

# Biology in a Box -- PowerPoint 101

The purpose of the PowerPoint exercise format is to make *Biology in a Box* less time-consuming for teacher planning, and easier to implement in the classroom. The PowerPoint version of the exercises is designed for teacher-led exploration of the material involving the entire class, while the booklet included in the trunk provides the small group template for the exercises.

You are welcome to change the PowerPoint presentations to meet your own needs; however, before using Biology in a Box CD material, **you should save the desired files/folders to your own computer.**

To save the files, insert the Biology in a Box CD into the CD drive on your computer and do the following:

1. Click on "Start" [or the MS logo]	3. Double-click "Biology in a Box CD"
2. Click "[My] Computer"	4. Select desired unit folder and copy/paste to your computer.

**The copy on your computer is the file that can be used and changed as you desire.**

**Please do not attempt to change or edit the files on the CD in any way!**

You can also download documents and files from our website at <http://www.bio.utk.edu/biologyinbox/available.htm>.

Each disc provided with each learning unit contains materials for all of our thematic units, organized into folders labeled with each unit's name. Folders for each unit also contain additional sub-folders containing the following:

- A teacher version of the materials list for each unit (showing answers to numbered "mystery items")
- The workbook for each unit, in PDF format
- The PowerPoint presentation for each unit (These files are also provided in PDF format for teachers who may need to print the slides for use on transparencies for overhead projectors.)
- Tennessee math and science curriculum standards addressed by each unit
- Additional supplementary reading (in the form of scientific journal articles) that are appropriate for use by high school classes







## PowerPoint Presentation Setup:

To access slideshow mode in Microsoft PowerPoint 2007:

1. Click the "Slideshow" tab	<u>OR</u>	1. Click the "View" tab
2. Then click the "From Beginning" button		2. Then click the "Slide Show" button

Each presentation is set up in exactly the same way:

- A title slide
- A Homepage slide with links to
  - The introduction of each exercise
  - Suggested Reading & Links
  - Also shows an icon that you can click (where present on other slides) to return to the Homepage
- Exercises
  - Each are color-coded for easy navigation
  - Each has its own introduction, objective, directions, and answers
  - Has highlighted keywords/vocabulary throughout
  - Have slides identifying suggested handouts where appropriate
- Slides also have action buttons that hyperlink to different slides:

	Home button – links to the Homepage
	Next button – Links to the next slide that should be viewed (when not present, clicking anywhere on the slide will advance through the animation, where present, to the next slide in the presentation)
	Back button – Links to the previous slide
	U-turn button – Links to the last slide viewed
	Forward/End button – Links to the title page of the unit
	Question/Information buttons – Often used as a link to additional information

**NOTE: The presentation must be viewed in Slideshow mode to activate hyperlinks, animation, and action buttons!**

- Some pictures and/or text may also be clickable links (usually specified on the slide), which are also activated only when the presentation is viewed in Slideshow mode.

# Biology in a Box -- PowerPoint 101

Below is a simple guide to making your own PowerPoint presentations, or to modify the *Biology in a Box* PowerPoint presentations to better fit your own needs. All of the below instructions are for PowerPoint 2007, in the Microsoft Office 2007 suite. If you have any questions on how to perform any of these tasks in older versions of PowerPoint, the following links provide helpful tutorials:

- <http://www.gcflearnfree.org/powerpoint2003>
- <http://office.microsoft.com/en-us/powerpoint-help/create-your-first-presentation-RZ001129842.aspx>

## Adding or Deleting Slides

<p>To add a new slide:</p> <ol style="list-style-type: none"> <li>1. Click the "Home" tab.</li> <li>2. Click the "New Slide" button.</li> <li>3. Edit the new slide as you see fit.</li> </ol>	<p>To delete a slide:</p> <ol style="list-style-type: none"> <li>1. Click the "Home" tab.</li> <li>2. In the "Slides" area, click "Delete". This will delete the slide currently being viewed in editing mode.</li> </ol>
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## Adding or Deleting Text:

<p>To add text:</p> <ol style="list-style-type: none"> <li>1. Click the "Insert" tab.</li> <li>2. Click the "Text Box" button.</li> <li>3. Click and drag on the slide to draw the outline of the text box (you can change the size of the text box later, if necessary)</li> <li>4. Type or paste your text.</li> </ol>	<p>To delete text:</p> <ol style="list-style-type: none"> <li>1. Click an area of text.</li> <li>2. You should notice that outline of the text box containing the text is now visible.</li> <li>3. You can right click on the outline of the text box, and select "Cut", or simply click the outline, and hit the "Delete" key on your keyboard. ("Cut" can be useful if you want to "Paste" the text back in somewhere else!)</li> </ol>
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## Adding or Deleting Pictures:

<p>To add pictures:</p> <ol style="list-style-type: none"> <li>1. Copy the desired picture from the web, or from any source</li> <li>2. Right click on a slide, and select "Paste"</li> </ol>	<p><u>OR</u></p>	<ol style="list-style-type: none"> <li>1. Click on the "Insert" tab</li> <li>2. Then click the "Picture" button.</li> <li>3. Browse to the location of the picture on your hard drive to select the appropriate picture, click on the picture to select it, and then click the "Insert" button.</li> </ol>
<p>To delete a picture, simply right-click it and select "cut", or click the picture, and press the "Delete" key.</p>		

After you have inserted a picture using these directions, see the directions below to turn a picture into an action button.

## Adding Action Buttons:

<ol style="list-style-type: none"> <li>1. Click the "Insert" tab.</li> <li>2. Click the "Shapes" button.</li> <li>3. In the pull-down menu that pops up, you should see the "Action Buttons" at the bottom. Click the one you want to add to your slide.</li> <li>4. After you have selected an Action Button, move your cursor over anywhere on your slide. You should notice that it has turned into a + sign.</li> </ol>	<ol style="list-style-type: none"> <li>5. Click anywhere in your slide. The button should appear, along with a pop-up window for you to edit the location to which this button will link, or the action that the button will perform when clicked in Slideshow view: <ul style="list-style-type: none"> <li><u>None</u>: Button will be inactive and do nothing.</li> <li><u>Hyperlink</u>: Action button will be active, and you can choose any slide to which it should link.</li> <li><u>Run Program</u>: The action button is activated, and a file or internet address can be linked to it.</li> <li><u>Play Sound</u>: A sound is heard when the button is clicked in Slideshow view. You can select a sound file from your computer, or select a pre-set sound from the drop-down menu</li> </ul> </li> </ol>
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## Formatting Pictures as Action Buttons:

<ol style="list-style-type: none"> <li>1. Click the picture.</li> <li>2. Click the "Insert" tab at the top of the screen.</li> </ol>	<ol style="list-style-type: none"> <li>3. Click the "Action" button.</li> <li>4. Select the action of your choice as described above.</li> </ol>
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## Printing a Presentation as Handouts for Students:

<ol style="list-style-type: none"> <li>1. Click the circular Microsoft Office logo in the upper left area of the screen.</li> <li>2. Select "Print".</li> </ol>	<ol style="list-style-type: none"> <li>3. In the area marked "Print what", select "Handouts".</li> <li>4. In the "Handouts" area, under "Slides per page", select "3." (You can print more or fewer slides per page if you wish, but 3 slides per page uses one half of the page, and provides lines for students to write additional notes.)</li> </ol>
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