# Educator's Guide
## Technology Simplified

# Using Custom Animation in PowerPoint 2011 to Display Alaskan Animal Migration in Science

## Overview:

This activity is designed to give students and teachers a basic idea of how to use some of the features of custom animation in Microsoft Works PowerPoint 2011 (for Mac). In this lesson the emphasis will be on giving movement to an animal placed on a PowerPoint slide with a background map. The extension activity is a tutorial on how to add recorded sound to a PowerPoint presentation.

## Grades and Subject Areas:

Suggested grade levels for this activity is 4th-6th. **Science** is the focus of this tutorial.

## Objectives:

Students will:
- Become familiar with the Microsoft Works ribbon and its capabilities.
- Create PowerPoint projects and enhance them by adding movement and sound.
- Use prior knowledge of an animal's migration pattern to make it move realistically.

## I Can Statements:

- I can add animation to my PowerPoint presentation.
- I can follow step-by-step written and oral directions.
- 1 can show the migratory patterns of a specific Alaskan animal using PowerPoint.
- I can cut an image from a picture using Preview's Instant Alpha.

## Curriculum Connections:

### Alaska Content Standards:

**Science**

> **Concepts of Life Science. A student should understand and be able to apply the concepts, models, theories, facts, evidence, systems, and processes of life science.**
>
> > C2) Develop an understanding of the structure, function, behavior, development, life cycles, and diversity of living organisms

**English/Language Arts**

> **A student should be able to speak and write well for a variety of purposes and audiences.**
>> A7) communicate ideas using varied tools of electronic technology

**Technology**

> **A student should be able to use technology to express ideas and exchange information.**
>> D1) convey ideas to a variety of audiences using publishing, multi-media, and communications tools

## ISTE Student Standards:

**6. Technology Operations and Concepts**
**Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:**

a. understand and use technology systems.
b. select and use applications effectively and productively.
d. transfer current knowledge to learning of new technologies.

## ISTE Teacher Standards:

**2. Design and Develop Digital-Age Learning Experiences and Assessments**
**Teachers design, develop, and evaluate authentic learning experiences and assessments incorporating contemporary tools and resources to maximize content learning in context and to develop the knowledge, skills, and attitudes identified in the NETS•S. Teachers:**

2a. design or adapt relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity.
2b. develop technology-enriched learning environments that enable all students to pursue their individual curiosities and become active participants in setting their own educational goals, managing their own learning, and assessing their own progress.

**3. Model Digital-Age Work and Learning**
**Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society. Teachers:**

3a. Demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations.

# Technology Integration:

## Hardware and Software Needs

This lesson is intended for users of Mac computers with Microsoft Works PowerPoint 2011.

## Tips and tricks

It is recommended you become familiar with the tools and commands using PowerPoint 2011, and create an example project to show your students. If you are familiar with

Microsoft Works PowerPoint 2008, the move to MS 2011 will be easy. If you are only familiar with Microsoft Works 2004, the controls (ribbon-based) will be very different. The tutorial includes step-by-step instructions. The extended activity, recording sound to a PowerPoint project, works best in a setting were background noise can be isolated or eliminated. Also included is a challenge (Ultimate Custom Animation Challenge) which tests the students ability to follow directions and troubleshoot custom animation problems.

# Resources:

### Handouts or Downloads

- PowerPoint (2011) Custom Animation
- Ultimate Custom Animation Challenge
- Lesson Plan for Custom Animation

### Links to Teaching Resources

View this document for additional information on creating PowerPoints as a class project.
**PowerPoint Projects with Students**

### Web Resources

**PowerPoint Basics for Mac (Microsoft Tutorial)**

**Atomic Learning Tutorial on PPT Custom Animation** **(Slide Design**

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## Lesson Plan

### Prep Time: 30-90 minutes

Longer preparation time is needed if you are unfamiliar with PowerPoint 2011. Shorter time is needed if you are familiar with PowerPoint 2011 or have recently migrated from PowerPoint 2008. Students should have gained prior knowledge of their animal's migration patterns, behavior and environment.

### Prior to Lesson: Become familiar with the directions in the tutorial.

Walk through the tutorial once to familiarize yourself with the ribbon and the commands. Create your own example to show your students. Be prepared to show your example to the class, and to model the step-by-step instructions. After studying Alaskan animal migration, students use their knowledge to make their chosen animal move in a realistic way. Custom animation allows the student to make their animal complete their migration route(s) on a PowerPoint slide with a map background. PowerPoint slide backgrounds can be changed from white/blank to any picture or map in order to display a specific environment in which the animal can move.

### Time Needed for Lesson: 1 – 3 sessions of 45 minutes.

This lesson will take more time to present to younger students (3rd and 4th grade). Older students who are familiar with PowerPoint 2011 will complete the assignment more quickly. Information about animal migration patterns and behavior should be gathered before this activity.

### Directions: After students have successfully logged onto the school's file server, go over the directions and model the skills needed to complete the project.

It is recommended students watch the example first before starting the process. The tutorial gives step-by-step directions. Encourage all work be saved to the file server, since this project usually runs more than one session.

**Curriculum Department**
**Instructional Technology**

**Extension/Challenge:** Students can complete the extension activity when they have completed the main custom animation assignment. Model how to record your voice to a PowerPoint slide before students begin.

The extension (adding sound to the PowerPoint) is located at the end of the main assignment. Students are asked to follow a set of directions to move their creature around the slide. This additional challenge could also be modified by customizing the background to create a specific environment in which an insect or animal could move or migrate.

**Tutorial for hand-out to students.**

## Showing Migration with Custom Animation

Objective: I can show animal migration to and from Alaska using the tools of PowerPoint (MS 2011) Custom Animation.

Many animals make Alaska their home in the summer months. They are either feeding on rich resources or having their young during the long summer days. Gray whales come to Alaska to feed on krill and migrate down to Mexico for the remainder of the year. Geese and cranes fly to Alaska to have their young, but return to the Lower 48 for the fall and winter months. Humpback whales feed in northern waters in the summertime, but go to Hawaii to spend the winter months. Caribou (Porcupine Herd) migrate from the Arctic Coastal Plain (feeding and breeding) to the Southern Brooks Range for the winter. Songbirds travel thousands of miles to breed in Alaska, but then return to warmer climates for the fall and winter. Bald eagles from around Alaska meet in Haines during the late fall and early winter to feed in waters that stay unfrozen. Even fish migrate; young salmon travel downriver to the ocean to become large adults, and then return up the same rivers to spawn when then mature. Alaskan Halibut move from deeper waters in the winter to feed in shallower coastal waters in the summer.

Use animation tools to show the migration patterns of three animals. Choose one bird, one mammal (whale or caribou), and one fish (salmon or halibut) and animate their migration routes on a map of North America or the Pacific Northwest. Here are some migration paths followed by creatures that live, breed, or feed in Alaska:
**Caribou:** Alaska's Arctic Coastal Plain (breeding/feeding) to the southern Brooks Range area (wintering)
**Bowhead whales:** Beaufort Sea north of Alaska to the Bering Sea southwest of Alaska
**Silver salmon:** Beaufort Sea to Delta Junction, Alaska, up the Yukon River, Tanana River, and to the Delta Clearwater River
**Bald eagles:** Central Alaska and Yukon Territory to Haines, Alaska (winter feeding grounds)
**Humpback whales:** Southern Alaska waters (feeding) to Maui, Hawaii (breeding)
**Sandhill cranes:** Central and northern Alaska (breeding) to central Oregon (winter feeding grounds)
**White-crowned sparrows:** Central Alaska (breeding) to Arizona (winter)

**Gray whales:** Southern Alaska (feeding) to Baja Mexico (breeding)

Directions:

1) Create a folder for all of your work on the desktop. Select **File : New Folder** and name it "Migration." Put all of your work into this folder.

2) Start PowerPoint and create a new blank page.

3) Using Google Images, locate a map of Alaska, North America, or the Pacific Northwest region. Make sure you choose the largest image possible.

4) Place this map on your PowerPoint slide by choosing **Format : Slide Background**. Then select **Fill : Picture or Texture : Choose Picture**. Navigate to the map and **Insert** it and **Apply**. It will now fill the slide as a background. Save your PPT and name it "Migration." Select **Insert : Duplicate Slide** to make two more slides with map backgrounds.

5) Now find your three animal's pictures using Google Images. The image should show the full body of the creature. Choose the largest image possible.

6) Open your animal image using the default program Preview. Choose **Select : Instant Alpha** from the tool bar. Isolate the image from the background by expanding the pink box around the animal. Then select **Delete** to choose only the animal. Repeat the process if the animal is not cut out properly.

7) Now select **Command : A** (select all) and then **Command : C** (copy). Click on top of your map slide and select **Command : V** (paste). The animal will appear on the map and can be resized and repositioned.

8) Using custom animation, move your animal along its appropriate migration route.

**Custom Animation Instructions:**
1) Select your object and then choose **Animations** from the ribbon.
2) Select **Motion Paths : Custom : Draw Scribble**
3) Draw the path for the migration route
4) In **Animation Options**, change the **Duration** to a time of between ten and fifteen (10-15) seconds
5) Save the PowerPoint and show your teacher and neighbors your good work.

**PowerPoint (2011) Custom Animation**

Goal: Create a slide with a buzzing insect crawling or flying around the blank space.

1) Open *PowerPoint* (large orange P) in the Dock
2) Select *Choose* in the right bottom corner

3) Go to *Layout* on the left side of the ribbon and choose *Blank*. This will create a totally blank slide for this exercise.
4) Go to *Google Images* and find an insect image that has nothing but white bordering the insect's body. Try search words such as fly, mosquito, beetle, or dragonfly.

5) Remember to select the largest image available. Go to the full size image and slide the image off onto your desktop.
6) Slide the chosen image onto the blank PowerPoint slide. Resize the insect to a smaller size so it can be made to move around in the blank space.
7) Select *Animations* from the center of the ribbon. You now have the tools to make your insect move.
8) In the box *Emphasis Effects* select *Spin*. You will see a box with the number one appear next to your image. Select *Effect Options* on the right side of the ribbon. Select *Two Spins*. Test your slide to see that your insect spins two times.
9) Click on top of your image and select *Motion Paths*. Select one of the seven paths in the *Complex* section. Go to *Animation Options* on the right side of the ribbon. Select *With Previous*. This will make the motion path and spin occur at the same time. Test the results. Notice the two numbered boxes now stack on top of each other.
10) Go to the *Motion Path* and change it by stretching and moving the corner controls. Test the result to see how the insect reacts. Go to *Reorder* (on the far right of the ribbon) to delete your commands or change the order of the animations.

### Extended Activity---Adding Sound to the Insect Animation

You can add a buzzing sound to your animation by recording your voice and including it with the motion commands.

1) While on your insect animation slide select *Insert - Audio - Record Audio*. A control panel will pop up that will allow you to record your voice. Click on the red **Record** button and make a buzzing sound into the computer's microphone. Click on the *Stop* button to finalize your recording. Select *Play* to test your recording. You will see a speaker icon appear on the slide.
2) Click on the speaker and then select *Format Audio* on the left side of the ribbon. Choose *Start - Automatically* and *Playback Options - Hide Icon During Show.*
3) Select the *Animations* tab and go to *Reorder.* The sound file will be the last animation on the list. Click on your sound file and select **Timing** from the list below. Select *Start - With Previous* from the menu. Test the results. Your recorded sound should start up with the other animations.

One important option you have when working with PowerPoint Animation is *Timing*. You can adjust the *Speed* of most animations from very slow to very fast. Click on the animation you would like to adjust when you're in the *Reorder* controls, and then choose *Timing*.

**Additional Extended Activity**

Teachers can modify the lesson by having students make their insects fly to images (flowers, hives, underground nests, trees, pantries, etc.) placed on the slide.

## Ultimate Custom Animation Challenge

Make all of these events happen with only one click (by using the "After Previous" command found on the ribbon and in the Reorder controls).  Make all events happen at a medium speed.

1) Make your object enter from the top left side of the slide
2) Make your object spin two times
3) Make your object fly to the top right of the slide and wiggle (teeter)
4) Make your object go to the bottom right of the slide and then wiggle (teeter)
5) Make your object go to the bottom left of the slide and then wiggle (teeter)
6) Make your object go to the top left of the slide and then wiggle (teeter)
7) Make your object return to the center of the slide and spin two times
8) Make your object exit to the bottom right of the slide

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2) Click on the speaker and then select **Format Audio** on the left side of the ribbon.  Choose **Start : Automatically** and **Playback Options : Hide Icon During Show.**

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**Created by Bill Ernst   2011**

# How To

## Create PowerPoint 2011 Projects with Students

When working with student groups, preparation for a PowerPoint project is essential before the actual assembly of slides. Follow these steps to ensure success.

1. Have each student create a folder in which to put all of the pieces. These elements could be pictures, video, sound clips, screenshots, text, or the PowerPoint presentation itself,..
2. Put the folder in the student area of the school's file server in order to create access from multiple school computers.
3. Often work will get inadvertently saved on the desktop or in the computer's documents folder. Make sure the students save all work into the PowerPoint project folder each time they finish their daily work.

## Collecting and Saving Pictures

One of the easiest ways to collect pictures is using the Google image search tool. Type in www.google.com and enter. You will see the "Images" selection in the top left corner of the page. Type in your chosen subject area. Google will show only images related to your search.
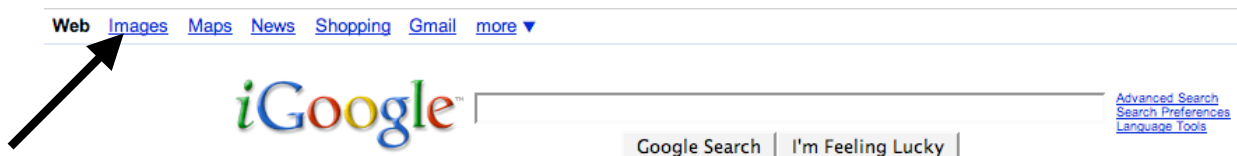


These small images can be dragged into the student folder for future use. If a larger image is needed, select "See full-size image" to the right of the image. Larger images will be of much higher quality and will not "pixelate" when enlarged.
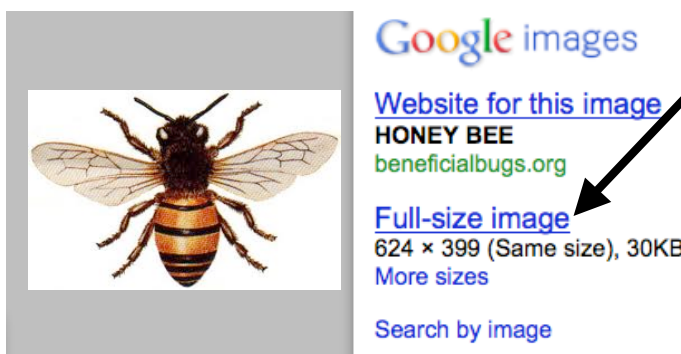
This smaller image will be adequate in many cases. If enlarged too much, it will lose its quality. The larger image below will work best in most cases. It can be downsized and enlarged as needed. Photos from a digital camera tend to be very large (2 MB or more); downsize them using Preview or iPhoto if you want to use more than photo one per slide.

**Some pictures taken from Google Images may be copyrighted. Remind students of copyright laws and fair use regulations.**

## Using Screenshots to Gather Images

Any image on the desktop, large or small, can be captured by using the screenshot capability of a Mac computer. By selecting Command-Shift-4, a focused screenshot can be created. The captured image will be placed on the desktop and will be named by a time stamp. Rename the image for easy identification. Screenshots can be placed in the PowerPoint folder for future use.
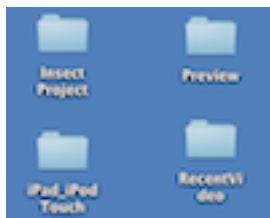
This screenshot is of a small portion of the desktop. Select **Command-Shift-4** for a focused screenshot.

FNSBSD Instructional Technology Department
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# Adding Sound to Your Presentation

A student may record an introduction or continuous narration by using the tools provided in PowerPoint.  Select **Insert - Audio - Record Audio** to record your voice.  A box will appear with controls for recording your voice using the computer's microphone.  Click on the **Record** button to begin recording, and click on the **Stop** button to end the recording.  You can test the result by clicking on the **Play** icon.
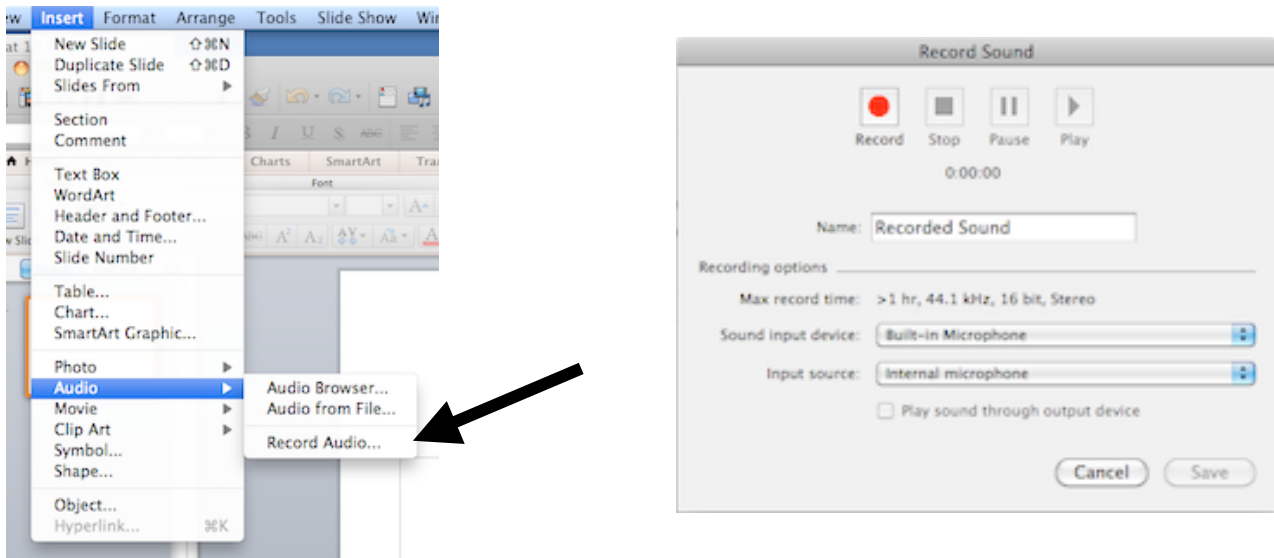
The recorded sound will appear as a speaker on your PowerPoint slide. Click on the speaker and click on the **Format Audio** tab in the ribbon. Under **Audio Options**, change the **Start** to **Automatically** and the **Playback** options to **Hide Icon During Show**.  Now the sound will play automatically when the slide is started, and the speaker icon will not be present.
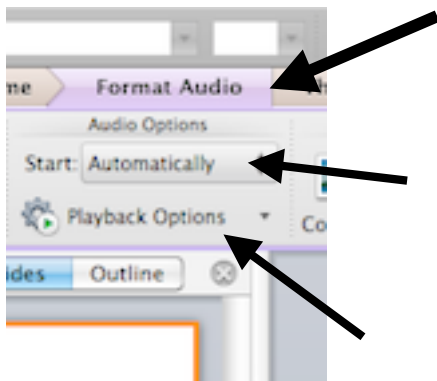
> **Format Audio** is found on the left side of the ribbon.  Change the **Start** to **Automatically** and the **Playback Options** to **Hide Icon During Show**

GarageBand is also an excellent source for sound files. There are sound effects and copyright free music files available, along with the ability to make your own sounds and music.  To access the sound effects and jingles resources in GarageBand,  open the program and select **Loops**, **Voice,** or **Podcast**.
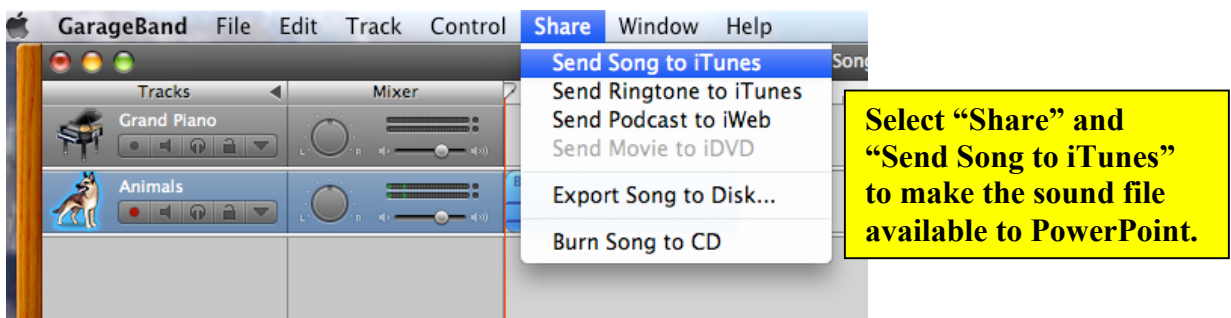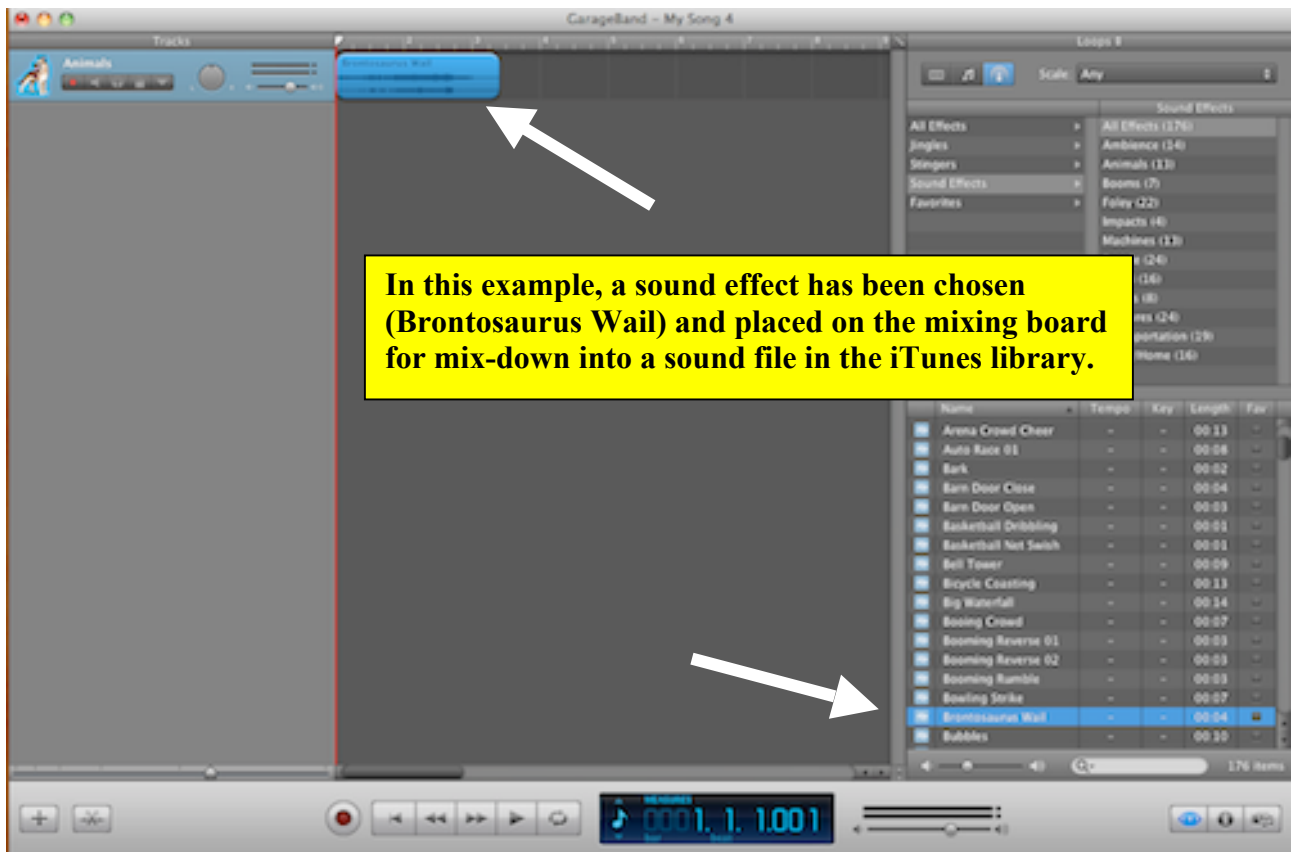


After the GarageBand mixing board opens, select the **Loop Browser** (eyeball icon in the bottom left of the mixing board) and **Podcast Sounds** (waves over a person) icons.  A list of sound effects and jingles will appear.



**Podcast Sounds**

**Loop Browser**
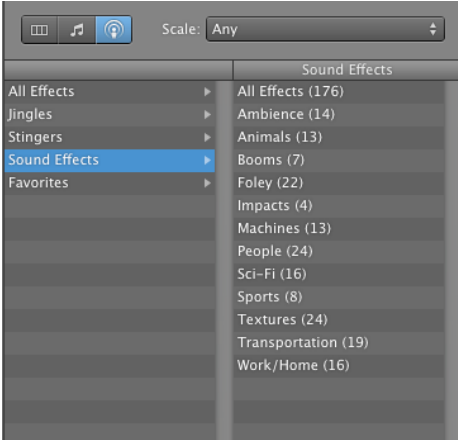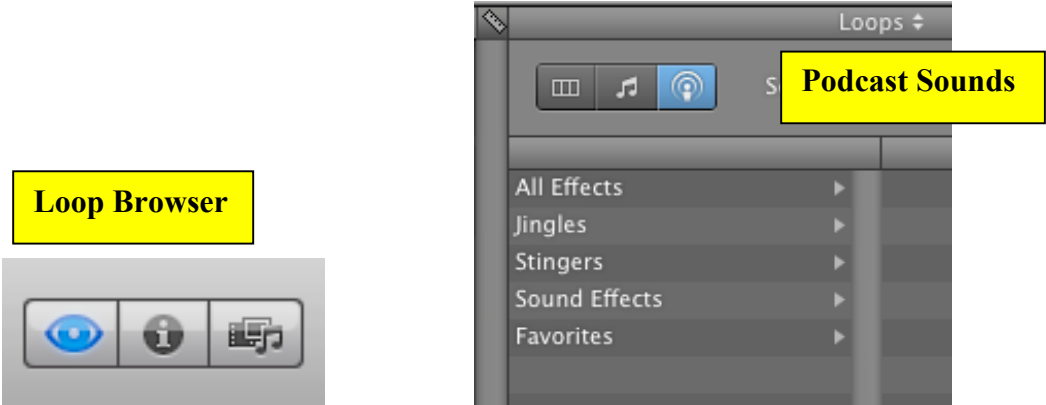
**A library of sound effects and jingles are available.  Drag the sound or sounds you want to use onto the mixing board.**

There are hundreds of sounds available in the **Podcast Sounds** library. Once you find a piece of music (jingle) or a sound effect you'd like to use in your PowerPoint presentation, drag it up to the mixing board. The sound can now be sent to iTunes (for future use) by selecting **Share** and **Send Song to iTunes**. The sound file will be mixed down, placed in your iTunes library, and played back immediately.

Slide the iTunes music file from the library onto your desktop (or into your project folder) to make it available for PowerPoint use.



In this example, a sound effect has been chosen (Brontosaurus Wail) and placed on the mixing board for mix-down into a sound file in the iTunes library.



Select "Share" and "Send Song to iTunes" to make the sound file available to PowerPoint.

Your voice can be recorded using the Podcast or Voice option. Click on the red button at the bottom of the mixing board to start and stop the recording. Your recording can be as simple as a personal introduction to the project or consist of a project-long narration. For long recordings you'll have use the audio controls to make your PowerPoint play correctly.

Once imported into the PowerPoint slide, the slide will last as long as the duration of the sound clip. An audio file is placed in a PowerPoint slide by choosing **Insert** : **Movies and Sounds : Sound from File**.

# Putting it All Together

Once pictures, sounds, movies, screenshots, and text have been gathered in your (or the student's) file folder, you can begin the process of creating your PowerPoint presentation.

- ∞ It is best that the background for each slide be chosen after the presentation is assembled. The default background is white.
- ∞ Custom animation can be added to give movement to text and images. It is best to animate objects and text after all slides have been assembled. **Overuse of custom animation should be avoided**.
- ∞ The show can be made to run automatically by choosing **Slide Show**: **Rehearse Timings**. Make sure your audience has time to read your text before advancing to the next slide.
- ∞ A PowerPoint presentation can be imported into iMovie. After your PowerPoint is complete, choose **File : Make Movie.** The converted QuickTime movie will appear on your desktop. Choose **iMovie : File : Import Movies**. Navigate to the QuickTime movie on your desktop. The video will be pulled into iMovie, where titles, music, transitions, and voiceovers can be added.
- ∞ Students will be more focused (and successful) if a checklist or rubric is supplied. Let students know your expectations before the project begins.
- ∞ Showing and re-showing your PowerPoint example to the class will reinforce the skills needed to successfully complete the project.
- ∞ Students should be given the opportunity to display their completed project to a larger audience. If given time, most students will be proud of their work, and willing to show the PowerPoint to others.

**Created by Bill Ernst 2011**

| | | | 6 points | 4 points | 2 points | 0 points |
|---|---|---|---|---|---|---|
| **Title Slide** | Include the title, your name, the date, and a picture or image | **Score** (0-6 pts) | **6 points** Completed, with all required elements and no spelling or grammar mistakes | **4 points** Completed, but with spelling or grammar mistakes | **2 points** Present but incomplete, off-topic, or copied | **0 points** Missing |
| **Slide #2** | Introduction slide | | **6 points** Completed, with all required elements and no spelling or grammar mistakes | **4 points** Completed, but with spelling or grammar mistakes | **2 points** Present but incomplete, off-topic, or copied | **0 points** Missing |
| **Slide #3** | | | **6 points** Completed, with all required elements and no spelling or grammar mistakes | **4 points** Completed, but with spelling or grammar mistakes | **2 points** Present but incomplete, off-topic, or copied | **0 points** Missing |
| **Slide #4** | | | **6 points** Completed, with all required elements and no spelling or grammar mistakes | **4 points** Completed, but with spelling or grammar mistakes | **2 points** Present but incomplete, off-topic, or copied | **0 points** Missing |
| **Slide #5** | | | **6 points** Completed, with all required elements and no spelling or grammar mistakes | **4 points** Completed, but with spelling or grammar mistakes | **2 points** Present but incomplete, off-topic, or copied | **0 points** Missing |
| **Final slide** | **Sources** List the websites you have used in this project (3-5 sources cited) | | **6 points** Completed, with all required elements and no spelling or grammar mistakes | **4 points** Completed, but with spelling or grammar mistakes | **2 points** Present but incomplete, off-topic, or copied | **0 points** Missing |
| **Custom Animation** | Add 0- 4 pts for custom animation  0 points--No animation 4 points--Lots of well-done animation | **Total Points** (40 possible) | Comments | Comments | Comments | Comments |