

**Project: Non-linear presentation**

Allows you to navigate through in any order, jumping between sections. They resemble a website as the user can move easily between slides of information. Navigation methods will be built into the presentation such as 'go to', 'previous', 'next' and 'home' buttons which are hyperlinked to other slides.

**Home tab**

Layout changes what is on the slide      New slide to get another slide

**Insert tab**

This is where you can add in different types of media such as pictures, tables, shapes, text boxes to write in, word art, videos and audio.

**Design tab**

This is where you can choose a theme for your slides or choose 'format background' for a bigger range of choices

**Transition tab**

This is where you can choose what happens when you move between slides. You can add sounds to the transition and give it a set time.

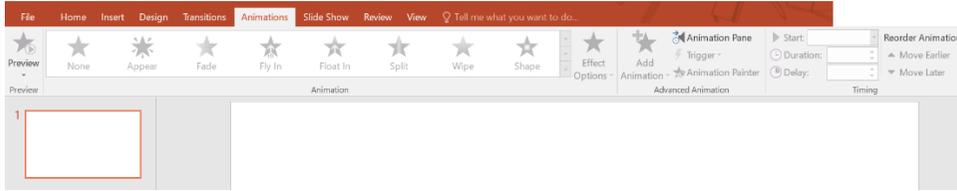
**Choose colours carefully!**

**Choose font carefully!**

**Choose size of font carefully!**

**Think about the organisation on the slide!**

## Animation tab



This is where you can make your pictures and text appear with a particular movement when you click. There are different effects to choose from and you can put specific timings on them. You can also choose the order of when the different things on the slide appear.

## How to hyperlink in Powerpoint

- \* **Step 1** Highlight text you want to hyperlink OR left click on a picture
- \* **Step 2** Right click on the highlighted text/picture
- \* **Step 3** Choose hyperlink from the list
- \* **Step 4** On the left, click 'place in this document'
- \* **Step 5** Click whichever slide you want it to link to
- \* **Step 6** View in slideshow mode and check your hyperlink works correctly

## Key Vocabulary

<b>animation</b>	movement when an image or text appears on screen
<b>audio</b>	use of sound
<b>hyperlinks</b>	an icon, graphic or text that is linked to another part of the presentation
<b>images</b>	pictures
<b>navigation</b>	ways to move between slides in the presentation
<b>non-linear</b>	where user can move in any order through the presentation
<b>presentation</b>	a collection of slides that contain information about a topic
<b>transition</b>	movement when the slide changes from one slide to a different one

Check in slideshow mode!

### **Flashback! Formatting images**

Remember that, when you include a picture, if you click on it, a new tab called 'format' appears on the tool bar. From this, you can alter the image you've chosen in lots of different ways.

Make sure it is clear and easy to read/navigate!