






## Multimedia Handout: World Countries Project

1. Launch *Microsoft PowerPoint 2007* and open the WORLDMAP.PPT template. Increase the size of the Slide Panel by dragging its left and bottom borders.
2. To generate a gradient for the background of the first slide, select the DESIGN tab. Click on BACKGROUND STYLES → FORMAT BACKGROUND. Select the Gradient Fill radio button. Drag the slider to adjust the stop position and the transparency. When finished click CLOSE.
3. To add a WordArt title to the first slide, click the INSERT tab → WORDART button . Choose a style and click OK. Enter *World Map* and format the text as desired.
4. Position the WordArt near the top of the slide. Widen the WordArt until it is nearly as wide as the map graphic.
5. Create a hot spot so that when a user clicks a country name, the corresponding slide will be displayed. Click the *Canada* text on the first slide. Select the INSERT tab → HYPERLINK. From the Link to: task pane select Place In This Document. From the Slide Title list in the Hyperlink to Slide dialog box, choose 6. CANADA and click OK.
6. Test the hot spot by choosing the SLIDE SHOW tab and by clicking FROM BEGINNING. Click the *Canada* text, and the slide with information about Canada should appear. Press the ESCAPE key to exit Slide Show View. If the Canada slide was not displayed, repeat step 5.
7. Press the HOME key to return to the first slide.
8. To make another hot spot, first click another country name. Select the INSERT tab → HYPERLINK. Now, from the drop-down list directly below, select SLIDE. Then from the Slide Titles list in the Insert Hyperlink dialog box, choose the appropriate slide and click OK.
9. Repeat step 8 three more times so a hot spot is created for each of the FIVE COUNTRIES ON THE FIRST SLIDE.
10. A TEXT BOX containing directions for viewers should be created. CLICK THE TEXT BOX button  and drag to create a text box as wide as the map graphic. Enter *Click a country name to learn more.*
11. After viewing a slide about a country, users will need to return to the first slide. To facilitate this, a button can be placed on the Slide Master so that it will appear on every slide. Navigate to Slide 2, select the VIEW tab → SLIDE MASTER. Select the INSERT tab → TEXT BOX. Enter the word “Map”. Near the middle of the slide’s left edge, drag to create a button approximately 1 inch (2.5 centimeters) in height and width.

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12. Once the button has been created, it must be made into a hot spot that, when selected, will return the user to the first slide. To create a button highlight the word “Map” and select the INSERT tab → HYPERLINK. Under Slide Titles select Slide 1. Click OK. Return to the SLIDE MASTER tab. Click CLOSE MASTER VIEW and click OK.
13. Display the slide containing information about Sudan. Note that the text of the other country names on the other slides is shadowed. Highlight the title text and click the TEXT SHADOW button  in the Font category.
14. The graphic of the Sudan flag must also be inserted. Choose the INSERT tab → PICTURE. Locate and select the SUDAN.WMF file in the Multimedia Activities folder, then click INSERT.
15. The size of the flag must be reduced. Instead of dragging the graphic to make it smaller, a command can be selected to size it more precisely. With the flag graphic still selected, choose the FORMAT tab and click the Size category button  under the FORMAT tab. In the Height box in the Scale group, delete the 99% text, enter 80 and click CLOSE. Reposition the graphic in the center of the slide.
16. Animation needs to be added to the Sudan slide so that all of the objects appear by dissolving automatically onto the screen. Choose the INSERT tab → SELECT → SELECT OBJECTS to select all of the objects on the slide. Choose the ANIMATIONS tab → CUSTOM ANIMATION. Select ADD EFFECT → ENTRANCE → MORE EFFECTS. Choose DISSOLVE IN, then select OK. From the Start drop-down list, select AFTER PREVIOUS. Close the CUSTOM ANIMATION Task Pane.
17. Select the BOX OUT slide transition  from the options in the Transition to This Slide category. From the Transition Speed drop-down list choose MEDIUM, then click the APPLY TO ALL button.
18. Deselect any objects then choose the DESIGN tab. Select BACKGROUND STYLES → FORMAT BACKGROUND. Click the COLOR drop-down menu → MORE COLORS, choose a color and click OK. Drag the slider to change the transparency. To apply a custom background color to all of the slides in the presentation click APPLY TO ALL → CLOSE.

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19. Choose the SLIDE SHOW tab → SET UP SLIDE SHOW. In the Show Type group, select the BROWSED AT A KIOSK (FULL SCREEN) radio button and click OK. This mode is intended for self-running presentations. To advance to slides in this mode, a hot spot must be clicked.
20. Save the presentation.
21. View the presentation by selecting the VIEW tab → SLIDE SHOW. Click the hot spots to view the country slides and return each time to the World Map slide.
22. After viewing the presentation, press the ESCAPE key. Then close the file and exit *PowerPoint*.