Creating a Non-linear PowerPoint

Getting Started

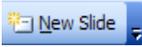Open PowerPoint and start a new presentation.
It's always a good idea to start with a title slide that has your name and suggestion about what the presentation will be about.

Using Design Templates

In order to maintain good design principles, use one of the design templates. Consider how your graphics and video will appear on the design. As a general rule, the simpler, the better. Students become distracted with too much animation, noise and color.

Select a design template by going to **Format ➔ Slide Design** or by clicking on ⬛ Design. Scroll down through the task pane then click on the design to select it.
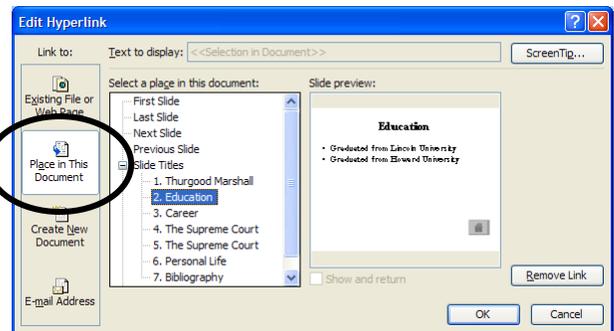
Inserting a New Slide

To add slide, go to **Insert ➔ New Slide**, or click on 🔲 New Slide

Creating Non-linear Links

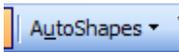Select the graphic or text that will be used to jump to

another slide, then go to **Insert ➔ Hyperlink**, or click on 🔗🌐

From the dialog box, select **Place in This Document,**
then select the slide to which you wish to link.

Creating Action Buttons using the Draw Tool

Action buttons help the user navigate through a non-linear presentation. Any graphic may be used as an action button, but PowerPoint has a pre-designed set.

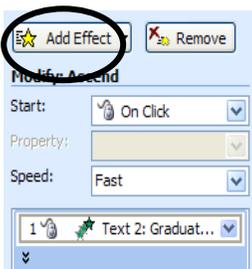Go to **Insert ➔ Picture ➔ AutoShapes** or click on ⬛ AutoShapes ▾ and select **Action Buttons**
Select the type of action button you wish, then click and drag to draw your button.

Select the button then go to **Insert ➔ Hyperlink**, or click on 🔗🌐
Select the slide to which you want to link.

Animations, Transitions, Sound

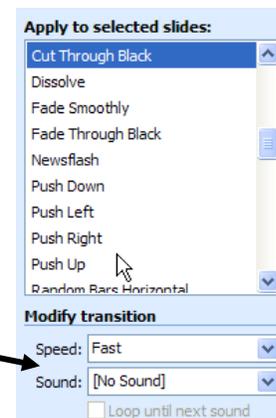Animations are the manner in which text and graphic enter a slide; transitions are used to move from slide-to-slide.

Go to **Slide Show ➔ Custom Animation**

Select an object you wish to animate.
Click on **Add Effect** and select one of the options.
Repeat until you have animated all desired objects.

To add transitions, go to **Slide Show ➔ Slide Transition**
Select and modify the transition as desired.

To add sound, select sound from location it is saved or from MS