

Creating Student Friendly Web Pages Using Microsoft PowerPoint

Many teachers and lecturers already use PowerPoint to develop their lectures. To make learning materials more Student Friendly one of the first steps is to consider the following questions:

- How are students going to use the materials?
- What do you want students to do with the materials?
- What do you want students to be able to do after they use the materials?

Today students are likely to view materials on the web, print them to take notes, and view them in lecture halls?

One key to making your PowerPoint Presentations more Student Friendly is to use some of the PowerPoint features like the outline and notes views as you create the materials. Another key is to take into account sound design principles.

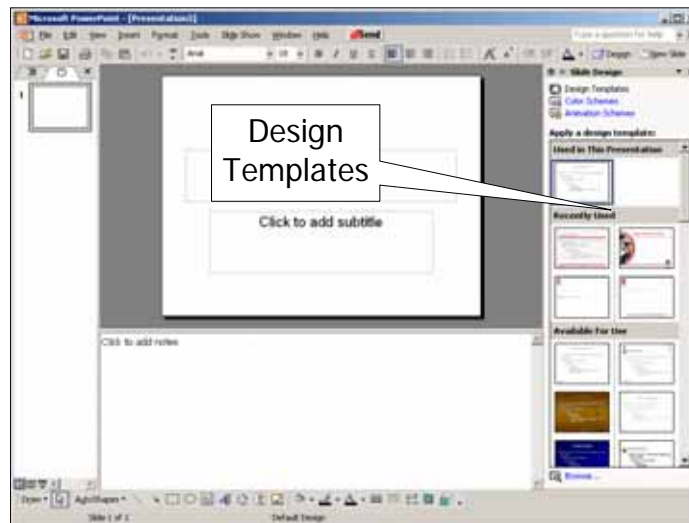
Table of Contents

Launch Microsoft PowerPoint.....	2
Design Templates/Slide Formats	2
The Normal View.....	4
Saving Your Presentation	7
Searching the Internet.....	9
Inserting a Picture.....	11
Master Slides.....	12
Drawing Tools	13
Custom Animations	15
Saving as a Web Page	17
Web Page Settings	19
Web Options	20
File Structures	21

Launch Microsoft PowerPoint

1. Open your start menu.
2. Click on All Programs.
3. Click on Microsoft PowerPoint.

Design Templates/Slide Formats



Apply a design to a presentation

1. Open the presentation you want to apply design to.
2. Go to the **Format** menu and then click **Slide Design**.
3. Find and select the design you want to use.

Design Tip

For use on the internet, use a light background with dark text. This is also true if your audience would like to print the presentation.

Change the layout of a slide

1. In normal view, go to the **Format** menu and then click on **Slide Layout**.

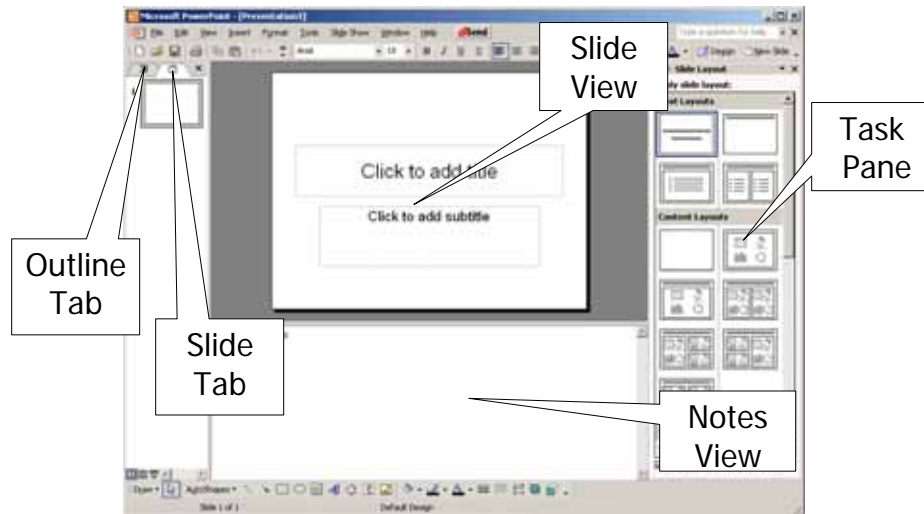
2. Use the scroll bar to view all layouts, click on the one you would like to use.

Exercise

Look through and apply a new Design Template to your presentation.

Share with your neighbor which ones you like and why.

The Normal View



Three Parts of the Normal View

Outline View

The Outline View contains the **Outline tab** which displays a text version of your presentation and the **Slide Tab** which displays a graphic version of your presentation. Using the outline tab you can add slides and text to your presentation and change the order of slides.

Outline View Tip:

In the Outline view, use the Enter, Tab, and Shift + Tab, key combinations to quickly and efficiently create presentations. Enter will finish what you are working on, either title or bullet and open the next title or bullet for you. Tab will move your cursor in one organization level, for example from title to a bullet on the same page or from bullet to a supporting point under the bullet. Shift + Tab (holding

down the shift key and just briefly touching the tab key will move your cursor out one organizational level.

Design Tip: One element of good design is consistency. By using a template and the outline view your text will have a uniform look making it easier for your audience to understand your message.

Design Tip 2: Use the 7X7 rule. No more than 7 lines, and no more than 7 words on a line.

Slide View

In the Slide View you can add Images, crop, change the location and size of images, and add descriptive elements like arrows and text boxes.

Slide View Tips:

You can do some basic image editing in PowerPoint. When working with images to be put on the web make sure they are saved as a *.GIF or *.JPG before putting them in PowerPoint. These formats generally result in smaller file sizes (less memory) and are more transportable (you won't have as many problems trying to see them on someone else's computer.)

Design Tip 3: Go to the Auditorium where the presentation is to be given to see how will slides appear.

Notes View:

You can add detailed text in the notes view. When you do a lecture they will serve as speakers notes, you can also provide detailed notes for students.

Notes View Tip:

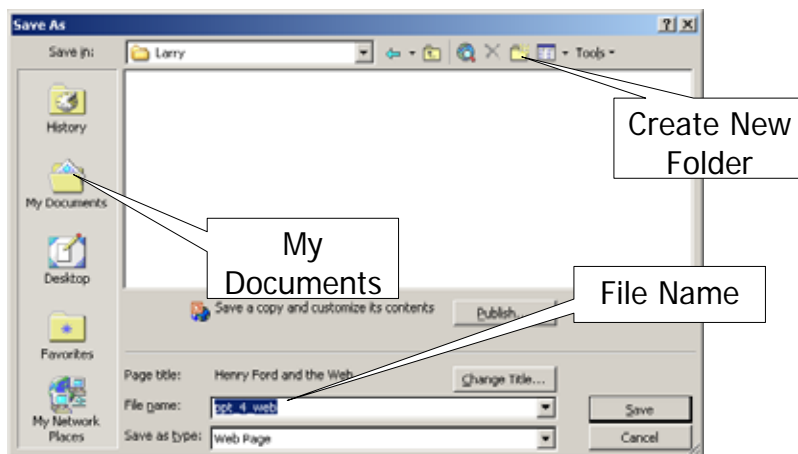
Text on the web is downloads much faster then images. Think of the slide view as the image and the notes view as the text in your document. You can also add details like web page addresses (URLs) or Email addresses which can become live hyperlinks on the web.

Exercise

Begin a presentation using the outline view. Use the Enter, Tab, and Shift+Tab keys to build four or five pages.

Add Notes to your pages.

Saving Your Presentation



To save your presentation the first time,

1. Click on the **File** Menu and trace to **Save as** or click on the Save Icon.
 - a. You will be presented with a Save As window.
2. For today's workshop, Go to **My Documents**.
3. Use the **Create New Folder** button to make a folder with your first name.
4. Type the name of your presentation in the File name field.
5. Click **Save**.

Saving Tip:

When thinking about how often to save, remember to save when you have done enough work or difficult work that you would not want to lose it if the power went out unexpectedly.

When thinking about where to save it remember the following two principles:

Single Point of failure. Save your work in more than one place so that you are not relying on one media.

Authoritative Source of Information. Mentally designate one place as your authoritative source. Make updates there then back it up to other media.

Exercise

Save the presentation you began in the last exercise.

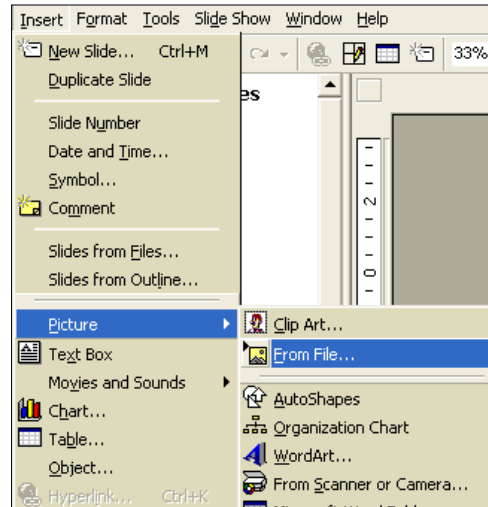
Second Tip

At the bottom of Google search results there is a link to "Search within results"

Exercise

Do a Google search for an image. Right click on the image and save it to the folder with your name in My Documents.

Inserting a Picture



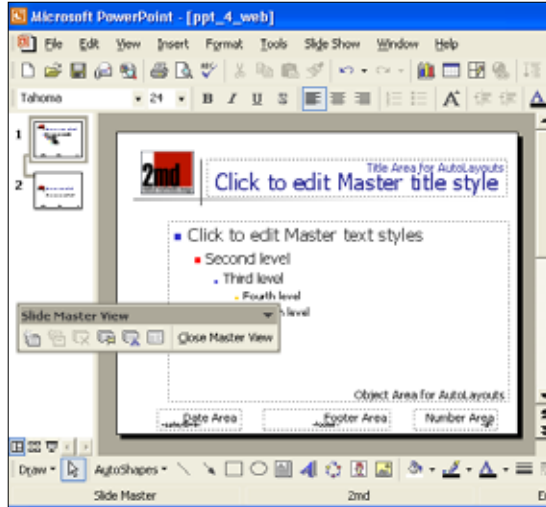
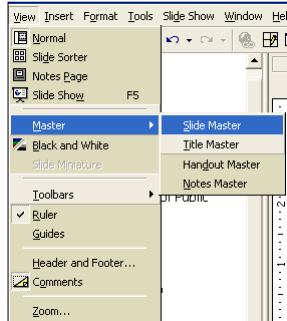
Insert an imported picture

1. Display the slide you want to add a picture to.
 - a. To add the picture to every slide in your presentation, add it to the slide master.
2. On the **Insert** menu, point to **Picture**, and then click **From File**.
3. Locate the folder that contains the picture you want to insert.
4. Click the picture.
5. To embed the picture into your presentation, click **Insert**.

Exercise

Insert the picture you saved in the last exercise

Master Slides



Modify the slide master or title master

Do one or both of the following:

1. On the **View** menu, point to **Master**, and then click **Slide Master**. **OR**
2. On the **View** menu, point to **Master**, and then click **Title Master**.
3. Make the changes you want.
 - a. For example, change the font type, change the color or size of the text, change the bullet character, or add a picture or text box. Be sure you don't delete or add characters in the placeholder text.
4. On the **Master** toolbar, click **Close**.

Drawing Tools



Floorboards



Drawing Tools

A sample of Drawing Topics the Help Menu

Keys for working with drawing objects

Inserting and selecting drawing objects

Insert an AutoShape

Insert a text box

Insert a WordArt drawing object

Select a drawing object

Editing drawing objects

Rotate a drawing object

Change the position of a drawing object on a slide

Change the size of a drawing object

Copy the attributes of a drawing object

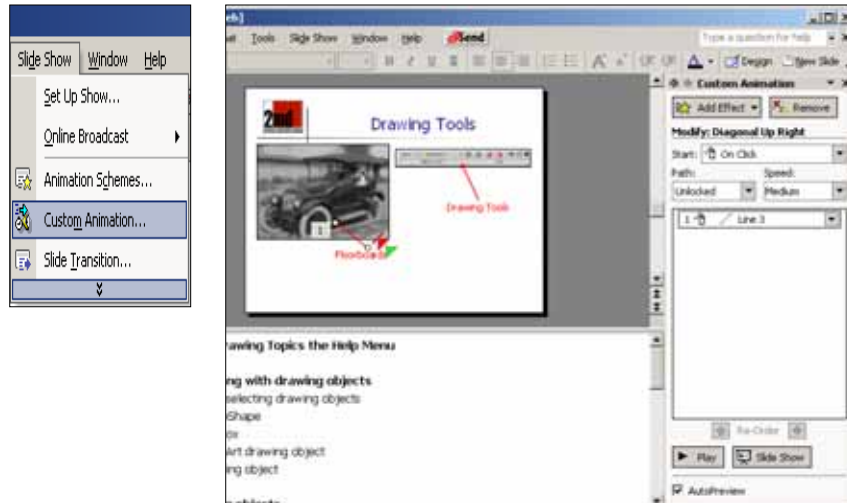
Exercise

Label the picture inserted in the last exercise using an arrow and a text box.

Go to the Help Index and type in drawing. Find **Keys for working with drawing objects** and explore. Note in your manuals the topics you would like to try or investigate later.

Save your presentation in the folder with your name on it located in My Documents. (It will make it easy to delete after the workshop is over.)

Custom Animations



Apply a Custom Animation

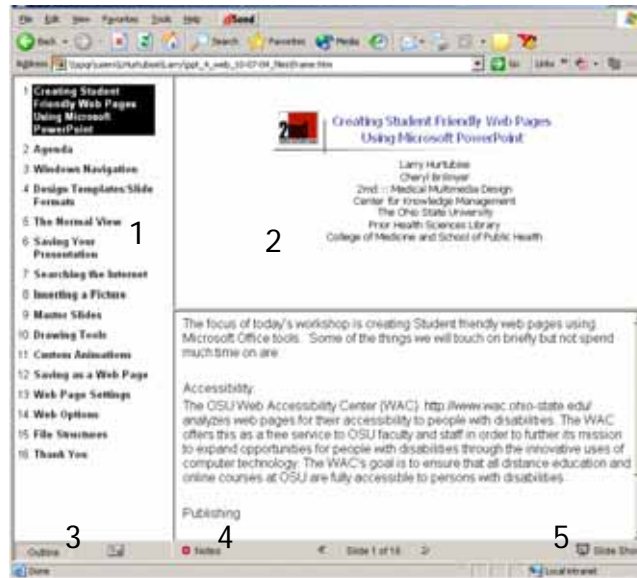
1. In normal view, display the slide that has the text or objects you want to animate.
2. Select the object you want to animate.
3. On the **Slide Show** menu, click **Custom Animation**.
4. In the **Custom Animation** task pane, click Add Effect, and do one or more of the following:
 - a. If you want to make the text or object enter the slide show presentation with an effect, point to **Entrance** and then click an effect.
 - b. If you want to add an effect to text or an object that is on the slide, point to **Emphasis** and then click an effect.
 - c. If you want to add an effect to text or an object that makes it leave the slide at some point, point to **Exit** and then click an effect.

Note The effects appear in the Custom Animation list, top to bottom, in the order you apply them. The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag does not show up in the slide show view.

Tip

If you preview animations for a slide using the **Play** button on the **Custom Animation** task pane, you do not need to click to trigger any animation sequences. To preview how triggered animations work, click the **Slide Show** button instead.

Saving as a Web Page



When you publish your presentation to the Web or save it as a Web page, your presentation automatically includes the following:

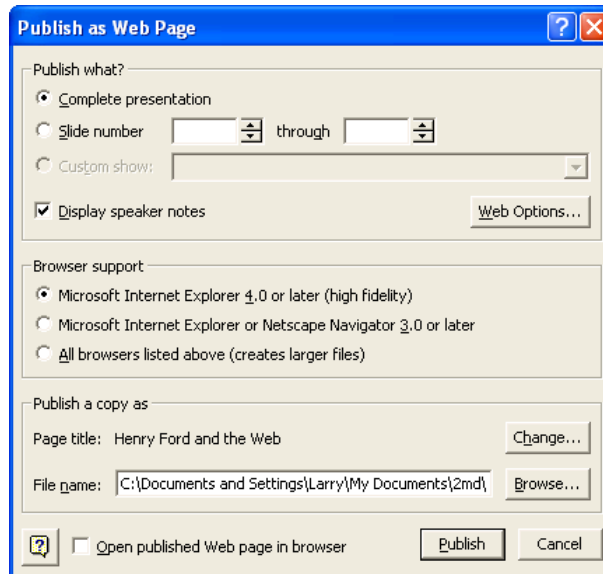
1. A navigation frame, which is the outline of the presentation.
2. A slide frame.
3. A control for showing or hiding the outline of the presentation.
4. A control for showing or hiding the notes pane.
5. A full-screen viewing option, which hides the browser controls and is similar to slide show view in Microsoft PowerPoint. If you have custom shows in your presentation, they can be viewed only in full-screen mode.

To save a PowerPoint as a Web Page,

1. Go to the **File** menu.
2. Trace to Save As Web Page.

3. Choose a file name. (shorter names, 8 characters or less containing letters or numbers will work best in most situations).
4. Change the Title if needed.
5. Click Save.

Web Page Settings



Publish a presentation or HTML file to the Web

To make sure your presentation looks the way you want in your Web browser, preview the presentation as a Web page before you publish it.

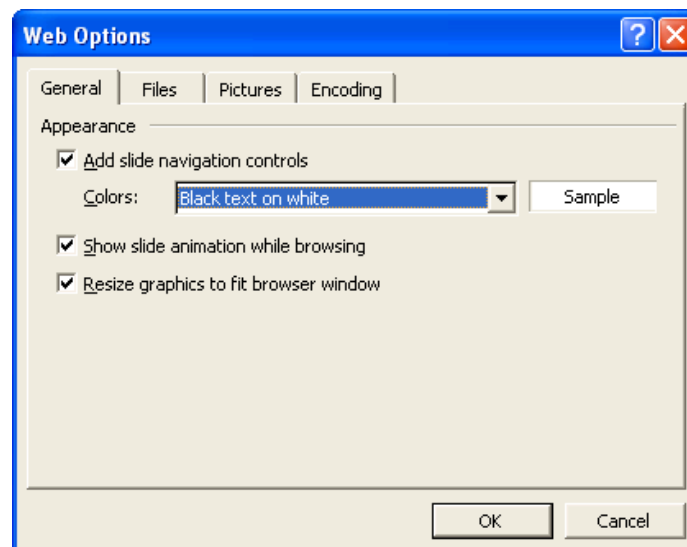
1. Open or create the presentation or Web page you want to publish to the Web.
2. On the File menu, click Save as Web Page.
3. In the File name box, type a name for the Web page.
4. In the folder list, select a location for the Web page.
5. To change the Web page title (the text that appears in the title bar of your Web browser), click Change Title, type the new title in the Page title box, and then click OK.
6. Click Publish.
 - a. Select the options you want.

- b. For Help on an option, click the question mark and then click the option.
 - c. To select additional Web page formatting and display options, click Web Options, select the options you want, and then click OK.
7. Click Publish.

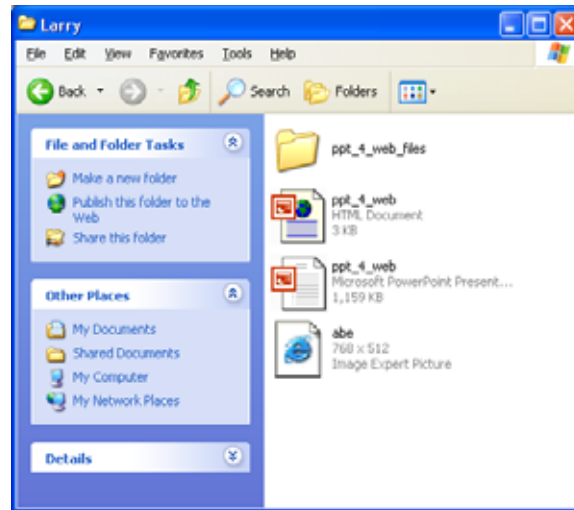
Tip

To see how your published Web presentation looks in your browser, select the Open published Web page in browser check box in the Publish as Web Page dialog box.

Web Options



File Structures



When you export your word document to compact html, typically word will create a file named *.htm, for example ppt_4_web.htm. Word will also create a file named *_files for example ppt_4_web_files. The * represents the name you give the file when you save it. The folder will contain all the support files such as graphics. You will need to upload, publish or FTP the file and the folder (*.htm and *_files) in order for your page to work on the internet.

Additional Resources

[The Non Designers Web Book](#), Robin Williams

The Office of Information Technology <http://www.oit.ohio-state.edu/>

OSU Web Accessibility Center <http://www.wac.ohio-state.edu/wac/links.htm>