

PowerPoint Tips and Tricks

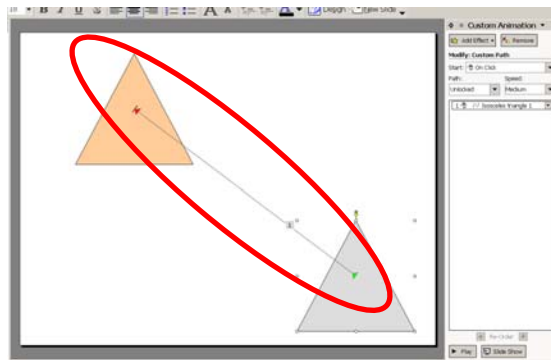
Custom animation – Motion Paths

Motion paths are used to make objects move from one place to another on the same slide. Activities that use motion paths include the following:

- Puzzles - moving pieces into the correct place
- Shelf stocking – placing objects on shelves
- Worksheets – placing labels/text in the correct position
- Cause and effect/mouse training – creating interesting movement on slides

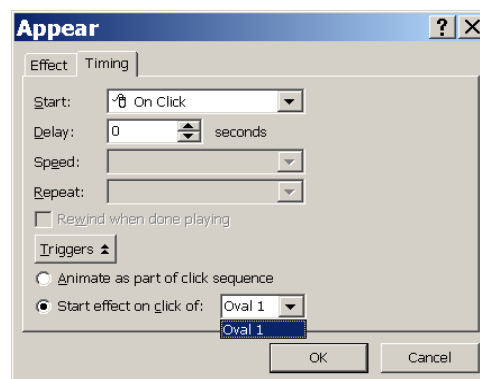
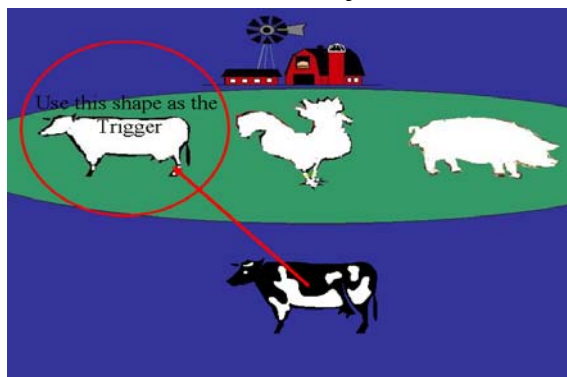
To access motion paths, highlight the object you wish to move, right click, and choose custom animation. Under the Add an effect drop down menu, choose motion path, draw custom path and select a path type. When using a motion path to put an object in a particular place (i.e. a puzzle piece in the correct spot), it is easiest if you choose draw custom path – line.

Hint: for accuracy when drawing paths, choose a spot on the object you are moving, drag the cursor to the same spot on the target object.



Triggers

Triggers are used to make an animation, sound, or action occur by clicking on an object other than the animated object.



To use a trigger, you must first create a custom animation. In the custom animation menu, select the item; use the drop down menu to select timing. In the timing dialogue box, click on the triggers button. Choose **start effect on click of** and use the drop down menu to select the item you want to act as the trigger. Items are number in the order they were inserted.

Autoshapes

Autoshapes are shapes that can be sized and placed anywhere on the slide. Activities that use autoshapes include:

- Puzzles (to create shapes)
- Answer boxes for the 5 question template
- All Graphics in the what to wear bear activity
- Trigger shapes in activities
- Hyperlink buttons

To insert an autoshape, from the menu bar, choose –insert-picture-autoshape, and select the shape of choice. Alternately, there is an autoshapes dropdown menu on the drawing toolbar. To change the color or line of the autoshape, right click on the shape and choose format autoshape.

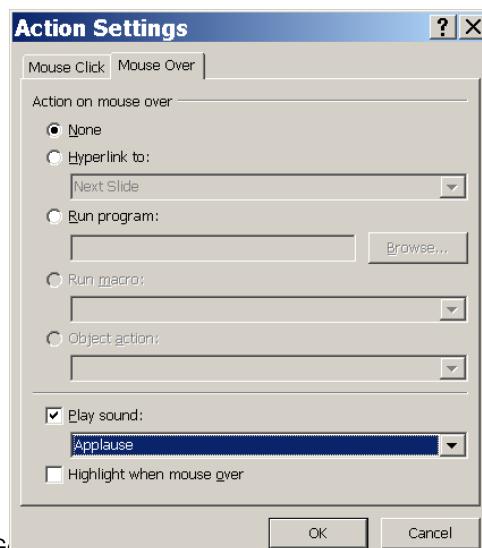


Action settings

Action settings are used to add hyperlinks, sound, and other action to an object. Action can occur when an object is clicked on or when the cursor moves over it. Activities that use action settings include:

- Auditory support for activities (i.e., when the cursor is moved over a word or object, the word is read)
- Mouse training activities
- Cause and effect activities
- Review activities
- Coin, letter, color, and number identification activities

To access action settings, right click on a word or object and select action setting. There are two tabs in the dialogue box. One is for mouse click, and one for mouse over. Hyperlinks can be created from this box. You can choose to play a sound when the mouse moves over or clicks an object. You also have the option of using a recorded sound. This option allows you to customize each slide.



The “Invisible box”

The “invisible box” is what I named a tool that I discovered when looking for a way to create actions and hyperlinks on a slide and not affect the content or layout of the slide. For example, when I wanted to create a mouse training activity, I wanted the cloud to rain when I ran my cursor over it and to stop raining when I moved away from the cloud. To do this I created 2 slides



Slide 1



Slide 2



Slide 2 (with box colored in)

In the first slide there is a mouse over action setting that hyperlinks the cloud to slide 2. In slide 2, I created an autoshape that covered everything except the cloud. I used the action settings to create a hyperlink back to slide 1 on the autoshape. I set this to happen when the mouse went over the shape. I then formatted the autoshape to have no fill color and no line, making it invisible. The result is that when the student moves the mouse over the cloud it links to slide 2 and begins to rain, when they move away from the cloud (to the invisible box), it links back to slide 1 and stops raining. This can be repeated as often as the student wants to move the mouse back and forth.

There are many uses for the concept of the invisible box. I have used it to do the following:

- Hyperlink slides in random order
- Make switch accessible activities without having to use macros
- Make a larger target area for the user to click
- Automatic transitions to a previous link
- Many cause and effect activities

Slide transitions

An important note about slide transitions - Transitions are automatically set to advance to the next slide on mouse click. On many activities, this option needs to be unchecked. This allows the user to click on object with action settings and hyperlinks without advancing the slide show.