

Step-by-Step Directions for Creating PowerPoint Books

These step-by-step directions do not use a template. For directions using the Twinkle, Twinkle template, download “Creating Electronic Books with Templates”.

Open Power Point New Presentation

- File/save as/name
- File and save frequently throughout your creation

Master slide

- View, Master, slide Master
- Format, background, choose color
- Highlight title, first bullet etc., right click change font, size, color etc.
- Apply

Create title slide

- Title (ie. Find the Bus)
- Insert picture from clipart or file or online
- Insert sound from clip organizer or file or online
- Record narration
 - Select slide show/record narration/current slide/end slide show to stop recording
 - End slide show by moving mouse to lower left corner/click transparent button/click end show/ click **don't save** timing

Create first slide

- Add text, picture, narration, sound and motion as in title slide
- Depending on your clickable format, you may choose to duplicate first slide multiple times by going to **Edit/ duplicate slide a number of times**
- Insert additional picture

Prevent slide transition from clicking anywhere by

- Slide show/slide transition/at bottom uncheck transition with mouse click so that when the student click anywhere on the slide it will not transition to the next slide

Create transition to response slide by clicking desired choice

- From the draw tools select a box
- Drag box over correct choice picture
- Right click on box/ select auto format/change color to **no fill**/change line if you wish to accent correct choice for student by changing width to 4pt/color etc.
- Right click picture again/ select action setting/ check hyperlink to next slide

Response slide

- Insert new slide/choose blank slide
- Copy picture from previous slide and paste onto blank slide, size, crop etc. drag off of slide
- Insert sound from clip organizer, file or online, drag off of slide

Animate

- Click on picture/slide show/custom animation/add effects/motion paths/choose or draw custom path/scribble/speed=slow is better
- Order of animation and sounds by drop down arrow on action, choose start with click, play with previous action etc. Play with it until you get what you want.
- **Duplicate slide a number of times** to be used in response to your choice slide

Arrange alternating choice slide and response slide

Highlight individuals words with Color Typewriter

Type text

Custom animation

Entrance

Moderate Color Type Writer

Drop Down - Effects options – choose word/letter, select color choices

Speed - Slow to fast Choice