

Creating Single-Switch Activated Activities Using Microsoft PowerPoint

This presentation is designed to teach those familiar with Microsoft office how to use Microsoft PowerPoint to create simple games that can be activated using a single mouse click or adapted switch. It is not intended to cover all of the features of PowerPoint, but to touch on enough of the features that you can make simple games and begin exploring tools to make more complex games.

Why create your own activities when there are already activities out there?

1. Personalize games for each person using photographs of family or favorite things
2. Customize games to meet specific goals or themes
3. Limit amount of stimulation or avoid fixations

Steps to creating your own game:

1. Create items
2. Customize the items
3. Create switch activated effects

Before we begin

Drawing Toolbar: (VIEW, TOOLBARS, DRAWING) most of what we talk about will be accessed through the Drawing Toolbar usually located at the bottom of the screen

Views (VIEW)

Slide Master: create items on the slide master that need to be the same throughout the presentation so they don't accidentally get changed. (Use this to easily change things that need to appear on every slide)

Normal: return to slides that can change during the presentation

Slide Sorter: view and change order of multiple slides at the same time. Double click on a slide to return to Normal. (The "slides" bar along the left side serves much the same function)

Create Items

AutoShapes: (Autoshapes Button) create shapes, lines, arrows, etc.

Word Art: (3D "A" Button) create words that can be customized similar to shapes

Clip Art: (Portrait Button) opens a database of drawings and some photos

1. Search for a specific picture or browse pictures in the database
2. Follow the "Clip art on Office Online" to download clip art from the internet
3. Download clip art from other websites
 - a. may be stored as a picture in "my documents," "my pictures," "microsoft clip organizer."
 - b. Can be accessed through INSERT, PICTURE, FROM FILE and then selecting the clip organizer

Photographs: (INSERT, PICTURE, FROM FILE) insert photos from the internet, camera, flash drive, or other memory storage devices

Video, Music, and Sound: (INSERT, MOVIES and SOUNDS) (we will not cover these today)

Short Cuts I use frequently for Creating Items

Ctrl + d = duplicate selected item

Ctrl + z = undo

Ctrl + c = copy selected item

Alt + I + D = insert duplicate slide

Ctrl + v = paste item copied

Alt + (underlined letters) = command sequence

Ctrl + y = do the same thing again

Customize Items

(click on the item you want to change)

Resize:

Double click on the object to create precise measurements

Click on and drag one of the circles surrounding the object to change the size manually

Recolor:

Paint Bucket button: recolor the inside; select color from adjacent arrow

Paint Brush button: recolor the outline; select color from adjacent arrow

Order: (DRAW, ORDER) items are layered in the order in which they are created.

May also be accessed by right-clicking on the object

Group/ungroup: (DRAW, GROUP/UNGROOP) combine objects so they function as one (or take them apart)

May also be accessed by right-clicking on the object

Rotate/Flip: (DRAW, ROTATE OR FLIP) free rotate, specific rotation, or rotate/flip round an axis

Shadow: (square button with shadow toward the right of the toolbar)

3-D: (cube button at the right of the drawing toolbar)

Create Switch-Activated Effects

Slide transition: (SLIDE SHOW, SLIDE TRANSITION) easily make items appear, disappear, or change or disappear then select desired transition. You can also insert sounds from a list of options.

Disappear: Put all items the way you want them on first “normal” slide. Then delete one item and insert a duplicate slide. Continue this process until all items are gone. (Uncover pictures/puzzles, pop bubbles, make timers, etc)

Appear/Change: Add/change one item per slide and then insert a duplicate slide. (Teaching presentations such as sorting or positions, coloring games, moving games,)

Custom Animation: (SLIDE SHOW, CUSTOM ANIMATION)

Effect: what do you want the object to do?

Sound: what sound do you want it to make?

Order: if multiple objects are animated, what order do you want them in?

Timing: on mouse click or automatically after a specific amount of time

Selecting “on mouse click” allows for switch activated animation

Once you have your content, slide transition and/or animation you are ready to roll.

Play slide show/game! (SLIDE SHOW, VIEW SHOW)

To start at the beginning or from the selected slide click on the button at the bottom left that looks like a screen to pull down.