Adding interactivity to PowerPoint

Target Audience: People who use PowerPoints for learning purposes, Instructional Designers
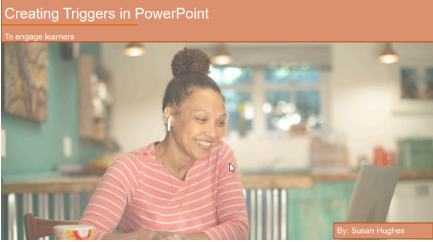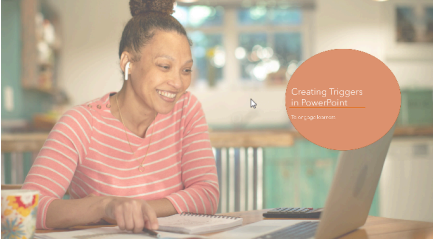
Learning Objectives:

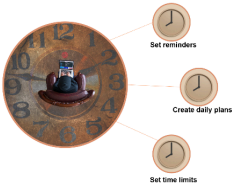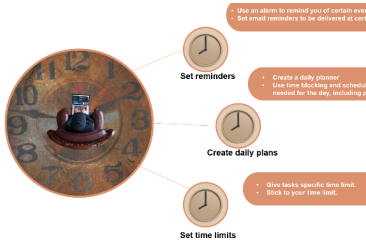- Recognize the steps needed to add triggers to a PowerPoint presentation.

Seat Time: 4 minutes

Outline:

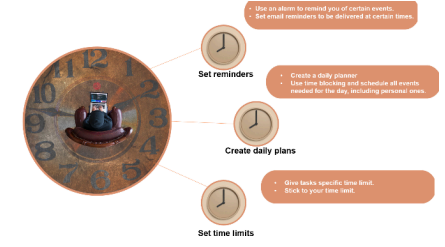- Introduction
- Reasoning for adding interactivity
- Naming the objects on a slide
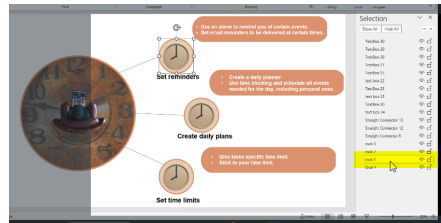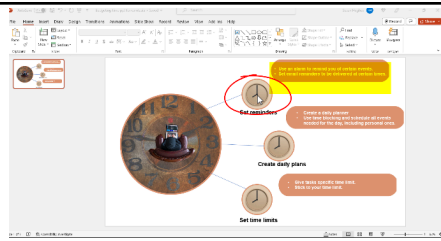- creating the interactivity
- Thank you for watching

Directions: Please leave any notes or changes in the notes section below the slide. PPT is the abbreviation for PowerPoint. Voiceover will be abbreviated VO. I will attach the PPT that will be used to go with the Camtasia video, so you will have the slides.

Menu Title: *Introduction*			Objective: 1
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
This will appear as a slide on your screen. [slide 1 on PPT] Creating Triggers in PowerPoint To engage learners By: Susan Hughes Videos that match someone thinking about wanting more interaction. Videos that match someone being excited about being able to add something to the computer. [Slide 2 on PPT] Creating Triggers in PowerPoint To engage learners	Creating Triggers in PowerPoint To engage learners. [callout] Interaction? [callout] You can add interactions!	Hello everyone. Have you ever wanted to add more interaction into your learning course, but thought well the only tool I can use is PowerPoint, so I won't be able to do much? Well, that's just not true. Hi, my name is Susan and I'm going to show you how adding triggers to your PowerPoint presentation can give it that boost you are looking for.	The interaction callout appears timed with the Vo above the head of the person thinking about more interactions. A callout/text box appears timed with VO of the person being excited about adding interaction to the PowerPoint (PPT). The circle with the Creating Triggers animates in. Transition out with an action wipe.
Notes:			

Reasoning for adding interactivity			Objective: 1
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Video of a person clicking a mouse and being interactive.

Video of a person making choices.
[Slide 3 in PPT]

[Slide 4 in PPT] | The text that is on the slides only. | You may want to add interactivity so that your learner can be more engaged, or you could use it as a way to give the learner Choice maybe they only interact with what they want to learn about. Today I'm going to show you just how you can do that with PowerPoint. I have created this course about how to have better time management, but what if instead of just having the information about each topic comes up on its own I have the learner click to reveal that information. | Transition in with an action wipe.

Videos are timed with the VO.

action wipe transition at "you could use it"

action wipe transition at "or you could use it as a way"

action wipe transition at "Today I'm going to show you"

Screen recording of the PPT starting on slide 3 and continues for the rest of the video. |
| **Notes:** | | | |

What the trigger does			Objective: 1
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
[Slide 4 in PPT] 	Arrow pointing from each clock to each text box it correlates with.	Let's look at how to build this. I have three clocks around my larger clock. I want the learner to click on one of these clocks and have the information related to that topic appear, and I want that to happen with each one of the clocks, regardless of what order the learner clicks.	The first arrow appears timed with the VO of " click on one of these clocks and have the information appear" The other arrows appear staggered timed with the vo of, "each one of the clocks, regardless of what order" The arrows will leave the screen a second after discussing them.
Notes:			

Explaining the triggers			Objective: 1
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
	circle around the top clock. Highlight around the top text box. Alt+F10	To do this I am going to create a Trigger on each clock that when clicked on triggers the object with the text that matches that clock's topic to appear. Before I can do this I have to make sure that I know the names of the objects on my slide. Rember I am	The circle will be drawn around the set reminders clock timed with the vo of the first object. The set reminders text box will be highlighted timed with the vo of the second object.

going to use this object to trigger this object to open. If I don't know what the objects are called I am not going to be able to do that.

The way I can find this out is by using my keyboard and clicking alt F10 and now you see this pane opens up with all of these objects titled, but I didn't title them so I don't know what text box 30 is.

However, I can figure this out very easily. All I need to do is click on the object that I want to title and if you notice right over here in this pane it has put a square around it.

Instead of calling that oval one. I am going to rename that set reminders clock because that is the title underneath the clock. I am going to be very intentional about what I name these. So that when I am creating these triggers it's very easy for me to remember which one is which.
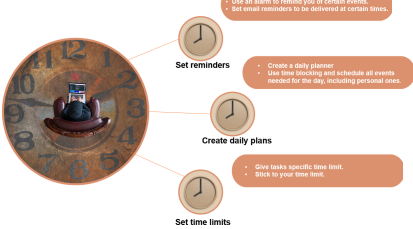
[Go through and rename each of the clocks in the tutorial. Each time click on the clock and then say what you will name it.]

Keystroke callout of Alt + F10 will be timed with the audio. It will stay on the screen for 1 second.

Zoom into the screen to show the pane and the 3 small clocks.

Highlight the rectangle that is selected when you click on the first clock. This will stay highlighted until you are finished renaming it.

| | | Now I have all my clocks labeled, but I also need the clocks to trigger these text boxes to open so I need to know what they are called.

I am going to do the same thing I did with the clocks and rename each text box to match the clock. I will name it the title and then put a text box, so I know which object it is.
[Do this again with each one. Clicking on each object and then saying what you are naming it.]

Now I have lots of other objects in this pane that are labeled and I don't know what they are, but I don't need to use them, so I am not going to worry about them right now. I can close out of this pane. | use the same arrow from earlier pointing from the clock on the top to the top text box. Timed with the VO.

[After closing out of pane] The camera will zoom back out to the full screen.

[If it is needed to break this tutorial part into pieces this is a good place.] Use a scene transition. |
| **Notes:** | | | |

Setting Triggers			Objective: 1
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
	slide 5 of the PPT	Now that I've labeled all the parts of my slide that I need I can set the triggers. To do that I am going to come up top to animations and I am going to click on the object that I want to appear. This object will not be on the screen initially, and when my learner clicks on the clock it will appear. As you can see I have a lot of animation options to choose from. I am just going to pick appear. I will click on that. When I do you can see that the trigger button is ungrayed out. I am going to click on this, and click on, "on the click of." Now I will go ahead and do that with my two other objects. I will click on my second text box. Click animations. Then click trigger. Click on, " on the click of" and this is called create daily plans text box. I will go to my last box and do the same thing. Click on the box. Click animations, go to triggers, click on "on the click of" and this is called set time limits.	The camera zooms in on the ribbon up top for animations. Highlight the trigger button timed with VO. It will remain highlighted until after clicking "on the click of" [If you needed to do this is different parts have a scene

		That should work, so let's go view it. As you can see there is nothing on my slide except the clocks. I will click on the set time limits clock and the text box will open. Now I will click out of order for the next one, on set time limits. That works, and then finally Create daily plans and that works. I hope this helps you see how you can create triggers for interactivity in your PPT. Thank you for watching.	transition, or move it all smoothly together in the tutorial.
Notes:			