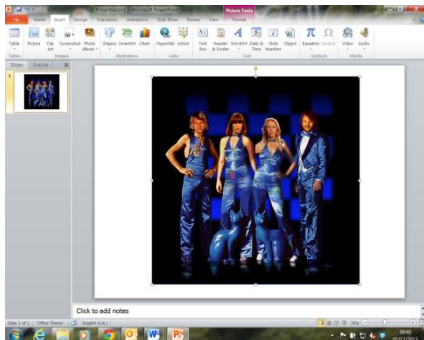




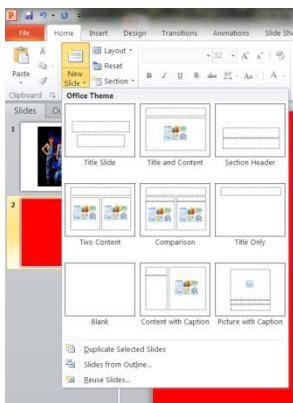
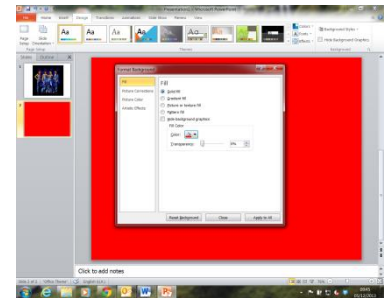
## Making simple choosing activities on the whiteboard using Power Point.

Open Power Point and make a new blank presentation. Double click on the text boxes and delete to make a blank sheet.



If you would like the background to be a picture, go to **Insert > Picture** and then find the picture on your computer. Once you have inserted it on the background, you can use it to fill the slide.

If you would like a coloured background, go to **Design > Format Background**. You can then choose a colour, adjust it and decide whether to apply it to all slides or not.



To add a second (and all subsequent) slide, go to **Home > New Slide > Blank**. If you want the same background on all your slides, go to **Duplicate selected slide**.

Once you have your background, you have to add a table. Go to **Insert > Table > Insert Table** then decide how many rows and columns you want. The table will be inserted into the middle of your first slide but can be moved and its shape adjusted to where you want it. This may be decided by the pupil's ability to reach the screen.



Table to the side

Table at the bottom

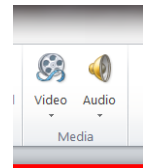
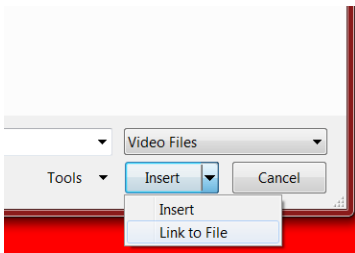


Add the pictures you are going to use to the cells in your table by using **Insert > Picture** again.

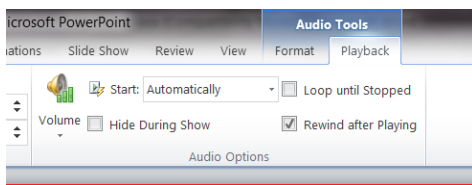
If your pictures are linking to songs or videos on your computer or on the web, you need to create a link.



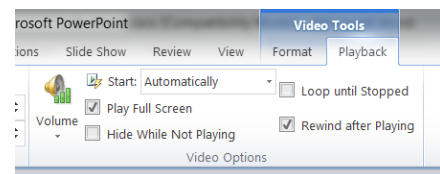
Make as many new pages as there are pictures. On each new page, you need to insert one of your videos or songs. Open each page in succession and then **Insert > Video > Video from file**. When highlighting the video you want to insert, pull down the menu and put **Link to File**. The same technique is used for songs except you need to use the **Audio** icon rather than the **Video** one.



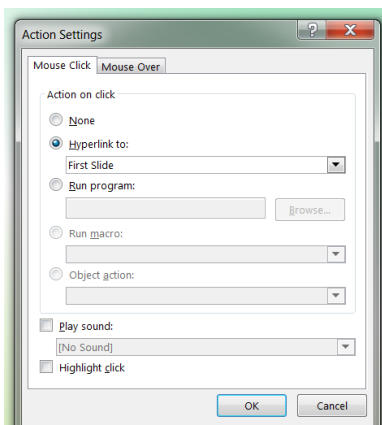
Use the **Audio Tools > Playback** to ensure the music starts automatically and that it rewinds after playing.



In the **Video Tools > Playback**, you need to tick the **Play Full Screen** box as well as **Start Automatically** and **Rewind after Playing**.



Unfortunately, it does not seem to be possible for the slide with the video or music on it to return to the choice page automatically. You will need to add a picture or icon of some kind to create a button.



When you have placed your picture, click on it and then go to **Insert > Action > Hyperlink**. This gives you a pull down menu where you can go to **First Slide** to return to the front page.

It is also possible to embed YouTube videos in your presentation, although there can be technical difficulties associated with this. See <https://tinyurl.com/ydystcvl> for details.

2017