

Making an Informational PowerPoint for an Educational Unit

Laurie Pearce

Grand Canyon University

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Decide on a Topic

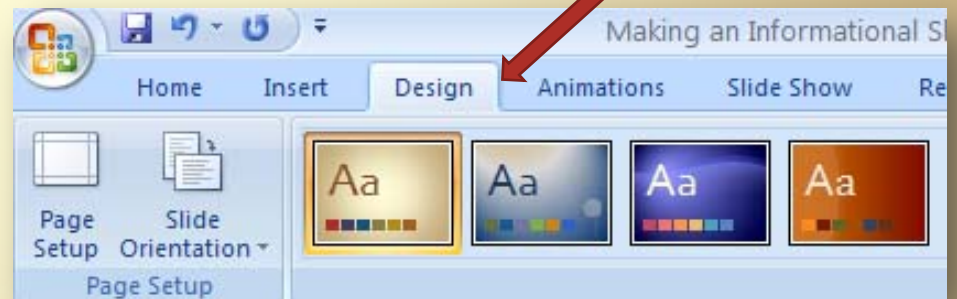
- PowerPoints (Microsoft, 2011) can be used for any lesson, including math.
- Narrow the subject to one lesson.
- Research on the internet to find visuals and information.
- Bookmark interesting sites and save appropriate visuals to the computer.
- Follow copyright laws and ask for permission if needed.

What Kind of Information?

- Tailor the information and visuals to the subject and the grade level of the students.
- Combine visuals and words for increased understanding.
- Adding audio improves learning and is needed for students who can't read.

Getting Started on the PowerPoint

- Find Microsoft PowerPoint in the Microsoft Office folder and click on it to open it.
- Go to the **Design** tab and click on it. Select a color scheme that is easy to read.



- Enter the text for the title slide.
- Go back to the **Home** tab and click on it.

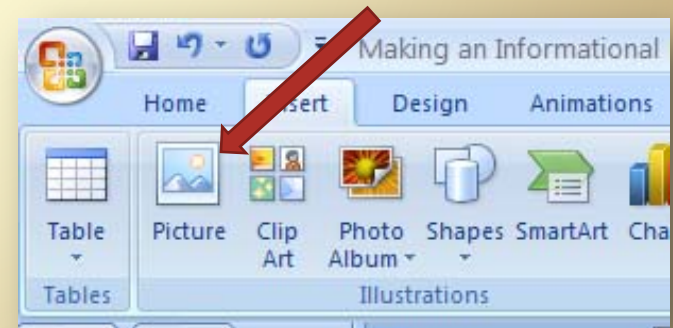
Adding More Slides

- Click on the ribbon area of the **Home** tab where it says new slide.
- A new slide will be added.
- The selected design will be incorporated on each new slide.



Adding Text and Pictures

- Be sparing with words, PowerPoints are about quick information.
- To add a picture that is saved on the computer, go to the **Insert** tab and click on it.
- Find **Picture** on the ribbon and click on it.
- A menu box that contains the pictures on the computer will open up.
- Select the desired picture and click on it. The picture will paste into the slide.



Adding Narration

- Narration is needed for younger students.
- Use a microphone or web camera with a mike.
- Click on the **Slide Show** tab on the ribbon.



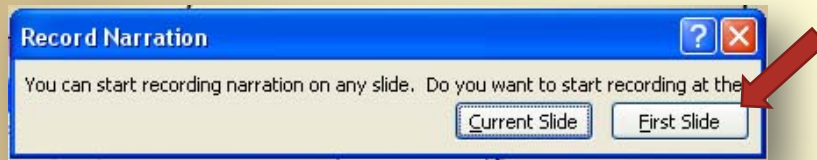
- Click on **Record Narration**, a menu box will open up.

Adding Narration Continued

- In the **Menu box**, click on **ok**. Another box will open and ask for the starting point for the narration.



- Click the **First Slide** option.



- Begin recording the narration.
- View the slide show to hear the narration. Use the **Undo** arrow if the narration needs to be done again.

Things to remember

- Use **Undo** if a change is unwanted.
- Animations and sounds should be kept to a minimum to avoid distractions.
- Save often!

References

Microsoft. (2011). PowerPoint, [software]. Available from: <http://office.microsoft.com/en-us/downloads>.