

# Using PowerPoint Effectively: AAC, Access, Education & Fun!

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# Overview

Most people have access to Microsoft PowerPoint on a PC and most people use it simply for delivering presentations.

This presentation aims to look at other things that you can create with PowerPoint, focusing on:

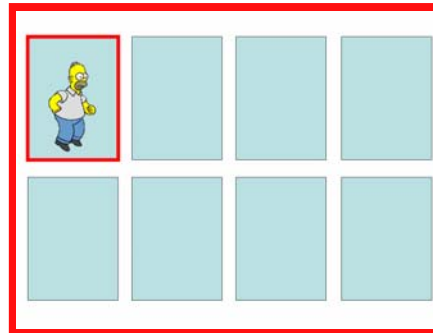
- AAC
- Access
- Education
- Fun
- Sensory ideas

# A Few Examples

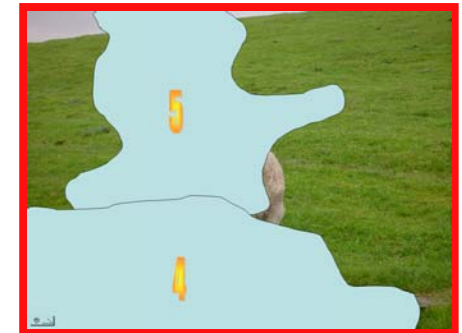
- Below are a few examples of activities that have been created using Microsoft PowerPoint:



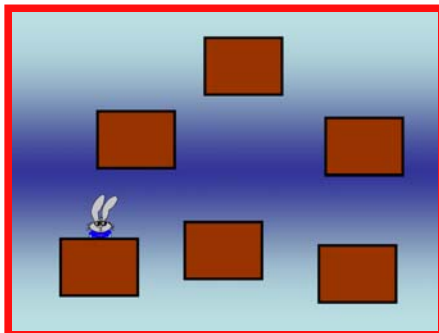
**Cause and Effect**



**Simple & Complex Scanning**



**Mouse Alternatives**



**Visual Tracking and  
memory**



**Communication**



**Sensory Stories**

(Pete Wells)

# Anatomy of a PowerPoint!

- There are usually several different ways you can create the same PowerPoint and a few key features that are particularly useful to know:
- Finding and adding sounds, images and movie files
- Slide Transition
- Hyperlinks
- Custom Animation

# Where to Find - Images

- The Internet is an invaluable resource for finding free sounds, pictures and movie clips.
- [www.google.com](http://www.google.com) – you can usually type in a search for what you are looking for and something will come up. For images, click the [Images](#) link and then run a search.
- <http://bestanimations.com> – a nice site for animated gifs
- [www.animation-central.com](http://www.animation-central.com) – more animated gifs
- [www.iconbazaar.com](http://www.iconbazaar.com) – even more animated gifs!

# Where to Find - Sounds

- [www.altavista.com](http://www.altavista.com) – As well as an Image search tab, altavista has an MP3/Audio tab in which you can specify sound file type and length for your search.
- [www.simplythebest.net](http://www.simplythebest.net) – A very good site for sound effects and music, amongst others.
- [www.a1freesoundeffects.com](http://www.a1freesoundeffects.com) – Includes several sound effects in .WAV file format.
- [www.partnersinrhyme.com](http://www.partnersinrhyme.com) – Another good site for free sound effects, midi files, audio software etc.

# Where to Find - Movies

- Film clips can be trickier to find online because although there are a number of sites where you can view them, there are few websites that you can actually download them from.
- [www.altavista.com](http://www.altavista.com) has a video search facility, though it can still be quite tough to find what you are looking for.
- [www.themovieinsider.com](http://www.themovieinsider.com) has a number of clips available for download though they are .mov files which PowerPoint can only support if you add a link to a movie player within your slide.

# Adding Images, Sounds and Movies

- Adding an image is easy, simply select **Insert, Picture** and **From File** (or **Clip Art** if you want to use pictures already stored in PowerPoint).
- Alternatively, if you find an image you want on the Internet or in another program, you can right click on it and select **Copy** and **Paste** it into your PowerPoint slide.
- You can also right click on the background of your slide, choose **background** and add a picture to the background of your cell.
- You can click and drag to resize your images or double click on the image to see its properties.

# Adding Images, Sounds and Movies

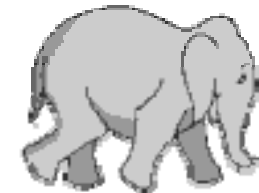
**ace**  
centrenorth  
*Giving people a voice...*

- You can add:

- Photos



- Animated gifs



- JPG's, BMP's, PNG files and more!

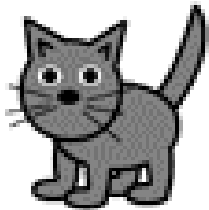


# Adding Images, Sounds and Movies

- You can also add sounds by selecting **Insert, Movies and Sounds, Sound from File** (or **Sound from Clip Organiser** for PowerPoint sounds).
- You can also add a sound by right clicking on an image, button, or text on your slide and selecting **Action Settings, Play Sound** and locating the sound from your computer.
- OR
- Right click on the slide background, select **slide transition** and then add the sound on the right of the screen (WAV only).

# Adding Images, Sounds and Movies

- You can add:
- WAV, Mp3, MIDI and many other files formats!
- You can attach sounds to particular objects or to the slide itself.



PowerPoint



# Adding Images, Sounds and Movies

- You can also add WMV, MPG, AVI and other movie files. Select **Insert, Movies and Sounds and Movie from File**.
- You can change the size of the movie so it fills all of the screen or just a part of it (in the same way as you would resize an image).



# Important Note!

- PowerPoint saves all of your images within the slideshow itself. Sounds are also embedded into the slide show, but by default, only if a sound file is no larger than 100KB.
- This means that if you are using a particularly large sound file (or any movie file), your slideshow will link to those files rather than embed them and so you will need to store them in a safe place on your PC and keep them in that same location.

# Slide Transition

- This is the way that one slide will move on to the next and can be very important for your activity
- Right click on the background of your slide and chose **Slide Transition** to see some options on the right.
- You can: Add a slide effect e.g. Checkerboard.
- Change the speed of the slide transition
- Add a sound
- Advance slide on mouse click or after a preset amount of time. Some example of this are:

**Transition on Mouse Click**

**Automatic slide transition**

# Hyperlinking

- Hyperlinks can be very useful in PowerPoint. A hyperlink is basically a way of linking a slide, or object in a slide to another slide, PowerPoint, another program or an Internet URL.
- If you are creating a communication grid within PowerPoint, you will need to use the hyperlink option to tell the different cells on your grid where to navigate to within the slideshow. For example:

If I click here...

# Hperlinking

I end up here!

And if I click here...

# Hyperlinking

- Hyperlinks can be very useful in PowerPoint. A hyperlink is basically a way of linking a slide, or object in a slide to another slide, PowerPoint, another program or an Internet URL.
- If you are creating a communication grid within PowerPoint, you will need to use the hyperlink option to tell the different cells on your grid where to navigate to within the slideshow. For example:

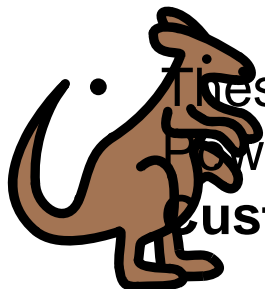
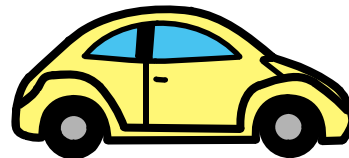
I return to here!

# Hyperlinking

- The easiest way to add a hyperlink (to a shape, image, or text on your slide), is to right click on the object and select **Action Settings** and **Hyperlink to**, or select **Hyperlink** if you are linking to another piece of software.
- If you want an object in one slide to link to another slide within the same PowerPoint, it is important that you remember to un-tick the **Advance Slide On Mouse Click** option within the **Slide Transition** menu. This way, the slide will not do anything unless you click on your hyperlink.

# Custom Animation

- **Custom Animation** gives you the option to add all sorts of fun effects to objects on your slideshow:



- These are just a few of the effects that you can use within PowerPoint. Right click on an object in your slide and choose **Custom Animation**.