creates slides that combine text, graphics, movies and sound to make a slide show. In this lesson, students make a presentation about clouds that has five slides.

Objective:

The student will

- use the Project Gallery to select a presentation;
- select different types of slides in PowerPoint;
- insert text and graphics into a PowerPoint slide; and
- add transitions to a presentation.

Alaska Content Standards Addressed:

Technology

- A1 A student should be able to operate technology-based tools. A student who meets the content standard should use a computer to enter and retrieve information.

Materials:

- Computer with Microsoft PowerPoint and Internet access
- STUDENT WORKSHEET: "Making a Presentation with Microsoft PowerPoint"

IT Basics

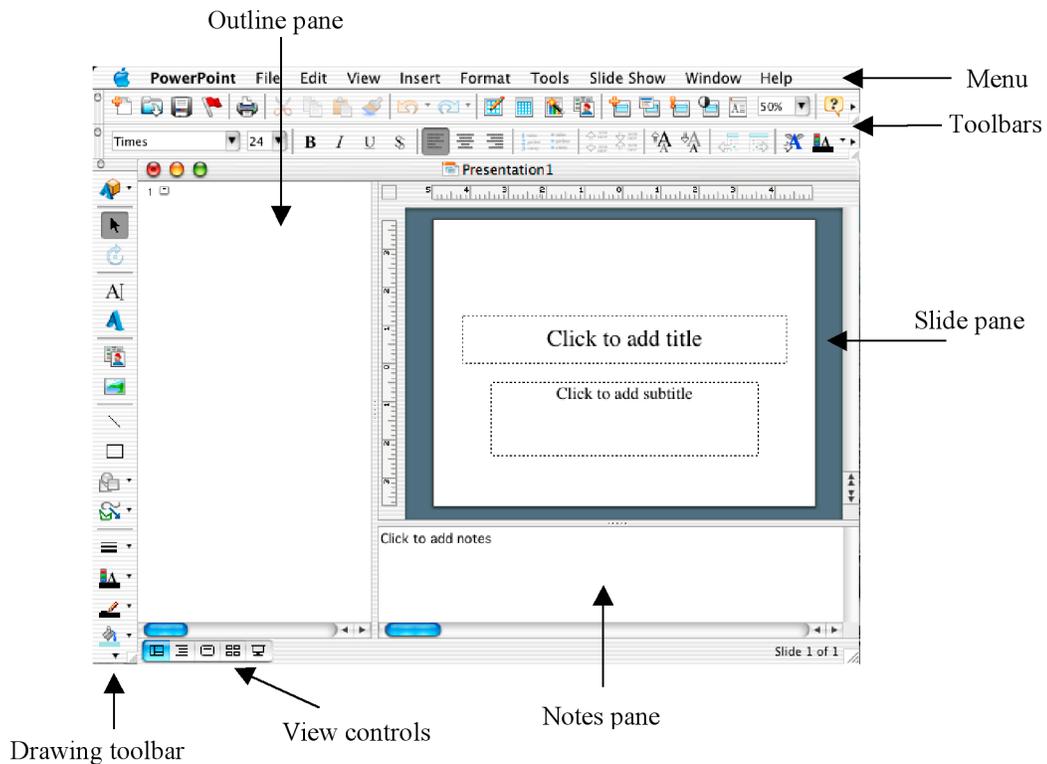
Microsoft PowerPoint is presentation software that allows the user to create a slide show that combines text, graphics, movies, and sound. Individuals in many different fields, including education and science, use PowerPoint. Many scientists use PowerPoint to create presentations on a variety of topics, many of which are available for classroom use upon request.

Activity Procedure

1. Ask students to create a folder on the desktop, and then download the cirrus, stratus, and cumulus cloud photographs from the ACMP website Classroom Lessons page at (www.ArcticClimateModeling.org).

Note: Images can be copied and pasted into PowerPoint slides. However, saving the images so that they can be easily reused allows for better flexibility and prevents them from being lost if the slide or photo is erased.

2. Review the major components of the PowerPoint window as shown. Microsoft Office products can be customized in a variety of different ways; the toolbars may be arranged differently from the image below.



Note: In recent versions, Microsoft changed the way new slides are added to presentations. The instructions in the lesson include the steps for several methods.

3. Distribute the STUDENT WORKSHEET: "Making a Presentation with Microsoft PowerPoint." Guide students through the worksheet. Note that text for each type of cloud has been included in the lesson. If students should add additional text, be sure to explain how and what type of text should be included. Students could search the Internet and/or use the Climate Change DVD to find more information about clouds.

Extension Idea

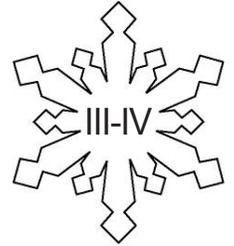
Ask students to create their own presentation from scratch on a topic related to weather and climate. Ask students to choose a topic, such as the Beaufort Scale, a particular scientist, the effects of climate change on sea ice, or extreme weather. Instruct students to write the text for their presentation; gather graphics, movies, and/or sound clips; and use PowerPoint to create and share their presentation.

Name: _____

Making a Presentation with Microsoft PowerPoint

Student Worksheet (1 of 11)

Levels



Grades 5-8

Background Information

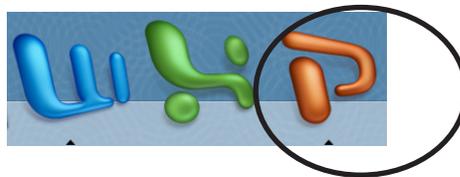
PowerPoint is presentation software made by Microsoft that allows the user to create slides that combine text, graphics, movies and sound to make a slide show.

Directions:

Follow the directions below to create a presentation using PowerPoint. The presentation will start with a title slide, followed by an introduction, then three slides with text and photos.

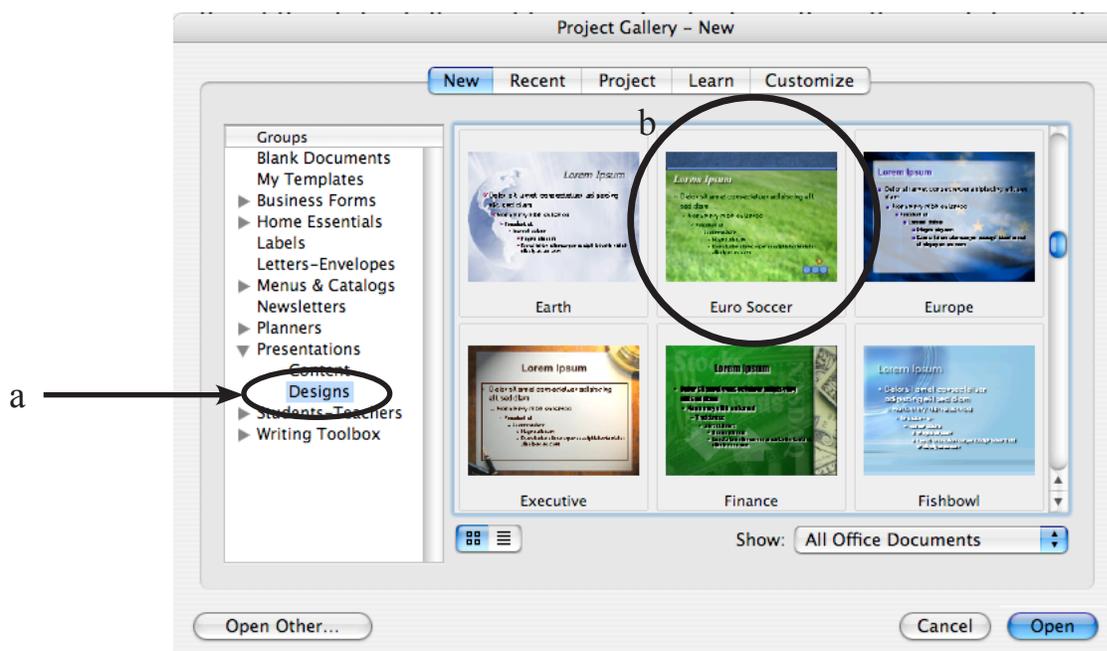
Procedure for Making a PowerPoint Presentation:

STEP 1. Launch PowerPoint from the Macintosh dock by clicking once on the PowerPoint icon.



STEP 2. Click on **File**, then select **Project Gallery**.

- A) Click the triangle next to Presentations then click on **Designs**.
- B) On the right side, scroll down to choose a design. Select it by clicking it once.
- C) Click **OK** (or **Open**, depending on the version of PowerPoint being used).

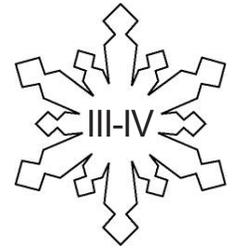


Name: _____

Making a Presentation with Microsoft PowerPoint

Student Worksheet (2 of 11)

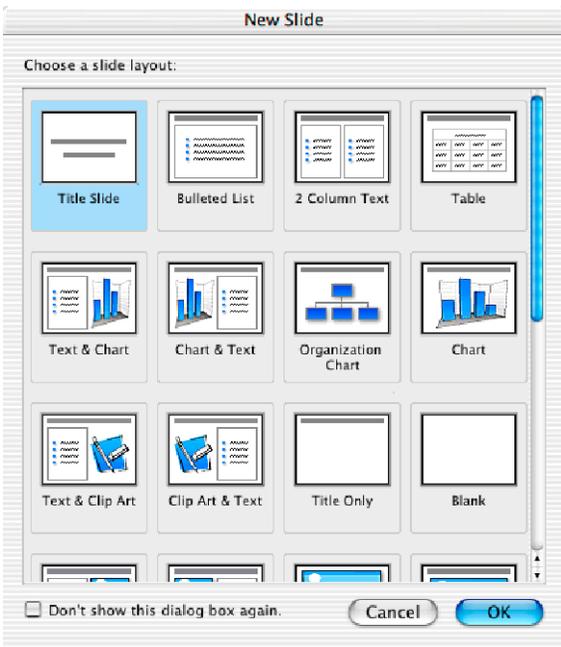
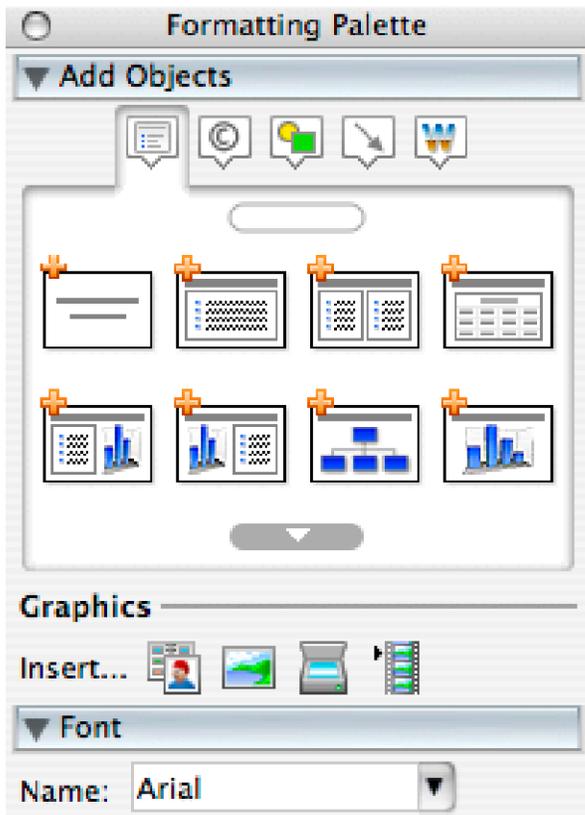
Levels



Grades 5-8

Slide One:

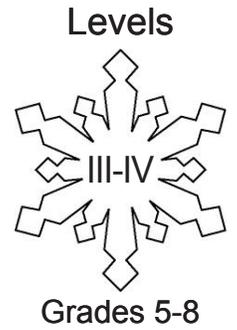
STEP 3. The method of inserting new slides varies depending on which version of PowerPoint is being used. Older versions have a **New Slide** screen. Newer versions use a **Formatting Palette**. Follow the instructions for the version of PowerPoint being used to make a new **Title Slide**.

Insert Slide with older versions of PowerPoint	Insert Slide with newer versions of PowerPoint
a) Select Title Slide from the New Slide screen. b) Click OK .	a) A Title Slide should have already opened. If not, click on the Title Slide from “Add Objects” on the Formatting Palette , located under the View menu.
	

Name: _____

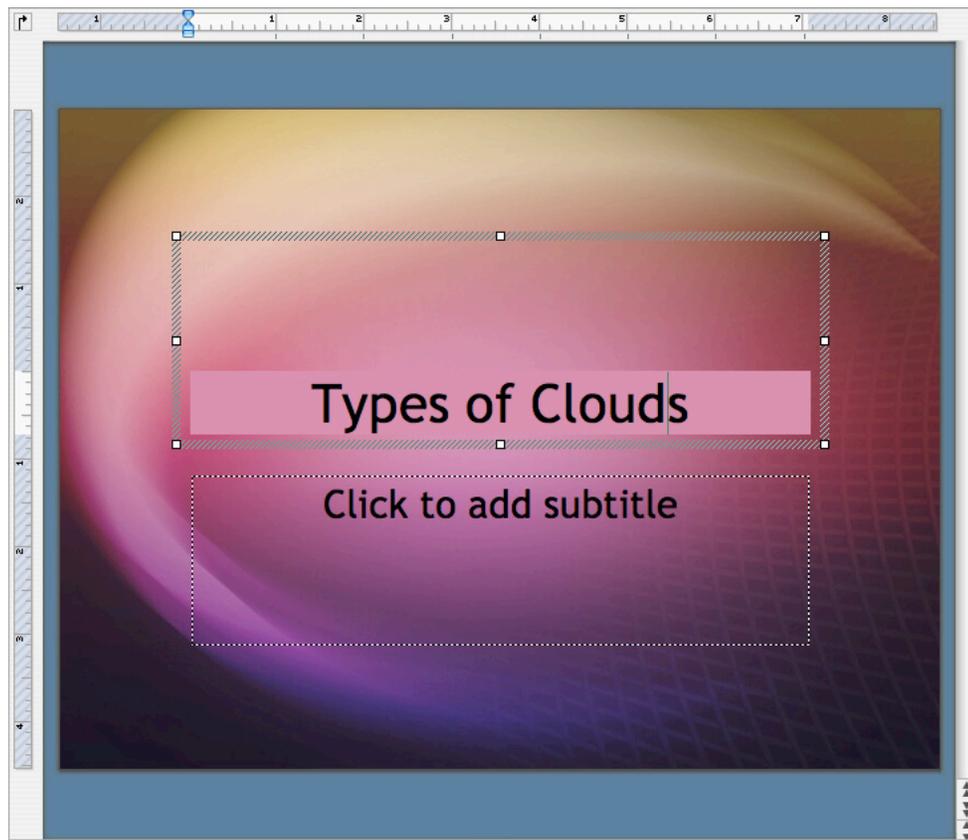
Making a Presentation with Microsoft PowerPoint

Student Worksheet (3 of 11)



STEP 4. Add text to the Title Slide:

- A) Where it says Click to add title type the following: "Types of Clouds."
- B) On the second line, where it says Click to add subtitle type your name.

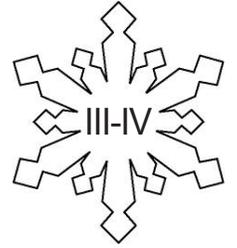


Name: _____

Making a Presentation with Microsoft PowerPoint

Student Worksheet (4 of 11)

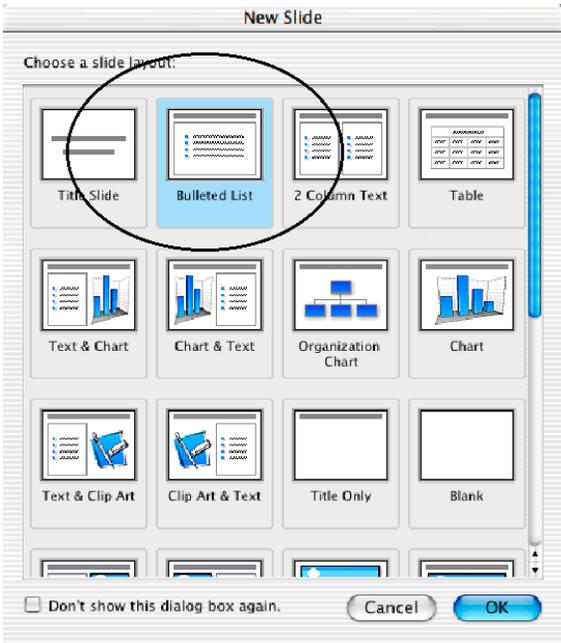
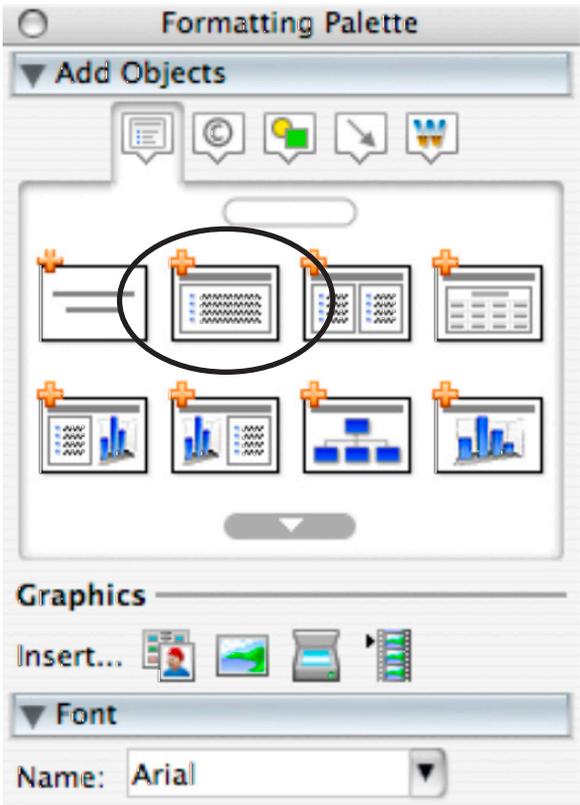
Levels



Grades 5-8

Slide Two:

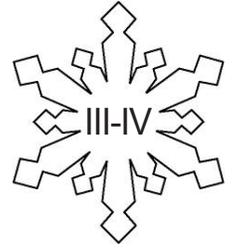
STEP 5. Follow the steps for the version of PowerPoint being used to add a new **Bulleted List** slide.

Insert Slide with older versions of PowerPoint	Insert Slide with newer versions of PowerPoint
<p>a) From the menu select Insert → New Slide.</p> <p>b) Select Bulleted List.</p> <p>c) Click OK.</p>	<p>a) Click on the Bulleted List Slide from “Add Objects” on the Formatting Palette, located under the View menu.</p>
	

Name: _____

Making a Presentation with Microsoft PowerPoint Student Worksheet (5 of 11)

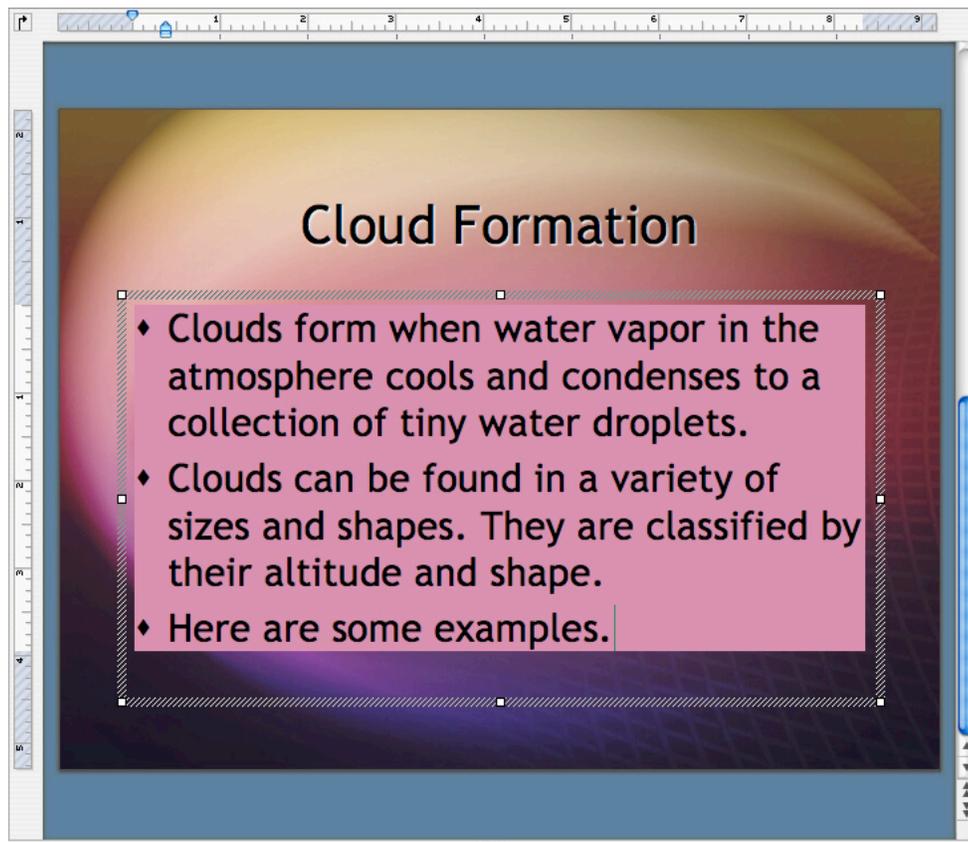
Levels



Grades 5-8

STEP 6. Add text to the slide:

- A) On the Click to add title click and type “Cloud Formation.”
- B) Below the title, enter the text:
“Clouds form when water vapor in the atmosphere cools and condenses to a collection of tiny water droplets. [return]
Clouds can be found in a wide variety of sizes and shapes. They are classified by their altitude and shape. [return]
Here are some examples.”

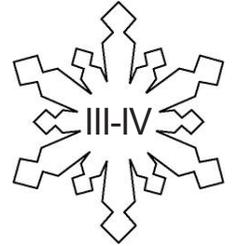


Name: _____

Making a Presentation with Microsoft PowerPoint

Student Worksheet (6 of 11)

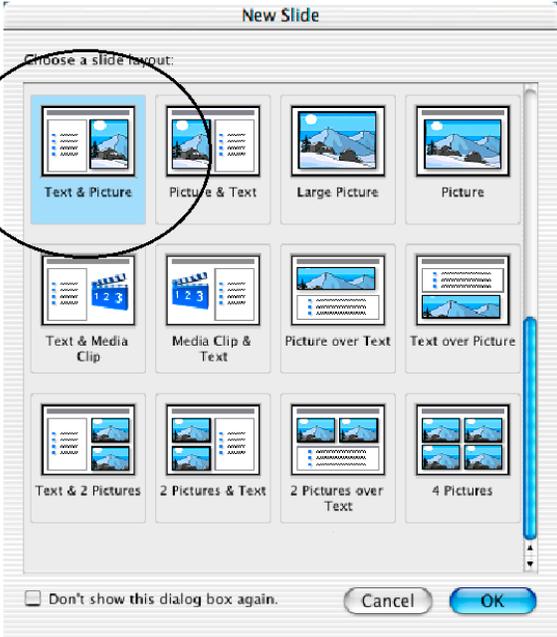
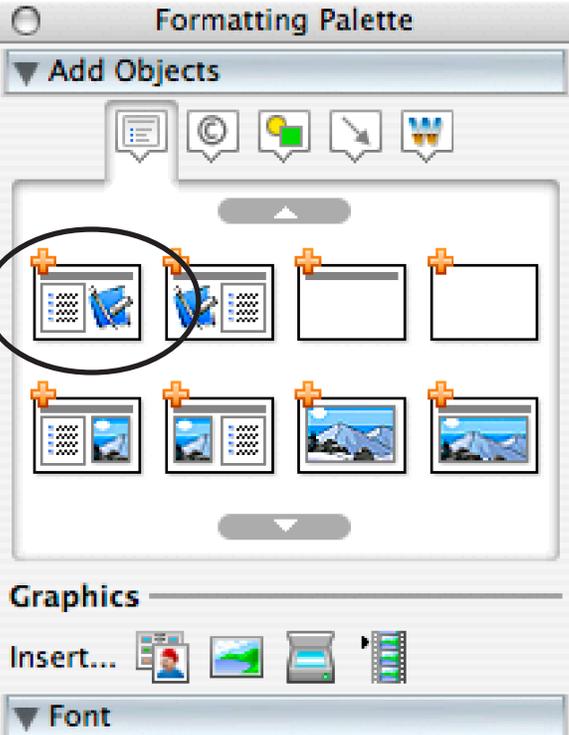
Levels



Grades 5-8

Slide Three:

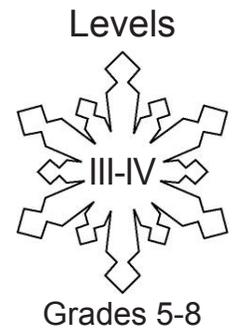
STEP 7. Follow the steps for the version of PowerPoint being used to add a new slide, **Text & Pictures**.

Insert Slide with older versions of PowerPoint	Insert Slide with newer versions of PowerPoint
<p>a) From the menu Insert → New Slide.</p> <p>b) Select Text & Picture. (NOTE: It may be necessary to scroll down).</p> <p>c) Click OK.</p>	<p>a) Click on the Text & Picture Slide from “Add Objects” on the Formatting Palette. (NOTE: It may be necessary to scroll down).</p>
	

Name: _____

Making a Presentation with Microsoft PowerPoint

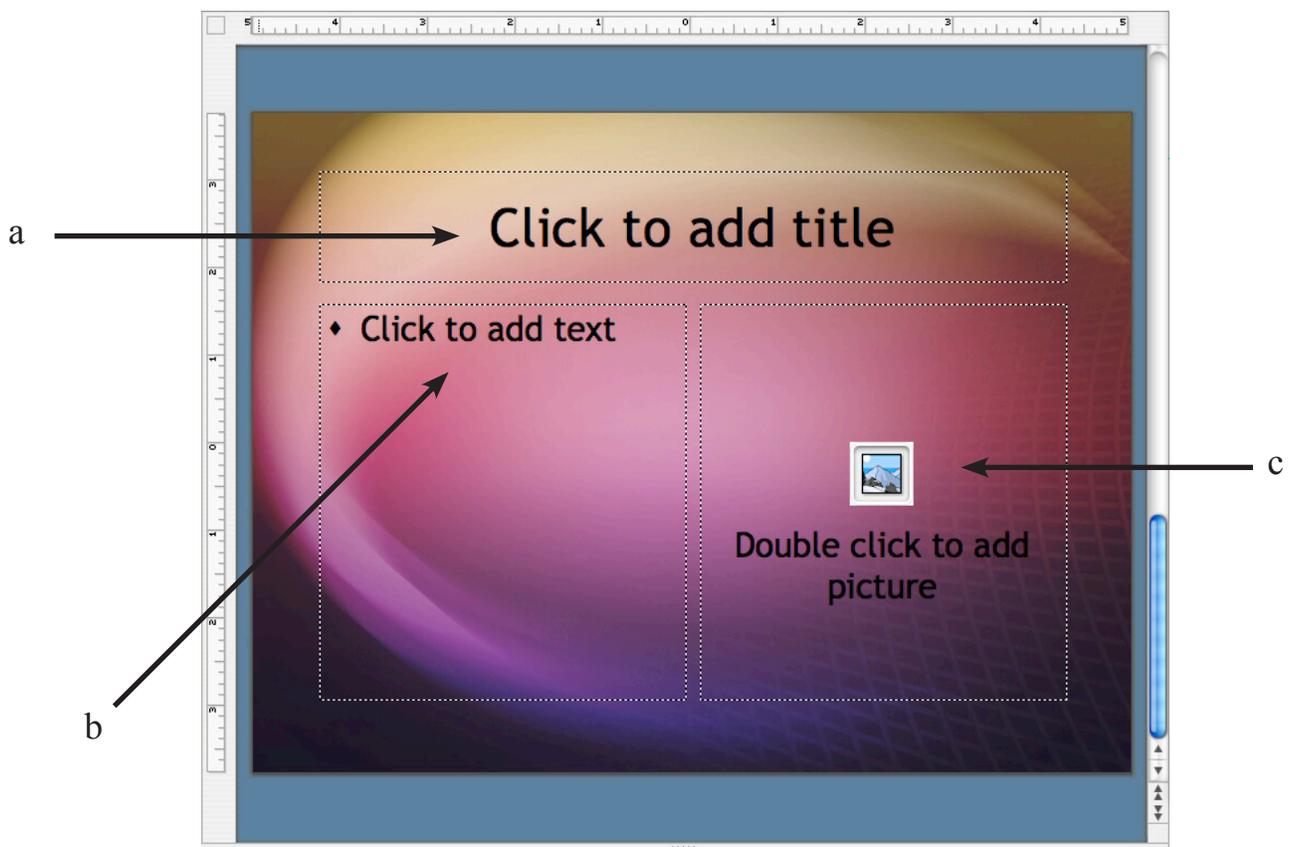
Student Worksheet (7 of 11)



STEP 8. Add text and pictures to the slide:

- A) Click to add title: "Stratus Clouds"
- B) Click to add text:
"Stratus clouds cover large parts of the sky. [return]
They appear white or gray."
- C) Double click in the frame to add a picture.
- D) Navigate to the folder that has the pictures of the clouds.
- E) Click on "Stratus.jpg."
- F) Click **OK** or **Insert**.

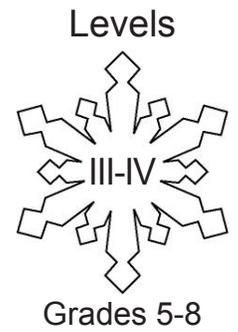
(NOTE: The photo of stratus clouds was taken in Unalakleet, Alaska.)



Name: _____

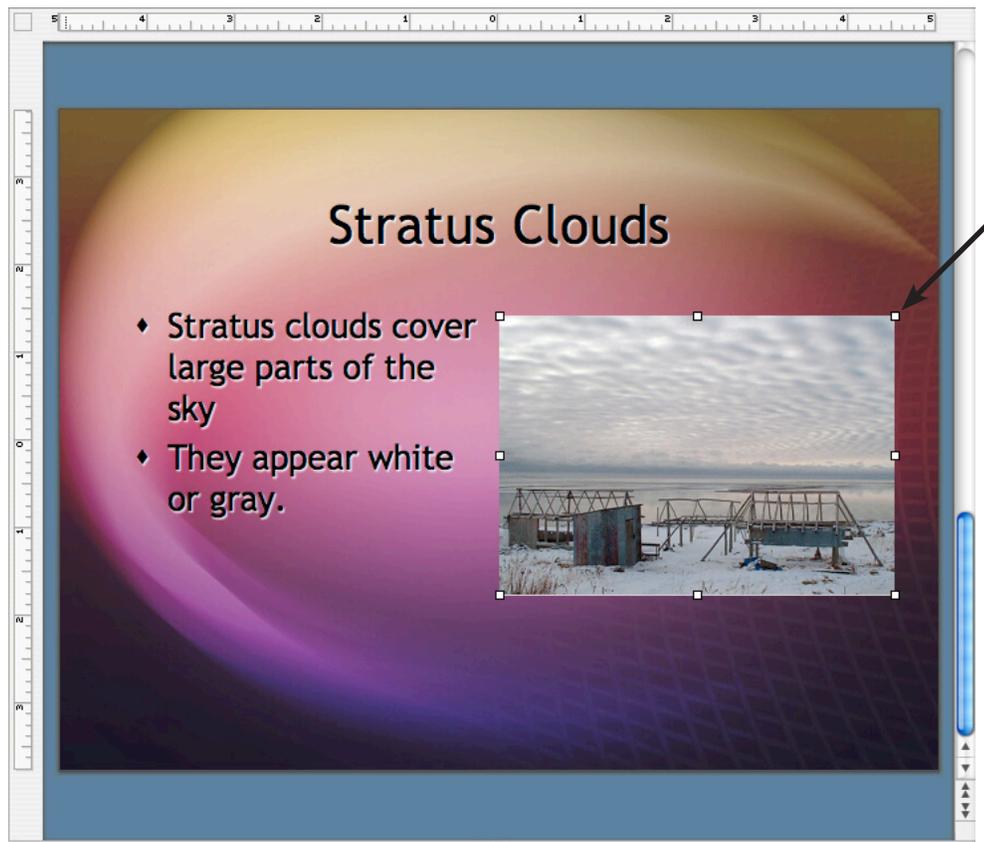
Making a Presentation with Microsoft PowerPoint

Student Worksheet (8 of 11)



STEP 9. Use the resize handles to adjust the size of the picture by clicking and dragging one of the corners to make the photo larger or smaller. If the resize handles are not visible click once on the picture. If the picture needs to be moved, click and hold on the photo, then use the hand tool to move it.

The text can be resized and moved in the same way.



Slide Four:

STEP 10. Add a new **Text & Picture Slide** by following the same method as in Step 7.

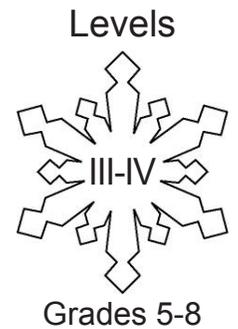
STEP 11. Add Text and Pictures to the slide:

- A) Title: "Cumulus Clouds"
- B) Text:
"Cumulus clouds are puffy, individual clouds. [return]
They normally have flat bottoms. [return]
They usually indicate fair weather."

Name: _____

Making a Presentation with Microsoft PowerPoint

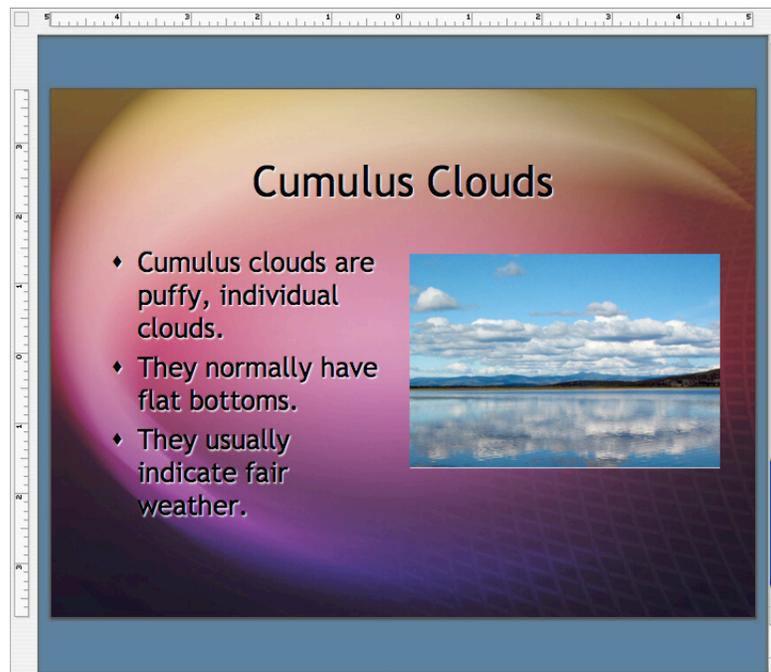
Student Worksheet (9 of 11)



C) Picture:

Double click to add a picture. Navigate to the folder of cloud pictures and insert the “Cumulus.jpg” photo.

(NOTE: The photo of cumulus clouds was taken at Quartz Lake, Alaska.)



STEP 12. Resize the photo and text if necessary.

Slide Five:

STEP 13. Add a new **Text & Picture Slide** by following the same method as in Step 6.

STEP 14. Add text and pictures to the slide:

A) Title: “Cirrus Clouds”

B) Text:

“Cirrus clouds are seen at higher altitudes. [return]

They are thin and wispy. [return]

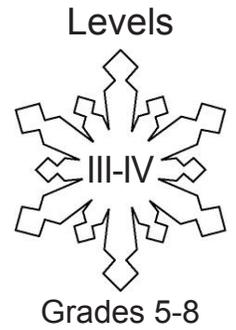
Made of ice particles. [return]

Produce sun dogs.”

Name: _____

Making a Presentation with Microsoft PowerPoint

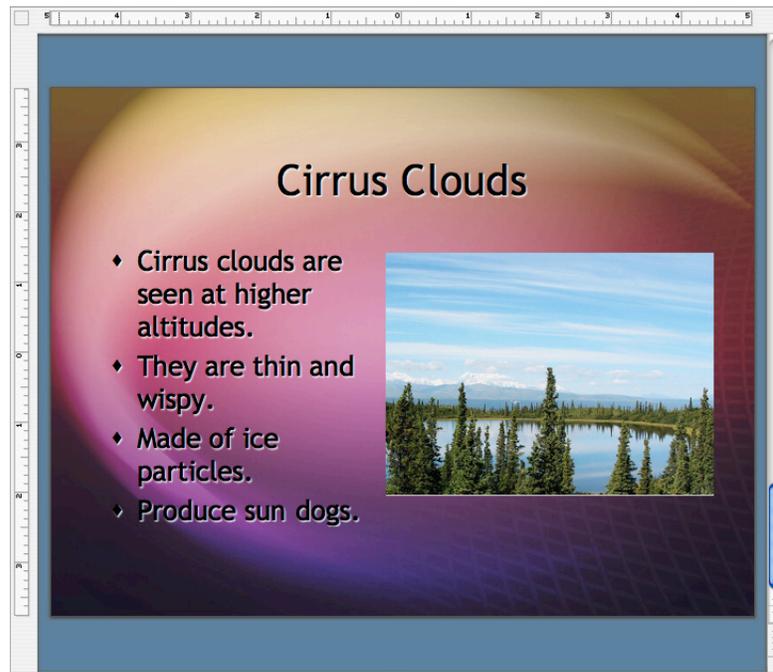
Student Worksheet (10 of 11)



C) Picture:

Double click to add a picture. Navigate to the folder of cloud pictures and insert the “Cirrus.jpg” photo.

(NOTE: The cirrus cloud photo was taken near Black Rapids in Interior Alaska.)

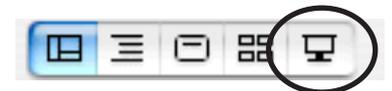


STEP 15. Resize the photo and text if necessary.

Viewing a Slide Show:

STEP 16. Click on the first slide.

STEP 17. View your slide show by clicking on the small screen on the view controls at the bottom of the screen or by selecting **View** → **Slide Show** on the menu.



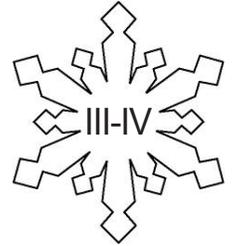
STEP 18. To advance to the next slide, click the mouse, space bar or the right arrow key. To move back one slide press the left arrow key. To stop the slideshow press the [esc] (escape) key.

Name: _____

Making a Presentation with Microsoft PowerPoint

Student Worksheet (11 of 11)

Levels



Grades 5-8

Modifying a Slide Show:

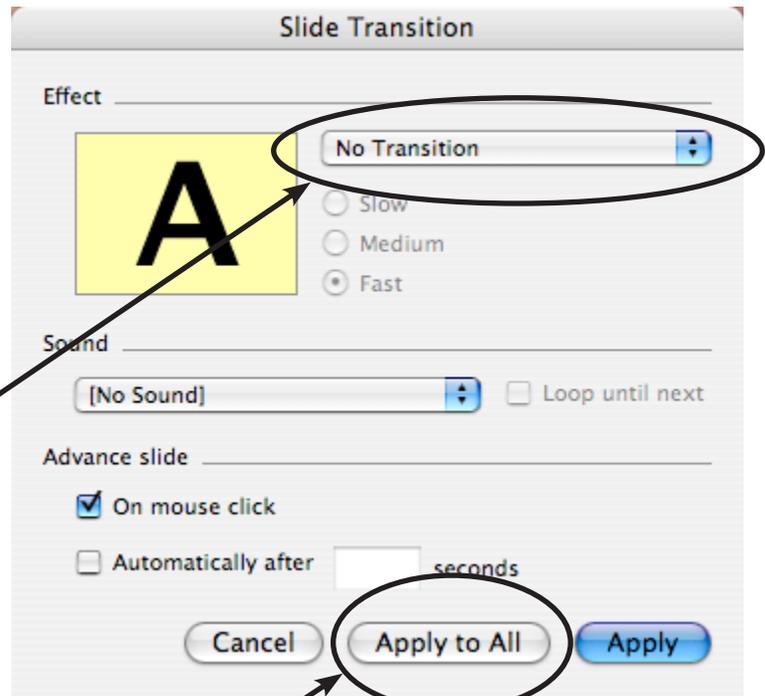
Transitions:

Transitions are special effects that occur between slides.

STEP 18. To change the transition in a slide show select **Slide Show** → **Slide Transition**.

STEP 19. From the **Slide Transition** screen choose a transition from the drop down menu.

STEP 20. A different transition could be used for each slide, but it is less distracting to use the same type of transition for each slide. Once a transition is selected click **Apply to All** so every slide will have the same transition.



Design:

STEP 21. The slide design can be changed by selecting **Format** → **Slide Design** on the menu, and then choosing a different design.

STEP 22. Click **Apply** when done.

Slide Order:

STEP 23. To change the order of the slides click the **Slide Sorter** at the bottom of the screen or **View** → **Slide Sorter** on the menu and rearrange the slides by clicking and dragging them.



STEP 24. Save the changes when done.

STEP 25. Save your slide show and show it to your teacher when finished.