

Title of Project: Power Up Your Presentation: Using the Morph Transition in PowerPoint

Target Audience: Professionals who develop PowerPoint presentations for learners.

Learning Objective: Upon completion of this training, the learner will be able to incorporate the Morph transition into a PowerPoint presentation.

Directions for Reviewer(s):

- Each scene is in its own box. Please read over the audio script and text on screen to check for accuracy and completeness.
- Use the “Comments” feature to ask questions or make comments on larger issues within the script or on-screen text.
- In the top row is the audio script. This will have a conversational tone. If it doesn’t sound correct, try reading it out loud to see if it does. If not, make changes as needed. The numbers in the script are for the video maker to know where to place the images and graphics and will not be read aloud.
- In the left column is the Text on the screen and visuals. *Grammatical and spelling errors matter here-* please correct any mistakes you find in this column.
- The right column contains the images, graphics, and animations that will occur. The numbers indicate where in the audio narration the image or animation will appear.
- Throughout the entire video, “at the top” music plays at 15% volume. Sound fades in at the beginning of the video and fades out at the end of the video.

Scene 1.1 Opening Scene	
Script/Audio (SA): 1) Are you tired of your learners looking like THIS as you present a PowerPoint that looks like THIS?	
On Screen Text (OST): Visuals: • Video of bored, yawning students plays in black and white, then fades to a presenter standing at the front of the room showing a plain PowerPoint presentation.	Animations/Flow of Video: • Video of students fades into video of instructor. • Video of instructor fades into video of completed project. • SA 1 aligns with visuals on screen.

Red X appears over the presenter and video fades into an example of a project with the morph transition.	
Scene 1.2 Title Slide	
Script/Audio (SA): 1) Let's transform your presentations to be more engaging and captivating. 2) On today's episode of Power Up Your PowerPoint, we're unleashing the power of morph transitions.	
On Screen Text (OST): 1) Power Up Your PowerPoint 2) Morph Transition Visuals: - Video of laptop slides in and opens. - Laptop screen displays OST 1. - OST 2 appears shortly after in red. - Laptop shuts and fades into next scene.	Animations/Flow of Video: - Hinge transition is used for OST 1 and OST 2 - Fade transition used to switch from laptop intro to next scene.
Scene 1.3 Insert Background	
Script/Audio (SA): 1) To start, open a blank presentation in PowerPoint. 2) In the design tab, select format background, then select picture or texture fill. 3) You can upload your own image, use a stock image, or find an image online. For today's project, I am using an online image. 4) In the search bar, I type in what I'm looking for, in this case, a galaxy. 5) When you find the image you would like, select "Insert". 6) To ensure we have a blank layout, we will go to the home tab, select "layout", and click on "blank". This creates a clean slate to work with.	
On Screen Text (OST): Visuals: Start with new presentation on PowerPoint.	Animations/Flow of Video: - Teal callout arrow points to Design tab, aligning with SA2. - Spotlight tool focuses on Format Background and aligns with SA2 - Spotlight then switches to Picture or Texture Fill in alignment with SA2.

● Base layer of slides is set to galaxy image. ● A blank layout is applied to the slide.	● A teal callout arrow accompanies the spotlight and points to Picture or Texture Fill. ● Spotlight focuses on Online Picture in alignment with SA3. ● Teal callout arrow appears on screen with SA4, pointing to the search bar. ● Spotlight appears over the Insert button with SA5. ● When SA6 begins, zoom and pan to top-left corner. ● Spotlight appears over Home tab during SA6. Spotlight then appears over Layout tab. ● Video pans out a little and teal callout arrow points to the Blank layout, in alignment with SA6. ● After SA6, video pans all the way out to see the whole screen.
Scene 1.4 Add Planets	
Script/Audio (SA): 1) To add my first planet, I go to the Insert tab, select 3D model, and click on stock 3D model. 2) The search bar will help me find what I am looking for. Once Mercury is selected and inserted, I am resizing it to fit on the slide. If you are using a 3D model, you may rotate the model to get a different angle of it. 3) I will repeat this process until I have added all 8 planets to my slide. Instead of 3D models, you may also use images for the morph transition.	
On Screen Text (OST): Visuals: ● Blank layout is shown with galaxy background. ● Zoom and pan tool focuses on the top left corner of the screen to add a 3D model, then returns to normal size. ● All 8 planets are added to the slide.	Animations/Flow of Video: ● Video zooms to the top left corner with SA1. The video pans right until 3D Models tab is seen. Stock 3D model is selected, then video pans to normal size. ● Teal callout arrow aligns with SA2 and points to search bar. ● Video during SA3 is set to 15x speed.
Scene 1.5 Duplicate Slides	
Script/Audio (SA): 1) For the next step, we need to duplicate the original slide. Click slide 1, right-click, then select Duplicate Slide. 2) Once our slide is duplicated, we can zoom out and select all planets except for Mercury because we want our second slide to display information about Mercury.	

3) We will move the selected planets off of the slide but be sure not to delete them!

On Screen Text (OST):

Visuals:

- All 8 planets are shown on the slide, evenly spaced
- Zoom function is used to show the steps in duplicating the slides, then zooms back to full screen.

Animations/Flow of Video:

- With SA1, video zooms to left panel, focusing on slide 1
- Teal callout arrow points to Duplicate Slide in alignment with SA1.
- Video pans to original size, then zooms in to bottom right corner with SA2.
- Teal callout arrow points to Zoom Out button and video returns to normal size.

Scene 1.6 Add Text

Script/Audio (SA):

- 1) The next step is to resize our planet. Click and drag the corner of the 3D model to increase the size, then use the arrows in the middle of the model to rotate to the desired position.
- 2) We will need a text box to accompany our planet. To add this, select the insert tab, add a text box, and add the title. You will want to use a contrasting color to make it easier to read; I chose white to contrast against the dark background. Feel free to change up the size and font of your title. You can add a shape behind your text to make the information stand out. You can change the transparency, color, and outline of the shape if you prefer. I added a white outline around my shape to make it stand out from the background.

On Screen Text (OST):

Visuals:

- Video starts on Slide 2 with Mercury shown on slide, all other planets on the side of the slide.
- Zoom and spotlight functions used to show how to rotate the 3D model.
- Zoom and spotlight used again to show how to insert a textbox.

Animations/Flow of Video:

- Mercury is resized and placed on the left half of the screen.
- With SA1, video zooms in to Mercury, then spotlights the arrows in the center to focus on the rotation tool. Video pans back to normal size.
- With SA2, video zooms in to top left corner and the teal callout arrow points to the insert tab.
- Video then pans right until Text Box button is seen. As SA2 says “add text box”, the teal callout arrow points to the Text Box button.
- Video zooms out to normal size.
- As the textbox is being adjusted, the video plays in 6x speed.

Scene 1.7 Copy Items

Script/Audio (SA):

- 1) Click and drag your mouse to select the entire shape.
- 2) Click control C to copy the items

- 3) Go back to slide one and click control V to paste.
- 4) To move this off of the slide, click and drag the shape and text below the slide.
- 5) To make the magic come to life, go to the Transitions tab along the top and select the Morph transition. Repeat this step for slide 2.
- 6) Let's see what it looks like so far! Click the present button at the top.

On Screen Text (OST):

Visuals:

- Slide 2 is shown with formatted text box and shape
- CTRL + C callout is used to copy text
- CTRL + V callout is used to paste text
- Zoom and pan shows users where to click to add the Morph Transition
- Spotlight and teal callout arrow focus the learners attention on specific places.

Animations/Flow of Video:

- Screen shows a click and drag to highlight/select the entire text box/shape.
- When SA2 plays, CTRL + C callout is shown on the bottom of the slide
- SA3 plays and a teal callout arrow appears to show where slide 1 is. Slide switches to Slide 1.
- SA3 plays and the CTRL + V callout appears at the bottom.
- Text box and shape is dragged off the slide in alignment with SA4
- When SA5 plays, video zooms to top left corner, spotlight is shown over the Transitions tab, then pans to spotlight the Morph button.
- Video pans back to full screen, then zooms back to the top bar with a spotlight on the present button. This aligns with SA6.
- A quick tutorial shows.

Scene 1.8 Duplicate Slides

Script/Audio (SA):

- 1) It's looking great so far! To finish our project, we need to duplicate slide two. Resize Mercury and replace it with Venus, adding a rotation if you have a 3D model. Retitle your slide.
- 2) Highlight your shape and text, and copy with Control C.
- 3) Go to Slide 1 and press Control V to paste. You will want to layer this right on top of the Mercury shape and text box. Repeat for all 8 planets.

On Screen Text (OST):

Visuals:

- Video returns to full screen view. Slide 2 is right-clicked and duplicated. Mercury is resized and moved off screen, then replaced with Venus.

Animations/Flow of Video:

- With SA2, text box and shape is selected, then CTRL + C callout is shown on the slide.
- Video switches to Slide 1 in alignment with SA3, then the CTRL + V callout appears at the bottom of the slide.
- After pasting the text/shape, the text/shape is aligned right on top of the Mercury text/shape.

	This task is repeated with all planets and the video cuts the clip of this task out instead of showing it at an increased speed.
Scene 1.9 Link Planets	
Script/Audio (SA): - The last step is to link each planet to the corresponding slide so that when it is clicked, the presentation goes to the correct planet. This allows the presenter to click the planets in any order to view the information. To do this, right-click on Mercury and select Link. - On the left, select “place in this document” and you will see slide numbers. - Select slide 2 since that is the page with the information about Mercury. Repeat with all 8 planets.	
On Screen Text (OST): Visuals: - Video shows full screen with all slides containing a planet and text/shape box. - Each planet is linked to the corresponding page.	Animations/Flow of Video: - When SA1 says “right-click on Mercury”, a teal callout arrow points to the “Link” button in the drop-down box. When this is clicked, a pop-up box appears. - Video zooms into the pop-up box and teal callout arrow points to Place in this Document button with SA2. - Slide 2 is selected, then video zooms out to normal size. - Video of that process being repeated for all planets is played in 5x speed.
Scene 1.10 Link to Home Page	
Script/Audio (SA): - We also need to link the planets on each slide back to the landing page. Go to slide two, right click on Mercury, and click link. - Again, we want to select place in this document, then select slide one. - Repeat for all 8 planets. This allows you to return to the home page after learning about each planet.	
On Screen Text (OST): Visuals: Video goes through how to link the planet on each slide to the landing page.	Animations/Flow of Video: - Teal callout arrow points to Slide 2 with SA1. The 3D model of Mercury is right-clicked. - When drop-down box opens, teal arrow points to “Link”. - Pop-up box opens and in alignment with SA2, the teal arrow points to “Place in this Document”. Slide 1 is selected. - This step is repeated for all slides, which is shown in a 5x speed video.
Scene 1.11 Closing	
Script/Audio (SA): Our work is done! Click present at the top to see your final product.	

- 2) Click a planet to learn more about it, then click the planet again to return to the landing page. Notice that you do not need to click the planets in order!
- 3) Good luck using this morph transition tool to Power Up Your PowerPoints!

On Screen Text (OST):

- 1) Power Up Your PowerPoint
- 2) Morph Transitions
- 3) Created by: Taylor Sakinsky

Visuals:

- Tutorial is shown after clicking present. Planets are clicked out of order, demonstrating the ability to move freely throughout the planet order.
- Same video of laptop is used from the beginning of the video.
- Video ends with "Created by: Taylor Sakinsky"

Animations/Flow of Video:

- Present button is clicked at the top of the screen to show the completed project. Planets are clicked in any order along with SA2.
- Laptop from opening intro appears on screen with SA3. OST1 appears first, then OST2 appears after.
- Laptop shuts and spins off screen.
- Black screen appears, "Created by: Taylor Sakinsky" fades in, then fades out.
- Background music fades out as video ends.