Movie and Diagram Layouts

In this chapter you will look at some different types of slide layouts. These include layouts with movie clips, layouts with organisation charts and layouts that only contain images.

Loading the Presentation

1   Load Microsoft PowerPoint and select OK to the PROJECT GALLERY screen, or close the current presentation.

2   Display the FILE menu and select OPEN.

3   Access your STORAGE folder and open the WATTLE VALLEY AP file.

Movie Clip Layouts

Movie clips can be placed into slides and either played automatically, or played when the mouse button is clicked.

A   Selecting the Layout

1 Set the screen to SLIDE 4.
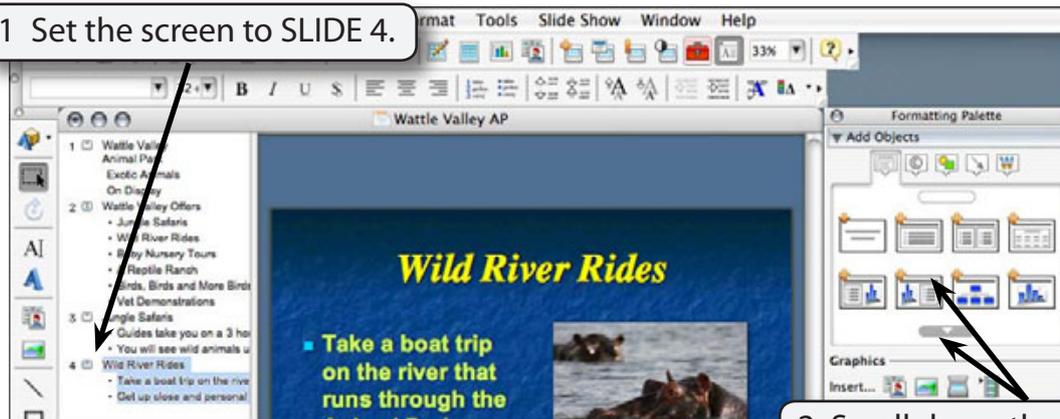
2 Scroll down the ADD OBJECTS panel on the FORMATTING palette to the movie clip layouts.

3 Click on the ADD TEXT & MEDIA CLIP SLIDE button to insert the layout.
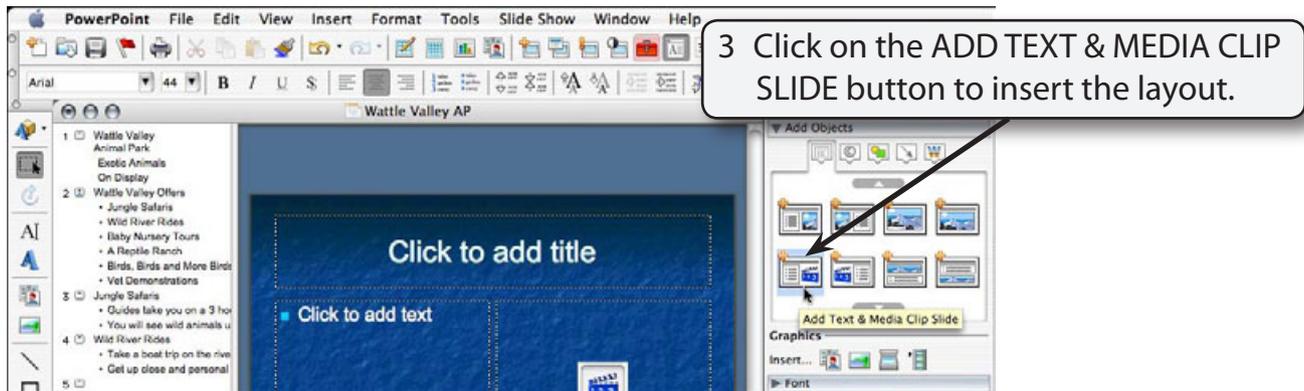
B   Entering the Slide Title

1 Click in the top frame and add the title:

Baby Nursery Tours

2 Highlight the text and format it to TIMES, 54 point, BOLD, ITALIC, SHADOW and YELLOW.

C   Adding the Text

1 Click in the text frame and enter the two points shown in the diagram, pressing <return> after the first point.

2 Highlight the text and set it to the same LIGHT GREEN as the previous slides.
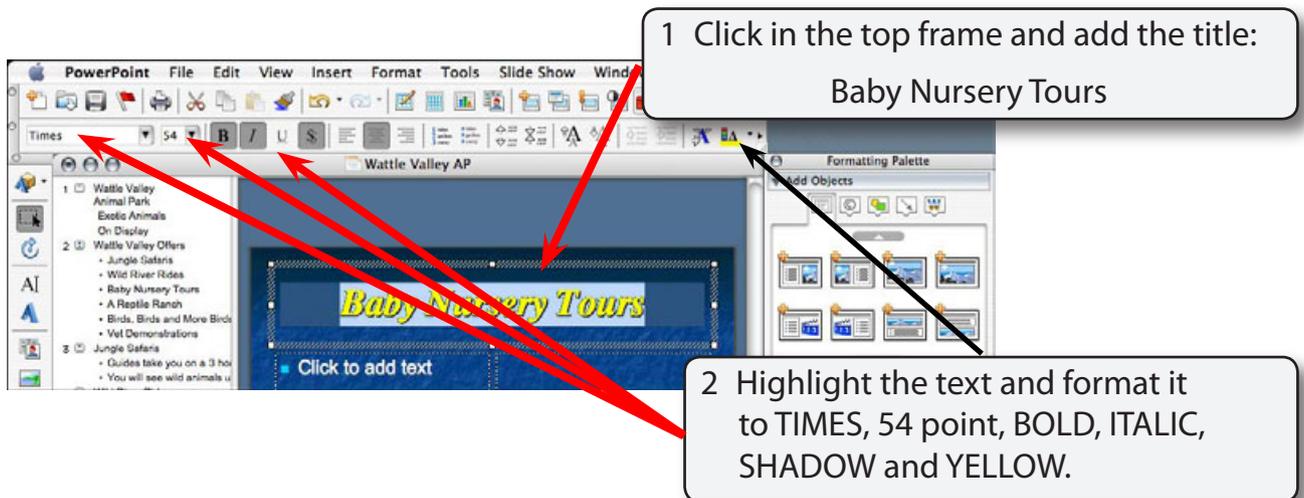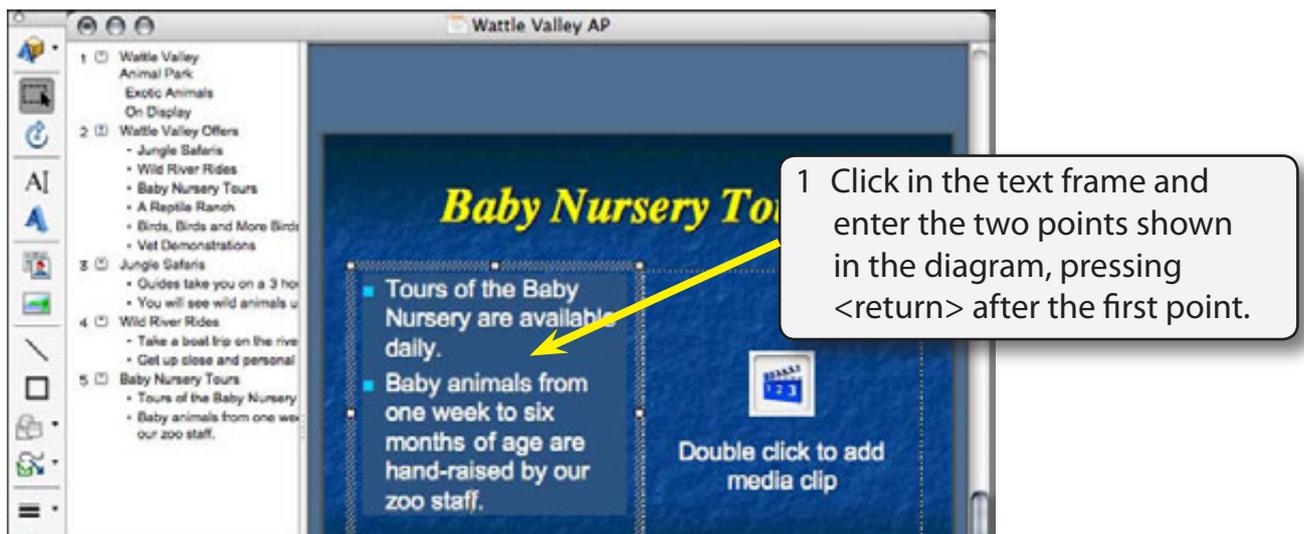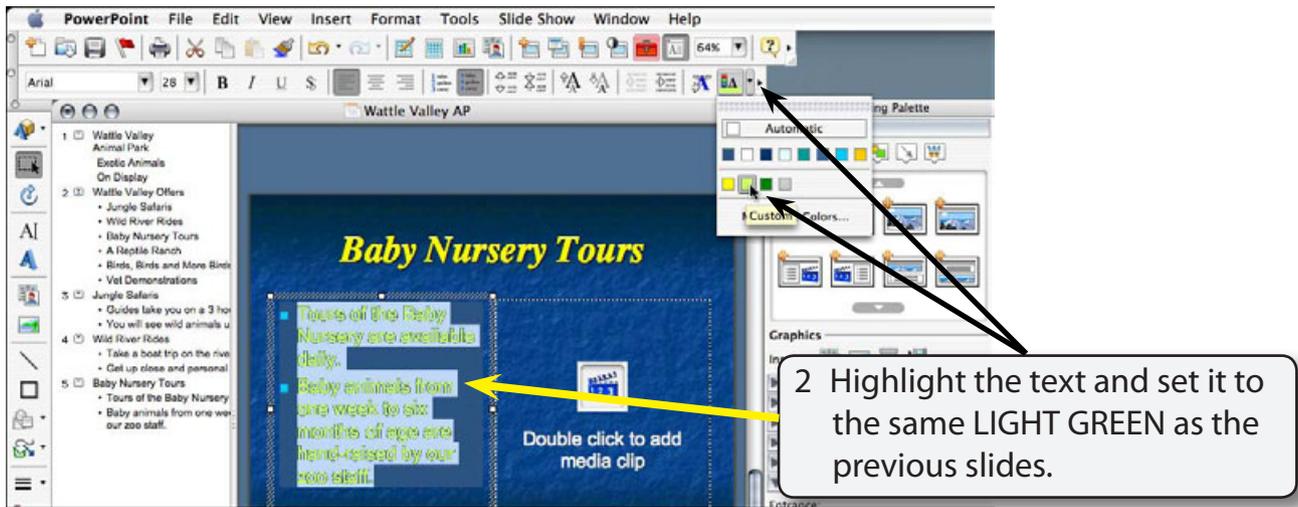
D   Inserting the Movie Clip

A sample movie clip will be imported. However, your school may have better movie clips for you to use.

1 Double click on the MEDIA CLIP icon.
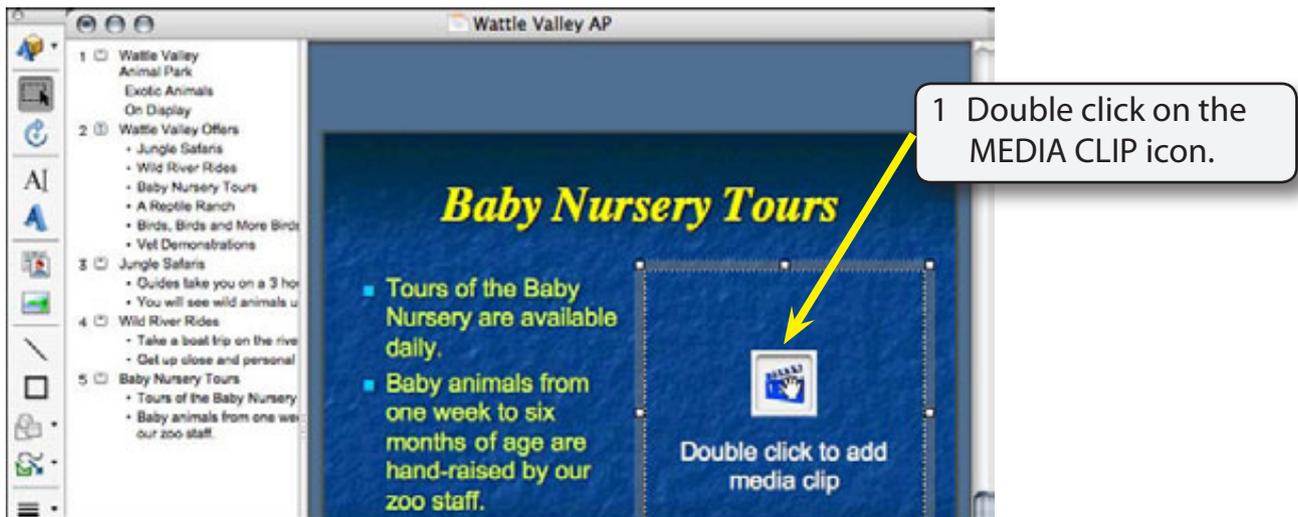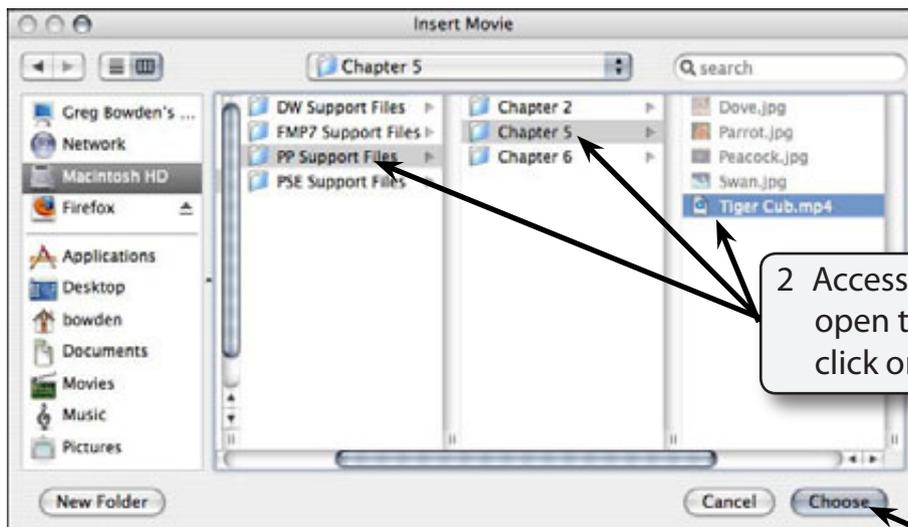
2 Access the PP SUPPORT FILES, open the CHAPTER 5 folder and click on the TIGER CUB clip.

3 Click on CHOOSE to import the clip into the slide.

NOTE: Microsoft does supply some movie clips with PowerPoint that you may prefer to use, or insert a movie clip from your school's movie clips library.

4 PowerPoint needs to know how the movie clip should be played. Click on NO so that the clip plays when the mouse button is clicked.

NOTE: If you select YES the movie clip will play as soon as the slide is opened.

E   Adding a Movie Clip Message

A message letting the user know that they can click on the movie clip to play it should be provided.

1 Drag the movie clip up so that its top edge is level with the top of the first text point.

2 Use the bottom left 'handle' to reduce the size of the movie click a little so there is room for a line of text.

3 Select the TEXT BOX tool in the DRAWING Tool Bar and click it under the movie clip.