All things Power Point

Using the Photo Album feature of Power Point

The photo album feature allows you to take your digital pictures and add written or recorded commentary. You can use all the features of Power Point to create great looking presentations, both for personal and professional use. Some possible classroom uses include:

1. Students can use these as a digital portfolio, adding slides of their work as they go.
2. The photo album feature can be used to create "memory books" that can be recorded on flash drives and CDs for sentimental reasons.
3. Let students create a digital photo album from a field trip and send it out to parents.
4. Create photo albums to send to other classrooms (pen pals, etc.)
5. Let students use the digital album feature for projects. Document work on science experiments, metamorphosis of butterflies, math "albums" using photos of manipulatives to explain concepts, etc.
6. Try a great big "getting to know you" photo album at the beginning of the year. Have each student write a "page" about themselves to accompany a picture.
7. You can place two photos on a page for a "before and after" or a comparison.
8. Many other possibilities…how many can you think of??

Using Photo Album in Power Point

1. Open Microsoft Office Power Point 2003.
2. In the INSERT menu, select *Picture*, and choose **New Photo Album**. (NOTE: In Office 2007, click on INSERT and NEW PHOTO ALBUM (not PICTURE).
3. Insert your photos from file.
4. Choose your picture layout…fit to slide, 1 picture, 2, 4, 1 w/title, or 2 w/title (you can click on the title in the normal view and add it later).
5. Browse for a theme. You can undo anything you choose that you don't like. You can also preview the theme in the DESIGN tab.
6. Clicking on "captions below pictures" command will insert your photo captions (names). You can edit them later (especially if your photo is named JPG1001!).
7. Continue adding pictures using "Edit Photo Album" and inserting new pictures each time.

TIP: Put all your photos, titles, text boxes, text slides, and captions in while you are in the "Edit Photo Album" command. Add narration, music, special effects, transitions, and animations in later. Going back to the "Edit Photo Album" command after adding effects can undo slide order or change the effects.

Don't forget to use the "undo" button in that case, or you can resort your slides in the "slide sorter" command under the view tab.

Have Power Point 2007? Directions are basically the same, except select the Insert Tab rather than the Insert Menu.

Turning a Power Point into a JPEG

Ever want to put a picture of a Power Point slide into a document, post it on a web page, or email it to someone? (Or print it off for your classroom?) Here are directions from TechLearning for turning a Power Point slide into a JPEG image. Watch the video.

http://www.techlearning.com/showArticle.php?articleID=196604852

If you are using Power Point 2007, you can use the "Save As" feature when you select the Office Button to Save As a JPEG (use the drop down menu). It will ask you if you want to save all slides or just the one you have selected.