

Using PowerPoint and Excel to Develop Multimedia Accountability Reports

***Russell A. Sabella, Ph.D.
Florida Gulf Coast University***



Recommended Software

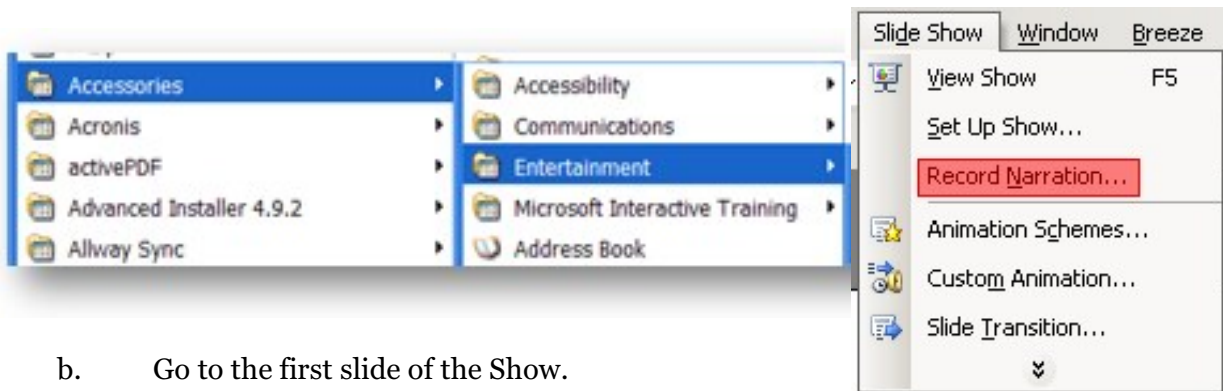
1. Microsoft PowerPoint™ and Excel™
2. EZANALYZE (Free); <http://www.ezanalyze.com/>
3. Microsoft PhotoStory 3 (Free);
<http://tinyurl.com/4f869>

Also worth checking out:

1. CamStudio (Free Screen Capture); <http://www.camstudio.org/>
2. Camtasia Studio (High End and somewhat costly screen casting software: \$179 Educational); <http://www.techsmith.com/camtasia.asp>
3. Microsoft Movie Maker 2.1 (Free);
<http://www.microsoft.com/windowsxp/downloads/updates/moviemaker2.msp>

Method 1: Narrate Within PowerPoint

1. Create your PowerPoint Show using the following format for each slide:
 - a. Introducing yourself
 - b. Introduction of the achievement gap or issue including current data.
 - c. Action Plan (who)
 - d. Action Plan (what)
 - e. Results
 - f. Future recommendations for support
2. Using a microphone, narrate within PowerPoint
 - a. Make sure your microphone is working by launching Windows own sndrec32.exe. You can do this from START, Programs, Accessories, Entertainment, Sound Recorder. Or, Go to START, Run, and enter sndrec32.exe.



- b. Go to the first slide of the Show.
 - c. Click on Slide Show, Narrate
 - d. Accept all the defaults (unless you think you should do a microphone check).
 - e. Now, finally - click the 'OK' button
 - f. If you start from a slide other than the first one, PowerPoint will ask you if you want to begin narration from the present slide or from the start of the presentation. Choose as applicable.
 - g. Begin Narrating
 - h. To go to the next slide, click your mouse button or press the spacebar on your keyboard as you would in a live presentation.
 - i. Complete the narration for all your slides.
 - j. At the end, press the 'Escape' button on your keyboard.
 - k. PowerPoint will ask you if you want to save the timing with each slide. Click 'Yes' to accept.
3. If you make a mistake on a particular slide (Re-recording Narration)
- a. Go to the particular slide for which you want to re-record your narration.
 - b. Choose Slide Show, Record Narration.
 - c. Record the narration for that slide and press Escape (do NOT press anything else or else you will go to the next slide and then have to narrate that one as well).

TIPS

1. Wait about 3-4 seconds at the beginning and at the end of a slide as a “bumper.”
2. Each slide with a narration has a small speaker icon, which you can right-click and choose options in the resultant menu to further fine-tune important aspects.
3. To quickly e-mail your show from within PPT:
 - a. On the File menu, select Send To
 - b. Select Mail Recipient (for Review)
 - c. Click in the To: box and enter the recipient's e-mail address
 - d. Click in the message area below the text Please review the attached document, and if necessary, type an additional note
 - e. On the Message toolbar, click the Send button.
4. You may want to put your file up on the web and link to it via e-mail.
5. You may want to save your PPT as a Show (PPS) so that it opens and play automatically when activated.

Helpful Websites

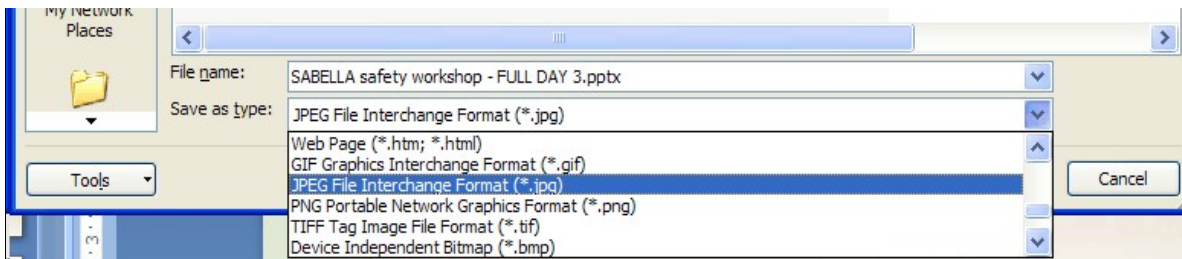
1. <http://www.iddl.vt.edu/instructors/powerpoint/>
2. <http://www.indezine.com/products/powerpoint/ppnarration.html>

Method 2: Export Slides and Use PhotoStory 2

In this method, you will export your PPT slides as graphics and then use those graphics to narrate within PhotoStory 2. Your product is a video. If you like this method, you should put only 1 point per slide and stay away from animation (e.g., bulleted lists) when developing your PPT.

Export slides as graphics

1. Choose File, Save As
2. In the Save As Type drop-down listbox, choose the file type you want to save (e.g., JPEG)



3. Give the file a name and click OK.
4. PowerPoint will ask whether you want to export just the current slide or your entire presentation, choose the latter. PowerPoint will export the entire presentation and assign each file name sequential file numbers to the name you provided.

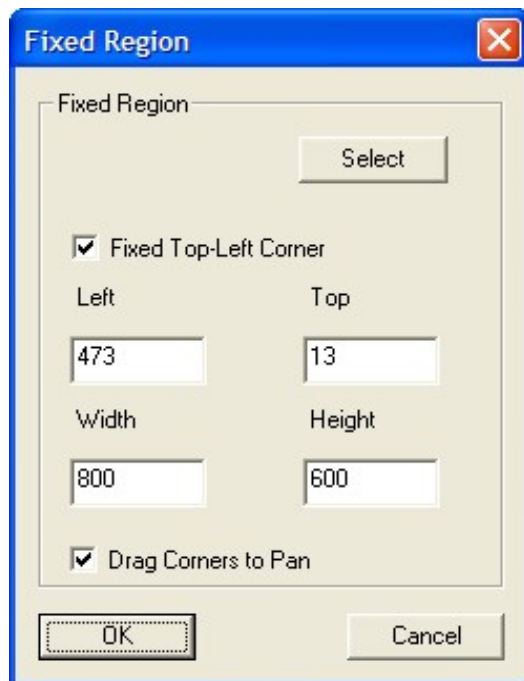
Use PhotoStory 2 to create Video Presentation

1. <http://pubs.logicalexpressions.com/Pub0009/LPMArticle.asp?ID=61>
2. <http://millie.furman.edu/ml/tutorials/photostory3/index.htm>
3. <http://www.windowphotostory.com/> After you go to this website, click on the following graphic (right side):



Method 3: Use CamStudio to Record your Presentation

1. Download CamStudio (Free Screen Capture); <http://www.camstudio.org/>
2. Create your presentation and get ready to record it using CamStudio.
3. Open CamStudio and configure video and audio settings. To record your entire screen, click Option, Video,



Websites:

1. Configuring CamStudio; <http://tinyurl.com/2ogbk9>

Method 4: Microsoft Producer

Microsoft Producer for Microsoft Office PowerPoint 2003 makes it easy to capture and synchronize audio, video, slides and images—creating engaging rich media presentations. Capture, synchronize, and publish audio, video, slides, and images to create rich media presentations viewable in a browser.

The screenshot shows the Microsoft Windows Media website for Microsoft Producer 2003. The page features a navigation menu on the left with sections for Professionals, Home, Resources, and Windows Family. The main content area includes a large banner for Microsoft Producer, a description of its capabilities, and three highlighted sections: 'Learn more about Producer 2003', 'Highlights and Top Issues', and 'Find a Partner'. A 'GETTING STARTED' section on the right offers links to download the software and access tutorials. A sidebar on the left promotes Microsoft VC-1 technology.

Windows Media Home | Windows Media Worldwide

For Professionals
Professionals Home
Products & Technologies
Professional Solutions
Consumer Electronics
Licensing & Logos
Partners
MSDN Developer Center

For Home
Windows Media Player

Resources
Downloads
Support
Community

Windows Family

Microsoft
VC-1 2007
Get connected with VC-1!

Microsoft
Producer
For Microsoft Office PowerPoint 2003

Microsoft Producer for Microsoft Office PowerPoint 2003 makes it easy to capture and synchronize audio, video, slides and images—creating engaging rich media presentations. Capture, synchronize, and publish audio, video, slides, and images to create rich media presentations viewable in a browser.

HIGHLIGHTS

Learn more about Producer 2003
Free to licensed users of PowerPoint 2003 and PowerPoint version 2002, Producer 2003 features include improved audio and video quality, better synchronization, and presentation-sharing tools.

Highlights and Top Issues
Wondering about adding captions or creating profiles in Producer? See our list of whitepapers for answers to these questions and more.

Find a Partner
Producer 2003 Partner Showcase features independent companies worldwide that deliver value-added products and services that can make Producer an even easier choice for your business.

GETTING STARTED

- Download Producer 2003
- Tutorials

<http://www.microsoft.com/windows/windowsmedia/technologies/producer.msp>

Go crazy!!

