Chapter Eight: Creating Interactive Powerpoint Portfolios
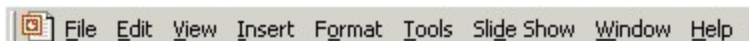

You can create a multimedia technology portfolio with an interactive menu using Powerpoint. Rather than creating a linear slide by slide Powerpoint, try creating a menu with links to slides of your artifacts. Each button will link directly to the different slide topics. You can also create navigation buttons in the autoshapes menu. These are called action buttons and you edit those from the slide show menu. Below are some beginning instructions, although you can take this beyond this basic level by examining Powerpoint tutorials and help files listed below.
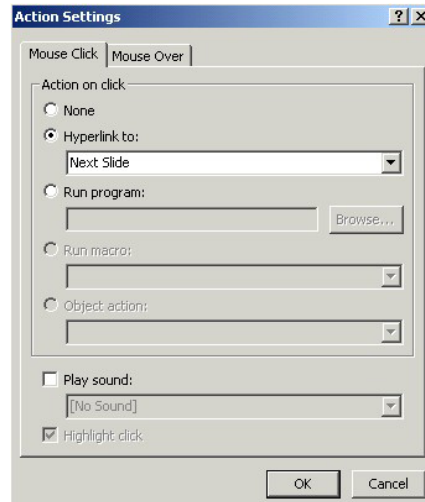

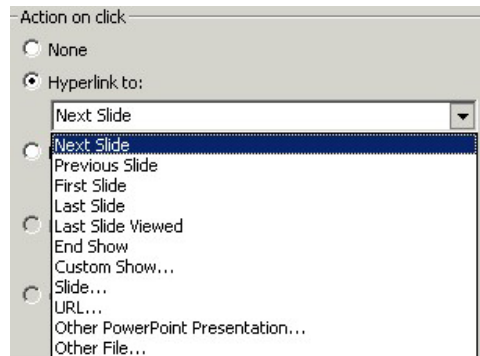**How to Make your Powerpoint Interactive**

- Create buttons using shapes and adding text or just type and select the text to create a link.
- Select button, shape, picture, text that you want linked to another slide
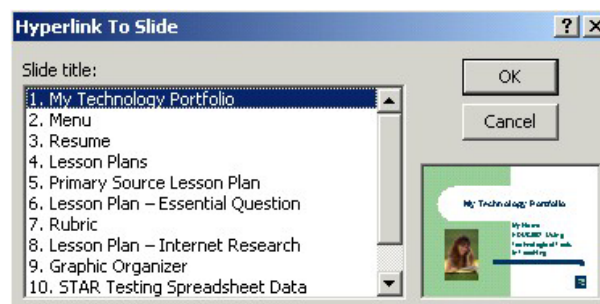- Go to insert hyperlink on the main top file bar menu.

Hyperlink Action Menu

- You can select which slide to link to - or other Powerpoint presentations, Word document files, a web URL, another program, etc. You can link to files or programs, but your presentation has to remain in the same place in the hard drive folders in order to locate the file according to the original directory structure.
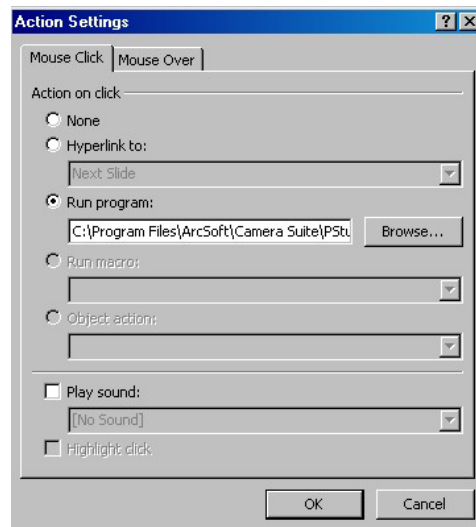

- Select "Slide" and then select which slide you want to link to. This window may look different in various versions of Powerpoint, but you will be able to locate a similar menu that will allow you to choose the slide you want the button to link to.
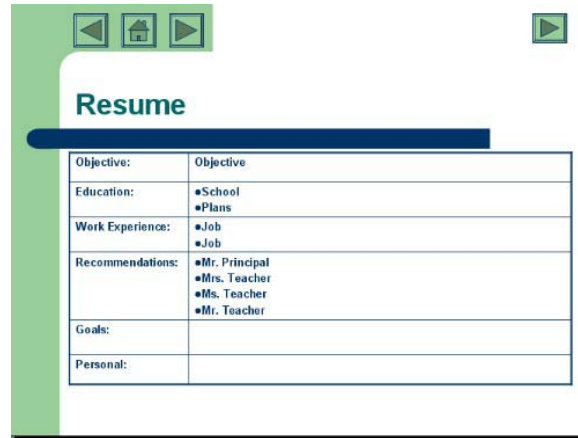
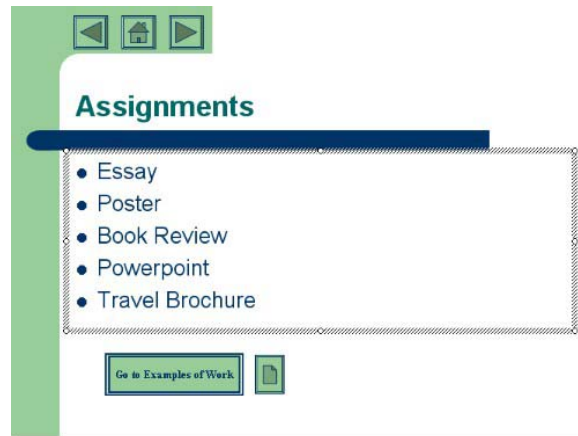**Links Created Using Action Settings under Slide Show Menu**

- Next Slide
- Previous Slide
- First Slide
- Last Slide
- Slide - This is the link for connected to other pages in the same presentation.
- URL - Linking to website or Acrobat Reader pdf file
- Other Powerpoint Presentation - This is the link you would use to link to other Powerpoint Presentations
- Other File - This is the link you would use to connect to Word documents, Excel files, or any other file the student has created. When you select a file, the computer will recognize the file type and open the proper software application.
- From Action Settings, you can choose to "run program." You would browse for the application icon in program files on the c: drive in Windows or the Applications file on the MAC.
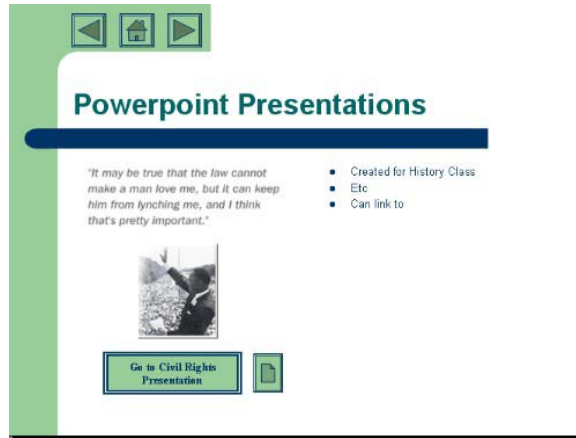

- As you move up to the more current versions of Powerpoint, the options become quite sophisticated. For instance, the new MAC X Powerpoint allows you to save Powerpoint presentations as Quicktime movies. Windows XP works with Microsoft Producer for very complex multimedia shows. For the purposes of this class, I prefer that you not add sound or video since that would require that you send those files separately along with the Powerpoint .ppt. These options are very useful if you have a CD Writer, but they get very large and it's difficult to send through the dropbox or as attachments.
- You can either import text and pictures from your documents, or just re-type. Since Powerpoint is usually for key words and presentation, you may have to put your points in bullets and re-size fonts to a more standard size (suggested: 14 point). This resume below is created in a table, which would make it easier to get your text in. Hyperstudio text boxes can scroll, but that is not a feature of Powerpoint.
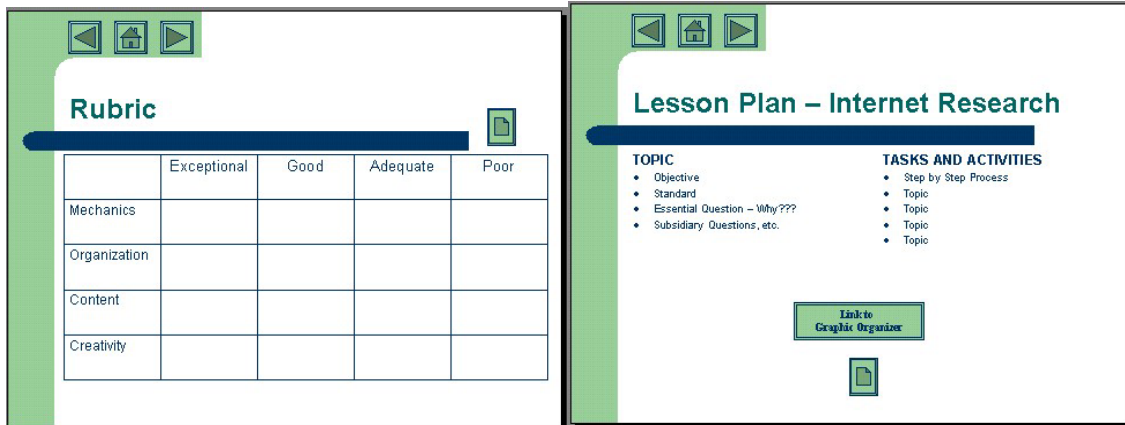
- You can create another submenu for related artifacts. This menu is a bulleted list, but each subtopic is selected and hyperlinked to a particular slide just as in the previous menu.
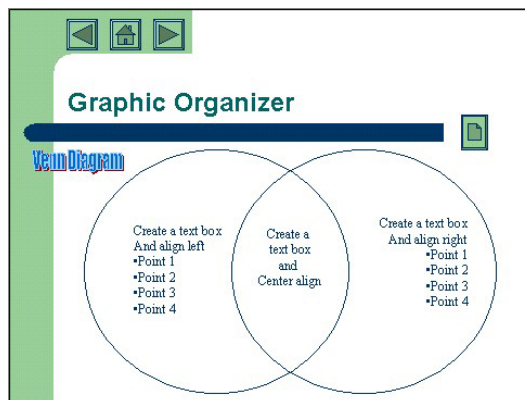

- You can insert pictures from the webpages. Right click or control/click in MAC to copy and paste or save the image on your hard drive.
- You can link your websites directly to your primary sources on the internet by selecting and inserting the hyperlink.
- You can also link directly to Word documents. This link would only work if the document is in the same folder or on the same computer you are using. However, this works great if you are going to be creating a CD Portfolio using your CD Writer (or zip disk portfolio).
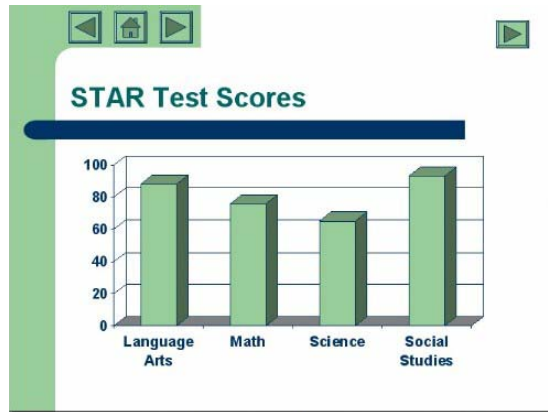- You can also link to other Powerpoint presentations.

- You might want to look at the slide layout under format to see which layout best fits.
- You may also have to simplify and use bullet points.
- Use smaller fonts.
- You can also link directly to websites, pdfs, documents, spreadsheets, etc.
- The rubric below is created by making a table. You can change your slide layout from the format menu or insert table under the insert menu.

- You can create a graphic organizer directly in Powerpoint.

- You can copy the data from Excel spreadsheets/charts by pasting directly into the graph in Powerpoint. You can select the slide layout for spreadsheets or insert chart from the insert menu. You can also animate your chart in custom animation.

- Insert computer art you or your students have created or art you've scanned or taken with a digital camera.
- Insert photos you've scanned, taken with a digital camera, or developed on disk.