

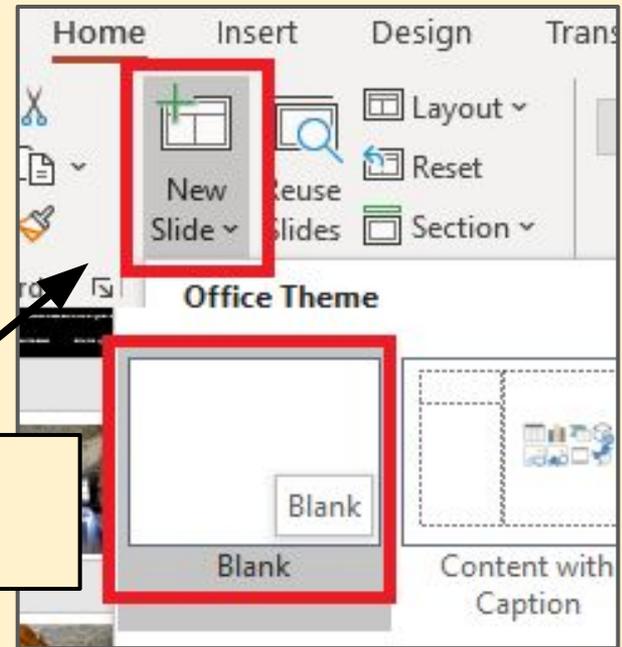
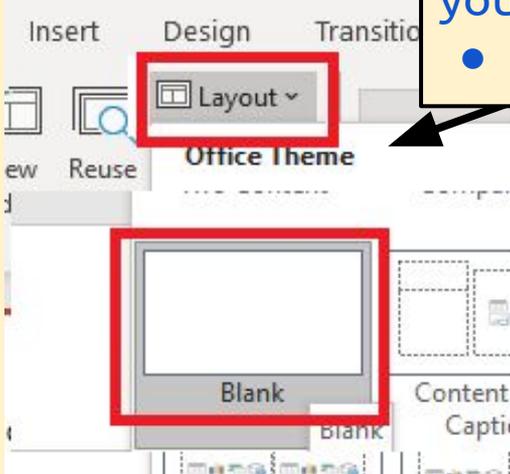
IMMP skills - setup slides



Use **New Slide** and **Layout** to get slides setup right

Blank slides work best - you have control

- **Layout > Blank**



Add new blank slides

- **New slide > Blank**

IMMP skills - kiosk mode

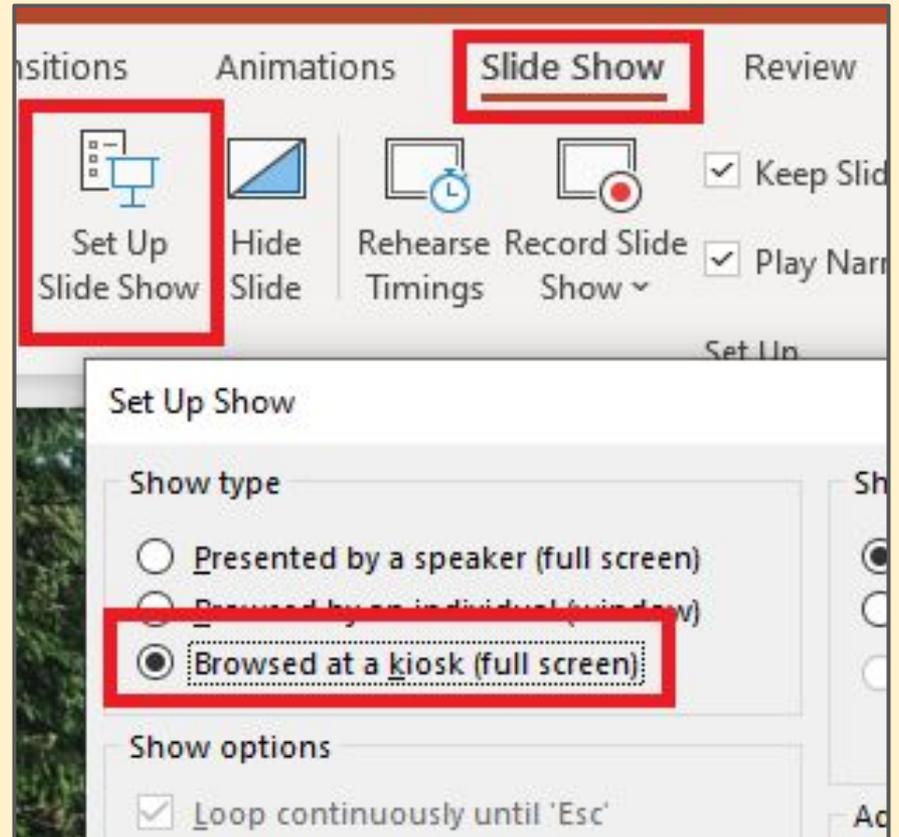
Kiosk mode forces the user to use buttons - they can't just press the spacebar and move from slide to slide.

This is essential for an IMMP piece of work

Slide show

- > Set up Slide Show
- > Browsed at a kiosk

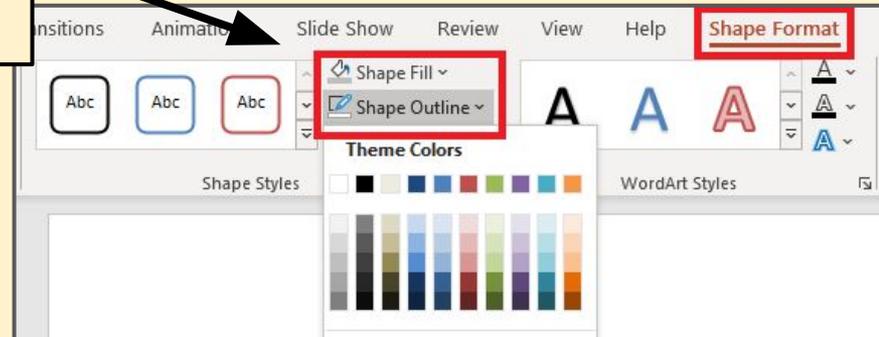
And then test!



IMMP skills - buttons

Shape Format and then **Shape Fill** and **Shape Outline** let you change the way the shape looks

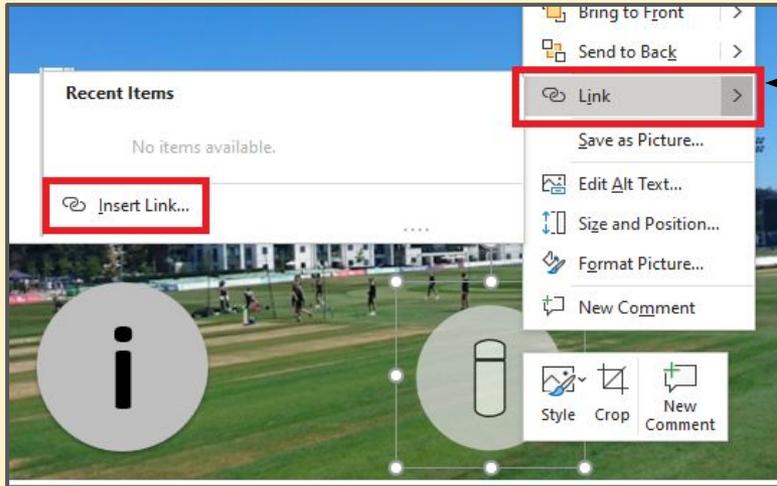
Use shapes to create buttons to link slides together



Right click > Edit Text to add text to the shape to create a useful button

You can format the text anyway you need.

IMMP skills - links



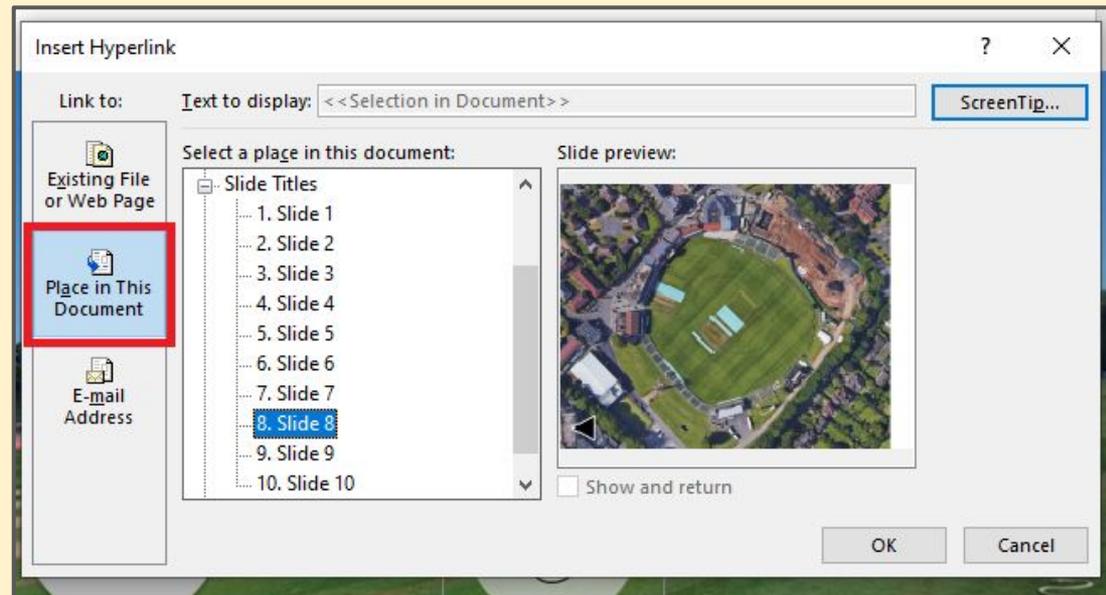
Right click on **edge** of the button > **Link**

Click on the **edge** of the button, not on the writing.
If the text changes colour, **undo** and start again

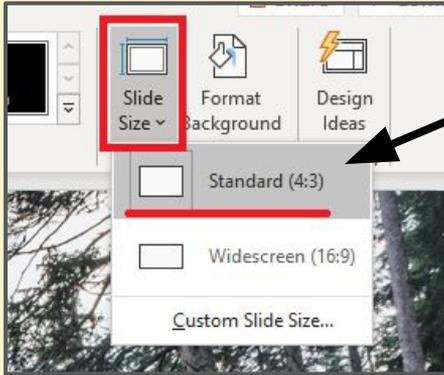
IMPORTANT:

Then **Place in This Document** > choose the **slide** to link to > **OK**

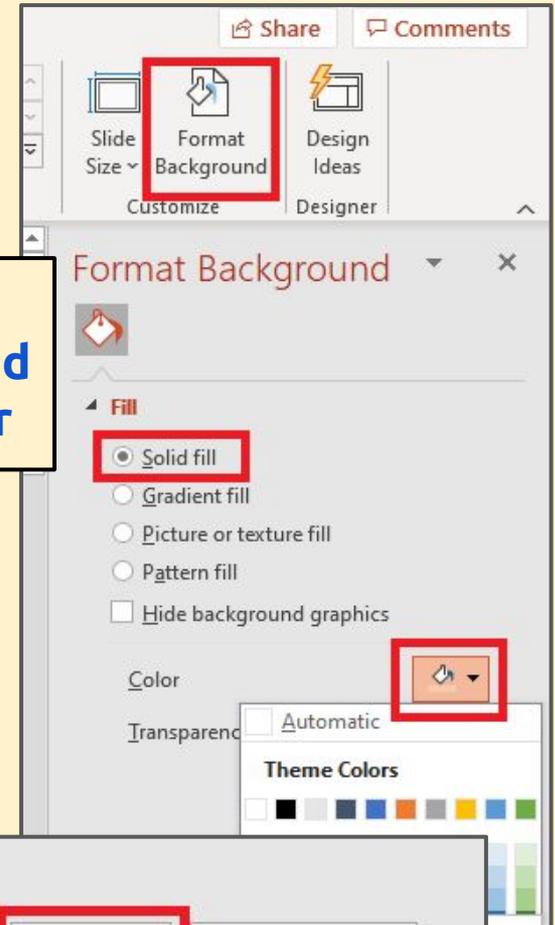
Test your links - this is tricky



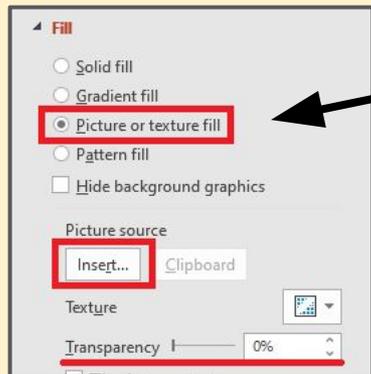
IMMP skills - backgrounds



Change slide sizes:
Design > Slide size > 4:3



Change background:
Design > Format background > Solid fill > choose a colour



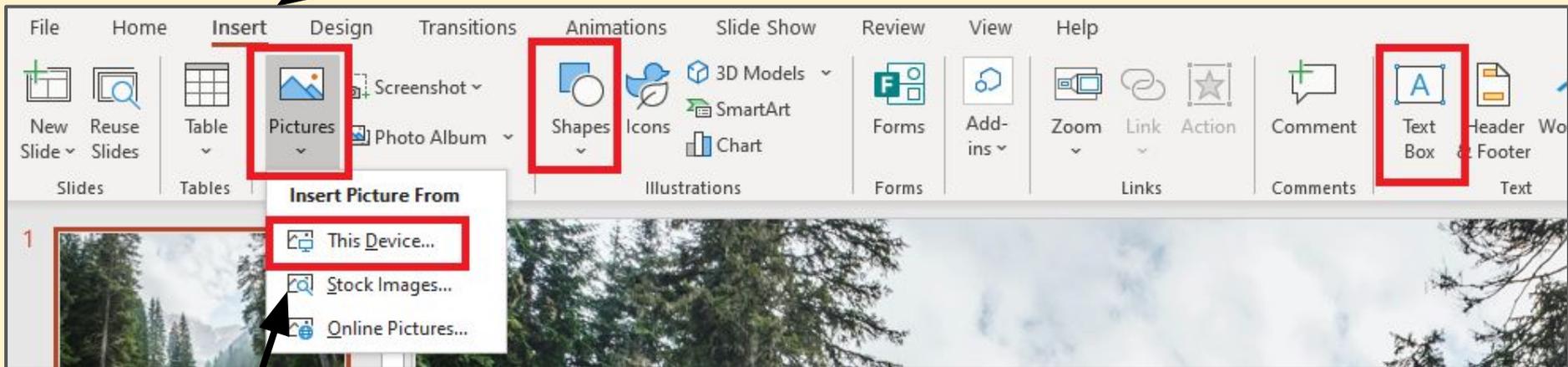
Use **Picture or texture fill** to insert a picture for the background

Apply to All (at bottom) speeds things up

Apply to All Reset Background

IMMP skills - adding objects

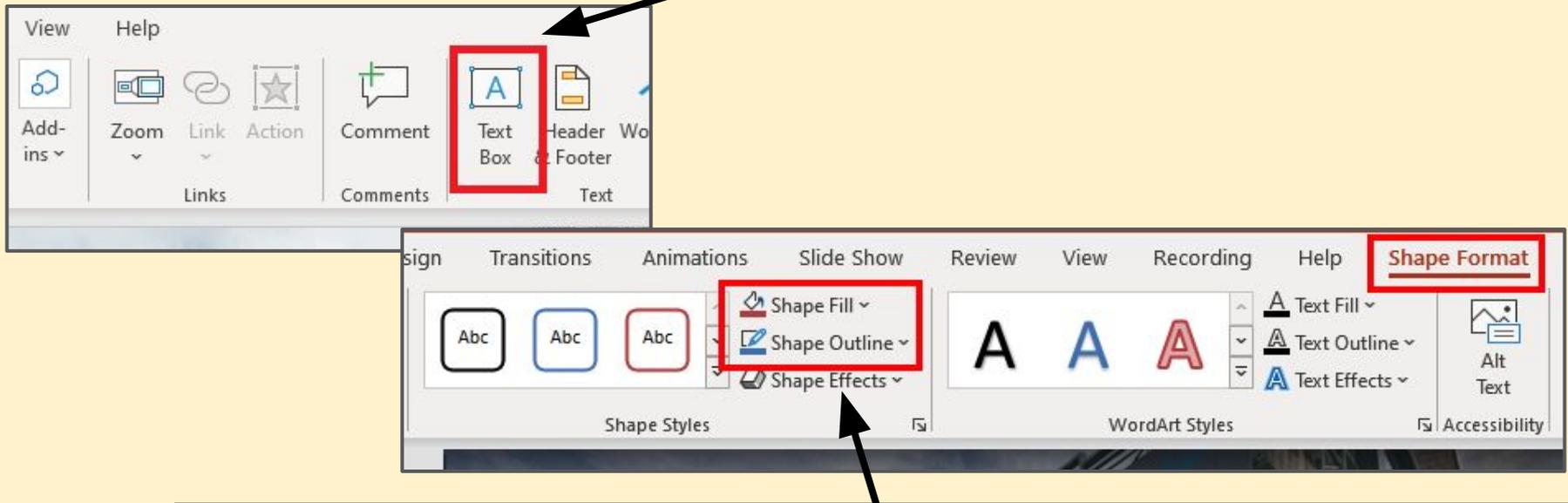
Use the **Insert** menu to insert pictures, shapes and text boxes



Save pictures first and then insert picture from **This Device** to bring them in

IMMP skills - text boxes

Use the **Insert** menu to insert text boxes or shapes Just draw a box and add text - don't worry about the size of it yet



Click **Shape Format** at the top and use the **Shape Fill** and **Shape Outline** options to format the box

Hint: try making the Shape Outline **Weight** a bit thicker

You can use buttons as text boxes - don't forget to right click and **Add Text**

IMMP skills - fancy formats



Cowdrey Stand

Built in the 1980s and named after Kent and England legend Colin Cowdrey.

The stand has three floors and an outside seating area.

Click on the buttons to find out more

Ground floor

First floor

Second floor

Outlining text can make it stand out more effectively

You can use **partly transparent** text boxes to help show text on a complex background

Changing the **Weight** and **Colour** of box outlines can make a real impact

IMMP skills - cool text boxes

1. Add a textbox or shape and add your text as normal

2. Click Shape Format at the top

3. Then click the **small arrow** at the bottom of **Shape Styles**

4. On the **Format Shape** sidebar:
- open the **Fill** section
 - choose a **solid fill** colour (grey or white work well)
 - use the **transparency slider** to make it partly transparent

The image shows a PowerPoint slide with a yellow background. At the top, the title 'IMMP skills - cool text boxes' is written in large blue font. Below the title, there are four numbered instructions in blue text, each enclosed in a white box with a black border. The instructions are: 1. Add a textbox or shape and add your text as normal; 2. Click Shape Format at the top; 3. Then click the small arrow at the bottom of Shape Styles; 4. On the Format Shape sidebar: i) open the Fill section; ii) choose a solid fill colour (grey or white work well); iii) use the transparency slider to make it partly transparent. The screenshot shows the PowerPoint interface with the 'Shape Format' ribbon selected. The 'Shape Styles' gallery is visible, and a small arrow at the bottom is highlighted with a red box. The 'Format Shape' sidebar is open, and the 'Fill' section is expanded, with the 'Solid fill' option selected. The 'Color' and 'Transparency' settings are highlighted with a red box, showing a transparency of 17%.

IMMP skills - text outlines

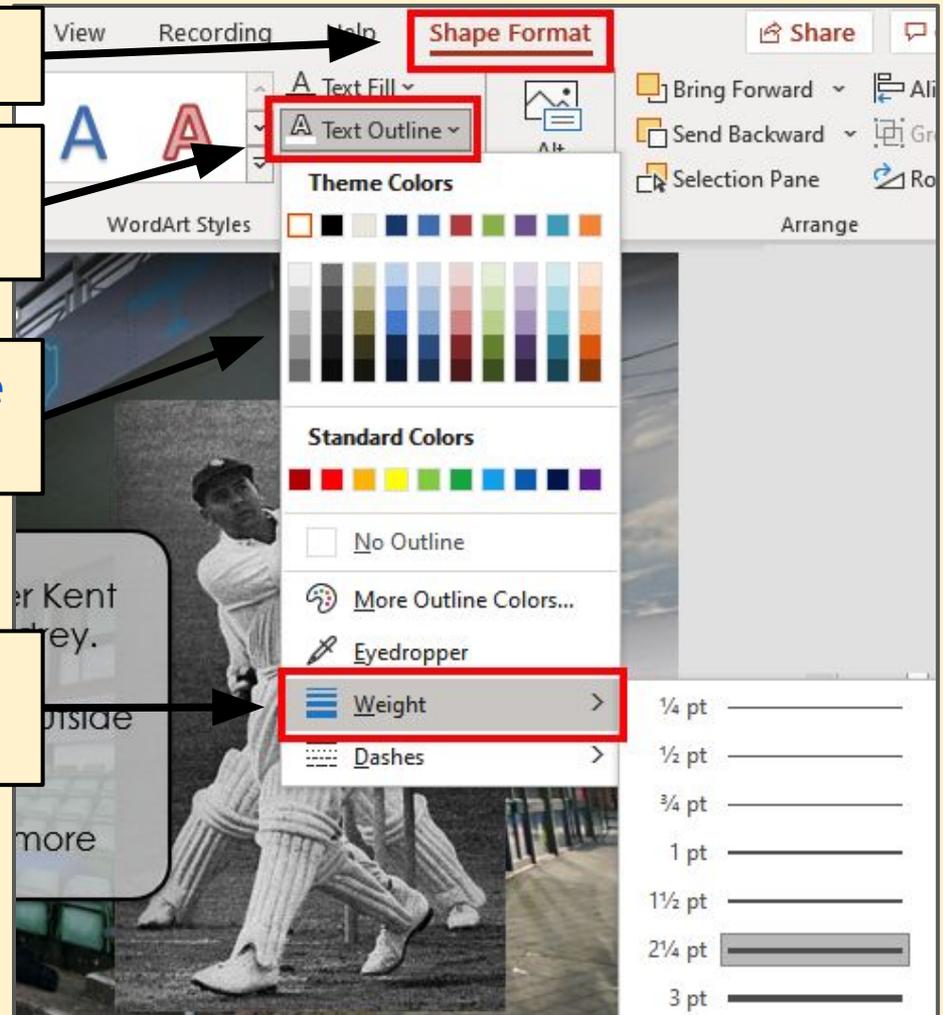
1. Add your text. A chunky font works best. Highlight it

2. Click **Shape Format** at the top

3. Then click **Text Outline** in the **WordArt Styles** section

4. Choose a contrasting colour to make the text really stand out

5. Change the **Weight** to make the outline thicker or thinner

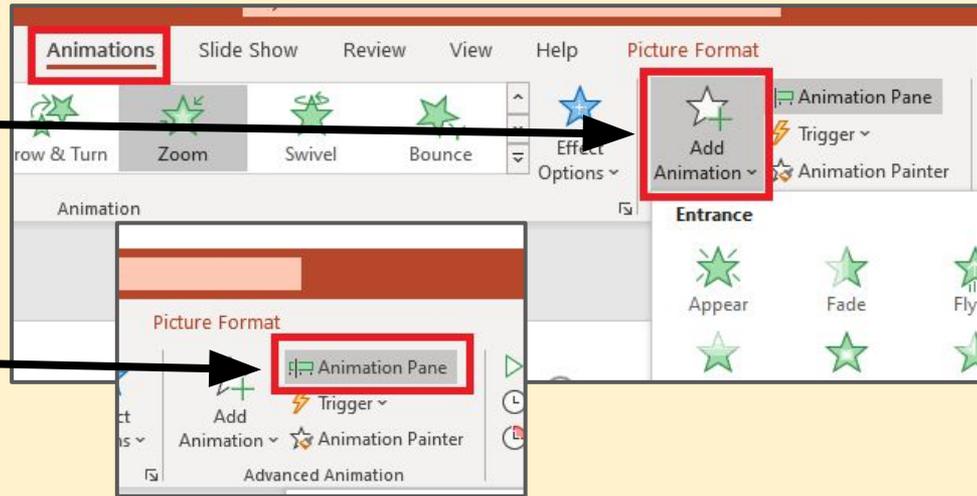


IMMP skills - animations

Use animations carefully and with skill to add style to your IMMP. Don't just use them randomly

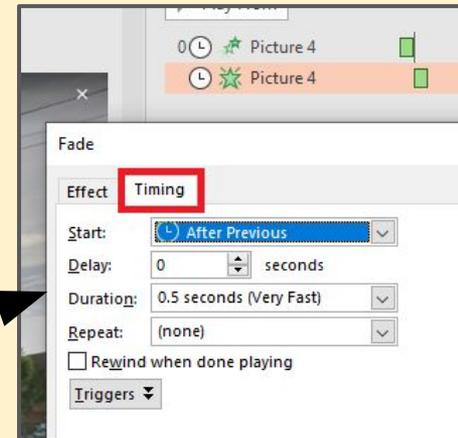
Use **Animations** (at the top) and **Add Animation** to add an animation...

Click to open the **Animation Pane** on the right



Click the **drop down arrow** at the end to open options and style your animations

The **Timing** options are particularly useful



Animation Pane

Play From

0 [Clock] [Star] Picture 4

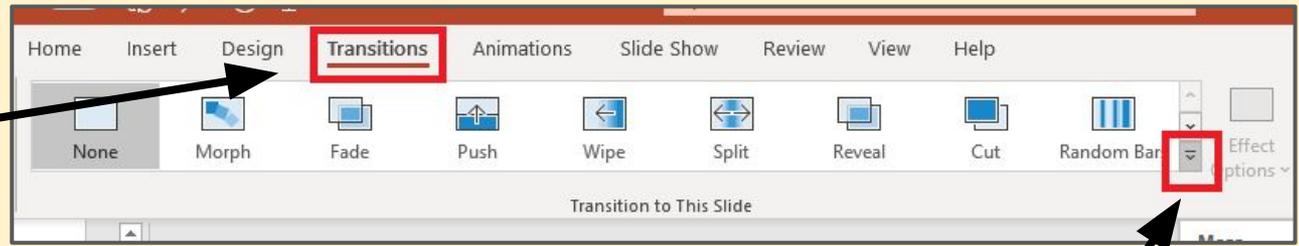
1 [Hand] [Star] Picture 4

- Start On Click
- Start With Previous
- Start After Previous
- Effect Options...
- Timing...
- Hide Advanced Timeline
- Remove

IMMP skills - transitions

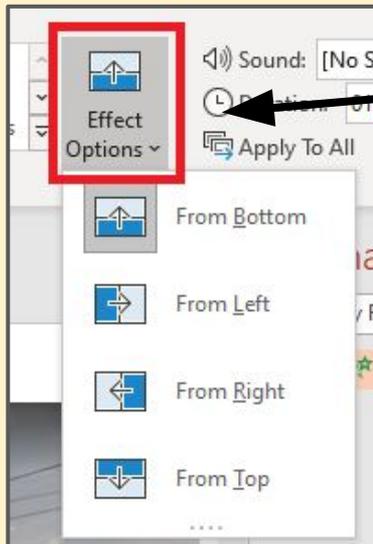
Using clever and stylish transitions **between** slides can help add class to your IMMP. But use them with style and class.

Click **Transitions** to add transitions

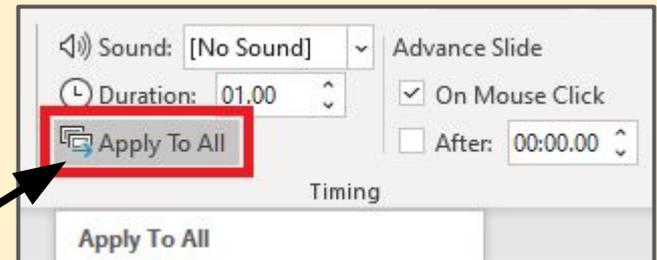


More options here...

Effect Options will let you style your transitions



Apply to All to use the same transition on each slide (much classier)



IMMP skills - audio

You need to **save** audio files before you can add them
Make sure they're **copyright free** - this is a BIG deal



On the **Insert** menu:

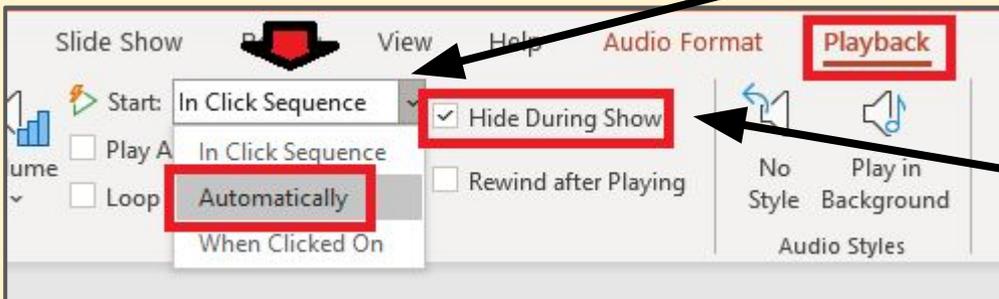
Media > Audio > Audio on My PC

Then go find your audio file and insert it

Click **Playback** (top right):

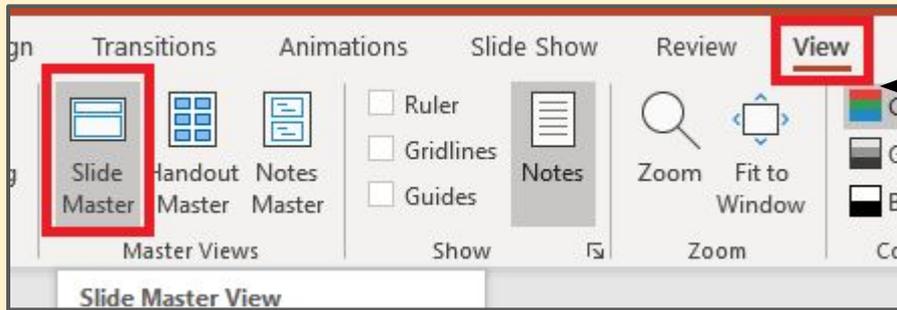
Start drop down > play automatically (probably)

Hide during show - hides the icon



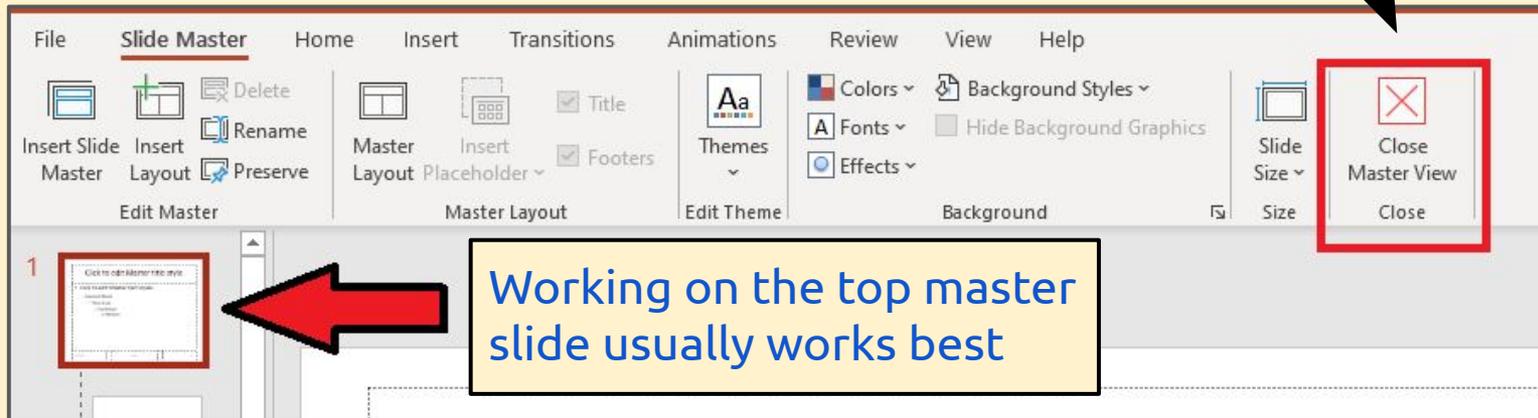
IMMP skills - master slide

Anything you put on the Master Slide will appear on every slide
This can be really useful



Click View > Slide Master
to access master slides

Close the master view to go
back to your IMMP slides



Working on the top master
slide usually works best

IMMP skills - save as a show

To end up with a proper IMMP, you need to save your final work as a **PowerPoint Show**.

This will just run when it's opened - it can't be edited, so only do this once you're done



File > Save As

Then choose **PowerPoint Show (*.ppsx)** from the drop down menu

Make sure you know where your work has saved

