

ON LINE SERVICES

Computer Training & Support

Solution Series

Capture Your Audience - Add Multimedia to Your Presentation

Overview: Students will apply multimedia techniques to a PowerPoint presentation, creating a show that has multi-sensory appeal. Here are the activities covered:

- Create a self-running presentation for your audience to view at their leisure
- Emphasize concepts by animating clip art
- Grab your viewers by using animation builds to morph images
- Add personality and audio appeal by using the Record Narration tool
- Get your audience in the groove with Custom Soundtracks

Objectives: Upon successful completion of this course, students will be able to:

- Add transition effects and set a slide show to run continuously
- Create animation by assembling an object
- Transform one image into another, creating a "morphing" effect
- Record narration to add to a slide show
- Create a Custom Soundtrack to accompany a presentation

Course Outline

Activity 1: Laying the foundation for a continuously running presentation

- Create a presentation
- Assign a standard timing
- Assign individual slide timings
- Provide effective transitions between slides
- Continuously run the slide show

Activity 2: Animate clip art for your presentation

- Insert and ungroup the image or images
- Manipulating the image components
- It's time to animate
- The final touches

Activity 3: Grab presentation viewers with morphing effects

- Choose or create a slide
- Add the images
- Stack the images
- Animate the objects
- Add animation effects
- Test the timings and animation

Activity 4: Narrate your presentation

- Narrate your slides
- Record sound on a single slide

Activity 5: Draw crowds w/Custom Soundtracks

- Install the Custom Soundtracks add-in
- Create a Custom Soundtrack

Solution Series are run in 3 Hour Sessions and can be combined for a full day of training.