

Script for the CFHGSC

Interactive PowerPoint Family Tree Workshop

March 22, 2004

Creating a Template and a Slide Master

Open PowerPoint to Create a Cover Page for the Template

Create a Portrait Orientation Slide **6**

[Design] Slide Orientation, Portrait

Create a page with a Title Box **16** i. or ii.

- i. [Home] Layout or
- ii. Right Click on Thumbnail,
Select Layout,
Select Title Only theme

Resize and position the Title Box **12**

Select the Title Box **3**

Drag lower right corner toward upper left to resize
Select the box and move it to the center of the page

Add shape outline and shape fill to Title Box, **6**

Select the box, then:

[Format / Drawing Tool] Shape Outline, pick an outline color

[Format / Drawing Tool] Shape Fill, pick a fill color

Change the font and font size **15**

Click inside the Title Box to select change font, font size and to add text

[Home] Font, click on down arrow to select font and font size

Type: Family Tree

Insert a Text Box (on slide 1) **9**

[Insert] Text Box

Type "Created By:"

Change the font and font size (optional)

Creating a Slide Master for the Template

Insert a new slide **18**

[Home] New Slide

Create a Slide Master **16**

(Used to place required objects for every slide in the presentation)

[View] Slide Master

Resize and position the Title Box **12**

Select the Title Box **3**

Drag lower right corner toward upper left to resize

Select the box and move it to the upper left side of the page

Add shape outline and shape fill to Title Box **6**

Change the font and font size **15**

The first use of Hyperlinks:

Insert an Action Button with a Hyperlink **13** **17** iii.

[Insert] Shapes, select from Action Buttons at bottom of the Shapes menu

Select Hyperlink to and select the "go to" slide from the menu

Create four action buttons by copying and pasting or reinserting shapes **5**

(These are the "go to" buttons on every page except the Cover Page)

Name the action buttons (Cover, Home, Previous, Exit)

Edit the Hyperlink to First Slide, Slide 2, Previous Slide and End Show

Resize, Align and Distribute the buttons **1**

Align the buttons, using [Arrange] Align, Align...

Distribute the buttons vertically, using [Arrange] Align, Distribute...

Select a background for your slide presentation **7**

[Slide Master] Background Style

Close the Master View

[Slide Master] Close Master View

Name and Save the file as a PowerPoint template (.potx) **1** i., ii. and iii.

Optionally, Name and Save the file as a PowerPoint Presentation (.pptx)

Optionally, Name and Save it as a PowerPoint Show (.ppxs).

The Template with a Slide Master are now created and saved in PowerPoint

Create the Donald Duck Family Tree Presentation



Use the Microsoft Office button and Close the presentation.

Build the family tree for Donald Duck's family

Click the Microsoft Office button again and select New

Select the template (.potx file) just created and click on Create

Create the Cover Page

Fill in the Cover Page

Add Donald Duck to the Title Box (e.g. Donald Duck's Family Tree).

Optionally add a date.

In the Text Box add your name after "Created By:".

You can later add other pertinent information to the Text Box.

Create three Text Boxes

(These will be used as Hyperlinks to view sections of the family tree)

On the cover page add three Text Boxes **9**

Label these as "View Family Tree", "View Family Index" and "View Home Page"

Align and Arrange these in the lower center of the Cover Page **1** **3**

Add shape outline and shape fill to Title Box **6**

(The Cover Page is now complete.)

Create the Home Page

Create the Home Page for the Family Tree

Click on the second slide in the thumbnail section (left panel)

(This will be the Home Page for our Family Tree)

Change the slide title box to: Donald Duck and Daisy Duck

Insert the Donald Duck, Daisy Duck, Baby Duck 1 and Baby Duck 2 pictures into the slide

(Pictures are located in the folder "For CFHG")

Insert Pictures **10**

Resize the pictures and place them somewhere on the page **12**

Compress the pictures **11**

Insert four Text Boxes

(Used for names and labels and will be used as Hyperlinks to individual family slides)

Insert the following names and label into the Text Boxes: Donald Duck (Daisy Duck), Historical Information, Baby Duck 1, Baby Duck 2

Arrange, Align and place the pictures and text boxes ②

Place the Donald Duck (Daisy Duck), Historical Information text boxes below the Donald and Daisy picture.

Place the Baby Duck text boxes next to their pictures.

The second use of Hyperlinks:

Create a Hyperlink that will be used to go to the slide that represents the Parents of Donald Duck (in this case, Walt's slide)

Insert a left pointing (my preference) Arrow ⇐, place it to the left of Donald's picture

[Insert] Shapes (arrow) ⑬

Add the following text to the Shape: Parents

Add shape fill and shape outline ⑥

Change font and font size ⑮

Add a Hyperlink to a page in Walt's file ⑰ i.

Create the Historical Information Page

Insert a new slide ⑮

[Home] New Slide

Change the slide title box to: Donald Duck and Daisy Duck Historical Information

Insert Text Box ⑨

Add the following text to the box: Bio Info for: Donald and Daisy Duck

Create Pages for Baby Duck 1 & 2

Insert two new slides ⑮

[Home] New Slide

Change the slide title box to: Baby Duck 1 and Baby Duck 2

Insert Text Box in each slide ⑨

Add the following text to the box: Bio Info for: Baby Duck 1 and Baby Duck 2

Create the Family Index Page

Insert a new slide ⑮

[Home] New Slide

Change the slide title box to: Donald Duck and Daisy Duck Family Index

Add a table (make the table 3x3) **8**

Instead of inserting a table, copy cells from Excel will also work.

Fill in the table with Generation # in the first row

Walt, Donald and Baby Duck 1 in the second row

Finally, Baby Duck 2 in the 3rd row

Create the Family Tree

Create a family tree diagram, using SmartArt **14** **4**

[Insert] SmartArt

Using SmartArt, insert a Hierarchy Organization chart

Fill in the names: Walt, Donald, Daisy, Baby Duck 1 and Baby Duck 2

Disable Advancing Slides with Keyboard or Mouse Clicks

[Slide Show] Set Up Slide Show, select Browsed at a Kiosk (full screen), click Ok **2**

Add Hyperlinks to the Presentation

The third use of Hyperlinks:

Add hyperlinks to text boxes on cover sheet.

Create Hyperlink to slide in the current folder, select Place in This Document; follow by

selecting the slide **17** ii.

Add hyperlink to the text boxes on the Donald Duck page

Create Hyperlink to slide in the current folder, select Place in This Document; follow by

selecting the slide **17** ii.

Save the Presentation and Slide Show

Save the file **1**

Review the Slide Show

Review your slide show, by selecting **[Slide Show]** From Beginning **4**

Link the Three Files

Add Hyperlinks to all the Text Boxes in Walt's file, start with the Cover Page, Mickey's Page,

Goofy's Page and then the Index and Family Tree **17** i., ii., iii.

Save the presentations and review the Slide Show **1** **4**